

## 2019 CEF Transport MAP call for proposals

# Application checklist

Preparing an application for a call for proposals can be a daunting task, so stay on top of the process by using this checklist. By reminding you of some of the key points assessed during the evaluation process and the necessary elements for a complete proposal, the checklist aims to help you increase your chances of being granted CEF Transport funding.

This checklist is neither obligatory nor exhaustive: please carefully read the **work programme, call text, application forms, Guide for Applicants and other documents** relevant to the 2019 CEF Transport MAP call for proposals.

For questions about the 2019 CEF Transport MAP call for proposals, consult the FAQ page on the INEA website or contact us: [INEA-CEF-transport-calls@ec.europa.eu](mailto:INEA-CEF-transport-calls@ec.europa.eu). Questions will be answered via FAQ.

### **Scope: Does your proposal fit in the scope of the work programme and call for proposals for which you are applying?**

Check that your proposed activities indeed address the objectives and results expected from the call. Consult the call text and the work programme. Remember, your proposal will be evaluated against the criteria specified for the call and against the description of the priority, under which the proposal is submitted, **only** based on the information you provide in your application.

### **Deadline: Are you on track to submit your proposal by Wednesday, 26 February 2020 at 17:00:00 (Brussels time)?**

## Application forms

### Part A

#### Did you...?

- Encode application form part A directly in the TENtec eSubmission module.
- Print out the sections of application form part A that require signature (parts A2.2 and A2.3 – see below).

- Upload your statutes or relevant legal abstracts proving the capacity to undertake legal obligations – **ONLY** if you are an entity without legal personality (see application form part A2.1 and the Guide for Applicants).
- Designate a coordinating entity from among the applicants to represent all applicants and act as the contact point at the application and evaluation phase – **ONLY** for multi-applicant proposals.
- For each applicant sign**, scan and upload application form part A2.2.
- For each applicant**, scan and upload application form part A2.3 duly dated and signed by the competent EU Member State ministry - **EXCEPT** if you are an EU Member State. If the territory of more than one Member State is concerned by the activity, more than one authorisation will be needed. Please contact the relevant Member State authority as early as possible to clarify if you need to follow any specific procedure to obtain the authorisation.

If you are an EU Member State or an international organisation designating implementing bodies for the implementation of your proposal, complete, **for each implementing body**, the relevant section of form part A2.3.

- For each affiliated entity** complete and upload application form part A2.4 - **ONLY** if you are designating affiliated entities for the implementation of your proposal.
- Upload a **Cost-Benefit Analysis (CBA)** or Cost Effectiveness Analysis (CEA) (where applicable) as a substantial standalone document (required supporting document for the application) – **ONLY** for works proposals.
- Upload the "CBA cash flow template" as an additional supporting document for the application – **ONLY** for proposals including a **Cost-Benefit Analysis (CBA)**.
- Provide a map through the **Interactive Map Editor** and **verify with the TENtec application that your project fits within the geographic scope of the call.**
- In application form part A4, indicate if an **English translation** of the proposal will be provided and if you will request the reimbursement of translation costs (up to € 2,000), – **ONLY** if you are requesting the reimbursement of translation costs.
- Upload a translation of the proposal (Application form parts A, B, C, D and Cost-Benefit Analysis (CBA)) – **ONLY** if your proposal is NOT in English. Translations may be submitted in a second step, until 04 March 2020.

## Part B

### Did you...?

- Download application form part B from the INEA's website.
- Complete and upload application form part B (all relevant parts: B, B1, B2, B3, B4).
- Download, complete, print out, sign, scan and upload the **Legal Identity Form (LEF)**, as well as upload any supporting documents as required in the LEF – **EXCEPT** if you are an EU Member State, region or province, or a neighbouring/third country.
- Download, complete, print out, sign, scan and upload the stamped **Financial Identification Form** for the sole or the coordinating applicant, as well as upload any supporting documents as required by the Financial Identification Form.
- Fill in the tables in section 4.1 - for each applicant.
- Fill in the tables in section 4.4 - **ONLY** if you designated **affiliated entities** for the implementation of your proposal.
- Sign, scan and upload in TENtec part B1 -**EXCEPT** if you are an EU Member State, region or province or a neighbouring/third country.
- Scan and upload in TENtec part B2 signed by each affiliated entity (one signed part B2 per entity) – **ONLY** if there are **affiliated entities** designated for the implementation of your proposal.
- Scan and upload in TENtec part B3 signed by the representative of the country concerned – **ONLY** if the proposed Action concerns the **territory of a neighbouring/third country**. Please contact the relevant state authority as early as possible to clarify if you need to follow any specific procedure to obtain the support.
- Scan and upload in TENtec part B4 – **ONLY** if you are a **neighbouring/third country** or an **applicant established in a neighbouring/third country**.
- Upload in TENtec the appropriate documents attesting your **operational capacity** - **ONLY** if you are a private sector undertaking or body established in an EU Member State, a public or private sector undertaking or body established in a neighbouring/third country or an EEIG (EEIG with no public body members).
- Download, complete and upload in TENtec the **Financial Capacity Check AND the financial statements** certified by an external auditor for the last closed financial year.  
In case the applicant has NOT been operating for one year, upload:
  - 1) a letter of support from a third party together with;
  - 2) the Financial Capacity Check form for that third party showing 'satisfactory' or 'good' as the result of the ratio analysis;
  - 3) financial statements for that third party (i.e. balance sheet, income statement and cash flow statement) certified by an external auditor for the last financial year for which the accounts were closed.
- The **financial capacity** is checked **ONLY** if you are a private sector undertaking or body established in an EU Member State, a public or private sector undertaking or body established in a neighbouring/third country or an EEIG (EEIG with no public body members).
- Complete the steps above for each applicant, as applicable.

## Part C

### Did you...?

- Download application form part C from the INEA's website.
- Complete and upload in TENtec application form part C.
- Complete section I on compliance with EU environmental policy – **ONLY** if your proposal contains works or studies with physical interventions. In particular:
  - In point 3.4 obtain the signature of competent authority – **ONLY** if the action does not fall under the scope of the EIA Directive.
  - In point 5 - **ONLY** if you answer negatively to the question, upload in TENtec Annex C-I, duly completed, signed and stamped by the competent authority responsible for monitoring NATURA 2000 sites.
  - In point 6 obtain the signature and the stamp of the competent authority
  - Upload all the required supporting documents (see Guide for Applicants).
- Complete section II on compatibility with EU policy on interoperability – **ONLY** for railway actions.
- Complete section III on compatibility with EU law on road charging – **ONLY** for road actions.
- Complete section IV on compatibility with road safety and tunnel safety directive – **ONLY** for road actions.
- Complete section V on compatibility with EU law on state aids.
- Complete section VI on compatibility with EU law on public procurement.
- Complete section VII on other sources of EU financing.

## Part D

It is your responsibility as applicant to demonstrate how your proposal addresses the four blocks of award criteria as indicated in the call text.

The evaluation of your proposal is based on the content you provide in the application form, so remember to be as clear as possible. Neither assumptions nor requests for additional information will be made.

### Did you...?

- Download application form part D from the INEA's website.
- Complete and upload in TENtec application form part D.
- Include information about the global project the proposed Action refers to, if applicable.
- Include a comprehensive description of the objectives of the proposed Action and how they will be achieved.
- Include a sound project management process and plan.

- Make sure that a "common thread" runs through your proposal interlinking the information provided on activities, deliverables, resources and planning in a way that is coherent with achieving the stipulated objectives.
- Take the time to provide a complete answer to all the questions. Remember that your proposal will **ONLY** be evaluated on the basis of the information included in your application.
- Enclose **ONLY** the annexes that are necessary to complete the assessment of the information provided in the application form and limit it to the strict minimum as the relevant information should be in the application, not in the annexes.

### Some last advice

- Make sure that you completed and uploaded all the application forms in their entirety (A, B, C, D and, if applicable, Cost-Benefit Analysis (CBA) or Cost Effectiveness Analysis (CEA).
- Avoid jargon and do not take any background knowledge for granted on the project or on the context in which the project will be implemented or on the operational capacity of the applicant(s).
- Name the supporting documents clearly to allow their easy identification.
- Keep the application form part D within the 40 page limit.
- Make sure that your proposal is precise, clearly responds to the questions asked, and demonstrates the added value of CEF Transport funding.
- Do one last check to ensure that your proposal is clear and easy to follow and explain issues, including local context, that may be evident to you - remember that external evaluators can only assess your proposal on the basis of provided information and no assumptions will be made.
- Arrange for your draft to be reviewed by experienced colleagues – use their advice to improve it before submission.
- Keep the originals safe as they may be requested later in the evaluation process.