

2017 CEF Transport Blending 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 2017 CEF Transport Blending call.

For questions about the 2017 CEF Transport Blending call for proposals, consult the FAQ page on the INEA website or contact us: INEA-CEF-transport-blending@ec.europa.eu. Questions will be answered via FAQ.

- Scope: Does your proposal fit in the scope of the work programme, call for proposals and the specific priority 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.

- Cut-off date: Are you on track to submit your proposal either by Friday, 14 July 2017 at 17:00 (Brussels time) or by Thursday 30 November 2017 at 17:00 (Brussels time)?**

Application forms

Part A

Did you...?

- Encode application form part A directly in the TENtec eSubmission module
- Print out the application form part A
- 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)
- For each applicant** sign, scan and upload application form A2.2
- For each applicant**, scan and upload application form A2.3 duly dated and signed by the competent EU Member State ministry - **EXCEPT** if you are the competent EU Member State Ministry. If the territory of more than one Member State is concerned by the activity, more than one authorisation will be needed. If you are designating implementing bodies for the implementation of your proposal, complete, **for each implementing body**, the relevant section of form A2.3.
- For each affiliated entity** complete and upload application form A2.4 - **ONLY** if you are designating affiliated entities for the implementation of your proposal
- Upload a **Cost Benefit Analysis** or **Cost Effectiveness Analysis**
- Upload the **Letter of Support** – choose the relevant model
- 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 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 A, B, C, D, E, Letter of Support and CBA or CEA) – **ONLY** if your proposal is NOT in English

Part B

Did you...?

- Download application form part B from the INEA's website
- Complete and print out application form part B (all relevant sections: B, B1, B2, B3, B4)
- Download, complete, print out, 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, scan and upload the stamped **Financial Identification Form** for each applicant, as well as upload any supporting documents as required by the Financial Identification Form
- For **multi-applicant proposals** fill in the tables in section 4.1 - **ONLY** for proposals with more than one applicant

- For **affiliated entities** 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 section B1 – **ONLY** for public or private undertaking - **EXCEPT** if you are an EU Member State, region or province or a third country
- For each designated affiliated entity** sign, scan and upload in TENtec section B2– **ONLY** if there are affiliated entities designated for the implementation of your proposal
- Sign, scan and upload in TENtec section B3 – **ONLY** if the proposed Action concerns the **territory of a neighbouring/third country**
- Scan and upload in TENtec section 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 a EU Member State, a public or private sector undertaking or body established in a neighbouring/third country or an EEIG - **EXCEPT** if the EEIG has public body(ies) as members
- Download, complete and upload in TECtec the **Financial Capacity Check AND the financial statements**
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 showing 'satisfactory' or 'good' as the result of the ratio analysis
 - 3) financial statements (i.e. balance sheet, income statement and cash flow statement) for the last financial year for which the accounts of the third party were closed
- The **financial capacity** is checked **ONLY** if you are a private sector undertaking or body established in a EU Member State, a public or private sector undertaking or body established in a neighbouring/third country or an EEIG – **EXCEPT** if the EEIG has public body(ies) as member(s)
- Complete the steps above for each applicant, as applicable.

Part C

Did you...?

- Download application form part C from the INEA's website
- Complete, print out, scan and upload in TENtec application form part C
- Complete the section I on compliance with EU environmental policy. 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...?

- 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.

Part E

It is your responsibility as applicant to demonstrate the financial readiness of your proposal. The evaluation of your proposal is based on the content you provide in the application form and in the Letter of Support.

And do not forget to:

- Clearly differentiate between the Action and the Project (seeking finance) which may be wider than the Action, if there is a difference

- Provide in Application Form E the mandatory information on sources of financing
- If you consider that your project has a cross-border impact and therefore does not need approval by the EFSI Investment committee and the EIB Board of Directors, clearly explain the nature and extent of the cross-border impact in Application Form E
- Choose the correct templates for Application form E and for the letter of support evidencing financial readiness of the Project, i.e. the ones that correspond to the type of project you intend to submit
- To include the Letter of Support is duly signed
- Make sure that the financial institution providing you with the Letter of Support has received all the information provided in the Application Form E and has included in the letter of support all the information referred to in the template of the letter.

Some last advice

- Make sure that you completed and uploaded all the application forms in their entirety (A, B, C, D, E, Letter of Support and Cost-Benefit Analysis or Cost Effectiveness Analysis)
- 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
- 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