



CEF Telecom call 2019-2: How to prepare a successful proposal

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2019-2 CEF Telecom Virtual Info Day – 10 July 2019

PREPARING A SUCCESSFUL PROPOSAL

How to apply:
READ, REFLECT, REMEMBER



READ

ALL call
documentation
thoroughly



CEF
Regulation
(made easy)

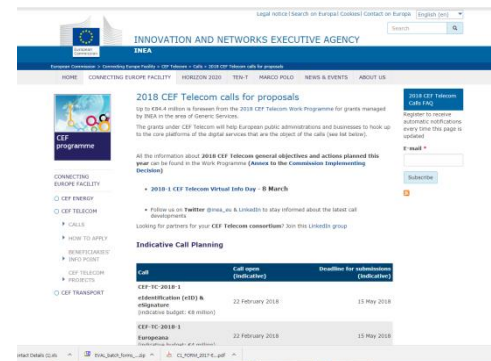
READ: all call documentation

- See **call webpage** and consult:

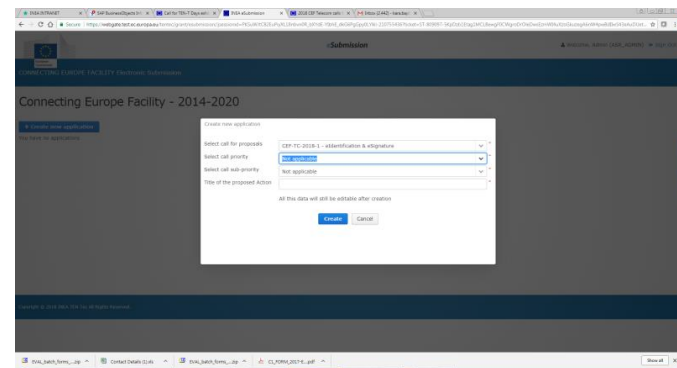
- **Work Programme (Annex)**
- **Call text**

- 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** – you must use the templates provided!
- **FAQs** – both general & specific
- **Model grant agreement**



READ: how to use TENtec



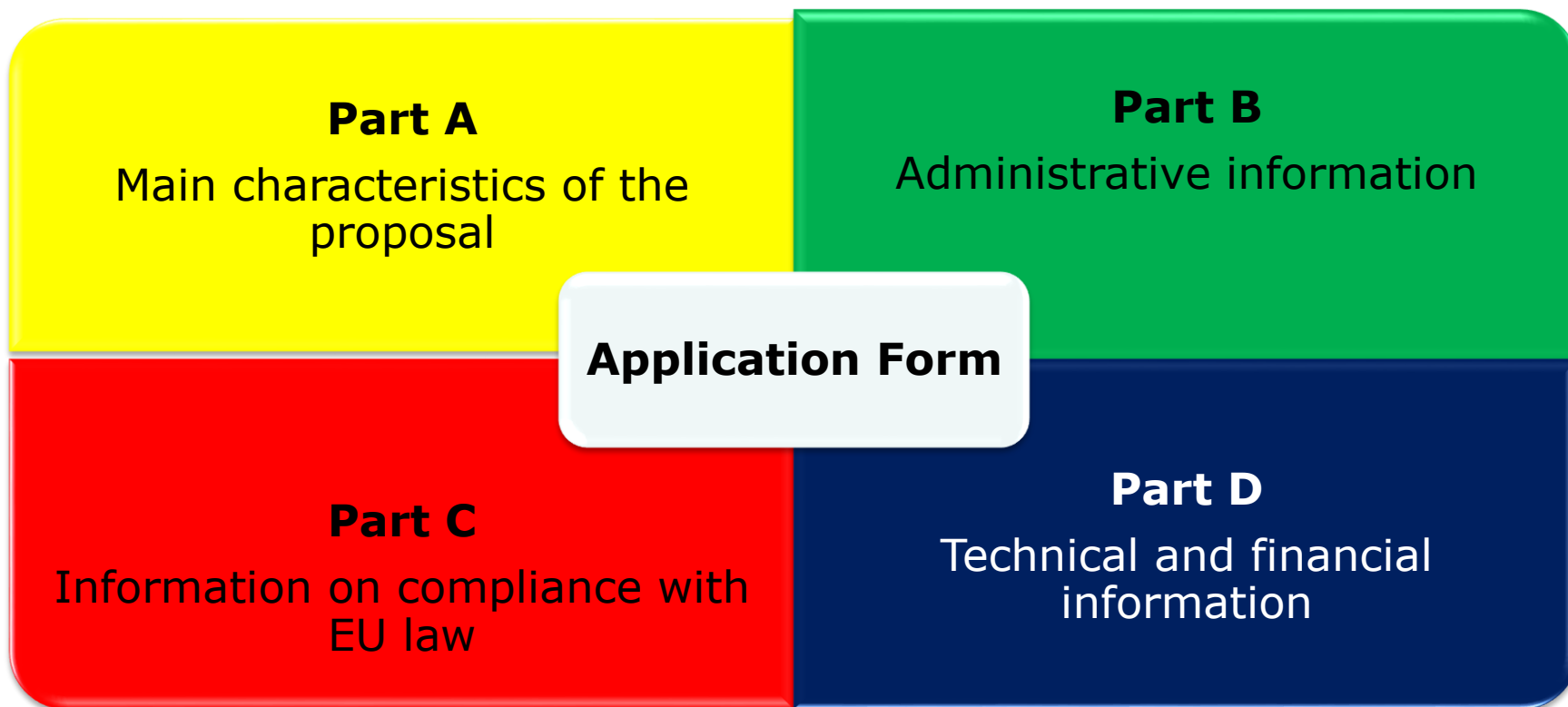
- **TENtec:** system used to manage the CEF projects during their entire lifecycle and which enables the electronic submission of proposals under the CEF calls
- Step-by-step instructions for the **TENtec eSubmission system** in the Guide for Applicants

NEW!

- **New feature:** warning if you encode an activity start date in the past, or an activity end date before the results of the evaluation will be announced

READ: Application forms

All application forms and access to TENtec eSubmission module available via call page on INEA website



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 used to demonstrate compliance with **operational capacity** (*required by EU Financial Regulation*)

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

Application form B

Operational capacity check

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

- Reminder: **you must use the template available on the call page!**
- 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**: please ensure that these are **readable and useful** for the evaluators!
- Part D: **30 pages** maximum



REFLECT
on the call
content &
requirements

Award criteria

- **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 for the Digital Service Infrastructure (DSI) in question?
 - Does your proposed Action address these points?
 - Can you justify why YOUR proposal should ultimately be selected for funding?

Relevance

- Alignment to DSI implementation objectives & activities (WP)
- Alignment to EU/national policies, strategies and activities

Quality & efficiency of implementation

- Maturity
- Coherence/effectiveness with work plan
- Quality of consortium/consortium members
- Support from national authorities/industry/NGOs
- Attention to security/privacy/inclusiveness/accessibility

Impact & sustainability

- Quality of the approach to facilitate wider deployment/take-up of the proposed actions
- Capability of long-term sustainability without EU funding

Consortium & approval requirements

- **Some calls have strict consortium requirements/requirements on types of applicants.**
 - Do you have enough partners lined up 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?
 - Have you taken into consideration the time it will take to obtain the approval(s)?

A good proposal...

- uses simple language
- provides clear descriptions on how the proposed solutions will be implemented
- addresses **all** of the award criteria in sufficient detail
- is well-structured

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

Different aspects of the proposal (i)

- **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
- **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

Different aspects of the proposal (ii)

- **Financial:** provide a business and/or financial plan to
 - justify your costs
 - explain financial sustainability
 - assess your proposed budget in general



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!

Answering your questions

- 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
- **FAQs** (general and DSI specific) and **FAQ notification service:**

2019-2		
	Deadline for FAQ questions	Last FAQ update
Cybersecurity	24 October 2019	7 November 2019
eProcurement		
eHealth		
European e-Justice		
European Platform for Digital Skills and Jobs		
Public Open Data		

- Questions on **TENtec eSubmission module?** Responses will be provided until the deadline

One last step: 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!)

CEF Telecom calls: for more information



inea-cef-telecom-calls@ec.europa.eu



<https://ec.europa.eu/inea/en/connecting-europe-facility/cef-telecom/apply-funding/2019-cef-telecom-calls-proposals>



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Thank you!