



# CEF Transport 2016 calls The application process

*CEF Transport Info Day – 25 October 2016*

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# PREPARING A SUCCESSFUL PROPOSAL

How to apply:  
**READ, REFLECT, REMEMBER**

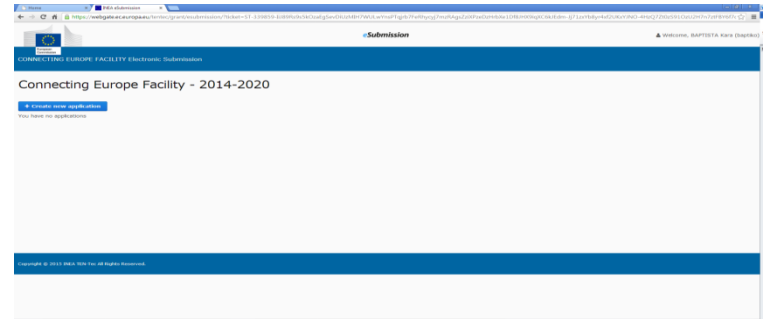
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## **READ:** get to know the call documents

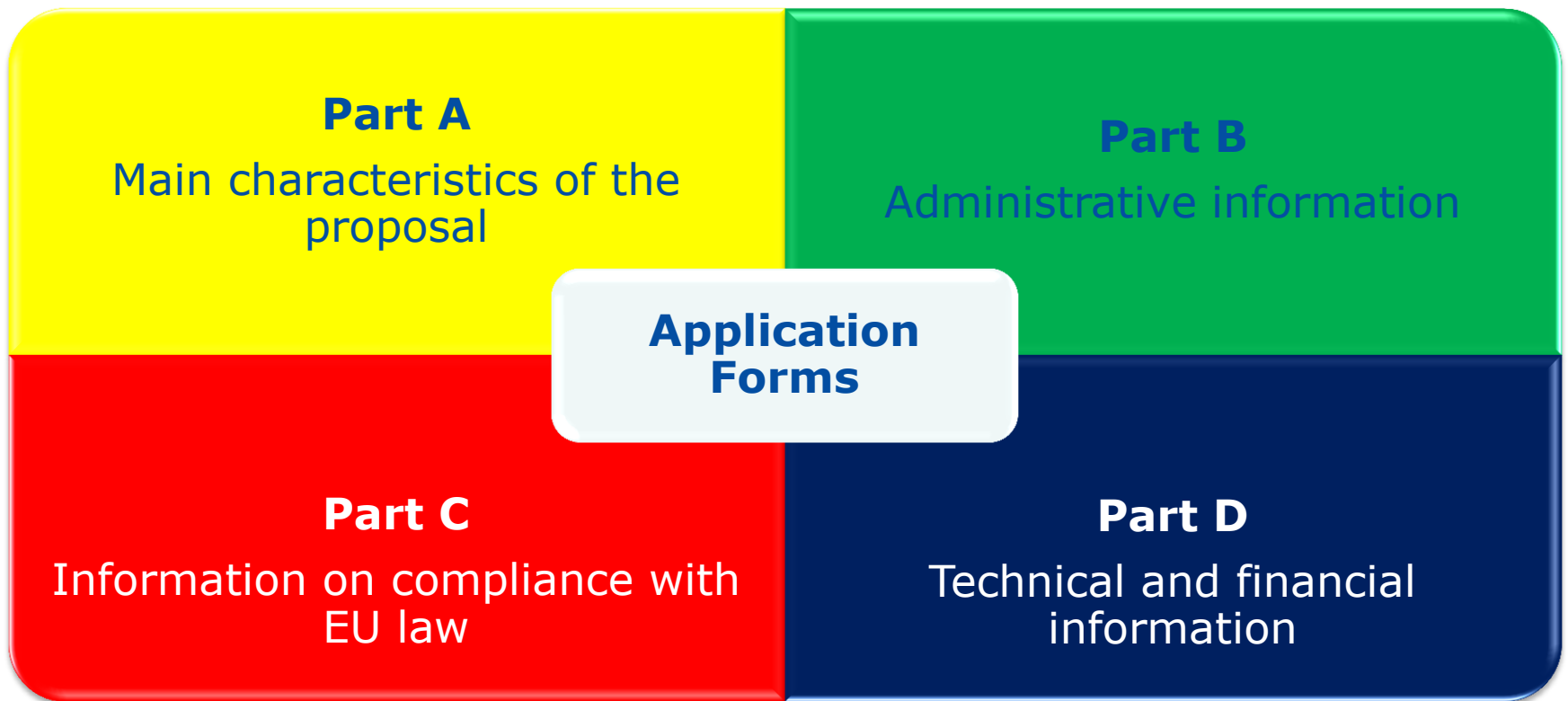
- Read through **ALL** the documents the calls webpage: <https://ec.europa.eu/inea/en/connecting-europe-facility/cef-transport/apply-funding/2016-cef-transport-calls-proposals>
  - **Work Programme (Annexes)**
  - **Call texts** - Identify **the call** to which your proposal is most relevant:
    - **Priorities and Results**
    - **Eligibility Criteria**
    - **Award Criteria**
  - **Guide for Applicants**
  - **Application forms**
  - **FAQs**
  - **Proposal checklist**

# READ: how to use TENtec electronic proposal submission tool

- **TENtec** is the system used to manage CEF projects during their entire lifecycle
- Fully electronic proposal submission using **TENtec eSubmission** tool: all application forms and access to TENtec eSubmission module available via call page on INEA website
- Need **EU login/ECAS password** for access
- Step-by-step instructions available in the Guide for Applicants



# READ: Application forms



# Application form part A

## Essential information on the applicants and on the proposal:

General information on the proposal	<ul style="list-style-type: none"><li>• Title, call, priority, short description</li><li>• Core/Comprehensive Network, Corridor, section</li><li>• Transport mode/Traffic management system</li></ul>
Applicants	<ul style="list-style-type: none"><li>• Legal entity, contact, and <b>authorised representative (A2.2)</b></li><li>• <b>EU Member State approval (A2.3)</b></li><li>• Implementing bodies/Affiliated entities (if applicable)</li></ul>
Location of the Action	<ul style="list-style-type: none"><li>• Member State(s), region(s), third country(ies)</li><li>• Interactive map editor</li></ul>

# Application form part A

## Essential information on the applicants and on the proposal:

### Activities and milestones

- List of activities (name, implementing applicant(s), description, start/end dates)
- List of milestones (description, summary, completion date, verification means)
- EU financial instruments

### Costs

- Sources of financing
- Breakdown of eligible costs per activity per applicant
- Related actions

### Contribution to CEF objectives

- Questions depending on the Funding Objective
- All questions must be answered (N/A possible)

# Application form part A

- Must be completed in the TENtec eSubmission module – PDF automatically generated; Word version provided for reference on call webpage
- To be uploaded separately:
  - Forms that require signature of applicants (A2.2) and concerned Member State(s)
  - Cost-benefit/Cost-effectiveness analysis (works and mixed proposals)
- The descriptions of the proposed Action and activities will also be used for the grant agreement: be complete, informative and precise!



# Application form part B

## Further administrative information on the applicants

Legal entity form	Check requirements and supporting documents depending on type of applicants (Guide for Applicants)
Financial identification form	
Declaration forms (not in exclusion situation) (Annex B-I and B-II)	
Support of the neighbouring / third country concerned (Annex B-III) Declaration on why participation of the applicant is necessary and/or indispensable (Annex B-IV)	Neighbouring/third countries or entities established in neighbouring/third countries

# Application form part B

## Further administrative information on the applicants

Financial capacity check

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

Operational capacity check

Proof of technical and operational capacity of applicant to complete the proposed Action

Check requirements and supporting documents depending on type of applicants (Guide for Applicants)

# Application form part C

## Information on compliance with EU law:

All proposals	<ul style="list-style-type: none"><li>• Section V Compatibility with EU law on state aids</li><li>• Section VI Compatibility with EU law on public procurement</li><li>• Section VII Other sources of EU financing</li></ul>
Works and studies with physical interventions	<ul style="list-style-type: none"><li>• Section I Compliance with EU environmental policy</li></ul>
Depending on the content of the proposal	<ul style="list-style-type: none"><li>• Section II Compliance with EU policy on interoperability</li><li>• Section III Compliance with EU law on road charging</li><li>• Section IV Compliance with road safety and tunnel safety Directives</li></ul>

# Application form part D

## Core part for the evaluation of your proposal (40 pages maximum)

- Information about the global project
- Detailed, technical information about the proposed Action and its activities
- You demonstrate how your proposal addresses the four blocks of award criteria
- ANNEXES: may be provided as additional evidence or illustration of statements included in the application but they are not part of the application

# Application form part D

## REFLECT:

- **Relevance:** Motivate your replies and, where possible, support your statements with qualitative/quantitative data
- **Maturity:** Consider applying in future calls if your proposal is not mature enough
- **Impact:** Prove that CEF Transport funding will make a difference
- **Quality:** Demonstrate that the proposed Action is sound and the check that the proposal is complete, clear and easy to follow

# REFLECT: call content and requirements

- **CEF Transport 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 and the work programme?
  - 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

- **Calls have requirements on applicants**
  - Do all applicants in the proposal meet the eligibility criteria?
  - Have you identified the coordinating applicant / coordinator?
  - Does this organisation understand the requirements of this role?
- **Calls have requirements on actions**
  - Do you understand the priorities, objectives and intended results as defined in the call text and the work programme?
  - Does your proposed Action address these points?
  - Can you justify why YOUR proposal should ultimately be selected for funding?

## REFLECT: think about the evaluators...

- Provide **only relevant information** using **only the application forms**
- **Use simple, clear language:** responses need to be clear, well-structured, substantiated and concise
- **Be coherent** in describing the objective, activities, duration and budget
- **Be consistent** through your statements in different parts of the application

**The proposals will be evaluated on its own merits and based only on the information provided by the applicant**



# REMEMBER: time flies...

## Start early and don't forget about the deadline

- Completing an application is time consuming, especially for first time applicants and multi-applicant proposals
- Contact the relevant EU Member State ministry and competent authorities at an early stage  
-> National procedures/deadlines may be in place to endorse CEF Transport applications
- Avoid last-minute submission

## **REMEMBER:** checks before submission

- Proposal checklist: anything missing?
- Upload all forms/annexes requiring signatures
- Upload all required supporting documents
- Uploaded files should be clearly identifiable by their file name in English
- Maybe your draft can be reviewed by more experienced colleagues and/or native speakers – use their advice to improve it before submission
- Keep originals of all documents – they may be requested later

# REMEMBER: help is available

- Helpdesk: [INEA-CEF-transport-calls@ec.europa.eu](mailto:INEA-CEF-transport-calls@ec.europa.eu)
- FAQs (general and priority-specific) can be asked until 24 January 2017
- FAQs publication on calls website (last update 31 January 2017)
- Technical questions related to TENtec eSubmission module will be replied individually until the call deadline



**INEA-CEF-Transport-calls@ec.europa.eu**



**<http://ec.europa.eu/inea>**



**@inea\_eu**



**Look for INEA!**

***Thank you!***