2018-1 CEF Telecom call: how to prepare a successful proposal

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PREPARING A SUCCESSFUL PROPOSAL

How to apply:
READ, REFLECT, REMEMBER
READ
ALL call documentation thoroughly
READ: all call documentation

- See call webpage and consult:
  - Work Programme (Annex)
  - Call text
    - Take special note of the Priorities & Objectives (section 2.1) and Results (section 2.2) which provide specific information on what is expected in the proposals
    - Carefully read the Award Criteria (section 8) which explain on what the proposal will be evaluated
  - Guide for Applicants
  - Application forms
  - FAQs
READ: how to use TENtec

- **TENtec**: system used to manage the CEF projects during their entire lifecycle and which enables the electronic submission of proposals under the CEF calls
- Step-by-step instructions for the **TENtec eSubmission system** in the Guide for Applicants
READ: Application forms
All application forms and access to TENtec eSubmission module available via call page on INEA website

- **Part A**: Main characteristics of the proposal
- **Part B**: Administrative information
- **Part C**: Information on compliance with EU law
- **Part D**: Technical and financial information

Application Form
Application form A

Essential administrative information on the applicants and on the proposal: summary of the action, timing, activities and milestones, budget, breakdown of eligible costs and requested funding plus Member State approval

- MUST be encoded in the TENtec eSubmission module, .pdf will be generated automatically (Word version provided for reference on call webpage)
- Includes forms that require signature of the applicants (A2.2) and Member State validation (A2.3) – upload separately

The descriptions of the proposed Action and activities will also be used for the grant agreement: be complete, informative and precise!
Application form B

Further administrative information on applicants and info use to demonstrate compliance with the **financial & operational capacity** (*required by Financial Regulation*)

Certain types of applicants **DO NOT** need to demonstrate financial and operational capacity – check intro section of the B form for more details
Application form B

Financial and operational capacity check

• Financial capacity check
Financial analysis based on a set of ratios, carried out as same time as evaluation – applicants to supply information based on amount of grant requested

*Documents: Legal entity form, financial identification form, additional supporting documents*

• Operational capacity check
Proof of technical and operational capacity of applicant to complete the proposed Action; Complements information from application form part D2.3

*Documents: activity reports, CVs, reports on similar projects, etc*

• Complete all relevant parts of form B and upload to TENtec
Application form C

• Information on compliance with EU law on public procurement
• Information on other sources of EU financing that may be received by the proposal (cannot receive grants from two EU funding sources)
Application form D

Detailed, technical information describing the proposed Action and its activities – i.e. the heart of the proposal

- Order of the questions reflects the award criteria
  - Address each point and subpoint in your application to ensure that your proposal contains all of the relevant information on which it will be assessed
- Includes Gantt chart + other annexes
- Part D: 30 pages maximum
REFLECT on the call content & requirements

MEMBER STATE APPROVAL?
REFLECT: call content and requirements

- CEF Telecom funding is a competitive process based on defined award criteria in the Work Programme and call text.
  - Do you understand the priorities, objectives and intended results as defined in the call text?
  - Does your proposed Action address these points?
  - Can you justify why YOUR proposal should ultimately be selected for funding?

- Preparing a good application requires time and effort – as does the resulting project management.
  - Do you have both the time and resources to prepare a good application?
  - Do you understand the requirements of the grant agreement if your proposal is selected for funding?
REFLECT: call content and requirements

- **Some calls have strict consortium requirements** on types of applicants.
  - Do you have enough partners lined up at the outset who can act as applicants?
  - Who will serve as the consortium coordinator?
  - Does this organisation understand the requirements of this role?
  - Can you provide evidence/justify that all applicants in the proposal meet any other identified eligibility criteria?

- **Member State approval is necessary for all applications to be eligible.**
  - Do you understand how this approval process is done in your Member State?
  - Do you know who is your Member State contact point?
  - Have you taken into consideration the time it will take to obtain the approval(s)?
REFLECT: call content and requirements

A good proposal:

• uses simple language
• is well-structured
• addresses the award criteria
• provides clear descriptions on how the proposed solutions will be implemented

Evaluators must find the relevant information and evidence in the proposal in order to evaluate it – they will not make any assumptions!
REFLECT: call content and requirements

• Can you effectively organise the information in your proposal/application forms?
  • Financial: provide a business and/or financial plan to
    • justify your costs
    • explain financial sustainability
    • assess your proposed budget in general
  • Technical: give explanations/clear diagrams on IT solutions used, architecture, standards, etc
    • explain the work you will be undertaking
    • provide ample descriptions of your activities and milestones
  • Operational: show concrete evidence on how your proposed Action
    • supports the objectives/aims of the call
    • addresses the award criteria
    • mitigates any possible risks and delays
    • incorporates a clear timetable and planning overview
Please take note!

- **New TENtec features:**
  - Progress in navigation bar now indicated per section
  - E-mail notifications every time a proposal is submitted, withdrawn, deleted or re-opened
REMEMBER

Successful applications take time and effort…
REMEMBER: time flies...

- **Start NOW** and don't forget about the deadline

- Completing an application is time consuming, especially for first time applicants
- Member State endorsement and multi-applicant proposals take time
- If the deadline passes and you haven't submitted your complete proposal, it will be declared inadmissible: it will not be evaluated!
REMEMBER
...help is available!
REMEMBER: help is available

- Visit your **call webpage** regularly to check for updates, sign up for our **Twitter feed** and **FAQ notifications**

- **Helpdesk:** [INEA-CEF-Telecom-calls@ec.europa.eu](mailto:INEA-CEF-Telecom-calls@ec.europa.eu)

- **FAQs** (general and DSI specific) and **FAQ notification service**
  
  FAQ deadline: **Monday, 30 April**
  
  Last FAQ update online: **Tuesday, 8 May**
REMEMBER: make a final check before submitting your application

- Follow the steps as detailed in the Guide for Applicants
- Use the checklist to ensure that you have all necessary forms
- Upload all forms requiring signatures + make them clearly identifiable by their file name in English
- Don't forget any supporting documents
- Keep your originals – they may be requested later

- Submit in TENtec before the deadline... (do not wait until the last minute!)
REMEMBER
D-DAY:
15 May 2018
(17:00 Brussels time)
Good luck with your proposals!
CEF Telecom calls: for more information

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Thank you!