2017 CEF TRANSPORT BLENDING CALL FOR PROPOSALS

Guide for Applicants
1. Introduction

The purpose of this Guide for Applicants is to provide guidance to applicants wishing to apply for financial support from the Connecting Europe Facility programme (CEF) in the field of the trans-European transport infrastructure under the 2017 CEF Transport Blending call for proposals published on 8 February 2017 as amended on 8 November 2017. This document is based on the Guide for Applicants made available on the Call webpage for the first cut-off date, and any new content is marked in blue for the applicants' convenience.

Overview of the Guide

This Guide for Applicants is structured as follows:

- **Section 1** introduces the purpose and structure of the guide;
- **Section 2** provides an overview of the call and its aim;
- **Section 3** provides an overview of the evaluation process under the call;
- **Section 4 and 5** provide information on how to prepare an application and fill in the Application Form parts A, B, C, D, E (E1 and E2) and letter(s) of support (for PPP/Concessions and all other entities);
- **Section 6 and 7** provide an overview of the Cost-Benefit Analysis/Cost-Effectiveness Analysis and Letter of Support;
- **Section 8** describes the submission procedure.

Applicants will also find across this Guide:

- **Information boxes** which contain more detailed information about a particular topic or specific cases; recommendations on how to prepare documents and/or to improve the quality of proposals; or examples that further clarify the type of information expected from applicants; and

- **TENtec related information** (in red) which aims to flag to applicants functionalities of the TENtec eSubmission module, the IT tool for submitting CEF proposals.

A **glossary** at the end of the Guide provides definitions of the most important terms used across this document.

Reference documents

The main legal documents referred to in this Guide are the:


Other documents referred to in this Guide are the:

- **Model grant agreement**, including its annexes, which specifies the terms and conditions to which an applicant or consortium will be expected to agree if its proposal is selected for funding;

- **Proposal checklist**;

- **CBA and Financial Readiness checklist**;

- **CBA Template (in excel format)**;

- **GIS data submission User Guide**.

All of the above-mentioned documents are available on the call webpage on the Innovation and Networks Executive Agency (INEA) website accessible via the following link: [https://ec.europa.eu/inea/en/connecting-europe-facility/cef-transport/apply-funding/2017-cef-transport-blending-map-call](https://ec.europa.eu/inea/en/connecting-europe-facility/cef-transport/apply-funding/2017-cef-transport-blending-map-call)

Any specific questions related to this call must be addressed to the call helpdesk: INEA-CEF-transport-blending@ec.europa.eu. Answers to submitted questions will be published in the FAQ list on the call website, to ensure equal treatment of all potential applicants.

*Please note that this Guide is for information purposes only. It has no legal value and it does not supersede the rules and conditions laid out in the relevant above-mentioned legal bases.*
2. Funding under CEF Transport

CEF supports trans-European networks and infrastructures and fills the missing links in Europe’s energy, transport and telecommunications sectors. It is a key EU instrument to promote growth, jobs and competitiveness through targeted investment at European level.

The main objective of the Connecting Europe Facility Transport sector, as set out by the TEN-T Guidelines, is to help complete the Core Network and its Corridors by 2030. To achieve this objective, a total budget of €24 billion\(^1\) has been made available for projects on the Trans-European network for Transport (TEN-T) for the period 2014-2020. In relation to its predecessor, the CEF budget available for transport projects increased almost three times. Out of this budget, €11.3 billion is reserved for projects in the Member States eligible for the Cohesion Fund\(^2\).

In light of the main aims of the CEF, the funding allocated to projects is organised around three funding objectives:

- **Funding Objective 1 (FO1):** Removing bottlenecks and bridging missing links, enhancing rail interoperability, and, in particular, improving cross-border sections.

- **Funding Objective 2 (FO2):** Ensuring sustainable, safe and efficient transport systems in the long run, to prepare for expected future transport flows, as well as enable decarbonisation of all transport modes through transition to innovative low-carbon and energy-efficient transport technologies.

- **Funding Objective 3 (FO3):** Optimising the integration and interconnection of transport modes and enhancing the interoperability of transport services, while ensuring the accessibility of transport infrastructures.

In order to ensure best use of limited EU resources the vast majority of CEF funding during the programming period will be directed to major cross-border Projects and Projects addressing main bottlenecks and missing links on the nine TEN-T multimodal Corridors, as well as horizontal priorities such as the implementation of traffic management systems, which allow the best use of existing infrastructure (e.g. ERTMS for railways, SESAR for aviation, ITS for road).

CEF funding is awarded mainly in the form of grants (through calls for proposals), but also in the form of financial instruments (managed in cooperation with entrusted entities, notably the European Investment Bank). A number of programme support actions are being carried out to improve the capacity of Member States and project promoters to prepare the project pipelines.

The multi-annual Work Programme details the priorities and the maximum available budget to be committed for each of the priorities under the call. The multi-annual Work Programme has been amended in 2017 to provide for a blending call, enabling a coordinated selection and award process for projects of common interest receiving EU grants from the CEF Transport (General envelope) combined with financing from the European Fund for Strategic Investments, or the European Investment Bank, or National Promotional Banks, or private sector investors, in order to maximise the leverage of private sector involvement and capital in the delivery of Projects, while respecting the principle of non-cumulative award. A budget of €1 billion has been allocated to the Blending call and was increased to €1.35 billion under corrigendum no\(^2\) 2 to the Call of 8 November 2017. Further details on the 2017 CEF Transport Blending call are available on the call webpage:


---

\(^1\) This figure includes the total amount, not only what is delegated to INEA for management

\(^2\) Bulgaria, Croatia, Cyprus, the Czech Republic, Estonia, Greece, Hungary, Latvia, Lithuania, Malta, Poland, Portugal, Romania, Slovakia and Slovenia
3. Proposal Evaluation and Selection Process

The Innovation and Networks Executive Agency (INEA) and the European Commission are responsible for the evaluation and selection of proposals submitted under the CEF Transport Blending call for proposals.

The aim of the evaluation is to ensure that only the proposals which best meet the award criteria as described in the respective work programme and call text are selected for funding.

The evaluation process is based on these key principles:

- **Objectivity** - the evaluation is based on defined award criteria;
- **Equal treatment** – all proposals are evaluated in the same manner against the same criteria, and;
- **Transparency** – adequate feedback is provided to applicants on the outcome of the evaluation of their proposals.

Proposals shall meet the admissibility requirements, as well as the eligibility and selection criteria, and will be evaluated on the basis of the award criteria defined in the relevant work programme and call text. The award criteria relate to **relevance**, **maturity**, **impact** and **quality**.

As described in Figure 1, the main stages of the evaluation and selection process are:

- Proposal admissibility and eligibility check
- Technical evaluation
- Internal evaluation
- Opinion of the EU Member States/Information to the European Parliament
- Preparation and signature of grant agreements

Figure 1: CEF Transport Evaluation Process
3.1. Step 1: Proposal admissibility and eligibility checks

Once a proposal is submitted, an applicant is informed by means of an automatic email that the proposal was successfully received. However, this acknowledgment of receipt should not be taken as an indication that the proposal is admissible (see below) but only that the proposal was successfully submitted in the system.

3.1.1. Admissibility

All proposals submitted in response to a CEF call are first checked for compliance with admissibility requirements set by the call text, notably whether the proposal has been submitted electronically in the TENTec eSubmission module, whether it has been submitted on time, if it is complete, if Application Forms part A, B, C, D and E (either E1 or E2) have been submitted, and if the Application Form A2.2 has been signed by all applicants (see section 6 of the call text).

Any proposals which do not meet any of these requirements will be rejected and the concerned applicants will be duly informed about the ground(s) for rejection.

3.1.2. Eligibility check

Each proposal compliant with admissibility requirements is then assessed against the eligibility criteria (see section 7 of the call text).

Eligibility criteria cover:

- **Eligibility of applicants**: Section 7.1 of the call text describes the types of eligible applicants. Some applicants (e.g. natural persons, applicants that cannot provide the agreement of the EU Member State concerned) are not considered eligible.

- **Exclusion criteria**: As described in section 7.1 of the call text, applicants in certain situations will not be considered as eligible applicants (e.g. applicants that are bankrupt or being wound up, applicants that have been guilty of grave professional misconducts, etc.).
• **Eligibility of the Action**: As described in section 7.2 of the call text, only actions which can be identified as projects of common interest and which address pre-identified projects or horizontal priorities listed in Part I of Annex I of the CEF Regulation are eligible. Moreover, to be considered as eligible, proposals shall include, as standalone documents, either a Cost-Benefit Analysis (CBA) or a Cost-effectiveness Analysis (CEA) and a Letter of Support evidencing the financial readiness of the proposed Action. In addition, only Actions with total eligible costs in excess of €10 million will be considered eligible under the Blending call, except for proposals submitted under the priority “Innovation and new technologies”, for which Actions with total eligible costs in excess of €5 million will be considered eligible.

Any proposals which do not meet any of these criteria are rejected, and applicants are duly informed of the ground(s) for rejection.

**Box 1: Recommendation**

It is recommended that applicants start preparing their application by checking whether they meet all the admissibility and eligibility criteria for this call.

Applicants should refer to the following documents:
- Work Programme
- Call text
- Presentations at the info day
- This Guide for Applicants
- FAQs published on the call webpage
- Proposal Checklist

All the above can be found on the Blending call webpage, at the following link: https://ec.europa.eu/inea/en/connecting-europe-facility/cef-transport/apply-funding/2017-cef-transport-blending-map-call.

If further clarifications are needed on admissibility or eligibility criteria, applicants should contact the call helpdesk at INEA-CEF-Transport-Blending@ec.europa.eu. Answers will be provided in the FAQs available on the Blending call webpage.

3.1.3. **Selection criteria**

The selection criteria are detailed in section 8 of the call text and relate to the financial and operational capacity of applicants and affiliated entities where relevant.

The applicants must have the operational and technical competencies and capacities required to complete the proposed Action for which the grant is awarded – i.e. operational capacity. The applicants must also have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out and to participate in its funding – i.e. financial capacity.

If the applicant (or any of the applicants in a multi-applicant proposal) falls within one of the categories of applicants required to demonstrate its (their) operational and financial capacity, the relevant supporting documents as specified in the Application Form part B must be provided (see section 5.3 of this Guide).

In case any further clarifications are needed, applicants may be contacted during the evaluation process.

---

3 Ref. Article 7 of the TEN-T Guidelines
3.1.4. Compliance with EU legislation

The compliance of a proposal with the relevant EU legislation as described in section 12 of the call text is also verified during this stage. In case any further clarifications are needed, applicants may be contacted during the evaluation process. Any concerns about the compliance of the proposal with the relevant EU legislation will be taken into account during the final selection process and may also be addressed during the individual grant agreement preparation.

**Box 2: Compliance with EU law and policy**

Proposals will be requested to demonstrate their compliance with EU law and policy in various fields by filling in relevant sections of the Application Form part C and will be assessed against the provided information.

<table>
<thead>
<tr>
<th>Type of action</th>
<th>EU law/policy</th>
<th>Section of the Application Form part C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Works</td>
<td>Protection of the environment</td>
<td>I</td>
</tr>
<tr>
<td>Railways actions</td>
<td>Interoperability</td>
<td>II</td>
</tr>
<tr>
<td>Road actions</td>
<td>Road charging, road safety and tunnel safety</td>
<td>III and IV</td>
</tr>
<tr>
<td>ALL PROPOSALS</td>
<td>State aid, public procurement and other sources of EU funding</td>
<td>V, VI and VII</td>
</tr>
</tbody>
</table>

3.2. Step 2: Technical evaluation

Proposals are assessed by technical experts. Technical experts are independent external experts not employed by the Commission/INEA, selected on the basis of their technical knowledge, taking into account the thematic focus of the call, and with consideration of geographical and gender balance. The experts perform assessments in their personal capacity and not as representatives of their employer, country or any other entity. They sign a contract with INEA, as well as declarations on confidentiality and absence of conflicts of interest. Experts are required to adhere to confidentiality rules at all times before, during and after the evaluation.

Each application is first assessed independently by a minimum of three experts against the following four award criteria: relevance, maturity, impact and quality. Each call details the specific aspects per criteria on the basis of the nature and priorities of the call.

Each expert completes an Individual Assessment Form and assigns a score per criterion, on a scale from 0 to 5, being 0 insufficient, 1 poor, 2 fair, 3 good, 4 very good and 5 excellent. A proposal must obtain at least 3 points for each award criteria to be recommended for funding. Experts are also required to provide comments to justify their scores, which must be consistent with the scores awarded.

After the experts have completed their individual assessments, a consensus meeting, which is moderated by INEA staff, is held with all of the experts assigned to a specific proposal. During this meeting, a consensus report is agreed and signed for each proposal, providing a score for each criterion and justifying comments. Experts may also make recommendations regarding the amount of funding and/or the duration of a proposed Action.

Due to the nature of this Blending Call, specific attention is paid, during the evaluation and selection process, to the capacity of the EU funding i) to contribute to the enhancement of the financial viability of the project and also ii) to maximize the applicant's ability to raise debt or equity financing from third parties (and in particular from private sector investors) in order to reach full financial close of the Project.
This assessment is based on information provided in section 5.1 of the Application form D. and feeds into the assessment of the Impact criterion, along with others elements evidencing the impact of the Project (such as the outcome of the Cost-Benefit Analysis).

3.3. Step 3: Internal Evaluation/Final Selection Process

An internal Committee composed of representatives from the Commission’s Directorate General for Mobility and Transport (MOVE) assisted by INEA and including representatives of other Directorates General, will assesses the outcome of the technical evaluation and draws up the list of proposals both recommended and not recommended for funding.

During the final selection process, the Commission will in particular take into account the following aspects, as appropriate:

- The contribution of the proposed Action to the balanced development of the network;
- The complementarity of the proposed Action with other Union funded Actions, in view of optimising the impact of investments already made in the region/country_Global project;
- The comparative Union added value (high, medium, low) of the proposed Action in relation to other proposed Actions, taking into account the respective Cost Benefit Analysis where appropriate;
- Any identified/identifiable risks of double-funding from other Union sources;
- Potential synergies across the different CEF sectors and/or other Union Programmes, notably Horizon 2020, where particular consideration shall be given to Actions involving the deployment of innovation and technology developed under the Union’s research programmes;
- Budgetary constraints;
- The leverage impact of Union funds and EFSI, maximising the crowding in of private sector investors;
- The evidence of reaching financial close with a private sector investor, or the EIB, or a National Promotional Bank, within 12 months from the date of the signature of the grant agreement16;
- The promotion of geographical balance between Cohesion and non-Cohesion Member States in the use of private sector investors.

In exceptional and duly justified cases, and on the basis of the above-mentioned aspects, the Commission may recommend for funding a proposal that has obtained less than 3 points in one or more blocks of award criteria. In the same way, it may decide to not recommend for funding a proposal that has obtained at least 3 points for each block of award criteria.

3.4. Step 4: Opinion of the EU Member States and information to the European Parliament

The European Commission presents the final list of proposals recommended for funding in the form of a draft Commission Implementing Decision (known as the Selection Decision) to the CEF Coordination Committee for its opinion. Before adoption by the Commission, the Selection Decision must receive a positive opinion from the Member State representatives in this CEF Coordination Committee. The European Parliament is also informed about the proposed list.

The Selection Decision is then adopted by the Commission, listing all proposals selected for funding, the respective maximum amounts of funding per Action and the beneficiaries of the EU funding.
Applicants/coordinating applicants of all the submitted proposals are informed in writing about the outcome of the evaluation of their proposal. The indicative timetable of the call foresees that information on the results of the call will be indicatively available to applicants in January 2018 for the first cut-off date and September 2018 for the second cut-off date.

3.5. Step 5: Preparation and signature of grant agreements

Each applicant whose proposal is selected for funding is invited to finalise and sign an individual grant agreement with INEA.

The model grant agreement, which includes the explanation on the specific conditionality for the grant disbursement under the Blending call, is published on the call webpage: https://ec.europa.eu/inea/en/connecting-europe-facility/cef-transport/apply-funding/2017-cef-transport-blending-map-call.

Applicants are requested to carefully read the model grant agreement and its annexes, especially the General Conditions, before submitting a proposal.

The model grant agreement is not negotiable and will be signed in English. Grant agreement preparations cover technical, legal and financial as well as other relevant aspects of the proposal based on the results of the evaluation. Upon finalisation within INEA, the grant agreement is sent to the beneficiary(-ies)/coordinator for signature.

Box 3: Recommendation

For multi-beneficiary Actions, a coordinator must be designated. The coordinator will be the contact point for INEA and will be, *inter alia*, responsible for coordinating the reporting exercise(s), including receiving and distributing the payment(s).

In addition, it is also strongly recommended that for multi-beneficiary Actions, beneficiaries sign an internal cooperation agreement regarding their operation and coordination, including all internal aspects related to the management of the beneficiaries and the implementation of the proposed Action. Such internal cooperation agreements shall not undermine, under any circumstances, the terms and conditions of the model grant agreement.

4. Creating an Application

To create an application under the 2017 CEF Transport Blending call, applicants must:

- Have an EU Login;
- Create an application in the TENtec eSubmission module;
- Complete the Application Forms A, B, C, D and E (either E1 or E2) and upload in the TENtec eSubmission module all necessary documents (i.e. a separate cost-benefit analysis (CBA)/cost-effectiveness analysis (CEA), letter of support (based upon either the model for PPP/Concession or the one for all other entities), including all the parts of the Application Forms requiring a signature;
- Submit their application before the call’s cut-off date(s). If an application is submitted after the deadline of the first cut-off date (i.e. as from 14 July 2017 17:00:01 onwards) it will be considered as submitted under the second cut-off date. If an application is submitted after the second cut-off date (i.e. after 12 April 2018 17:00:01) it will be considered as inadmissible.

4.1. Register in EU Login
To use the TENtec eSubmission module, an applicant must first have a EU Login, which provides a single sign-on across a large number of Commission information systems.

In order to obtain an EU Login, applicants need to:

1. Go to the EU Login page (https://webgate.ec.europa.eu/cas) and enter their:
   - e-mail address;
   - first name, last name and e-mail address, confirmation of the e-mail address, choice of e-mail language and;
   - the displayed security code.
   Applicants must also confirm that they have read and understood the privacy statement by checking the box indicated.
2. Select "Create an account".
3. An e-mail will be sent to the e-mail address specified, containing a link to complete the registration process.
4. Click on the link and then choose and confirm a password.
5. Go to the TENtec eSubmission website (link is available on the call webpage).
6. Click "LOGIN" and log in with your EU Login.

4.2. Create an application in the TENtec eSubmission module

The TENtec eSubmission module is part of the TENtec Information System used to manage the CEF projects during their entire lifecycle and enables the electronic submission of proposals under the CEF calls.

Applications under the CEF calls must be submitted electronically via the TENtec eSubmission module. The TENtec eSubmission module is available via the following link: https://webgate.ec.europa.eu/tentec/grant/esubmission.

The link to the TENtec eSubmission module can also be found on the call webpage.

The module’s applications have been extensively tested on Google Chrome, Internet Explorer and Firefox browsers. Therefore for best results, it is suggested that these browsers are used when working in the TENtec eSubmission module.

Applicants can register in EU Login as many users as they deem necessary. However, only the user that has created the application in the TENtec eSubmission module is the owner of the application and the only user that can submit it.

Once created in the TENtec eSubmission module, the application can be identified by a unique code composed of eight digits (the application number). When communicating with INEA, the applicant(s) should refer to this application number for questions directly related to the preparation of the application.

To create an application, applicant must:

- Log in to the TENtec eSubmission module and click on the button "Create new application".
• Select from the dropdown menu the "CEF-T-2017-MAP Blending" call.
• Select the call priority (and sub-priority field if relevant).
• Provide a title for the proposed Action: The number of characters for the proposal title is limited to 120. When choosing the proposal title, do not use continuous capital letters or abbreviations.
• Click the “Create button”.

Once the application has been created, it is possible to edit it by clicking on the application in the home screen of TENtec eSubmission module (see below).
4.3. Overview of the Application Form

The Application Form under the 2017 CEF Transport Blending call is composed of five parts, as described in table 1 (below).


**Table 1. Overview of the Application Form parts**

<table>
<thead>
<tr>
<th>Application Form part</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part A</td>
<td>Identifies the main characteristics of the proposal (e.g. Global Project it relates to, applicants, proposal type, amount of CEF Transport funding requested, description of the proposed Action).</td>
</tr>
<tr>
<td>Part B</td>
<td>Requests additional administrative information about the applicants and their designated affiliated entities.</td>
</tr>
<tr>
<td>Part C</td>
<td>Includes information on the compliance of the proposed Action with EU law in the fields of environmental protection, interoperability (railway actions only), road charging and road safety, tunnel safety (road actions only), public procurement, state aids, and other sources of EU funding.</td>
</tr>
<tr>
<td>Part D</td>
<td>Provides detailed technical and financial information on the proposed Action.</td>
</tr>
<tr>
<td>Part E</td>
<td>Provides detailed technical and financial information on the financial readiness of the Project seeking finance. The applicants' attention is drawn to the availability of two models for the E form (E1 and E2). Form E2 has to be used if the Project concerns a Public-Private Partnership or a Concession and form E1 has to be used for all the other Projects.</td>
</tr>
</tbody>
</table>
Applicants are advised to be as complete, informative and precise as possible - particularly as regards the description of the proposed Project and its activities as this data is essential for the evaluation of the proposal and is used for the grant agreement preparation.

In the TENtec eSubmission module all fields marked with an asterisk (*) represent the minimum amount of information necessary to save the application in the system. Please note that the completion of all remaining fields is required for the final submission of the proposal.

Applicants are strongly recommended to start preparing their proposal well before the call's cut-off date(s) and are reminded that any application submitted after the last cut-off date will not be considered. In this context, please note that the entirety of the budget available may be allocated to proposals submitted in the framework of the first cut-off date.

**Box 4: Recommendation**

In order to check the progress of the proposal completion, applicants can click on "Submit this Application" in order to be redirected to the list of missing elements (in red). All the missing elements displayed must be completed before the proposal can be successfully submitted. This feature can also be used as a checklist to ensure follow-up of the missing information.

The TENtec eSubmission module will only request confirmation of the action "Submit this Application" once all the mandatory elements for submission have been provided.

Applicants can also use the proposal checklist available on the call webpage when finalising the application to help ensure that all requirements of the application have been addressed.

**4.4. Contributors Panel**

The TENtec eSubmission module's "Contributors" section provides the possibility for the owner of the application to give access to the application to additional users. The owner of the application can choose to add contributors with editing rights or read only access.

If you are the owner of the application click the "Add contributor" button and add the e-mail of the contributor(s). Please note that only email addresses associated with a valid EU Login account can be added (see section 4.2 above on how to create an EU Login). They can then access the proposal by logging in into the TENtec eSubmission module with their e-mail address and password. Please note that contributors will not receive a notification that they have been granted access to a proposal.

**Only the owner of the application is able to finalise, submit, withdraw and reopen the application.**
TENtec: Locking/unlocking an application - If several users have access to the same application, the application is automatically locked as soon as one of the users starts to edit the information. Simultaneous editing is not possible. When one of the contributors has finished editing the proposal, he/she should click on the red "Unlock Application" box in the upper right corner of the screen before logging out of or closing the session so that another contributor can edit the application. Closing the browser or the computer will not unlock the proposal. Inputting any data will once again lock the application. Click on the "What's this?" link next to the "Unlock Application" for more information.
5. Completing an Application

The following section provides specific guidance and instructions on how to complete each part of the Application Form. Applicants are reminded to refer to the legal documents listed in section 1 of this Guide (Introduction) and available on the call webpage for any other explanations. The proposal checklist can be used when finalising the application to help ensure that all parts of the application have been addressed.

5.1. Important information before you get started

This section provides information on the Projects which may be funded under the 2017 CEF Transport Blending call and on how to differentiate between activities for which grants and for which project finance is sought.

An application for the CEF Transport Blending call is submitted for a Project. A Project may include or consist of an Action. An Action is the part of a Project for which a grant is requested.

Box 5: Distinction between Action, Project, Global project and Project of Common Interest

An "Action" is to be clearly distinguished from a "Project" and from the "Global project" and Project of Common Interest.

An Action shall mean any activity which has been identified as financially and technically independent, has a set timeframe, is necessary for the implementation of a Project of Common Interest and for which a grant is sought under this call. A Project of Common Interest is a project or part of a project identified as being of common interest for the EU in the field of transport in the framework of Article 7 of the TEN-T Guidelines.

A Project, also referred to in this Guide for Applicants as "Project (seeking finance)", always includes all the activities of the Action and may be equivalent to the Action if the activities, for which finance is sought, are identical to the activities, for which a grant is sought. A Project may also cover activities that go beyond the scope of the Action. In this case, the Project has a wider scope than the Action but only the costs of the activities that are part of the Action are eligible for CEF grant funding.

A Global project refers to several technically and financially separated parts (including one or more Actions) that contribute to the completion of a high-level, indivisible objective. An example of a Global project is a railway line connecting two or more metropolitan areas on a TEN-T Corridor that is composed of several sections which are technically and financially identifiable, but on which operations cannot start until all of the sections are complete.

In order to check the progress of the proposal completion, applicants can click on "Submit this Application" in order to be redirected to the list of missing elements (in red). All the missing elements displayed must be completed before the proposal can be successfully submitted. This feature can also be used as a checklist to ensure follow-up of the missing information.

Box 6: Recommendation

---

4 Action, Global project, Project and Project of Common Interest are further defined in the Glossary

17
Applicants are reminded that the evaluation will focus on the Project and not on the Global project to which the proposal relates. However applicants can provide information on the Global project in part A of the application. A definition of Global project, Project and Action is provided in the Glossary.

Under this call, only Works actions are permitted.

- **Works**: the purchase, supply and deployment of components, systems and services including software, the carrying-out of development and construction and installation activities relating to a Project, the acceptance of installations and the launching of a Project;

The type(s) of Actions to be funded are specified in the description of each specific priority and sub-priority (section 3 of the work programme).

**5.2. Application Form Part A**

Application Form Part A focuses on the Action and on the Global project to which the Action relates. It allows describing the main characteristics of the Action (e.g. a summary and description of its activities, contact details and characteristics of the applicants, information related to the grant funding requested, etc.).

**TENtec**: Part A must be encoded in the TENtec eSubmission module, accessible at the following link: [https://webgate.ec.europa.eu/tentec/grant/esubmission](https://webgate.ec.europa.eu/tentec/grant/esubmission). The link to the module can also be found on the call webpages. The Word version is provided on the call webpage for reference purposes. The Word version of Part A is organised slightly differently to how the information is displayed in the TENtec eSubmission module user interface: the section numbers of the Word version are listed below in parentheses ( ). Applicants are advised to first download the Word version of Part A to become familiar with the information required before inputting data in the TENtec eSubmission module.

**IMPORTANT**: Application Form Part A includes parts that require signature of the applicants (A2.2) and Member State validation (A2.3), which must be printed, signed, scanned and uploaded as separate documents. These are verified during the admissibility and eligibility checks, respectively. As indicated in sections 6 and 7 of the call text, a proposal will not be evaluated if it is not duly signed by the applicant(s) and if it does not provide the agreement of the EU Member State concerned. Please note that advanced electronic signature is accepted if compliant with certain conditions. More information on this matter can be found in the call text section 15.1 but also in section 5.2.2 of this Guide.

**5.2.1 General information (A1)**

Applicants should click on the "Edit" button under the "General information" section in order to edit the details entered during the creation of the application.
Priority and sub-priority: select the priority and sub-priority (if applicable) addressed by the proposal from the drop down menu. The available options depend on the chosen call. For further information about the specific priorities and sub-priorities please refer to the work programme available on the call page.

Proposal type: select "Works".

Information on the start and end date of the proposed Action is displayed on the General information page but is not editable. The start and end date of the proposed Action will be
calculated automatically based on the earliest starting date and latest end date of the activities of the Action.

The **Start date** is the day on which the implementation of an Action actually begins or is expected to begin. It corresponds to the date from which costs may be considered eligible. For actions supported under this call, costs may be eligible at the earliest as from the date on which the application is submitted (i.e. at the earliest from 8 February 2017 for proposal submitted prior to the first cut-off date and from 15 July 2017 for the second cut-off date).

The **End date** is the date on which the implementation of an Action is expected to be completed. The latest possible end date that can be encoded as specified in section 13.2.2 of the call text is **31 December 2023**.

**Scope and objectives of the proposed Action:** Add a concise summary, which should be no more than 2000 characters. The description must address the Action that the proposal covers. This summary will be used in subsequent reporting on the results of the call, as well as for the grant agreement, if the proposal is selected for funding. Clarity and conciseness are therefore important.

At least the following main elements should be reflected in the description of the Action:

- Where relevant, the links between the Action, the Global project and the Project (seeking finance). Explain the context of the proposed Action in the framework of the Global project, Corridor and Network, as applicable, as well as the region where they are located, and provide the necessary description of the infrastructure.

- **State the objective** of the proposed Action and its components.

- **Describe the scope** of the proposed Action, which refers to the extent of the coverage of the Action.

- **Explicitly spell out what the proposed Action aims to achieve** as deliverables and what the outputs are.

**Twinned proposal:** Twinned proposals are not allowed under this call. Please indicate "No".

**Information on the Project of Common Interest**

Click on the "Edit" button.

**Network type:** The system allows to indicate whether the proposal addresses the Core or Comprehensive Network. It is possible to select both. If no option is chosen, it means Core Network as a whole.

**Corridors and sections:** For Core Network proposals, indicate all applicable Corridors and sections.

**Transport mode:** Indicate the transport mode/traffic management system which is addressed by the proposal. The drop down menu depends on the priority previously selected. If a proposal relates to more than one transport mode, select 'multimodal' from the drop down menu. Please note that changing the application priority may reset the transport mode if the transport mode already entered is not relevant for the new priority. If this is the case, the user will be alerted.
A new window will open, allowing selecting a Core Network Corridor, Other sections of the Core Network or "Non pre-identified sections on the Core Network" from a drop down menu. For a full list of pre-identified sections on the Core Network Corridors and Other sections of the Core Network, refer to Annex I, Part I of the CEF Regulation.

If the proposal is not located on a Core Network Corridor or Other sections of the Core Network, then the option "Non pre-identified sections on the Core Network" should be chosen. If no option is chosen under the Corridor drop down menu, it means the proposal addresses the Core Network as a whole.

If a Core Network Corridor or Other sections of the Core Network is previously selected, applicants can also select a pre-identified section from the second drop down menu. If the proposal is located on a Core Network Corridor but not on a pre-identified section, it is possible to choose "Non pre-identified section" within each Corridor. If no option is chosen under the section drop down menu, it means the proposal addresses the whole Corridor.

To add an additional Corridor or section, the above-mentioned steps should be repeated.
To delete a Corridor or section, use the delete button

5.2.2. Applicants (Form Parts A2-A2.4)

In this section, the applicant(s) must provide its official legal name and general administrative data.

In the TENtec eSubmission module's "Applicants" section, applicants should click on the "Create new applicant" button.
**Legal entity (Form Part A2.1)**

Applicants should provide the applicant's official legal name, general administrative data and its legal status among the following options (for definitions, see section 9 of this Guide):

1. Member State
2. Neighbouring/third country
3. Public sector undertaking or body established in the EU
4. Private sector undertaking or body established in the EU
5. Public sector undertaking or body established outside the EU
6. Private sector undertaking or body established outside the EU
7. International organisation
8. European Economic Interest Grouping
9. Joint undertaking

Applicants that fall within categories 3, 4, 5, 6, 8, and 9 must specify whether they have the legal personality in accordance with applicable national legislation. In the absence of legal personality, the applicants concerned must provide their statutes (or relevant abstracts) demonstrating that their representative has the capacity to undertake legal obligations on their behalf.
This information is to be uploaded in the TENtec eSubmission module's "Supporting documents" section in the top part "Required documents related to the applicant(s)", using a single zip file if there are multiple documents.

TENtec: If there is more than one applicant in a proposal, follow the steps listed above to add another applicant. All applicants will appear in a summary table on the "Applicants" page.

Once the applicant is created, applicants should click on the applicant name in the summary table in the "Applicants" section to enter additional information related to the applicant.

**Person in charge (Form Part A2.2)**

Person in charge: In this tab, each applicant should provide the contact details of the person in charge of the proposal by clicking on the "Edit" button. The person indicated under this section will be considered as the contact point of the applicant, if necessary, during or after the evaluation process.
Authorised representatives (Form Part A2.2)

**Authorised representatives:** In this tab, each applicant should provide details about the person authorised to sign the application form Part A by clicking on the "Edit authorised representative" button. The Application Form page containing these details must be printed and signed by the authorised representative and then scanned and uploaded by the applicant in the TENtec eSubmission module.
A second authorised representative may be entered by clicking "Edit additional authorised representative" button. It should be noted that a second representative is optional and should only be added if the statutes of the applicant require joint representation.

**TENtec:** Once the information is entered in the system, applicants should go the "Export Form A" section, download and print the form(s) A2.2, and sign and date for each applicant. The signed version of section A2.2 must then be scanned and uploaded into TENtec eSubmission module as a separate and well-identified document. Please note that applicants must be able to provide the original document and send them to INEA/European Commission upon request.

Advanced electronic signatures based on a qualified certificate as defined by Regulation 910/2014 on electronic identification and trust services for electronic transactions in the internal market (eIDAS Regulation) and which comply with the signature formats specified in Commission Implementing Decision 2015/1506 will be accepted. If a document is e-signed, a printable version of the document must be uploaded in the TENtec eSubmission module.

Please note that if Application Form Part A2.2 is not signed by all the applicant(s), the proposal will be considered not compliant with the admissibility conditions specified in

---

section 6 of the call text and **will not be further evaluated**. In case of a multi-applicant proposal, the applicant concerned may be excluded from the proposal.

**Implementing body (Form Part A2.3)**

**Implementing body:** This tab will appear only for applicants that are EU Member States or international organisations. All other applicants are not entitled to designate an implementing body (for the definition, see the Glossary in section 11 of this Guide).

This section should be completed only if an EU Member State or international organisation wishes to designate an entity as implementing body to be involved in the implementation of the proposed Action. If that is the case, applicants should click on the "Add implementing body" button and add the implementing body's name, legal status and administrative information to allow its identification without ambiguity.
Approval Ministry (Form Part A2.3)

All applicants, except if the applicant is the EU Member State concerned by the proposed Action, require the approval of the EU Member State(s) concerned by the proposed Action.

"Member States concerned" are considered to be all Member States on the territory of which the Action will be implemented. If the territory of more than one Member State is concerned by the activity, more than one approval will be needed as relevant (see below).

In most cases the concerned Member State will also be the Member State of the establishment of the applicant. However, in cases in which an applicant takes part in a proposal located in a different Member State, the approval should be sought from the Member State where the proposal is being implemented.

The "Approval Ministry" tab will only appear if one of the following categories is selected for legal status of the applicant:

2. Neighbouring/third country
3. Public sector undertaking or body established in the EU
4. Private sector undertaking or body established in the EU
5. Public sector undertaking or body established outside the EU
6. Private sector undertaking or body established outside the EU
7. International organisation
8. European Economic Interest Grouping
9. Joint undertaking

Applicants should click on the "Edit Approval Ministry" button to add the details of the Authority of the EU Member State(s) responsible to approve the application and the name and contact details of representative(s) that is/are authorised to sign the Application Form Part A2.3.
It should be noted that for multi-applicant proposals, this part of the application must be completed for each applicant, even if there is more than one applicant from the same country.

If more than one Member State is concerned by the proposed Action, the Application Form A2.3 must be signed as many times as relevant. To do so, applicants should use the Word version of Application Form Part A available on the call webpage in order to collect the signature of all the concerned Member States. When no implementing bodies are designated, this can be indicated in the part of Application Form Part A2.3 related to the Implementing Bodies by mentioning "not applicable".

Applicants must be able to provide the original documents and send them to INEA/European Commission upon request.

**TENtec:** Once the information is entered in the system, applicants should print form A2.3, and have it signed and dated by the concerned Member State(s). The signed version(s) of the section A2.3 must then be scanned and uploaded into the TENtec eSubmission module as separate and well-identified document(s). The compliance with this requirement will be verified during the eligibility check phase of the evaluation. The completed and scanned A2.3 form with the DRAFT watermark will be accepted.

Advanced electronic signatures based on a qualified certificate⁶ as defined by Regulation 910/2014 on electronic identification and trust services for electronic transactions in the internal market (eIDAS Regulation) and which comply with the signature formats specified in Commission Implementing Decision 2015/1506 will be accepted.

It should be noted that if Application Form Part A2.3 duly signed by the Member State(s) concerned is not provided, the proposal will be considered not compliant with the eligibility

---

⁶ See footnote 5
criteria specified in the call text and will not be further evaluated. In case of a multi-applicant proposal, the applicant concerned may be excluded from the proposal.

**Box 7: Agreement of the EU Member State approving the proposal**

The EU Member State approval does not entail any commitment of the Member State to financially support the proposed Action and/or any liability in case of irregularities or errors. It is only intended to ensure that Member State(s) are informed of proposals submitted to the CEF calls for proposals that do not originate from their administrations. By approving the proposal, the Member State representative endorses the application.

In line with Article 22 of the CEF Regulation, Member States are entrusted with the technical monitoring, financial control and certification of funded action and/or of beneficiaries' expenditure. These tasks may be undertaken by the Member State in which the beneficiary is established, or by the Member State which has approved the proposal.

Please refer to the model grant agreement for more details about this obligation (Article II.23), available on the call webpage.

The list of Member States contact points for this call is available on the call webpage.

Please note that a Member State may have a particular process in place for providing its approval for proposals under this call. It is strongly recommended that applicants contact the relevant Member State authority at an early stage of the preparation of proposals to clarify any specific procedures for obtaining such approval.

**Affiliated entities (Form Part A2.4)**

This tab should be completed only if an applicant (or any of the applicants in a multi-applicant proposal) wishes to designate one or more affiliated entities to be involved in the implementation of the proposed Action.

An "affiliated entity" is an entity affiliated to the beneficiary within the meaning of Article 122 of the Financial Regulation.

Click on the "Add affiliated entity" button and add the affiliated entity's name, legal status and administrative information.

---


If there is more than one affiliated entity per applicant, the same type of information must be introduced for each entity.

Any designated affiliated entities have to comply with the eligibility and selection criteria defined in the work programme and the call for proposals. In this respect, designated affiliated entities are requested to complete and sign the declaration on honour in Application Form Part B2 (see section 5.3.2 of this Guide). The compliance of the affiliated entities with the selection criteria will be checked at a later stage, for those proposals that are selected for funding and where the affiliated entities are the only ones implementing the proposed Action (see also further information on Application Form Part B in section 5.3 of this Guide).

**Coordinating applicant**

This section needs to be filled in only if there is more than one applicant in a proposal.
The coordinating applicant leads and represents all of the applicants and acts as the point of contact for the Commission or INEA during the application phase. A coordinating applicant may not necessarily become the coordinator of the Action in the grant agreement if the proposal is selected for funding. The designation of a coordinator in the grant agreement would require formal designation by the other beneficiaries before the signature of the grant agreement.

All applicants in the proposal will be automatically listed in this tab. Select from the drop down menu the legal entity that will act as the coordinating applicant. The person indicated to be the person in charge for this entity will automatically be considered the first contact point for the application if necessary during or after the evaluation process.

5.2.3. Location of the Action (Form Part A3.1)

Box 8: Location of the Activity

Please note that under section "Location of the Activity" in Part A of the Application Form, information must be provided for the Action only and not for the Project (seeking finance). Information on the relation between the Action and the Project (seeking finance) is to be provided in Form E.

In this section, applicants are requested to provide information on the:
- Member States, regions and third countries where the proposed Action is located;
- Map of the location of the Action in the Interactive map editor.

---

9 Please refer to the Glossary and Box 5 of this Guide for more information on Actions and Projects
Member States and regions:

Applicants should click on the "Add Member States and regions" button, which will open a new window. Select a Member State from the drop down menu. Click on "Add regions". Click on the name of a region in the left hand box, followed by a right arrow, or double-click on a region to be added. Select as many regions as relevant. To de-select a region, click on a name of a region in right hand box, followed by a left arrow or double-click on the region to be de-selected. Repeat the steps to add more Member States and regions.

NUTS 2 classification is used for regions. For more information, see the following link: [http://ec.europa.eu/eurostat/web/nuts/overview](http://ec.europa.eu/eurostat/web/nuts/overview).
**Third countries:**

If the Action is located or partly located in a third country, applicants should click on the "Add third country" button, which will open a new window. Select a country from the drop down menu and click 'Save'. Applicants should repeat the steps to add more third countries if necessary.
Interactive map editor:

Applicants should click on "Enter a location" button to provide a map of their proposal in the interactive map editor. In order to submit an application, at least one shape (i.e. a line, point or polygon), which represents the elements of infrastructure or areas affected by the proposed Action, must be entered in the map editor. For more detailed instructions on how to draw shapes, reference should be made to the GIS Data Submission User Guide, which is provided on the call webpage.

Once the shapes are drawn, click 'Save and exit' to get back to the rest of the application.

5.2.4 Activities and Milestones (Form part A3.1)

Box 9: Activities and Milestones

Please note that under section "Activities and Milestones" in Part A of the Application Form, information must be provided for the activities of the Action only and not for the Project (seeking finance). Information on the Project (seeking finance) is to be provided in Form E.

Activities:

Click on the "Add activity" button and for each activity of the proposed Action, enter the activity name, description, start and end date and the applicant(s) responsible for its implementation.

10 Please refer to the Glossary and Box 5 of this Guide for more information on Actions and Projects
**TENtec:** Verifying milestones cannot be added to an activity before the milestones themselves are added (see below).

The activity description should provide in a structured and concise way the following information:

- **Specific objective:** how the activity contributes/relates to the overall objectives of the proposed Action and what is the specific objective of the activity;
- **Tasks to be performed:** relevant quantitative information pertaining to the activity in question, including dimensions and capacity of infrastructure, etc.; and
- **Deliverables:** expected output/result, if possible in quantitative terms.

A more detailed description of the activities can be provided in section 2.3 of the Application Form Part D.

**Milestones:**

Milestones indicate how the activity and its associated expected result(s) are progressing. A milestone is a significant event or stage in the lifecycle of the Action that allows the Action to be monitored over time. It provides the Action management team with a means to track the development of the Action at intermediate intervals.
Each activity should have at least two milestones related to it (i.e. start and end date) and, if relevant, one or more corresponding intermediate milestone. The number of milestones per activity will depend on the complexity of each activity.

By definition, milestones are one-off events and therefore the means of verification should be easy and concrete.

- Examples of milestones include: approval or submission of a final design plan, publication of a tender, signature of contract, starting / end of construction works, etc.
- Examples of means of verification include: publication of the notice of the tender to the appropriate media, the issuing of a certificate of acceptance, the signature of a contract by the last contractual party, date in an order notice to commence the works, etc.

First, applicants should click on the "Add milestone" button and then enter its description, summary, indicative completion date and means to be used to verify its achievement/completion. Repeat this step to add multiple milestones. Go back to the list of activities, click once on the selected activity and select the verifying milestone(s) for the activity. The operation should be repeated as necessary to attribute milestones to all activities.
Box 10: Recommendations

- Evenly distribute milestones all over the duration of the proposed Action.
- Include a sufficient number of milestones (ideally one per year per activity), particularly for activities of long duration or those that are very costly.
- Avoid concentration of milestones towards the end of the Action.
- The start-up event (which constitutes the start of the implementation period of the Action) and the end event (which constitutes the end of the implementation period of the Action) should be clearly indicated.
- The milestones must be consistent with the activity start and end date.
- Milestones must be "SMART": specific, measurable, achievable, relevant and time-related and must have clearly identified means of verification.

Financial instruments:

The applicant must indicate if the proposed Action:

a) entails activities investigating possibilities of Public Private Partnerships (PPP) or concessions;

AND/OR

b) involves a PPP, concession or other form of procurement that could enable the use of financial instruments, possibility in combination with CEF grant funding.

Click on the "Edit Financial instruments" button, to select either a "Yes" or "No" answer.
A "Yes" answer to this question means that either a) or b) or both are applicable to the proposed Action. A "No" answer to this question means that neither a) nor b) are applicable to the proposed Action.

5.2.5 Financial information on the Action (Form Part A3.2)

The "Financial information" section ("Costs" in the left-hand menu) of the TENtec eSubmission module is where all of the relevant budgetary and funding information related to the proposed Action should be provided.

Indicative breakdown of eligible costs by activity:

In this table, enter the breakdown of estimated eligible costs by activity, applicant and year.

First, indicate if the requested co-financing rate is 'single' (the same funding rate for all activities) or 'multiple' (different funding rates depending on activity). If the 'single' co-financing rate is selected, indicate the requested rate in the text box (up to two decimals are allowed) and click on 'Apply co-financing rate'. The co-financing rate will be automatically pre-filled in the table. If the 'multiple' co-financing rate is selected, the co-financing rate must be entered per activity in the table.

The applicable funding rates are listed in the section 13.2.1 of the call text.
For this call, applicable co-funding rates may be increased by up to 10 percentage points for actions with synergies between transport and at least one other sector covered by the CEF Regulation, which address the priorities of Article 4 of the CEF Regulation. Please indicate if the requested funding rate includes a top up rate for synergies with other CEF sectors.

Then, click on each applicant involved in an activity and enter an indicative breakdown of estimated eligible costs to be incurred during the implementation of the proposed Action for that activity and applicant per year. Costs can only be entered for the years during which the activity is implemented and should be entered in the year they are incurred. If for any reasons there are no costs reported in one or more years during the reported period of the activity, please provide justification in section 2.3 of the Application Form Part D.

All amounts must be in euros; no decimals can be encoded. The requested CEF funding will be automatically calculated.

Costs may be considered eligible at the earliest from the date on which the application is submitted (i.e. at the earliest from 08 February 2017 for the first cut-off date and from 15 July 2017 for the second cut-off date) and up to the date of completion of the Action, which should be 31 December 2023 at the latest.

For more information on eligible costs, see section 13.2.2 of the call text and Article II.19 of the model grant agreement.

As indicated in section 7.2 of the call text, the total eligible costs of the Action under this call shall be in excess of €10 million\textsuperscript{11}, except for proposals submitted under the priority "Innovation and new technologies", for which the total eligible costs of the Action shall be in excess of €5 million.

\textbf{TENtec:} In order to add costs in this table, the related activity and applicant(s) responsible for carrying them out must first be added in the "Activities and Milestones" section of the TENtec eSubmission module. If the activity lasts for more than a calendar year, the costs

\textsuperscript{11} Projects seeking complementary EIB/EFSI support should typically have a project total cost in excess of EUR 25 million for an individual loan. A lower project investment cost may be eligible for EIB/EFSI finance depending on the structure of the project and the type of financing product requested. For small projects the use of intermediation and aggregation vehicles, notably EFSI Investment Platforms, and the involvement of NPBs or private sector investors is recommended.
must be split per year. If the duration of an activity is reduced at a later stage, this may require adapting costs accordingly.

**Box 11: Example of costs**

Activity X is added in the "Activities and Milestones" section with a duration from 1 January 2017 until 31 December 2020. The estimated costs related to the action are:
- €100,000 for 2017
- €80,000 for 2018,
- €100,000 for 2019
- €100,000 for 2020
- €20,000 for 2021

The total cost of the activity is €400,000.

The applicant, after having encoded and saved the above data, realises that the end date of the action incorrect, as it should be 31 December 2021. When the duration of Activity X is reduced by one year (until 31 December 2020), the costs planned for 2021 (€20,000) will be automatically deleted. Consequently, the applicant also needs to modify, if relevant, the costs in order to add the missing amount to arrive to €400,000 for the total cost.

**Sources of financing**: click on an applicant to indicate the financial contribution to eligible costs of the proposed Action (as defined in the Glossary) for each applicant from all applicable sources of financing. These can be:
- CEF financing
- Applicants' own resources
- EIB loan
- Other loans
- State budget(s)\(^{12}\)
- Regional/local budget(s)
- Income generated by the proposed Action
- Other sources\(^{13}\)

All amounts must be in euros. The totals per category will be calculated automatically.

---

\(^{12}\) Should these state budgets contribute to the implementation of the Action please fill in Section II "Compliance with EU law on state aid" in the Application Form part C.

\(^{13}\) Such as other EU funds, CEF financial instruments, etc.
**TENtec:** The total eligible costs of the proposed Action in the Indicative costs tables must match the total in the Sources of financing table.

**Box 12: Sources of financing**

Please note that under section "Sources of financing" in Part A of the Application Forms, information must be provided on sources of financing for the Action only and not for the Project (seeking finance)\(^\text{14}\). Information on the Project (seeking finance) is to be provided in the Form E.

**Related actions:** If the proposed Action is part of a larger project previously supported by any EU funding such as CEF, TEN-T, Marco Polo II, Cohesion Fund, FP7, Horizon 2020, IPA, ESIF, etc., click the "Add related action" button. Provide the action title, the name of the funding programme, the amount awarded in euros and the reference number of the signed grant agreement or adopted grant Decision.

---

\(^{14}\) Please refer to the Glossary and Box 5 of this Guide provide for more information on Actions and Projects
Exchange rate: Specify the exchange rate used when preparing the application. In converting to euros, use the monthly accounting rate established by the Commission (ideally the rate of the month of submission of the application or, if not published at the time of the submission, the rate from the preceding month), available here: http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm.

5.2.6 Translation information (Form Part A4)

Submission of the proposal in English is strongly encouraged as proposals will only be evaluated in English.

For those parts of the application not submitted in English, click on each part of the Application Form (A, B, C, D, E1 or E2 as relevant, the letter of support and the cost-benefit/cost-effectiveness analysis as applicable) to open a new window. Select from the drop down menu the language of the document. Please indicate in addition whether an English translation will be provided in case the document is provided in a different language.
INEA will reimburse translation costs up to €2,000 per proposal provided the proposal is found to be admissible in accordance with section 6 of the call text. For more details, please refer to section 8 of this Guide.

If applicable, provide an estimate of the overall translation costs in the text box, by clicking the "Introduce estimate" button.

Annexes and other supporting documents (besides the letter(s) of support and the CBA/CEA) do not need to be translated unless the applicant deems it necessary. Please consider that only the translation of the mandatory documents (Application Forms A, B, C, D, E, letter or Support and CBA/CEA) will be reimbursed.

5.2.7 Contribution to CEF objectives (Form Part A.5)

The questions in this section aim to measure the contribution of the proposed Action to the funding objectives specified in Article 4 of the CEF Regulation. Questions appearing in this section depend on the type of proposal and priority under which it is submitted. Information provided in this section must be consistent with the information elsewhere in the Application Form, where the applicants have the possibility to provide further explanations and clarifications about the proposal's contribution to CEF objectives.
It is possible for a given proposal that specific questions regarding the contribution of the proposal to CEF objectives do not need to be completed. Applicants nonetheless have to explain and clarify the contribution of the proposal to the CEF and TEN-T policy objectives elsewhere in the Application Form.

All questions that appear must be answered.

To introduce an answer, click 'Edit answer' or use the 'Add' functionality and a new window will open. For each question, all requested information must be provided. However, there is a possibility to choose 'not applicable' instead, if the question is not applicable to the proposed Action.

If any changes to your proposal are made that entail a change in the priority under which a proposal is submitted, as indicated in section A1, information previously entered in this section will be removed. You will need to complete a new set of questions, according to the new information encoded in section A1.

The full list of questions is reproduced below for information and further explanation on the type of replies expected:

1. **List the bottlenecks which the Action will remove**

   Article 3(q) of the TEN-T Guidelines defines a bottleneck as a physical, technical or functional barrier which leads to a system break affecting the continuity of long-distance or cross-border flows and which can be surmounted by creating new infrastructure, or substantially upgrading existing infrastructure, that could bring significant improvements which will solve the bottleneck constraint.

   If applicable, enter the name of the bottleneck. Indicate whether it is on a cross-border connection. If yes, indicate if the cross-border connection is new or improved. Only one bottleneck may be entered at a time. If the proposed Action removes different bottlenecks, click on 'Add bottleneck' and repeat the steps.

   Within the meaning of Article 2(2) of the CEF Regulation and Article 3(m) of the TEN-T Guidelines, a "cross-border section" means the section which ensures the continuity of a Project of Common Interest between the nearest urban nodes on both sides of the border of two Member States or between a Member State and a neighbouring country.

2a. **How many kilometres of railway line will the action adapt to the European nominal gauge standard?**
If applicable, indicate the number of km to be adapted. Only full figures can be encoded (no decimals or separators can be encoded).

2b. How many kilometres will the action fit with ERTMS?

If applicable, indicate the number of km to be fit with ERTMS. Only full figures can be encoded (no decimals or separators can be encoded).

2c. For how many kilometres of the railway will the action fully electrify the line tracks and, as far as necessary for electric train operations, sidings?

If applicable, indicate the number of km to be fully electrified. Only full figures can be encoded (no decimals or separators can be encoded).

2d. For how many kilometres of the railway will the action improve freight lines of the Core Network as indicated in Annex I, at least 22.5 t axle load, 100km/h line speed and the possibility of running trains with a length of 740 m?

If applicable, indicate the number of km of the Core Network only. Only full figures can be encoded (no decimals or separators can be encoded).

3. How many kilometres of the inland waterway network will the action upgrade?

Select inland waterway class from the drop down menu (Class I-VII). Indicate the number of km of the respective class to be upgraded. Only full figures can be encoded (no decimals or separators can be encoded). Only one class can be selected at a time. If the proposed Action concerns different inland waterway classes, click on 'inland waterway class' and repeat the steps.

4. How many supply points for alternative fuels for vehicles using the TEN-T Core Network for road transport will the action create?

Please select fuel type from the drop down list (CNG, electricity, hydrogen, LNG) and indicate the number of supply points for this alternative fuel type (parallel charging in the same point should be counted individually). If the proposed Action concerns supply points for several alternative fuel types, click on 'add fuel type' and repeat the steps.

5a. How many inland ports of the TEN-T Core Network will the action equip with supply points for alternative fuels?

Choose from the list of inland ports of the Core Network (according to Annex 2 of the TEN-T Guidelines) by clicking on the name of a port in the left hand box, followed by a right arrow, or by double-clicking on a port to be added. Select as many ports as covered by the proposal. To de-select a port, click on its name in right hand box, followed by a left arrow, or double-click on the name of the port to be de-selected.

5b. How many maritime ports of the TEN-T Core Network will the action equip with supply points for alternative fuels?

Choose from the list of maritime ports of the Core Network (according to Annex 2 of the TEN-T Guidelines) by clicking on the name of a port in the left hand box, followed by a right arrow, or by double-clicking on a port to be added. Select as many ports as covered by the proposal. To de-select a port, click on its name in right hand box, followed by a left arrow, or double-click on the name of the port to be de-selected.

6. Which TEN-T multimodal logistics platforms will the action connect to the railway network?
Choose what multimodal platform type will be connected to the railway network among the following:

- Airports
- Inland ports
- Maritime ports
- Rail road terminals

The names of Core and Comprehensive nodes that will appear in the 'node name' drop down reflects the type of node on the basis of Annex 2 of the TEN-T Guidelines.

Indicate whether the connection is new or improved. To enter multiple nodes, click on 'Add node' and repeat the steps.

7. Which new or improved connections between ports through Motorways of the Sea will the proposal address?

Indicate all maritime ports which constitute the new or improved Motorways of the Sea the proposed Action addresses. Choose from the list of maritime ports in the Core and Comprehensive maritime ports as per Annex 2 of the TEN-T Guidelines by clicking on the name of a port in the left hand box, followed by a right arrow, or by double-clicking on a port to be added. Select as many ports as covered by the connection (at least two ports need to be selected). To de-select a port, click on its name in right hand box, followed by a left arrow, or double-click on the name of the port to be de-selected.

Specify if the connection is new or improved. If the proposal addresses several new or improved Motorways of the Sea connections, repeat the steps by clicking on 'Add connection'.

8. How many kilometres of inland waterways will the action fit with RIS?

Indicate the number of km to be fit with RIS. Only full figures can be encoded (no decimals or separators can be encoded).

9. How many priority actions of the ITS Directive (2010/40/EU) does the proposal address?

Choose from the list of priority actions a) to f) and cooperative systems by clicking on all applicable priority actions in the left hand box, followed by a right arrow, or by double-clicking on a priority action to be added. Select as many priority actions as covered by the proposal. To de-select, click on the name of the priority action in right hand box, followed by a left arrow, or double-click on the name of priority action to be de-selected.

5.2.8 Completion of part A

After part A is fully encoded but before it is submitted, print it out using the TENtec eSubmission module's "Export Form A" section.

Applicants are invited to pay attention to the following elements:

- One A2.2 form is generated per applicant. For multi-applicant proposals, sections A2.2 (i.e. the form that includes the administrative details and signature of each applicant certifying its participation) must be dated and signed by each applicant. Each A2.2 form must be scanned and uploaded as a supporting document before proposal submission.

  - If section A2.2 is not signed by an applicant, the proposal will be considered not compliant with the admissibility criteria specified in the call text and will not be further evaluated. In the case of a multi-applicant proposal, the
applicant concerned may be excluded from the proposal which may negatively affect the outcome of the evaluation.

- One A2.3 Form is generated per applicant. The section A2.3 (i.e. the form certifying Member State approval) must be completed, dated and signed by the concerned EU Member State for each applicant (that is not the Member State concerned by the proposed Action) and for each Member State concerned, even if there is more than one applicant from the same country. It must be scanned and uploaded as a supporting document before proposal submission. Please see also the "Approval Ministry" section.
  
  o If section A2.3 is not signed by the concerned Member State (when required), the proposal will be considered not compliant with the eligibility criteria specified in the call text and will not be further evaluated. In the case of a multi-applicant proposal, the applicant concerned may be excluded from the proposal which may negatively affect the outcome of the evaluation.

- Note that successful applicants must keep the original documents for a period of five years and send them to the Commission/INEA services upon request.
- All supporting documents referred to in the part A of the application must be uploaded to the TENtec eSubmission module "Supporting Documents" section and should be clearly named to allow their easy identification.

- Advanced electronic signatures based on a qualified certificate as defined by Regulation 910/2014 on electronic identification and trust services for electronic transactions in the internal market (eIDAS Regulation) and which comply with the signature formats specified in Commission Implementing Decision 2015/1506 will be accepted.

5.3. Part B: Administrative information

This part of the Application Form requests the administrative information on applicant(s) carrying out the Action and information used to demonstrate compliance with their financial and operational capacity.

Box 13: Administrative Information

Please note that the information provided in the Application Form Part B must concern solely the applicants involved in the implementation of the Action as defined in the Glossary. The required information on the entities involved in the implementation of the Project (seeking finance) is to be provided in the Form E.

TENtec:
- Application Form Part B must be downloaded from the call webpage, duly completed and then uploaded in the TENtec eSubmission module.
- For multi-applicant proposals, the relevant parts of Application Form Part B must be completed for each applicant.

5.3.1 Legal Entity Form (Section 1)

---

15 See footnote 5
All applicants (except EU Member States, regions or provinces, and neighbouring/third countries) as well as all designated affiliated entities need to provide the Legal Entity Form. The editable form can be downloaded in all EU languages from the following website: [http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm).

**TENtec:**
- The signed form should be scanned and uploaded into the TENtec eSubmission module as a separate and well-identified document in the "Supporting Documents" section under "Required documents for the application".
- Several additional documents referred to in the legal entity form must be clearly identifiable and must be uploaded under "Supporting Documents" section under "Additional documents for the application".

**Box 14: Applicants that do not have a legal personality**

Applicants that do not have a legal personality, as declared in the Application Form Part A2.1, are requested to provide evidence that their representatives have the capacity to assume legal obligations on their behalf by attaching to the application supporting documents to demonstrate that the representative of the applicant has the capacity to undertake legal obligations on its behalf (e.g. the statutes of the applicant or the relevant abstract thereof).

**5.3.2. Grounds for exclusion – form parts B1 and B2 (Section 2)**

Section 7.1 of the call text refers to the situations which could lead to the exclusion of an applicant from participating in the call for proposals. Applicants must therefore sign a declaration confirming they are not in one of the exclusion situations when applying for EU funding.

All applicants and their designated affiliated entities - except Member States, regions and provinces of the EU, and neighbouring/third countries - must also complete and sign the declaration form in part B1 and part B2 (as applicable) of the Application Form Part B. These documents should be uploaded in the TENtec eSubmission module's "Supporting documents" section under "Additional documents for the application".
The body or undertaking subject to the declarations made in part B1 and/or part B2 may be subject to rejection from the evaluation procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

Evidence upon request

As specified in the Form part B1 and part B2, the Commission/Agency may request any entity subject to these declarations to provide information and the applicable evidence on any person that is member of an administrative, management or supervisory body (persons with powers of representation, decision or control with regard to that entity).

The Commission/Agency may request any entity subject to these declarations to provide the applicable evidence concerning the entity itself.

Evidence may be requested as follows:

- For situations described in (a), (c), (d) or (f) of section I of the Form parts B1 and B2, production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the entity showing that those requirements are satisfied.

- For situations described in point (a) or (b) of section I of the Form parts B1 and B2, production of recent certificates issued by the competent authorities of the State concerned is required. These documents must provide evidence covering all taxes and social security contributions for which the entity is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

If an entity has already submitted such evidence for the purpose of another procedure and confirmed that the submitted documents are still valid and that the time that has elapsed since the issuing date of the documents does not exceed one year, the entity will be requested to declare on its honour that the documentary evidence has already been provided and confirm that no changes have occurred in its situation.

5.3.3. Financial Identification Form – Section 3

The applicant in a single-applicant proposal or only the coordinating applicant in a multi-applicant proposal must provide the completed financial identification form. It is important that the denomination (title) and the address of the account mentioned on the form are in conformity with what is recorded at the bank.

The official Financial Identification Form is available in all EU languages at the following link: http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm
TENtec: The signed form should be scanned and uploaded into the TENtec eSubmission module as a separate and well-identified document in the "Supporting Documents" section under "Required documents for the application".

5.3.4. Requirements on financial and operational capacity (Section 4)

Indicate the applicable legal status among the following (consistent with what is selected in Application Form Part A2.1):

1. Member State
2. Neighbouring/third country
3. Public sector undertaking or body established in the EU
4. Private sector undertaking or body established in the EU
5. Public sector undertaking or body established outside the EU
6. Private sector undertaking or body established outside the EU
7. International organisation
8. European Economic Interest Grouping
9. Joint undertaking

As mentioned earlier, applicants falling under categories 1, 2, 3, 7, and 9 are exempted from providing evidence of their financial and operational capacity.

Applicants that fall under category 8, in which at least one member is a public body are exempted from providing evidence of their financial and operational capacity.

Applicants which fall under categories 4, 5, 6 and/or 8, in which no member is a public body, **must prove** that they have the financial and operational capacity to carry out the proposed Action.

Overview (Section 4.1)

For all applicants, please indicate in the table whether the applicant needs to provide evidence of financial and operational capacity. If so, please confirm the relevant supporting documentation is provided with the proposal.

For multi-applicant proposals, rows in the overview table may be added as required.
If any documentation proving the financial and operational capacity from one or more applicants is missing, this must be explained in the box below the overview table.

**Financial capacity (Section 4.2)**

Applicants which are required to demonstrate their financial capacity must provide the following documents:

a) The Financial Capacity Check form as provided on the call webpage duly filled in AND

b) Financial statements (i.e. balance sheet, income statement and cash flow statement) for the last financial year for which the accounts were closed.

OR, if an applicant has been operating for less than one financial year, the following documents are requested:

a) a letter of support obtained from a third party (e.g. the applicant's parent company) or by another applicant of the proposed Action AND

b) the completed Financial Capacity Check form of the entity providing the letter of support showing 'satisfactory' or 'good' financial capacity as the result of the ratio analysis AND

c) the financial statements for the entity providing the letter of support (i.e. balance sheet, income statement and cash flow statement) for the last year for which the accounts were closed.

Please note the letter provided to support the financial capacity of applicants operating for less than one financial year does not substitute the Letter of Support(s) evidencing the financial readiness of the proposed Action.

**Financial Capacity Check form**

Applicants that do not fall in the exempted categories described above, must complete the Financial Capacity Check form available on the call webpage and upload it to the TENtec eSubmission module in Excel form together with supporting documents.

The financial capacity check consists of a financial analysis based on a set of ratios. In order to be financially viable, an organisation must be liquid, solvent, profitable and autonomous. In other words, the organisation should be capable to cover its short-term and long-term commitments and it should be able to generate profits independently.

The information in the financial capacity form on costs must be entered regarding only the proposed Action in the "Overview" worksheet (e.g. duration of the proposed Action, share of the applicant in the total costs of the proposed Action, CEF contribution requested) and not for the activities that go beyond the Action.

The "Balance Sheet" and "Profit and Loss Account" worksheets must be filled in with information from the most recent completed annual accounting exercise of the organisation.
It must be completed in the same currency as the supporting documents/financial statements. For ease of reference, the translated terminology which can be used by an applicant's accounting department is available in French, German and English in the "Translations" worksheet.

The co-financing ratio into Euro will be automatically calculated in a separate table using the exchange rate indicated by the applicant in the "Overview" worksheet.

The financial capacity ratios are calculated automatically and are shown in the "Ratio Analysis" worksheet.

If the form shows "There is an error in..." message in the result field, any indicated errors should be addressed before submission.

If the figures encoded in the Financial Capacity Check form are a result of grouping (adding) certain positions from the financial statements, please be sure to clearly cross-reference (link) these to each other. This will facilitate the financial capacity check and reduce the risk of being assessed as "weak".

Please note that the Financial Capacity Check form must be filled in separately by each applicant involved in the implementation of the Action.

A "weak" conclusion does not automatically exclude the proposal from being evaluated. Indeed, the potential impact of the financial capacity check will be assessed on a case-by-case basis and may give ground to further steps. For example, applicants may be contacted during the evaluation period for additional information.

In the event the financial capacity is not satisfactory for a proposal that is selected for funding, the pre-financing payment may be subject to the receipt of a financial guarantee for up to the same amount as the pre-financing payment to be made. A financial guarantee is not necessary during the application stage.

**Financial statements**

Financial statements – balance sheet, income statement and cash flow statement – for the last financial year for which the accounts were closed must be enclosed with the financial capacity check.

Only those reference documents (or parts of documents) containing the data used to complete the Financial Capacity Check form must be uploaded in the TENtec eSubmission module. In the event that the figures encoded in the Financial Capacity Check form are a result of grouping (adding) certain positions from the financial statements, it is important to clearly cross-reference (link) these to each other thereby facilitating the capacity check and reducing the risk of being assessed as weak.

**Operational capacity (Section 4.3)**

Applicants who must demonstrate their operational capacity need to provide appropriate documents attesting that capacity. They should include:

- a description of the profile of the people primarily responsible for managing and implementing the operation accompanied by *curriculum vitae*;
- a list of previous actions and activities performed in the field of TEN-T infrastructure actions of the same kind;
- an inventory of the technical equipment, tools or facilities and patents at the disposal of the applicant and relevant for the action (if relevant).
In addition, applicants are required to provide the organisations’ activity reports for at least the last year as supporting document to be annexed to the proposal.

For multi-applicant proposals only, the following information must be provided:

- a description of the consortium as a whole (including designated affiliated entities and/or implementing bodies) and how it contributes to achieving the objectives of the proposed Action;
- an explanation of what each participant’s contribution to the Action is and how the participants complement one another (and cover the value chain, where appropriate).

**TENtec:** All required supporting documents must be uploaded into the TENtec e-Submission module

**Table 2:** Overview of financial and operational capacity requirements per type of applicant

<table>
<thead>
<tr>
<th>Category of applicant</th>
<th>Supporting documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Member State</td>
<td>Exempted from providing documents to demonstrate financial and operational capacity</td>
</tr>
<tr>
<td>• Neighbouring/third country</td>
<td>Exempted from providing documents to demonstrate financial and operational capacity</td>
</tr>
<tr>
<td>• Public sector undertaking/body established in the EU</td>
<td>Supporting documents to demonstrate operational and financial capacity are to be provided</td>
</tr>
<tr>
<td>• International organisation</td>
<td></td>
</tr>
<tr>
<td>• Joint undertaking</td>
<td></td>
</tr>
<tr>
<td>• European Economic Interest Grouping in which at least one member is a public body</td>
<td></td>
</tr>
<tr>
<td>• Private sector undertaking or body established in the EU</td>
<td>Supporting documents to demonstrate operational and financial capacity are to be provided</td>
</tr>
<tr>
<td>• Public sector undertaking/body established outside the EU</td>
<td></td>
</tr>
<tr>
<td>• Private sector undertaking/body established outside the EU</td>
<td></td>
</tr>
<tr>
<td>• European Economic Interest Grouping (EEIG) in which no members are public bodies</td>
<td></td>
</tr>
<tr>
<td>• Designated affiliated entities</td>
<td>Documents demonstrating compliance of affiliated entities with financial and operational capacity requirements need to be provided only after the selection phase, only for those proposals selected for funding and only where the designated affiliated entities will be the only ones implementing the proposed Action</td>
</tr>
</tbody>
</table>

**Designated affiliated entities (Section 4.4)**

Designated affiliated entities must complete the table in part B listing which applicant they relate to and whether the affiliated entity will fully implement the proposed Action. They must also complete the Application Form Part B2.

**Table 3:** Designated affiliated entities

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Designated affiliated entity (as indicated in Application Form Part A2.4)</th>
<th>Does/will the affiliated entity fully implement the proposed Action?</th>
</tr>
</thead>
</table>
5.3.5. **Requirements for applicants that are neighbouring/third countries or entities established in neighbouring/third countries (Sections 5 and 6)**

Section 7.1 of the call text stipulates requirements for applicants that are either neighbouring/third countries or entities established in neighbouring/third countries, in order to ascertain that their participation is necessary and indispensable to achieve the objectives of a given Project of Common Interest, as required by Article 9(4) of the CEF Regulation.

If possible, it is recommended that any proposal that includes applicants from neighbouring/third countries be submitted jointly with applicants established in the EU.

The following documents are required for applicants involving neighbouring/third countries:

- agreement of an EU Member State concerned by the proposed Action (Application Form Part A2.3);
- *only if the Action is a physical intervention in the territory of a neighbouring/third country*: proof of the support of the neighbouring/third country authorities concerned by the Action if this last is not the applicant (part B3);
- the explanation from one of the Member State concerned on why the participation of the third/neighbouring country applicant(s) is necessary and/or indispensable (part B4).

### 5.4. **Part C: Compliance with Union policy and law**

The purpose of the Application Form Part C is to present information regarding the compliance of the proposal with the EU policies and law, in particular on environmental protection, interoperability, road charging, road and tunnel safety, competition (state aids), public procurement and accumulation of EU funding sources.

Application Form C is divided into seven sections:

i. Compliance with environmental policy;
ii. Compliance with EU policy on interoperability;
iii. Compliance with EU law on road charging;
iv. Compliance with road safety and tunnel safety Directives;
v. Compliance with EU law on state aids;
vi. Compatibility with EU law on public procurement;
vii. Other sources of EU financing.

Information in the Application Form Part C, including environmental information, is only requested for the proposed Action submitted for financial aid and not for the activities that go beyond the Action. However, if needed, additional documentation or information going beyond the proposed Action may be submitted, if such documentation or information is indivisible.
While only one Application Form Part C is expected per proposal, it is possible to also submit the relevant parts of the Application Form Part C per activity rather than for the entire Action, if it facilitates the process of collecting signatures from various environmental authorities.

TENtec: Application Form Part C must be downloaded from the call webpage, duly completed and then uploaded in the TENtec eSubmission module.

**5.4.1. Compliance with EU environmental policy**

Under the 2017 CEF Blending Transport call only works proposals are eligible. Consequently, all proposals are required to demonstrate their compatibility with EU environmental policy and are required to complete section I of the Application Form Part C.

For Actions addressing ERTMS, SESAR, ITS, VTMIS, telematics application systems, those exclusively related to implementation of electric vehicles charging stations in already existing build areas, installation to improve accessibility for persons with reduced mobility, and vessels and rail rolling stocks retrofitting proposals, this section only needs to be completed if the physical interventions (e.g. installation of antennas) affect a site designated as protection zone under the Habitats Directive\(^\text{16}\) and Birds Directive\(^\text{17}\). Section 1.6 “Actions with a potential impact on water - Water Framework Directive 2000/60/EC” for such actions needs to be completed only if these physical interventions are located in protected waters as defined in Article 1 of this Directive.

In particular, applicants must provide information about consultation of all relevant environmental, nature conservation and water bodies and that the proposed Action complies with the environment-related EU Directives.

This section of the Application Form Part C must only address activities that are part of the proposed Action, and not the Project to which it relates.

A proposed Action may include different activities in different locations or countries that might require approvals from different authorities. Therefore, this section of the Application Form Part C can be completed as many times as the number of the respective environmental authorities which need to be consulted.

**Consistency of the project with environmental policy**

Under this section, applicants are requested to:

- describe how the project contributes and takes into account the environmental policy objectives. As guidance, consider the following: resource efficiency, preservation of biodiversity and ecosystem services, reduction of greenhouse gas emissions, and resilience to climate change impacts;
- describe how the project respects the precautionary principle, the principle of preventive Action, the principle that environmental damage should as a priority be rectified at source and the "polluter pays" principle.

**Box 15: "Polluter pays" principle**


The "polluter pays" principle means that the environmental costs of economic activities, including the cost of preventing potential harm, should be internalized, i.e. borne by those that cause the environmental costs, rather than imposed upon society at large.

Development consent

Under this section, please explain whether the development consent has already been granted to this Action.
- If yes, please specify on which date;
- If an appeal has or could be launched against the development of consent, please explain;
- If no, specify when the formal request was introduced and when the final decision is expected.

Please also specify which competent authority has given/will give the development consent.

**Box 16: Development of consent**

Within the meaning of the EU environmental legislation, development consent means the decision of the competent national authority or authorities that entitles the developer to proceed with the Action.

**Environmental Impact Assessment (EIA) Directive**

In this section, applicants are required to prove compliance with the EIA Directive\(^\text{18}\).

First, specify whether the proposed Action falls under a class of development covered by
- Annex I;
- Annex II; or
- neither of the two Annexes of the EIA Directive.

**Table 4: Documents to be provided to prove compliance with the EIA Directive**

<table>
<thead>
<tr>
<th>Type of Action</th>
<th>Documents to be provided to prove compliance with EIA Directive</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action falls under Annex I</strong></td>
<td>- non-technical summary of the EIA report;</td>
</tr>
<tr>
<td></td>
<td>- information on consultations with environmental authorities, the public and, if applicable,</td>
</tr>
<tr>
<td></td>
<td>consultations with other Member States, carried out in accordance with Articles 6 and 7 of the</td>
</tr>
<tr>
<td></td>
<td>EIA Directive;</td>
</tr>
<tr>
<td></td>
<td>- decision of the competent authority issued in accordance with Articles 8 and 9 of the EIA</td>
</tr>
<tr>
<td></td>
<td>Directive, including information on how it was made available to the public.</td>
</tr>
<tr>
<td><strong>Action falls under Annex II and an EIA has been</strong></td>
<td>- non-technical summary of the EIA report;</td>
</tr>
<tr>
<td><strong>carried out for this Action</strong></td>
<td>- information on consultations with environmental authorities, the public and, if applicable,</td>
</tr>
<tr>
<td></td>
<td>consultations with other Member States, carried out in accordance with Articles 6 and 7 of the</td>
</tr>
<tr>
<td></td>
<td>EIA Directive;</td>
</tr>
<tr>
<td></td>
<td>- decision of the competent authority issued in accordance with Articles 8 and 9 of the EIA</td>
</tr>
<tr>
<td></td>
<td>Directive, including information on how it was made available to the public.</td>
</tr>
<tr>
<td><strong>Actions falls</strong></td>
<td>- a copy of the determination required in Article 4(2) of the EIA Directive</td>
</tr>
</tbody>
</table>

Type of Action | Documents to be provided to prove compliance with EIA Directive
--- | ---
under Annex II and an EIA has NOT been carried out for this Action | (known as 'screening decision'), including justification that the project will not have significant environmental effects;

OR

- explanation on why the Action has no significant environmental effects on the basis of the thresholds or criteria established by the relevant national legislation (this information is not needed, if it is already included in the decision mentioned above).

Action does not fall under either two Annexes of the EIA Directive | • Section 3.4 of the Application Form C should be completed: the competent Authority must declare that the Action submitted for funding is not included in Annex I nor in Annex II of the EIA Directive.

**TENtec:** The support provided by a Member State to the proposal (in the Application Form Part A2.3) does not substitute the signature of the relevant authority under this Section of the Application Form. Therefore, the certifications, if applicable, need to be signed separately and uploaded in the TENtec e-submission module as a supporting document.

Note that successful applicants must keep the original documents for a period of five years and send them to the Commission/INEA services upon request.

**Box 17: EIA Directive**

An environmental assessment is a procedure that ensures that the environmental implications of decisions are taken into account before the decisions are made. More information can be found at: [http://ec.europa.eu/environment/eia/home.htm](http://ec.europa.eu/environment/eia/home.htm).


**Strategic Environmental Assessment (SEA) Directive**

Under this section, applicants should provide information on whether the proposed Action is implemented as a result of a plan or programme and if so, whether such plan or programme was made subject to a strategic environmental assessment in accordance with the SEA Directive.  

**Table 5:** Documents to be provided to prove compliance with the SEA Directive

<table>
<thead>
<tr>
<th>Type of Action</th>
<th>Documents to be provided to prove compliance with SEA Directive</th>
</tr>
</thead>
<tbody>
<tr>
<td>The proposed Action does NOT result from a plan or programme (e.g. plan or programme prepared for the energy/transport sector, country planning or land use, etc.)</td>
<td>• N/A</td>
</tr>
<tr>
<td>The proposed Action results from a plan or programme which</td>
<td>• non-technical summary of the Environmental Report carried out for the plan or programme</td>
</tr>
</tbody>
</table>

---

Box 18: SEA Directive

The text of the SEA Directive can be found at: http://ec.europa.eu/environment/eia/sea-legalcontext.htm

Compliance with the Habitats Directive and assessment of effects on Natura 2000 sites

In this section, please indicate whether the proposed Action is likely to have significant effects on sites included or intended to be included in the Natura 2000 network, in accordance with the Habitats Directive.

Table 6: Documents to be provided to prove compliance with the Habitats Directive and assessment of effects on Natura 2000 sites

<table>
<thead>
<tr>
<th>Type of Action</th>
<th>Documents to be provided to prove compliance with the Habitats Directive and assessment of effects on Natura 2000 sites</th>
</tr>
</thead>
</table>
| The proposed Action is likely to have a significant effect on sites included or intended to be included in the Natura 2000 network | • decision of the competent authority approving the Action;  
• the results of the appropriate assessment carried out in accordance with Article 6(3) of the Habitats Directive (this information is not needed, if it is already included in the decision mentioned under point above);  
• a map (at a scale of 1:100,000 or the nearest possible scale) indicating the location of the Action and the Natura 2000 sites concerned; and  
• only in cases where the competent authority has determined that the project has significant negative effects on the conservation objectives of one or more sites included or intended to be included on the Natura 2000 network and intends to allow the project, the following information should be provided:  
  o a copy of the standard notification form information to the European Commission according to Article 6(4) of the Habitats Directive, as notified to the Commission (DG Environment); and/or  
  o an opinion of the Commission under Article 6(4) of the Habitats Directive in case of projects having significant impacts on the priority habitats and/or species and justified by imperative reasons of overriding public interest other than human health and public safety or beneficial consequences of primary importance for the |
Type of Action | Documents to be provided to prove compliance with the Habitats Directive and assessment of effects on Natura 2000 sites
---|---
The proposed Action is NOT likely to have a significant effect on sites included or intended to be included in the Natura 2000 network | • completed, stamped and dated Annex C-I "Declaration by the Authority responsible for Natura 2000 sites" by the authority responsible for monitoring Natura 2000 sites  
• a map (at a scale of 1:100,000 or the nearest possible scale) indicating, with clear demarcation, the location of the Action and the Natura 2000 sites concerned

**TENTec:** The support provided by a Member State to the proposal (in the Application Form Part A2.3) does not substitute the signature of the relevant environmental authority under Annex C-I of the Application Form Part C.

Applicants must be able to provide the original documents and send them to the Commission/INEA services upon request.

**Box 19: Habitats Directive and impact on Natura 2000 sites**


**Application of the Water Framework Directive**

This section needs to be completed only if physical interventions are located in protected waters as defined by Article 1 of the Water Framework Directive.

If it is the case, indicate whether the proposed Action involves a new modification to the physical characteristics of a surface water body or alterations to the level of bodies of groundwater which deteriorate the status of a water body or cause failure to achieve good water status/potential.

**Table 7:** Documents to be provided to prove compliance with the Water Framework Directive

<table>
<thead>
<tr>
<th>Type of Action</th>
<th>Documents to be provided to prove compliance with Water Framework Directive</th>
</tr>
</thead>
</table>
| The proposed Action DOES involve a new modification to the physical characteristics of a surface water body or alterations to the level of bodies of groundwater which deteriorate the status of a water body or cause failure to | • Assessment of the impacts on the water body and a detailed explanation of how the conditions under Article 4(7) of the Water Framework Directive were/are fulfilled.  
• Where appropriate, applicants should ground their explanations  
• Confirmation by the Authority responsible for water management of information provided in the Application |

---

<table>
<thead>
<tr>
<th>Type of Action</th>
<th>Documents to be provided to prove compliance with Water Framework Directive</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>achieve good water status/potential</strong></td>
<td>Form Part C</td>
</tr>
<tr>
<td><strong>The proposed Action does NOT involve a new modification to the physical characteristics of a surface water body or alterations to the level of bodies of groundwater which deteriorate the status of a water body or cause failure to achieve good water status/potential</strong></td>
<td>• Confirmation by the Authority responsible for water management of information provided in the Application Form Part C</td>
</tr>
</tbody>
</table>

**TENTec:** The support provided by a Member State to the proposal (in the Application Form Part A2.3) does not substitute the signature of the relevant environmental authority under Annex C-I of the Application Form Part C.

Please note that applicants must be able to provide the original documents and send them to the Commission/INEA services upon request.

**Box 20: Water Framework Directive**


### 5.4.2 Compliance with EU policy on interoperability (railway actions only)

Section II of the Application Form Part C must be completed for all proposals including construction of rail infrastructure or deployment of ERTMS, whether on conventional or high speed lines, for the sections addressed by the proposal. All railway actions must comply with Directive 2008/57/EC on the interoperability of the rail system within the Community and with relevant Technical Specifications for Interoperability (TSIs). Studies must anticipate carrying out the works in line with EU legislation.

Compliance with the TSI is compulsory. Should certain provisions of the TSI not be respected, the applicant must provide information regarding any notification sent to the Commission with a request to derogate from the TSI and, if applicable, of the outcome of the procedure for derogation, which is set out in the applicable Directive. Any proposal including a possible derogation from the TSI will be closely assessed by the Commission services.


### 5.4.3 Compliance with the EU law on road charging

Section III of the Application Form Part C must be completed for all proposals subject to Article 7(f) of the EU Directive 1999/62/EC on the charging of the heavy goods vehicles for the use of certain infrastructures.
5.4.4  Compliance with Road safety and Tunnel safety Directives

Section IV of the Application Form Part C must be completed for all road actions subject to the EU Directives 2008/96/EC and 2004/54/EC on road infrastructure safety management and minimum safety requirements for tunnels in the trans-European road network.

Box 22: EU requirements on Road and Tunnel safety


5.4.5  Compliance with EU law on State Aids

In section V of the Application Form Part C, an explanation should be given if any state aids have been granted or are foreseen to be granted to the proposed Action that might be incompatible with competition law.

Box 23: EU Law on state aid

All Actions must comply with Articles 107–109 of the Treaty on the Functioning of the European Union. In particular, except as otherwise provided in this Treaty, any aid granted by a Member State or through State resources in any form whatsoever which distorts or threatens to distort competition by favouring certain undertakings or the production of certain goods shall, in so far as it affects trade between Member States, be incompatible with the common market.

In order to be compliant with the Treaty, the applicant shall put into evidence that such aid is granted without discrimination. The following aids, amongst others, may be considered to be compatible with the common market:
- Aid to promote the economic development of areas where the standard of living is abnormally low or where there is serious underemployment;
- Aid to promote the execution of an important project of common European interest or to remedy a serious disturbance in the economy of a Member State;
- Aid to facilitate the development of certain economic activities or of certain economic areas, where such aid does not adversely affect trading conditions to an extent contrary to the common interest.

5.4.6  Compatibility with the EU law on public procurement

Section VI of the Application Form Part C shall be used to indicate whether public procurements planned during the implementation of the Action (as indicated in Section 4.6 of the Application Form Part D) are in compliance with EU law on public procurement.
**Box 24: EU law on public procurement**

The EU Public Procurement Directives impose the application of specific procurement procedures for the award of contracts for a value exceeding specific thresholds.

The application of inappropriate procurement procedures may have as a consequence that the costs related to these procedures will be considered ineligible.

**5.4.7 Other sources of EU financing**

In section VII of the Application Form Part C, indicate whether the proposed Action benefitted or is expected to benefit from other sources of EU financing. If yes, please note each source and the amount of EU financing (or expected EU financing) and where relevant, which proposed activity is concerned.

**Box 25: Recommendation:**

Ensure consistency of information with the Application Form Part A3.2.

**5.5. Part D: Technical and financial information**

Application Form Part D requests information on the proposed Action and, as an exception, a summary of information on the cost/benefit analysis which covers the whole Project seeking finance. The other information on the Project seeking finance is to be provided in the Application Form Part E.

The information provided must be complete, clear and self-explanatory. No request for further information, clarification or explanation will be made during the evaluation of the proposals. The absence/incompleteness of the information provided is likely to result in a lower score given by the external experts for the relevant award criteria, thus reducing the chance that the proposal will be selected. If information for a particular Section is not available/not applicable, this should be clearly explained and justified.

Applicants are strongly encouraged to be concise and to keep the Application Form Part D within the limit of 40 pages.

**Table 8. Overview of the Application Form Part D**

<table>
<thead>
<tr>
<th>Application Form D sub sections</th>
<th>Related Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>General description of the project</td>
<td>• 1.1 – 1.3</td>
</tr>
<tr>
<td>Description of the proposed Action</td>
<td>• 2.1 – 2.6</td>
</tr>
<tr>
<td>Award criteria – Relevance</td>
<td>• 3.1 to 3.6</td>
</tr>
<tr>
<td>Award criteria – Maturity</td>
<td>• 4.1 to 4.9</td>
</tr>
<tr>
<td>Award criteria – Impact</td>
<td>• 5.1 to 5.11</td>
</tr>
</tbody>
</table>

---

21 Please refer to the Glossary and Box 5 of this Guide provide more information on the distinction between Actions and Projects.
Box 26: Recommendations:

- Make sure to provide information for all the sections of the form and to substantiate any statements. Information provided should be complete and clear, taking into consideration the level of detail and the supporting data included. If information is not available/not applicable for a particular section, this should be clearly explained and justified.
- Make sure that the application is consistent and provides measurable information (i.e. Gantt charts, milestones, risks assessment, action plan and timetable).
- Avoid including conflicting or inconsistent information in various sections of the application, particularly for important issues, such as the purpose, costs or timeframe of the proposed Action.

**TENtec**: Application Form Part D must be downloaded from the call webpage, duly completed and then uploaded in the TENtec eSubmission module together with any requested supporting documents.

5.5.1. General Description of the Global project including needs, objectives and financial information (Section 1)

5.5.1.1 General description of the project including needs and objectives (Section 1.1)

Provide information on and description of the following aspects of the Global project:

- general context within which the proposed Action fits; this may be a larger project, a master plan, a development plan, all of which fall under the definition of a Global project;
- problems, needs and/or issues to be addressed by the Global project;
- objectives and aims of the Global project;
- total cost and timetable for the realisation of the Global project;
- management structure, associated stakeholders, their respective roles and responsibilities and contribution to the Global project;
- current state of play, results and/or objectives achieved so far;
- if applicable, other parts of the Global project that are planned to be implemented in parallel with the proposed Action but do not form part of the proposed Action itself, and their interlinking with the proposed Action.

5.5.1.2 Financial Information about the project (Section 1.2)

Indicate the financial contribution to the Global project from all possible sources of financing. These can be the applicant's own resources, loans (from the European Investment Bank (EIB), National Development Bank loans or commercial loans), Member State and regional/local budgets, possible income generated by (parts of) the Global project, other EU funds, private sector equity, EU financial instruments other sources and the amount of expected or ongoing CEF Transport financing for the Global project.

---

22 For the definition of Global project and of Action and for information on how they are interrelated, please see the Glossary and box 5 of this Guide.
All amounts must be in euros.

If the Global project foresees making use of public-private partnerships and/or EU financial instruments, total contributions coming from these sources need to be indicated in the table. A breakdown per funding source and additional information may be provided in Section 1.3.

For multi-beneficiary projects, please give only the total amounts per category.

It is not required to enter information beyond the Global Project, for example regarding an entire Core Network Corridor, in this table.

5.5.1.3 EU financial Instruments (Section 1.3)

Indicate if "EU" financial instruments are used by the Global project (as specified in line 11 in the table in Section 1.2).

If yes:
- explain what financial Instruments are being used, what their respective amounts are (in case there is more than one) and what amount of private investment has been enabled by the use of these financial instruments.
- indicate if these financial Instruments are those envisaged as a condition to the execution of the grant under this call and are also referred to in the Application Form Part E.
- indicate if the financial Instruments referred to above would fall under the scope of the European Fund for Strategic Investment (EFSI) managed by the EIB.
- indicate through which entity the instrument is delivered (e.g. through a National promotional Bank, the EIB or a Private Sector Investor) and, if known at the time of submission, the identity of the beneficiary of the EU financial Instrument.

5.5.2. Description of the proposed Action (Part 2)

The proposed Action must be presented as a stand-alone action, even if it is part of a Global Project or the Project (seeking finance) that is referred to in the Application Form E. The description of the Action should be based on a well-defined starting situation and describe well-defined results and achievements that will be delivered.

5.5.2.1 General description of the proposed Action, including needs and objectives (consistent with the Application Form Parts A1 and E) (Section 2.1)

The information provided under this Section should be consistent with the description provided in the Application Form Parts A1 and E (E1 or E2 as relevant), even if it is more detailed. The description must address the proposed Action that the proposal covers, and not the Global project or the Project (seeking finance) to which the Action contributes.

Provide information on or description of the following:

- The link between the proposed Action and Global project. Explain the context of the proposed Action in the framework of the Global project, corridor and network as well as the region where they are located, and provide the necessary technical parameters of the infrastructure, as applicable.

---

23 For the definition of Global project, of Project (seeking finance) and of Action and for information on how they are interrelated, please see the Glossary and box 5 of this Guide.
• The link between the proposed Action and Project (seeking finance) as described in section 1 of the Application Form E. Explain the context of the proposed Action in the framework of the Project (seeking finance). In case the Action and the Project (seeking finance) have the same scope, this information should be provided in this section.

• The objective of the proposed Action and the components that constitute it.

• The scope of the proposed Action, which refers to the extent of the coverage of the Action. Detail studies that will be carried out and why.

• What the proposed Action aims to achieve as deliverables and what the outputs are.

Examples of main objectives include (non-exhaustive list):

• Development and implementation of innovative safety technology
• Introduction of new services
• Increased speed of railway link
• Improvement of navigability of waterways
• Increased capacity of locks
• Harmonisation of signalisation
• Increased interoperability
• Increased co-modality
• Improved safety

In addition, explain the indicators (different from the milestones to be defined per activity) which will be used to assess the extent to which the proposed Action’s main objectives are being/have been achieved, and their sources of verification. Make sure that there is at least one indicator for every objective.

Indicators should be SMART:

• Specific (an observable action or achievement is described)
• Measurable, quantifiable (a reliable system is in place to measure progress towards the achievement of the objective)
• Achievable (can be reached/achieved within the framework of the proposed Action)
• Relevant (is important/relevant for the achievement of the main objectives)
• Time bound (can be measured within the framework of the proposed Action).

For each indicator, define the source(s) of verification that will be used to assess the extent to which the indicator is being achieved, and, for quantitative indicators, to calculate them (e.g. ex-ante evaluation(s), institution or organisation collecting statistical information, database). If relevant, methods used to collect the information should also be described.

5.5.2.2 Contribution of the proposed Action to the Global project and expected results (Section 2.2)

If the proposed Action is the same as the Global project, this section is not applicable. If so, please indicate "not applicable as the proposed Action is the same as the Global project". Otherwise, please provide a description of:

• how the proposed Action contributes to the implementation and final completion of the Global project;

• the next phase of the Global project and how it relates to or depends on the completion of the action; and
• how the proposed Action contributes to the achievement of the objectives of the Global project.

5.5.2.3 Description of the activities of the proposed Action, including their interdependencies (Section 2.3)

Provide a detailed description of the activities of the proposed Action into which the proposed Action is divided. The description included in this Section should be consistent with the summary provided in the Application Form Parts A1 and A3.1.

It is important that the activities are proportionate to the size, complexity and duration of the proposed Action.

Provide a detailed description of each activity listed in the Application Form Part A, as follows:

i) Specific objective: how the activity contributes/relates to the overall objectives of the proposed Action and what is the specific objective of the activity.

ii) Tasks to be performed: relevant quantitative information pertaining to the activity in question, including dimensions and capacity of infrastructure, etc.

iii) Deliverables: expected output/result, if possible in quantitative terms.

Please make sure to also reflect:

• The duration of each activity and working assumptions on performance rates.

• The start and/or the end event of the activity as essential monitoring milestones (e.g. signature of contract, submission of a final report, end of works, etc.). In case an activity has started before the start of the proposed Action or is expected to be completed after the end date of the proposed Action, provide information on start/end dates of this activity. Do not use percentage values for completion degrees but describe in qualitative terms the completion level at the corresponding date. Moreover, in addition to the cost of the part of the activity to be performed during the implementation period of the proposed Action, provide information on the costs of the activity before and/or after the implementation period of the proposed Action.

• The interdependencies between the activities of the proposed Action (e.g. finish-to-start, start-to-start, finish-to-finish or start-to-finish). If there is no dependence between activities, this needs to be clearly stated. Explain whether an activity is on the critical path.

• The relevant stakeholders, authorisation procedures, implementing body, lines of authority and approval procedures.

The information above should be coherent with and reflected in the graphical representation provided under Section 2.4.

In general, each activity must be clearly detailed from both the technical and organisational point of view. Clear structure of the different activities in terms of milestones, implementation period and costs will help the Commission to focus its support on activities where EU funding could bring the greatest benefits.

In case an activity contains interrelated distinct components, steps or phases, a proportionate description and information must be provided for each component.
Financing can be requested only for activities carried out during the eligibility period as specified in the call for proposals (see also section 5.2.5 of this Guide). If for any reasons there are no costs reported in one or more years during the reported period of the activity, it is recommended to provide justification.

5.5.2.4 Description of the location of the proposed Action (Section 2.4)

Explain the location of the proposed Action, including any specificities of the location (e.g. mountain area, urban area, etc.).

If a map is included in this section, it should aim only to facilitate the reading of the proposal. A detailed map must be provided through the Interactive map editor accessible in the TENtec eSubmission module ("Location of the Action" section). Refer to the GIS Data Submission User Guide, available on the call webpage, for guidance on how to use this tool.

5.5.2.5 Planning overview of the Action (Section 2.5)

Provide as annex to the Application Form Part D a graphical representation of the planning of the proposed Action (e.g. using graphic project management tools like Gantt, PERT, CPM), detailing the critical path as well as the milestones of the proposed Action and their interdependencies.

If applicable, provide also the graphical representation of the Action but make sure to make a clear distinction between the proposed Action and the Global Project.

For proposed Actions addressing SESAR only, the 'Action Plan' in this section should not be confused with the 'Action Plan' in the Annex I of the Framework Partnership Agreement. The Gantt chart in this section should nevertheless refer to the Deployment Programme.

5.5.2.6 Financial support to third parties (ONLY for the priority Innovation and new technologies) (Section 2.6)

Only for proposed Actions submitted under the priority "Innovation and new technologies" and which entail financial support to third parties, give details about the funding scheme such as maximum amount to be granted to each third party, the criteria for determining the amount and the award procedure.

Describe how the principles of transparency and equal treatment and the conditions of Article 9 of the CEF Regulation will be ensured.

5.5.3. Relevance: contribution of the proposed Action to the TEN-T policy objectives and EU dimension (Part 3)

The following sections relate to the relevance of the proposed Action to TEN-T policy objectives, priorities of the call and Work Programme and the EU added-value of the proposed Action. It is important that statements are substantiated.

5.5.3.1 Contribution of the proposed action to the TEN-T network (Core and/or Comprehensive) or classification as a Project of Common Interest (Section 3.1)

Clarify to which Core Network Corridor, as described in Part I, Annex I of the CEF Regulation the Action relates. Indicate precisely which Corridor and section the proposed Action addresses. If the proposed Action does not belong to a Corridor but contributes or links to it, explain how. Similarly, explain if the Action contributes or links to the Comprehensive Network. Relevant information must also be encoded in the Application Form Part A in the "General information" section (see also section 4.1 "General information (A1)".)
Where a proposed Action addresses a horizontal priority, explain why it is considered a Project of Common Interest according to Article 7 of the TEN-T Guidelines.

5.5.3.2 Contribution of the proposed Action to TEN-T and CEF priorities (Section 3.2)

Specify how the proposed Action addresses TEN-T priorities, as defined in Article 4 of the TEN-T Guidelines (e.g. interoperability, intermodality, elimination of bottlenecks etc.). Describe any "network effect" produced by the proposed Action (or the Global Project) by linking with or complementing other TEN-T/CEF actions.

5.5.3.3 Contribution of the proposed Action to the objectives of the priority/sub-priority under which it is submitted (Section 3.3)

Explain how the proposed Action addresses the objectives, priorities and expected results of the priority or sub-priority under which the proposed Action is submitted.

If a proposal also addresses other priorities of the call, this should be clearly explained.

5.5.3.4 Contribution of the proposed Action to the internal market, the Cohesion policy and promoting growth and jobs creation in line with the Europe 2020 strategy (Section 3.4)

Explain the expected contribution of the proposed Action (making reference to the Project, if necessary) to the internal market, the Cohesion policy and the Europe 2020 strategy. Explain the expected network benefit at the EU level (not at local level).

5.5.3.5 Cross-border section (Section 3.5)

The following series of Sections aim to determine whether the proposed Action relates to cross-border section and any agreements between the concerned Member States or with concerned neighbouring country in this regard.

5.5.3.5.1 Cross-border section of the Core Network (Section 3.5.1)

Article 2(2) of the CEF Regulation and Article 3(m) of the TEN-T Guidelines define cross-border section as the section which ensures the continuity of a Project of Common Interest between the nearest urban nodes on both sides of the border of two Member States or between a Member State and a neighbouring country.

The nearest urban areas on each side of the border means those including or close to ports, including passenger terminals, airports, railway stations, logistic platforms and freight terminals. In or around these urban areas, the transport infrastructure of the TEN-T network is connected with other parts of that infrastructure and with the infrastructure for regional and local traffic.

The definition of cross-border sections does not specify a precise distance between these urban areas and the border between the urban areas themselves.

Grants for works addressing a cross-border section may benefit from a higher co-funding rate, as foreseen in Article 10(2) of the CEF Regulation.

A joint application is strongly recommended for proposals with cross-border sections, as a demonstration of the good coordination between the parties concerned.
Single applicant proposals can be considered as addressing a cross-border section but need to demonstrate the commitment of the Member States and, if applicable, neighbouring/third country(ies), involved in the cross-border section.

This section aims at verifying whether or not any part of the proposed Action corresponds to the definition of cross-border section. Indicate "Yes" or "No".

If yes, provide justification for classifying the proposed Action (or part of the proposed Action) as cross-border, indicate which Member States and, if applicable, neighbouring/third country(ies) are directly concerned and which activities each of them will be carrying out in the framework of the proposed Action. Please indicate which Core Network Corridors are addressed, if applicable.

If the information provided under this section is "No", the information provided under the following section 3.5.2 below should be "N/A".

5.5.3.5.2 Cross-border section agreement between Member States concerned and between Member States and neighbouring/third country(ies) concerned (Section 3.5.2)

According to Article 7(2) of the CEF Regulation, transport-related actions involving a cross-border section or a part of such a section shall be eligible to receive EU financial assistance only if there is a written agreement between the Member States concerned or between the Member State(s) and neighbouring/third country(ies) concerned relating to the completion of the cross-border section.

The written agreement should be signed by representatives of each Member State and, if applicable, neighbouring/third country(ies) at an appropriate level to ensure that the agreement will be implemented on both sides. No specific format or content is foreseen in the CEF Regulation or the TEN-T Guidelines for this agreement, as long as the support of the Member States and, if applicable, neighbouring/third country(ies) concerned relating to the completion of the cross-border section, is clearly stated.

If such agreement has been concluded, check "Yes" and describe its main elements in the box and attach the agreement as an annex.

If there is no written agreement, check "No" and clearly explain this in the box.

If the information provided under this section is "No" or "N/A", the information provided under section 3.5.3 below should be "N/A".

5.5.3.5.3 Cross-border section joint commitments between Member States concerned and between Member States and neighbouring/third country(ies) concerned (Section 3.5.3)

Indicate if there are any other joint commitments between Member States and, if applicable, neighbouring/third countries, in addition to the written agreement specified in Section 3.5.2.

Such commitments could relate, for example, to a common financial plan or coordinated financial plans, a common timetable for the works, including a coordinated date of opening of service, agreement on coordinated procedures for assessing environmental effects and other similar arrangements.
If the information provided is "Yes" – i.e. such commitments exist – clarify in the box and attach copies of the related documents as an annex, in particular any legally binding agreements.

5.5.3.6  Bottleneck (Section 3.6)

Applicants should explain under this Section whether the proposed Action addresses improving a bottleneck in the sense of Article 3 (q) of the TEN-T Guidelines i.e. a physical, technical or functional barrier which leads to a system affecting the continuity of long-distance or cross-border flows and which can be surmounted by creating new infrastructure, or substantially upgrading existing infrastructure, that could bring significant improvements which will solve the bottleneck constraint.

If the information provided is "Yes" – i.e. the proposed Action addresses such a bottleneck – indicate in the box which bottleneck(s) will be improved and which activities of the proposed Action will facilitate this. Ensure consistency with the information entered in the Application Form Part A5, as explained in section 5.2.7 of this Guide.

Please note that, for Action aiming at removing a bottleneck, the applicant is required to sign a finance agreement with a National Promotional Bank, the EIB or at least one private sector investor (for at least the value of the CEF grant awarded) before any EU financing is disbursed. For these actions, approval by the EFSI Investment committee and the EIB Board of Directors is not a requirement for disbursement.

5.5.4.  Maturity of the proposed Action (Part 4)

The Maturity of the proposed Action will be assessed both from the perspective of the Technical Maturity and from the perspective of the Financial readiness of the Project. The assessment of the technical Maturity of the Action will be based on the information contained in Section 4 of the Application Form D while the assessment of the Financial Readiness of the Project will be based on the information contained in the Letter of Support and in the Application Form E.

5.5.4.1  Approval of the proposed Action to commence the planned activities (at government, regional local level, including environmental approvals) (Section 4.1)

Clarify if the proposal has received the necessary approvals to commence the proposed Action and planned activities at governmental, regional, local level, including environmental approvals.

5.5.4.2  Political commitments to the proposed Action (and Global project) (Section 4.2)

Provide information on the political commitments regarding the implementation of the proposed Action and, if relevant, on the Global Project, including cross-border commitments where relevant. List and briefly describe all formal and informal documents demonstrating these political commitments, such as decisions of national and regional authorities, as well as Memoranda of Understanding, written agreements, inclusion of the proposed Action in the national transport master plans or in sectorial strategies.

5.5.4.3  Public consultation(s) (Section 4.3)

Describe the public consultations carried out and the feedback received or consultations foreseen. Provide information on the plans to involve stakeholders throughout the proposed Action.
5.5.4.4  Readiness/technical maturity of the proposed Action (Section 4.4)

For every activity, describe the precise state of preparation or implementation at the time of the submission of the application (e.g. terms of reference ready, tendered, contract signed, started, etc.), and how this will contribute to the subsequent implementation of a proposal.

Describe how the implementation of the proposed Action (and, if applicable, for the Global Project) depends on the results of any past or on-going feasibility or technical studies.

For Projects with high technological value (such as infrastructure crossing natural barriers, intelligent traffic management systems or aerospace initiatives), provide additional information on the foreseen technology and materials.

If any activities of the proposed Action have already started, indicate the current status of the implementation.

5.5.4.5  Building permits (Section 4.5)

Provide a full list of sections/parts of the proposed Action for which a separate building permit must be obtained. Indicate the risk that already obtained permits can still be challenged (e.g. indicate deadlines until when an appeal could be filed).

Complete the table, indicating in the first column the subject of each individual building permit procedure and relevant dates, as well as a concise description of the geographical extension and/or the kind of works concerned.

5.5.4.6  Procurement (Section 4.6)

In Section 4.6, applicants are requested to provide information referring to the procurements related to the Action.

5.5.4.6.1  Procurement in general (Section 4.6.1)

Specify which procurement method has been selected for which part of the proposed Action.

5.5.4.6.2  Contracts already awarded and procedure(s) applied (Section 4.6.2)

Explain the contracts already awarded and their typology. The status of the contract preparation is a good measure of the proposed Action’s maturity.

5.5.4.6.3  Procurements planned during implementation (Section 4.6.3)

Provide information on the planned tendering and procurement procedures during the implementation period of the proposed Action and the status of the procurement process per activity.

5.5.4.7  Pending legal/administrative/technical issues (Section 4.7)

Describe any problems or issues of a legal/administrative/technical/other nature which remain to be settled before activities of the proposed Action can start (e.g. legal proceedings against the building permit, appeal against a contract award, etc.). Please provide information coherent with the risk assessment grid in Section 6.9.

5.5.4.8  Information on the potential for private sector financing (including Public-Private Partnerships) that could enable the use of EU financial instruments (Section 4.8)
If the proposed Action is foreseen to benefit from a private sector financing, indicate whether or not such private financing could make use of an EU Financial Instrument and specify which one.

Indicate if the feasibility of such Public-Private Partnerships (PPP) or concession scheme is or has been explored. If so, describe it in detail. If not, explain why these mechanisms have not been explored or were not relevant for the proposal.

In case PPPs and/or concessions were considered and finally rejected, explain why.

5.5.4.9 Revenues of the proposed Action (Section 4.9)

Indicate if the proposed Action is expected to generate any revenue and their expected magnitude. Please note that only the revenues of the Action should be listed under this section and NOT the revenues of the activities part of the Global project or the Project (seeking finance) that are outside the scope of the Action.

5.5.5. Impact of the proposed Action (Section 5)

5.5.5.1 Impact of CEF funding on the financing of the proposed Action and the commitment of the different stakeholders (Section 5.1)

Explain how CEF funding will contribute to the financial viability of an economically and socially desirable investment.

Explain which other funding could be leveraged that would not be available without CEF funding and how the commitment of different stakeholders (public and private) could be reinforced with CEF funding.

In a similar way, please explain which would be the effects, in terms of availability of other funding and commitment of stakeholders, without CEF funding.

In addition to their estimate of the leverage and multiplier effects, Applicants may also provide their calculation of the Return Indicators. The above calculation should be complemented by qualitative considerations pertaining to the financial structure, the magnitude of net revenues, and the nature (i.e. public or private) of all the parties associated to the financing of the Project.

5.5.5.2 Ex-ante evaluation(s) (Section 5.2)

If the proposal has been subject to an ex-ante evaluation, please provide details.

Provide information on the ex-ante evaluation(s) of the proposed Action and summarise the main results (attach these as annexes). In particular, describe the objectives, activities and policy options considered. Describe the main indicators used in the ex-ante evaluation and make reference to the appropriate statistical base.

Outline the alternative options considered.

Provide the results of any demand/traffic forecast study, which should ideally include one scenario with the Project being implemented and one "status quo" scenario. Give an outline of the overall context and scope of the studies, explain the methodology chosen and the assumptions made regarding the demand growth rate and the utilisation rate on completion of the proposed Action.
Provide the list of indicators and their sources of verification (e.g. institution or organization collecting statistical information, website, database, etc.).

If the evaluation carried out goes beyond the scope of the proposed Action, give an overview of the *ex-ante* evaluation of the Global Project or the Project (seeking finance) and explain how it is linked to the proposed Action.

If an *ex-ante* evaluation has been conducted at European level (e.g. ERTMS, ITS), describe the relevant evaluation.

Clarify if TEN-T/CEF or other EU programmes have provided financial support for the evaluation(s) and quantify this contribution.

*For proposed Actions addressing maritime ports only*: information on the required needs assessment, market analysis and assessment of intermodal exchanges should be provided under this Section.

5.5.5.3 Financial analysis of the CBA and its results including the Financial Rate of Return (FRR) and Financial Net Present Value (FNPV) of the investment (please indicate if parameters used in the Financial Analysis of the CBA are materially different from assumptions supporting the information used (in line with information provided in the Application Form E) (Section 5.3)
In accordance with section 6.1.1 of this Guide on the provision of a CBA, include in this section the main results of the financial analysis of the CBA.

**Box 27: Scope of the CBA and obligation to provide a CBA as a stand-alone document**

It should be noted that the CBA is required for the Project (seeking finance) and not only for the Action. 24

Please also note that the aim of Sections 5.3-5.7 is to have a summary of the main elements of the CBA.

Under no circumstances, and whatever is the length of the information provided, the information included under this or other sections may substitute the obligation to provide a CBA as a stand-alone document.

Under section 5.3, provide a short description of the methodology used (including key hypothesis made in terms of financial discount rate and reference period, assumptions made concerning operating costs, capital replacement costs, revenues and residual value, macroeconomic parameters used, steps considered in the calculations, data used to perform the analysis) and the main findings of the financial analysis including the main indicators of the financial analysis, i.e. Financial Rate of Return (FRR) and Financial Net Present Value (FNPV), calculation of net revenues and the funding gap.

In addition, provide the main results of any options and sensitivity analyses and risk assessments carried out in relation to the financial analysis presented.

Describe also what is the scope of the financial analysis addressed by the CBA (compared to the scope of Action) and explain to what extent findings of the CBA may not be relevant if only the scope of Action would be considered.

**5.5.4 Revenue-generating capacity of the project (please indicate if parameters used in the Financial Analysis of the CBA are materially different from assumptions supporting the information used in line with information provided in the Application Form E) (Section 5.4)**

When a CBA is required, and with reference to the unit of analysis defined in section 6.1.1 of this Guide, indicate whether after the implementation of the proposed Action, the Project (seeking finance) has potential to generate cash revenues taking into account the aspects described below.

Provide information relating to nature and diversity (in nature and scale) of entities providing cash revenues to the Project (seeking finance). Please indicate magnitude of number of paying users (or industry) and typical duration of contractual agreements supporting the cash generation.

Provide indications with respect to the degree of certainty of cash revenues, within the scope of an existing contractual agreement with a paying user. Address questions such as i) to what extent a portion of revenues can be considered as fixed after completion and ii) to

---

24 For the definition of Global project, of Project (seeking finance) and of Action and for information on how they are interrelated, please see the Glossary and box 5 of this Guide.
what extent a portion of revenues may be variable (i.e. subject to performance of other duties, the nature of which should be briefly described).

Provide indication as to whether the defined Project (seeking finance) may operate in an autonomous manner or if the expected level of revenues will materially depend on the completion of additional actions (other than the proposed Action), such as investments, legal or political decisions.

If revenues may include a "Residual Value component" and especially relevant when Projects or action involve movable assets (the cost of which may necessitate additional expenditure up-front), indicate how the upfront additional cost may be offset by lower operating or environmental cost, higher competitiveness or to a higher resilience to commercial/technical obsolescence.

5.5.5.5 Funding gap rate/Affordability analysis (Section 5.5)

Provide for all net revenue-generating Projects, except for Projects that are required to provide only a cost-effectiveness analysis, the calculation of the funding gap rate in accordance with section 6.1.2.1 of this Guide for Applicants.

Table 9. Recommended form for the presentation of the funding gap rate calculation.

<table>
<thead>
<tr>
<th>Funding gap rate calculation</th>
<th>Amount in EUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Discounted revenues</td>
<td></td>
</tr>
<tr>
<td>b) Discounted costs</td>
<td></td>
</tr>
<tr>
<td>c) Discounted residual value</td>
<td></td>
</tr>
<tr>
<td>d) Discounted net revenues (a-b+c)</td>
<td></td>
</tr>
<tr>
<td>e) Discounted investment cost</td>
<td></td>
</tr>
<tr>
<td>f) Funding gap (e-d)</td>
<td></td>
</tr>
<tr>
<td>g) Funding gap rate (f/e)</td>
<td></td>
</tr>
</tbody>
</table>

The Funding Gap rate is calculated at the level of the Project (seeking finance) and is applied to the eligible costs of the Action.

Provide for Projects that are fully or partially based upon availability payments, the findings of the affordability analysis in accordance with section 6.1.2.2 of this Guide for Applicants.

5.5.5.6 Economic analysis and its results including the Economic Rate of Return (ERR), Economic Net Present Value (ENPV) and main economic costs and benefits (Section 5.6)

In accordance with section 6.1.3 of this Guide, include the main results of the economic analysis of the cost benefit analysis. Please note that the aim of this section is to provide a summary of the main results of the CBA. Under no circumstances, and whatever is the length of the information provided, the information included under this or other sections may replace the obligation to provide a CBA as a stand-alone document.

Provide a short description of the methodology used (including key hypothesis made in terms of social discount rate and reference period, assumptions made concerning operating costs, capital replacement costs, revenues and residual value, macroeconomic parameters used, steps considered in the calculations, data used to perform the analysis) and the main findings of the economic analysis including the main indicators of the economic analysis i.e. Economic Rate of Return (ERR) and Economic Net Present Value (ENPV) as well as a quantification of negative externalities and positive externalities (e.g. network effects of the proposed action in relation to TEN-T corridors/network).
Describe what is the scope of the economic analysis addressed by the CBA (compared to the scope of action) and explain to what extent findings of the CBA may not be relevant when only the scope of Action is considered.

5.5.5.7 Summary of the sensitivity analysis (Section 5.7)

Provide a description of the sensitivity testing carried out to demonstrate that the economic case of the Project is robust to downside scenarios. This could include the calculation of switching values and elasticities of key parameters.

The main indicators of the economic analysis i.e. Economic Rate of Return (ERR) and Economic Net Present Value (ENPV) should be recalculated for the following scenarios:

- Increases of 25% on construction costs;
- Delays to Project completion of 6, 12 and 24 months;
- Increases of 25% on annual operating costs over the reference period.

5.5.5.8 Impact of the proposed Action on traffic management, congestion, modal split, inter-operability, service quality, safety and security (Section 5.8)

Describe the expected positive and/or negative impacts of the proposed Action on traffic management, congestion, modal split, optimization of existing capacity, interoperability, service quality, safety and security.

5.5.5.9 Impact of the proposed Action on regional and/or local development and land use (Section 5.9)

Describe the expected positive and/or negative impacts of the proposed Action on regional and/or local development, and land use. Assess the positive and/or negative impacts on the neighbouring regions.

Explain if the proposed Action is linked to urban development plans, or if it will contribute to increasing the land value.

5.5.5.10 Impact on competition (Section 5.10)

Describe the expected positive and/or negative impacts of the proposed Action on regional and national competition.

5.5.5.11 Impact on the environment (Section 5.11)

In addition to the information already provided in the Application Form Part C on compliance with EU law on environment, explain the results and conclusions of any environmental assessment(s) or studies.

List in detail the expected positive and negative environmental impacts of the proposed Action (and the Global project, if applicable), such as contribution to the re-balancing of transport modes in favour of the most environmentally friendly ones, reduction of fuel consumption or greenhouse gas/CO2 emissions, etc.

Describe in detail the measures that are foreseen to monitor, prevent and mitigate a negative impact on the environment, and provide an estimation of the associated costs.

5.5.6. Quality of the proposed Action

5.5.6.1 Breakdown of eligible costs per cost category (Section 6.1)
List the estimated eligible costs per activity (and applicant if possible) per category of costs (e.g. staff, equipment, subcontracting, etc.), consistently with the information provided in the Application Form Part A. Applicants may add as many columns as necessary.

5.5.6.2 Description and justification of the level of resources needed for implementing the Action (Section 6.2)

Explain and justify for each activity, with reference to the table in Section 6.1 as relevant, the level of resources needed for implementing the proposed Action. These may relate to human resources, financial resources, buying equipment, etc. It is important to demonstrate the appropriateness of costs needed for the implementation of the proposed Action.

5.5.6.3 Organisational structure (Section 6.3)

Describe the organisational structure of the proposed Action. In particular, explain the distribution of roles and responsibilities between the different stakeholders in the proposed Action, the lines of communication and decision-making processes. Describe the main contractual arrangements.

5.5.6.4 Control procedures and quality management during implementation (Section 6.4)

Describe the control procedures to be put in place for the implementation of the proposed Action. Explain the main features of the quality assurance plan and quality control system to be used during the implementation of the proposed Action.

5.5.6.5 Risk management methods and procedures (Section 6.5)

This section addresses the proposed Action’s risk management more generally as a part of the project management approach. Only methods and major elements to be taken into account for risk management need to be described, whereas the detailed risks per activity of the proposed Action shall be described in the risk assessment grid under section 6.9.

In this context, explain whether a risk management plan is in place and explain its main features. Describe the main risks, factors of uncertainty and major elements of complexity of the proposed Action and externalities which may affect the implementation of the proposed Action, whether of political, institutional, financial, organisational, social and/or technical nature.

Explain how these risks will be mitigated and describe the main features of any contingency plan available.

Where a risk management plan is not in place, explain the general approach to risk management.

5.5.6.6 Ex-post monitoring and audit(s) (Section 6.6)

Describe in detail the arrangements for monitoring, internal and external audit and evaluation applied to the proposed Action, in particular to ensure the conformity of the expenditures incurred by the proposed Action.

5.5.6.7 Communication and visibility given to the CEF Transport co-financing (Section 6.7)
Article 28(1) of the CEF Regulation requires beneficiaries and, where appropriate, Member States to ensure suitable publicity and transparency for CEF aid granted in order to inform the public of the role of the EU in the implementation of the project.

Describe under this section the communication plan and strategy developed to provide visibility to the requested CEF financing (e.g. billboards, reports, websites, brochures, information leaflets, reports, factsheets, newsletters, press articles, presentations).


5.5.6.8 Other information (Section 6.8)

Provide any additional information which could be useful or should be taken into consideration during the evaluation of the proposal.

5.5.6.9 Risk assessment grid by activities (Section 6.9)

Provide information concerning the risk management plan for the proposed Action. The plan should include description of:

- The risks linked to specific activities. Risks are unexpected or unforeseen events that may affect the implementation of the proposed Action in various ways;
- Their potential impact such as delays, cost overruns, cancellation, redesign, etc.;
- Their likelihood of occurrence;
- The level of control of these risks (to which extent is under control of the beneficiary, the implementing or any other associated body, or, if not, to which extent it might be influenced); and
- The mitigation actions undertaken or planned. Mitigation measures are only one of possible responses to a risk. Please describe all types of risk responses planned.

5.5.7. Annexes (Section 7)

List and number all the annexes attached to the Application Form and upload them in the TENtec eSubmission module in the "Supporting Documents" section under "Additional documents for the application".

All relevant information for assessing the proposal must be provided in the Application Form. If additional information to support, illustrate or provide evidence in support of an element described in the Application Form is considered necessary, these may be included in annex. Such annexes are not systematically read during the evaluation.

Avoid sending extensive annexes, since only reasonable amounts of (supporting) information about relevant statements in the proposal can be processed during the evaluation. Executive summaries could be one way to provide information instead of entire documents.

Any supporting annexes included must be clearly referred to and the relevant parts summarised in the Application Form.

5.6. Application Form Part E
Box 28: Project (seeking finance)

Application Form Part E needs to be filled in to provide information on the Project (seeking finance). The notion of Project (seeking finance) should be distinguished from the one of Action and Global project (on which information is provided through the Application Form Part D). The concepts of Project (seeking finance), Global project and Action and their interrelationship are defined in the Glossary in section 11 and in box 5 of this Guide for Applicants. Please note that for ease of reading, Project (seeking finance) is often referred to in this chapter as Project.

The applicants’ attention is drawn to the existence of **two different templates for the Application Form E**: 

- Application Form E1 is to be used for Projects other than Public-Private Partnerships or Concession;
- Application Form E2 is to be used for Projects to be procured as Public-Private Partnerships or Concessions.

The first two sections, covering information on the Project and on the borrowing entity, and the annexes are identical for forms E1 and E2. The third section, covering information on financial readiness, differs between the two forms.

The information requested in the Form E (E1 or E2 as appropriate) is necessary for the evaluation of the proposal. It is therefore important to provide the requested information under all the sections in this part of the Application Form, as missing information would not allow a full appraisal by the evaluators for the relevant criterion, thus decreasing the chance of the proposal to be selected.

Box 29: Information to be provided respectively in the Application Form Parts E and D

Please note that if the activities of the Project (seeking finance) do not go beyond the activities of the Action (i.e. if their activities are identical), the information provided under certain sections of the Application Form E should correspond to the information provided under the Application Form Part D. For convenience of applicants, the sections concerned are clearly identified with a box in this Guide.

Applicants are recommended to keep the Application Form E within the limit of 35 pages, excluded annexes. Guidance on the page length is indicated for the sections related to the financial readiness section.

**Table 10. Overview of sections and subsections of the Application Form E**

<table>
<thead>
<tr>
<th>Application Form E Sections</th>
<th>Subsections</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Information on the Project (E1 and E2)</strong></td>
<td>1.1 – 1.18</td>
</tr>
<tr>
<td><strong>Information on the Borrowing Entity (E1 and E2)</strong></td>
<td>2.1 – 2.5</td>
</tr>
<tr>
<td><strong>Financial readiness (E1)</strong></td>
<td>3.1.1 – 3.4.9</td>
</tr>
<tr>
<td><strong>Financial readiness (E2)</strong></td>
<td>3.1.1 – 3.1.18</td>
</tr>
</tbody>
</table>
Box 30: Recommendations

- Provide complete and clear information for each of the subsections of the form, providing sufficient detail and making reference to supporting data where relevant. If an item of information is not available/not applicable for a particular section, this should be clearly stated and justified.
- Make sure that the information in the application is consistent and provides the necessary information to assess the financial readiness of the Project.
- Double check the consistency of important information of the application, such as the purpose, the costs and timeframe of the proposed Project.

TENtec: Application Form Part E must be downloaded from the call webpage, duly completed and then uploaded in the TENtec eSubmission module together with any requested supporting documents.

5.6.1. Application Form E1 and E2: information on the Project/Action (Section 1)

Box 31: Guide for Applicants Sections 5.6.1 and 5.6.2

The applicants' attention is drawn to the fact that there are two different templates for the Application Form E: E1 and E2.

The first two sections of the form are identical in these two forms. Therefore sections 5.6.1 and 5.6.2 of this Guide for Applicants is valid for both Application Forms E1 and E2.

DESCRIPTION OF THE PROJECT /ACTION

5.6.1.1. General description of the Project, including needs and objectives (Section 1.1 of the Application Form E1 and E2)

Under this section, applicants are requested to provide information on the following aspects of the Project (seeking finance):

- The scope of the proposed Project;
- The objective of the Project and its components;
- A description of the deliverables and the outputs of the Project;
- A description of the technology to be implemented and where relevant of the site development, buildings, production and storage plant, general services, transport systems and equipment;
- The link between the proposed Project (seeking finance) and the Action (consistent with the information provided under section 2 of the Application Form Part D), clearly differentiating the activities for which grants are sought under the Action and the activities for which additional financing is sought under the scope of the proposed Project. If all the activities of the Project and the Action are identical, this should be stated under this section;
- A statement on whether or not the Project has a cross-border impact along with a justification;
A statement on whether the financing of Project would need to obtain EFSI Investment Committee and EIB Board approvals, prior to the financial close of the Project according to the conditions of the call and for which reason (if relevant), such approval would not be necessary. This is the case for Projects with cross-border impact, Projects aiming at removing bottlenecks, Projects in Member States eligible under the Cohesion Fund, or Projects submitted under the priority "Innovation and new technologies".

Examples of main objectives include (non-exhaustive list):

- Development and implementation of innovative safety technology
- Introduction of new services
- Increased speed of railway link
- Improvement of navigability of waterways
- Increased capacity of locks
- Harmonisation of signalisation
- Increased interoperability
- Increased co-modality
- Improved safety

**Box 32: Cross-border impact and EFSI approval requirement**

If the Project (seeking finance) has a cross-border impact, this should be stated clearly in this section, along with an appropriate justification. By Project with cross-border impact is meant a Project with impact beyond the border of the country concerned by the Action.

Projects addressing more than one country as well as Projects addressing cross-border sections will by default be considered as having cross-border impact.

Please note that this information will be used to determine whether or not the applicant is required to obtain approval by the EFSI Investment Committee and EIB Board of Directors. A definition of Project with a cross-border impact is included in the Glossary

**Box 33: Correspondence between the Application Forms E and D**

Please note that if the activities of the Project (seeking finance) and of the Action are identical, the information provided under this section should correspond to the information provided under section 2.1 of the Application Form Part D.

**5.6.1.2. Description of the activities of the planned Project (Section 1.2 of Application Form E1 and E2)**

Provide for each of the activities of the proposed Project (seeking finance) a detailed description as follows:

i. Specific objective: how the activity contributes/relates to the overall objectives of the Project and what is the specific objective of the activity.

ii. Tasks to be performed: relevant quantitative information pertaining to the activity in question, including dimensions and capacity of infrastructure, etc.
iii. Deliverables: expected output/result, if possible in quantitative terms.

In general, each activity must be clearly detailed from both the technical and organisational point of view. In case an activity contains interrelated distinct components, steps or phases, a proportionate description and information must be provided for each component.

**Box 34: Correspondence between the Application Forms E and D**

Please note that if the activities of the Project (seeking finance) and of the Action are identical, the information provided under this section should correspond to the information provided under section 2.3 of the Application Form Part D.

5.6.1.3. Description of the activities beyond the scope of the Action for which the project promoter is also seeking finance (Section 1.3 of Application Form E1 and E2)

Indicate which of the activities described in the previous section 1.2 are beyond the scope of the Action for which a grant is sought. The Glossary and box 5 of this Guide for Applications defines the concept of Action and Project (seeking finance) and their interrelation.

Provide a description of the specific problems, needs and/or issues to be addressed by the activities beyond those of the Action.

Explain, from a technical, commercial and financial point of view, the relation between these activities and those of the Action.

If all the activities of the Project (seeking finance) and the Action are identical, this should be clearly stated under this section and the above information should not be provided.

5.6.1.4. Description of the location of the Project (Section 1.4 of Application Form E1 and E2)

Provide information on the location of the proposed Project (seeking finance), including any specific characteristics of the location (e.g. mountain area, urban area, etc.). If a map is included in this section, it should aim only to facilitate the evaluation of the proposal.

**Box 35: Correspondence between the Application Form E and D**

Please note that if the activities of the Project (seeking finance) and of the Action are identical, the information provided under this section should correspond to the information provided under section 2.4 of the Application Form Part D.

5.6.1.5. Planning overview of the Project (Section 1.5 of Application Form E1 and E2)

Provide the works schedule and implementation timetable of the Project. In addition provide as annex to the Application Form Part E, a graphical representation of planning of the proposed Project (e.g. using graphic project management tools like Gantt, PERT, CPM), detailing the critical path as well as the milestones of the proposed Project and their interdependencies.
Box 36: Correspondence between the Application Forms E and D

Please note that if the activities of the Project (seeking finance) and of the Action are identical, the information provided under this section should correspond to the information provided under section 2.5 of the Application Form Part D.

5.6.1.6. Cost estimate of the Project (Section 1.6 of Application Form E1 and E2)

Provide a detailed description of the cost estimate, itemising site and plant expenditure, provisions for physical and pricing contingencies, interest during construction, initial and start-up expenses, together with breakdowns of costs in EUR and local currencies.

Box 37: Correspondence between the Application Form E and D

Please note that if the activities of the Project (seeking finance) and of the Action are identical, the information provided under this section should correspond to the information provided in Application Form Part A and Application Form Part D.

5.6.1.7. Description of the operations of the Project (Section 1.7 of Application Form E1 and E2)

Provide a description of the operational processes in terms of raw materials and products and/or consumption and output levels. The operations of the Project (seeking finance) can be illustrated by means of a flowchart. Provide an explanation of the management organisation implemented and the role of managerial staff and workers. Where relevant, describe the type and extent of technical assistance foreseen.

MATURITY OF THE PROJECT

5.6.1.8. Approvals required to start the planned activities (at government, regional, local level, including environmental approvals) and current status (Section 1.8 of Application Form E1 and E2)

Clarify if the proposal has received the necessary approvals to commence the planned activities of the proposed Project at governmental, regional, local level, including environmental approvals.

Box 38: Correspondence between the Application Form E and D

Please note that if the activities of the Project (seeking finance) and of the Action are identical, the information provided under this section should correspond to the information provided under section 4.1 of the Application Form Part D.

5.6.1.9. Description of political commitment to the Project (if any) (Section 1.9 of Application Form E1 and E2)

Provide information on the political commitments regarding the implementation of the Project (seeking finance), including commitments regarding the implementation of cross-border sections where relevant. List and briefly describe all formal and informal documents demonstrating these political commitments, such as decisions of national and regional
authorities, Memoranda of Understanding, written agreements and inclusion of the proposed Project in the national transport master plans or in sectorial strategies.

**Box 39: Correspondence between the Application Forms E and D**

Please note that if the activities of the Project (seeking finance) and of the Action are identical, the information provided under this section should correspond to the information provided under section 4.2 of the Application Form Part D.

**5.6.1.10. Description of past, ongoing and/or future public consultation(s) (Section 1.10 of Application Forms E1 and E2)**

Describe the public consultations carried out and the feedback received or consultations foreseen. Provide information on the plans to involve stakeholders throughout the Project seeking finance.

**Box 40: Correspondence between the Application Forms E and D**

Please note that if the activities of the Project (seeking finance) and of the Action are identical, the information provided under this section should correspond to the information provided under section 4.3 of the Application Form Part D.

**5.6.1.11. Description of the technical maturity of the Project and risks (Section 1.11 of Application Form E1 and E2)**

For every activity, describe the precise state of preparation or implementation at the time of the submission of the application (e.g. terms of reference ready, tendered, contract signed, started, etc.), and how this will contribute to the subsequent implementation of the Project. Describe how the implementation of the Project (seeking finance) depends on the results of any past or on-going feasibility or technical studies.

For Projects with high technological value (such as infrastructure crossing natural barriers, intelligent traffic management systems or aerospace initiatives), provide additional information on the foreseen technology and materials.

If any activities of the proposed Project have already started, indicate the current status of the implementation.

**Box 41: Correspondence between the Application Forms E and D**

Please note that if the activities of the Project (seeking finance) and of the Action are identical, the information provided under this section should correspond to the information provided under section 4.4 of the Application Form Part D.

**5.6.1.12. Summary of (any) building permits awarded or to be awarded (Section 1.12 of Application Form E1 and E2)**

Provide a full list of sections/parts of the Project (seeking finance) for which separate building permits must be obtained. For already obtained permits, indicate if they have been challenged or the risk that they can still be challenged (e.g. indicate deadlines until when an appeal can be filed).
Complete the table, indicating in the first column the subject of each individual procedure and a concise description of the geographical extension and/or the kind of works concerned.

**Box 42: Correspondence between the Application Forms E and D**

Please note that if the activities of the Project (seeking finance) and of the Action are identical, the information provided under this section should correspond to the information provided under section 4.5 of the Application Form Part D.

**5.6.1.13. Procurement information (Section 1.13 of Application Form E1 and E2)**

Provide an overview of the procurements related to the Project (seeking finance).

**5.6.1.13.1 General description of the procurement procedure (Section 1.13.1 of Application Form E1 and E2)**

Specify which procurement method, procedures for tendering and awarding contracts has been selected for which part of the Project (seeking finance) and what supervision activities are foreseen.

**Box 43: Correspondence between the Application Forms E and D**

Please note that if the activities of the Project (seeking finance) and of the Action are identical, the information provided under this section should correspond to the information provided under section 4.6.1 of the Application Form Part D.

**5.6.1.13.2 Overview of contracts already awarded and award procedure(s) applied (Section 1.13.2 of Application Form E1 and E2)**

Explain the contracts already awarded and their typology. The status of the contract preparation is a good measure of the maturity of the Project (seeking finance).

**Box 44: Correspondence between the Application Form E and D**

Please note that if the activities of the Project (seeking finance) and of the Action are identical, the information provided under this section should correspond to the information provided under section 4.6.2 of the Application Form Part D.

**5.6.1.13.3 Description of the procurements planned during implementation (Section 1.13.3 of Application Form E1 and E2)**

Provide information on the planned tendering and procurement procedures during the implementation period of the Project (seeking finance) and the status of the procurement process per activity.
Box 45: Correspondence between the Application Forms E and D

Please note that if the activities of the Project (seeking finance) and of the Action are identical, the information provided under this section should correspond to the information provided under section 4.6.3 of the Application Form Part D.

5.6.1.14. Summary of pending legal/administrative/technical issues (Section 1.14 of Application Forms E1 and E2)

Describe any problems or issues of a legal/administrative nature (including obtaining the necessary statutory requirement(s) or any pending problem of technical or other nature which remain to be settled before activities of the Project (seeking finance) can start (e.g. legal proceedings against the building permit, appeal against a contract award, etc.).

Box 46: Correspondence between the Application Form E and D

Please note that if the activities of the Project (seeking finance) and of the Action are identical, the information provided under this section should correspond to the information provided under section 4.7 of the Application Form Part D.

5.6.1.15. Summary of the environmental impact assessment (if relevant) (Section 1.15 of Application Form E1 and E2)

In this section, applicants are required to describe the compliance of their Project with the EIA Directive and specify whether the Project (seeking finance) falls under a class of development covered by Annex I, Annex II or neither of its two Annexes.

Provide information about consultation of all relevant environmental, nature conservation and water bodies and that the proposed Project complies with the environment-related EU Directives and make reference to relevant laws, mitigating measures to protect the environment and if specific studies have been carried out.

Describe how the Project contributes and takes into account the environmental policy objectives. As guidance, consider the following: resource efficiency, preservation of biodiversity and ecosystem services, reduction of greenhouse gas emissions, and resilience to climate change impacts.

There is a partial correspondence between the information to be provided under this section and information required in the Application Form Part C. In particular, if the activities of the Project (seeking finance) and of the Action are identical, this section should provide a summary of the information provided in the Application Form Part C Section I.

5.6.1.16. Summary of the financial analysis of the CBA and its results including the Financial Rate of Return (FRR) and Financial Net Present Value (FNPV) of the investment (Section 1.16 of the Application Form E1 and E2)

In accordance with section 6.1.1 of this Guide, include the main results of the financial analysis of the cost benefit analysis.

Provide a short description of the methodology used (including key hypotheses made in terms of financial discount rate and reference period, the assumptions made concerning operating costs, capital replacement costs, revenues and residual value, macroeconomic parameters used, the steps considered in the calculations, the data used to perform the analysis) and the main findings of the financial analysis including the main indicators of the
financial analysis, i.e. Financial Rate of Return (FRR) and Financial Net Present Value (FNPV).

Provide the main results of any options and risk assessments carried out in relation to the financial analysis presented.

**Box 47: Correspondence between the Application Forms E and D**

Because the scope of the CBA should cover at least the Project (seeking finance) rather than only the Action, the information provided under this section should correspond to the information provided under section 5.3 of the Application Form Part D, even if the scope of the Project seeking finance is larger than the scope of the Action.

**5.6.1.17. Summary of the economic analysis of the CBA and its results including the Economic Rate of Return (ERR) and Economic Net Present Value (ENPV) and main economic costs and benefits (Section 1.17 of the Application Form E1 and E2)**

In accordance with section 6 of this Guide, include the main results of the economic analysis of the cost benefit analysis. Please note that the aim of this section is to provide a summary of the main results of the CBA. Under no circumstances, and whatever is the length of the information provided, the information provided under this or other sections may replace the obligation to provide a CBA as a standalone document.

Provide a short description of the methodology used (including key hypothesis made in terms of social discount rate and reference period, assumptions made concerning operating costs, capital replacement costs, revenues and residual value, macroeconomic parameters used, steps considered in the calculations, data used to perform the analysis) and the main findings of the economic analysis including the main indicators of the economic analysis i.e. Economic Rate of Return (ERR) and Economic Net Present Value (ENPV) as well as a quantification of negative externalities and positive externalities (e.g. network effects of the proposed action in relation to TEN-T corridors/network).

**Box 48: Correspondence between the Application Forms E and D**

Because the scope of the CBA should cover at least the Project (seeking finance) rather than only the Action, the information provided under this section should correspond to the information provided under section 5.3 of the Application Form Part D, even if the scope of the Project (seeking finance) is larger than the scope of the Action.

**5.6.1.18. Summary of the sensitivity analysis of the economic analysis of the CBA (Section 1.18 of the Application Form E1 and E2)**

Provide a description of the sensitivity testing carried out to demonstrate that the economic case of the Project is robust to downside scenarios. This could include the calculation of switching values and elasticity of key parameters.

The main indicators of the economic analysis i.e. Economic Rate of Return (ERR) and Economic Net Present Value (ENPV) should be recalculated for the following scenarios:

- Increases of 25% on construction costs;
- Delays to Project completion of 6, 12 and 24 months;
- Increases of 25% on annual operating costs over the reference period.
Box 49: Correspondence between the Application Forms E and D

Because the scope of the CBA should cover at least the Project (seeking finance) rather than only the Action, the information provided under this section should correspond to the information provided under section 5.3 of the Application Form Part D, even if the scope of the Project seeking finance is larger than the scope of the Action.

5.6.2 Application Form E1 and E2: information on the borrowing entity
(Section 2 of the Application Form E1 and E2)

Section 5.6.2 of the Guide for Applicants is common for the Application Form E1 and E2 as indicated in Box 31 above.

Under this section, the applicants are requested to provide information on the public or private borrowing entity.

Please note that if there is more than one borrowing entity, section 2 of the Application Form E should be replicated as many times as needed to cover all borrowing entities.

Borrower

Under this heading, applicants should fill in the details of the Borrower, notably the legal name and address.

5.6.2.1 Description of the borrower including information on key industrial sponsors, partners and other suppliers (Section 2.1 of the Application Form E1 and E2)

Provide a description of the borrower in terms of activities, mission, human and financial resources. Summarise the role of its main sponsors, partners and other suppliers and explain how these entities are associated with the implementation and operation of the Project.

If the final borrowing entity is not known at the time of the application, please specify whether or not the borrowing entity will be an applicant in the proposal.

If the public or private borrowing entity is the same as one of the applicants, this information should be provided under this section. In this event, the remaining boxes of section 2 are not applicable and should be left unfilled.

5.6.2.2. Description of the organisational and governance structure of the borrower including its ownership (Section 2.2 of the Application Form E1 and E2)

Describe the main role and responsibilities of various governances bodies established within the borrowing entity and provide an overview of the main stakeholders, and their share (if any) of control in the entity developing and operating the Project.

Specify who owns the interests of the borrowing entity and to what extent.

Legal Status of the Borrower
Under this heading, applicants should provide details of the legal status of the borrower, and whether the borrower has a legal personality in accordance with the applicable national legislation.

Please choose amongst the following options:

1. Member State
2. Neighbouring/third country
3. Public sector undertaking or body established in the EU
4. Private sector undertaking or body established in the EU
5. Public sector undertaking or body established outside the EU
6. Private sector undertaking or body established outside the EU
7. International organisation
8. European Economic Interest Grouping
9. Joint undertaking

5.6.2.3. Information on legal status and incorporation (Section 2.3 of the Application Form E1 and E2)

Describe the legal status and corporate structure of the borrower with, where relevant, an overview of the liability and share trading regime.

5.6.2.4. Description of management and accounting policies (Section 2.4 of the Application Form E1 and E2)

Summarise the management structure of the borrowing entity (if relevant by means of an organigram), describe the management policies and strategies and describe the key decision-making roles.

Specify the accounting standards adopted and the principles, rules and procedures followed in preparing and reporting the financial statements.

5.6.2.5 Description of the relationship between the borrower and the applicant(s) (Section 2.5 of the Application Form E1 and E2)

Summarise the nature of the relationship existing between the borrower and applicant(s) including the level and degree of formalisation of such association.

Indicate if there are parties (other than the applicant and the borrower, if different) that are in charge of the implementation of other activities beyond the Action (as described in section 5.6.1.3).

5.6.3. Application Form E: FINANCIAL READINESS (Section 3)

In this chapter, guidance is given to applicants on how to provide the necessary information under section 3 of the Application Form E.

Two different templates for the forms exist for section 3 (this section):

- Application Form E1 to be used for Projects seeking financing other than Public-Private Partnerships or Concessions;
- Application Form E2 to be used for Projects seeking financing to be procured as Public-Private Partnerships or Concessions
The first two sections of Application Form E are identical for the two templates E1 and E2 and cover information on the Project (seeking finance) and on the borrowing entity. The third section covering financial readiness differs for the two templates and this section 3 provides guidance on how to provide the necessary information for the two templates.

Guidance on how to complete this section is indicative. Applicants should use their best judgment to provide information (in a condensed and straightforward manner) that will best allow:

1) a financial institution to carry out a financial and Project assessment, for the purpose of attesting the financial readiness through the Letter of Support; and
2) experts to assess the financial readiness of the Project (seeking finance) during the evaluation of proposals.

In order to demonstrate that each bullet point illustrating the information expected in each box of Form E.3 has been duly considered, it is important not to leave empty parts of Section 3. If you consider certain parts not to be relevant, you should mention ("n.a." for "not applicable").

Also, be very careful to avoid inconsistencies between information provided in Application Form Part E and in other parts of the application (e.g. Application Form Part D or the letter of support), in particular as regards key aspects of the proposal such as the nature of financing, level and form of financial support.

---

**Box 50: Section 3 – Evidence for Financial readiness for the Application Forms E1 and E2.**

In addition to information required under each section, Applicants should also indicate in the same section, which factual evidence, available internally or from partners of the project promoter, exists to validate the information provided. Examples of such evidence could be internal deliberation notes, contracts, external reviews or surveys.

If such evidence does not exist, but is expected to become available at a later stage, applicants should describe the process foreseen to validate the information provided and indicate within which timeframe various pieces of documentary evidence to support a credit application will become available.

In addition, the applicants should list the factual evidence (existing or expected in the future) in the table provided in the annex of the Application Form E.

---

**FORM E1: FOR ALL ENTITIES (OTHER THAN PPP/CONCESSION)**

All applicants that are NOT applying for a Project seeking finance concerning a public-private partnership or a concession must download, complete and submit the Application Form E1.

**5.6.3.1 Sector (Section 3.1 of Application Form E1)**

**5.6.3.1.1 Description of the business model (Section 3.1.1 of the Application Form E1)**

In this section, the applicants are requested to provide a description of the business model. The length of this section should not exceed one page and should provide qualitative information on issues such as:
• key activities: scope, nature (e.g. sales, maintenance, insurance, facility management, operations), stage in the value chain, goods and services to be provided (directly or indirectly);
• customers: nature, segments targeted, handling of customer relationships, marketing strategy including timing elements;
• value proposition and description of how revenue is generated from this;
• key partnerships and partnership arrangements (e.g. subcontracting, charged at cost (pass-through); business model of Project partners and their interaction with the Project seeking finance;
• existence, type (and degree of interdependency with) services or goods provided by Project partner(s);
• cost structure, nature of costs, link with revenue, main cost items, variability (fixed versus variable), degree of contracting, link with revenue.

Please indicate any evidence (existing or expected in the future) substantiating the information provided under this section and list it in table provided in the annex of the Application Form E1.

5.6.3.1.2 Characteristics of the target market (Section 3.1.2 of the Application Form E1)

In this section, applicants are requested to provide information on the characteristics of the market targeted by the Project seeking finance. The length of this section should not exceed one page and should provide qualitative information on issues such as:

• the target market, key characteristics and rationale (on what basis the target market is defined): geographical scope, nature and number of clients, seasonality, technical choices, regulations, etc.;
• adjacent markets and their impact on the target market (e.g. in terms of growth).

Please indicate any evidence (existing or expected in the future) substantiating the information provided under this section and list it in table provided in the annex of the Application Form E1.

5.6.3.1.3 Demand forecast, anticipated growth and long term trends (Section 3.1.3 of the Application Form E1)

In this section, the applicants are requested to provide information on the demand forecast, anticipated growth and long term trends of the Project (seeking finance). The length of this section should not exceed one page and should provide qualitative information on issues such as:

• current and future demand;
• stage of maturity stages of target market;
• expected market growth (nature & number of clients, revenue);
• main assumptions (e.g. changes of consumption pattern, technological leap).

Please indicate any evidence (existing or expected in the future) substantiating the information provided under this section and list it in table provided in the annex of the Application Form E1.
5.6.3.2. Competitive Position (Section 3.2 of the Application Form E1)

5.6.3.2.1 Size and diversification (Section 3.2.1 of the Application Form E1)

In this section, applicants are requested to provide information on the size and diversification of the Project seeking finance. The length of this section should not exceed **half a page** and should provide qualitative information on issues such as:

- the size in revenues targeted of the Project compared to the applicants’ overall businesses, and if relevant compared to the business of their partners;
- If the Project seeking finance falls outside the applicant(s)’ existing lines of businesses or requires establishing new business unit with its own resources and decision making processes, briefly explain the rationale for this business diversification and explain to what extent the applicant(s) (and their partners) may rely on existing resources from their other lines of business and to what extent they expect to build upon/leverage on their existing business to support the implementation of the Project.

Please indicate any evidence (existing or expected in the future) substantiating the information provided under this section and list it in table provided in the annex of the Application Form E1.

5.6.3.2.2 Position in market and growth potential (Section 3.2.2 of the Application Form E1)

In this section, applicants are requested to provide information on the position of the Project in the market and its growth potential. The length of this section should not exceed **one page** and should provide qualitative information on issues such as:

- the dynamics of the market in which the Project will compete, by explaining the nature and degree of competition expected (describing alternative ways of addressing the same target markets, and needs, as Project, and when possible identifying main competitors), and indicate what are the measures taken to mitigate against such competition;
- the degree of maturity of the market, in terms of technical/behavioural hurdles, of degree of consolidation of the market (and nature of consolidators) and consolidation trends;
- various expected phases of development of the market, providing information on target break-even (in terms of number of clients and time to break even).

Please indicate any evidence (existing or expected in the future) substantiating the information provided under this section and list it in table provided in the annex of the Application Form E1.

5.6.3.2.3 Commercial Proposition (Section 3.2.3 of Application Form E1)

In this section, applicants are requested to provide information on the commercial proposition of the Project (seeking finance). The length of this section should not exceed **one page** and should provide qualitative information on issues such as:

- the main components of the revenues generated, information on the contracting such as the nature and average duration of contracts;
- information on whether the prices charged for the good/services have already been determined and on the basis for this (future) determination. For example, this could include:
o a comparison of the prices with the users available financial resources and demonstrated willingness to pay for the types of good/service provided;
o a comparison with the price of alternative good/services
  o the impact of the price on the user’s operations and bottom-line;
  • the factors that may influence the revenues from the clients (e.g. volumes of services sold, performance risks);
  • the way the products/services will be marketed; the sale channels;
  • the price sensitiveness of the business target by the Project, the extent to which clients are captive.

Please indicate any evidence (existing or expected in the future) substantiating the information provided under this section and list it in table provided in the annex of the Application Form E1.

5.6.3.3. Management and Corporate Governance (Section 3.3 of the Application Form E1)

5.6.3.3.1 Structure and management organisation and governance (Section 3.3.1 of the Application Form E1)

In this section, applicants are requested to describe the structure and management organisation and governance of the Project. The length of this section should not exceed one page and should provide qualitative information on issues such as:

  • the role of the various stakeholders in the Project, and their share (if any) of control in the entity developing and operating the Project seeking finance;
  • specific rules (if any) that apply for transfer/sale of shares in case of an exit of a partner;
  • the indication of whether all assets necessary for the implementation of the Project seeking finance have been or will be brought under a single or under several entity, describe the nature of the role of these entities and their interrelationship;
  • the indication of whether financing of the Project requires financial guarantees from the applicant and its partners. In this case, indicate if such guarantees have been approved by respective boards.

Please indicate any evidence (existing or expected in the future) substantiating the information provided under this section and list it in table provided in the annex of the Application Form E1.

5.6.3.3.2 Strategy and operating policies (Section 3.3.2 of the Application Form E1)

In this section, applicants are requested to provide information on the strategy and operating policies. The length of this section should not exceed one page and should provide qualitative information on issues such as:

  • all the entities associated with the implementation and operation of the Project, and on how, within these entities, decisions on the implementation and operation of the Project will be taken;
  • whether a shareholder agreement has been or will be prepared (in the latter case, indicate which evidence exists as regards the degree of finalisation of the agreement);
  • the main role and responsibilities of the various governance bodies established to conduct the Project; the nature of participants represented at these bodies (e.g.
executive or non-executive, lenders, investors), the status of approval of governance rules and the degree of implementation;

- the degree of supervision and commitment at top management level (e.g. Member of the board) of entities being associated with the supervision and implementation of the Project seeking finance (evidence regarding this point may for instance consist of indicating date of establishment and the title and functions of the representatives to steering committees of the entities implementing the Project).

Please indicate any evidence (existing or expected in the future) substantiating the information provided under this section and list it in table provided in the annex of the Application Form E1.

5.6.3.4. Financial aspects (Section 3.4 of the Application Form E1)

5.6.3.4.1. Financial strategy and policies (Section 3.4.1 of the Application Form E1)

In this section, applicants are requested to provide information on the financial strategy and policies. The length of this section should not exceed one and a half pages and should provide qualitative information on issues such as:

- the financial model that has been or will be implemented, specifying if it intends to raise, at the level of the borrowing company identified, (full) Recourse Financing or Non-Recourse (or limited recourse) Financing as defined in the Glossary;
- in the case of (full) Recourse Financing, specifying if the recourse will be established because the Project seeking financing will be carried out by an existing operating entity or, if the Project will contractually be entrusted to a special purpose company (“SPC”) or vehicle (“SPV”) by way of counter-guarantee from its parents. In both cases, identify shareholders of the entities and the position of such entity in an integrated group against whom lenders would have recourse and the reasons for which recourse financing is considered feasible and acceptable for the lenders. If it is intended for the lenders to have recourse against several entities, please describe the legal nature (in terms of solidarity) of their respective financial support;
- in the case of non-recourse or limited recourse financing, specifying the set-up for the establishment of such financing and the reasons why it is envisaged. The applicant should indicate the nature of guarantee that lenders expect from project promoters;
- the assets (land, movable or fixed) of the Project that may be given as security for its financing;
- the EU financial Instruments that are requested for the financing of the Project;
- Role (if any) of the EIB, and the status of discussions that have taken place within EIB to formalize EIB’s support (for instance in the EFSI Investment Committee, or seek EIB’ Board of Directors approval.

Please indicate any evidence (existing or expected in the future) substantiating the information provided under this section and list it in table provided in the annex of the Application Form E1.

5.6.3.4.2. Capital Structure (Section 3.4.2 of Application Form E1)

In this section, applicants are requested to provide information on the capital structure. The length of this section should not exceed half a page and should provide quantitative and qualitative information on issues such as:

- the (expected) capital structure of the entity holding the assets financed;
• the amount and nature (capital or shareholders loan/equity bridge loan) of equity allocated (or expected to be allocated) to the Project, as well as the nature of the main financial facilities or guarantees supporting the implementation (primarily) and operation of the Project (such as working capital, letter of credit, guarantees);
• the amount of financing sought from external lenders, and an explanation of the rationale for the expected leverage of the Project;
• the foreseen profile and Tenor of the debt component, and status of discussion with lenders;
• the amount of public support (other than EU funding) and the nature/legal basis of such support.

Please indicate any evidence (existing or expected in the future) substantiating the information provided under this section and list it in table provided in the annex of the Application Form E1.

5.6.3.4.3. Breakdown of Project operating and maintenance costs, depreciation and overheads (Section 3.4.3 of the Application Form E1)

In this section, applicants are requested to provide the breakdown of Project operating and maintenance costs, depreciation and overheads. The length of this section should not exceed half a page and should provide qualitative information on issues such as:

• the nature of the operating cost related to the Project and the main characteristics of these costs (such as fixed or variables);
• the assumptions used to estimate the costs; an explanation if which operations are implemented in-house or externalised, factors that may influence the level of costs during the Project implementation period.
• the human resources assigned to the implementation and operational phase of the Project, the nature of such assignment: secondment or newly job created, the number of new jobs (to be) created.
• For services that are expected to sub-contracted, the degree of reliability of quotations received.

Please indicate any evidence (existing or expected in the future) substantiating the information provided under this section and list it in table provided in the annex of the Application Form E1.

5.6.3.4.4. Financing Plan for the project and schedule of projected expenditure including sources of funding and financing (Section 3.4.4 of the Application Form E1)

In this section, applicants are requested to describe the financing plan for the Project and present the schedule of the projected expenditure including sources of funding and financing on the capital structure. The length of this section should not exceed one page and should provide qualitative information on issues such as:

• the procurement strategy (such as a bundled “EPC-based” approach or unbundled “lots” approach) and the consequences in terms of “Capex” capital expenditures;
• the major items of Capex associated with the Project, the basis for their estimation and details (if available) on the profile of their down-payment to the supplier;
• the identity of potential bidders, and the degree of reliability of any quotations already received and information on options that may have been granted to bidders on components of the Project;
• the repartition of capital expenditures in terms of owned vs leased components (in the latter case, describe the nature of lease, such as Tenor, option to acquire/renew);
• when the Project costs are expected to be paid and with what sources of financing (e.g. equity, debt from external lenders, intra-group financing);
• in case of non-recourse debt, indication on the degree of discussion or understanding on critical parameters.
• Status of the land (or each plots of land) on which Project may be implemented, in terms of i) identification (have the plots been identified), ii) degree of suitability of the plots of land for the purpose of the Project (e.g. existence of connection to utility networks), iii) structure of ownership (e.g. whether the plots are already owned by the applicant, its affiliates or partners) or iv) control (i.e. what are the contractual arrangements, such as leases or access rights, envisaged to be implemented to make sure that the project promoters secure control of land for the duration of the Project).

It is mandatory to fill out the following table providing information on the source of financing for the Project seeking finance.

**Table 11.** Source of financing for the Project seeking finance of the Application Form E1
<table>
<thead>
<tr>
<th>SOURCES OF FUNDING/FINANCING of Project seeking finance</th>
<th>* Financial contribution (in euros)</th>
<th>Identity of the provider(s), if known at the time of submission, indicating the status of discussion in few words</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Member State budget(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Regional/local budget(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. EIB direct loans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. National promotional Bank loans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Private sector debt (commercial loans)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. National promotional Bank equity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Private sector equity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Applicant’s own resources (equity or intra-group financing)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. CEF Transport grant(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Other EU grants (e.g. TEN-T, Marco Polo II, ESIF, FP7, H2020, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. EU financial instruments (that may support source of financing above)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Other sources (please detail)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please indicate any evidence (existing or expected in the future) substantiating the information provided under this section and list it in table provided in the annex of the Application Form E1.

5.6.3.4.5. Cash generation, earning and profits (Section 3.4.5 of Application Form E1)

Under this section, applicants are requested to describe briefly how revenues will generate free cash available for debt services and describe its distribution or reserve policy. Describe the provisioning of allowance and depreciation accounting policy.

Applicants should provide qualitative information that should not exceed half a page. Quantitative information should be provided in the financial model referred to in section 3.4.9 of the Application Form E1.

5.6.3.4.6. Cash flow projections under different scenarios, profit and loss accounts, and balance sheets until the project is expected to come fully on stream (Section 3.4.6 of the Application Form E1)

In this section, the applicants are requested to present the cash flow projections under different scenarios, profit and loss accounts, and balance sheets until the Project is expected to come fully on stream. The length of this section should not exceed one page and should provide qualitative information on the issues below:

- the various scenarios identified and an explanation of their rationale and objective;
- the expected impact of each scenario on financial sustainability (level of cumulated cash, level of debt service cover ratio, any recapitalization needs), and on the level of distribution on equity (for instance, when the IRR on equity turns positive);
- in case of operating deficit during a ramp up period.
For quantitative information, the applicant should refer to the financial model that should be in accordance with section 3.4.9 of the Application Form E1.

Furthermore, please indicate any evidence (existing or expected in the future) substantiating the information provided under this section and list it in table provided in the annex of the form E1.

5.6.3.4.7. **Key project risks (Section 3.4.7 of the Application Form E1)**

In this section, the applicants are requested to list and describe the key risks of the Project (seeking finance). The length of this section should not exceed **one a page** and should provide qualitative information on the issues below:

- the main (e.g. top 5) risk factors that may impact (in decreasing order of importance) the continuation of the Project, its profitability, its capacity to generate revenues, and/or its ability to repay any financing.
- indicate for each risk factor the envisaged mitigating measures, the degree of certainty that they will be implemented, the extent of their implementation and the degree of coverage of the risks by the envisaged measures.
- the various scenarios, beyond the mitigation measures, that could be implemented should some or all of the risks would materialize, such as recapitalization, restructuring, in order to continue the operation.

As part of the information provided on the first bullet point (i.e. the ability to repay any financing), the applicant should consider whether it is helpful (given the nature of financing envisaged) to make a statement about the creditworthiness of any party contributing financially to the repayment (or the guarantee) of any financing raised in the context of the project.

Please indicate any evidence (existing or expected in the future) substantiating the information provided under this section and list it in table provided in the annex of the Application Form E1.

5.6.3.4.8. **Timetable/milestone to financial close (Section 3.4.8 of Application Form E1)**

In this section, the applicants are requested to describe the timetable and the milestone(s) to reach financial close. This section **should not exceed one page** and should provide qualitative information on issues such as:

- the degree of internal commitment of the applicant and by the applicant’s partners (when relevant), to allocate capital to the Project, and any conditions to such commitment;
- an estimate of the time needed to reach financial closing and the status of discussions with financial partners;
- any tasks that remain to be completed before financial close, indicating which internal or external party has control over these tasks, and any potential critical stumbling blocks.

To complement the information provided under this section, applicants are requested to attach graphic document(s) (such as a Gantt chart or similar) describing the implementation of the major steps over time until the expected date for Financial close (expressed in MM/YY). Please note that this requirement shall not replace the **graphical representation** of the planning of the proposed Action specified in the Application Form Part D (Section 2.5) and E (Section 1.5) respectively.
Furthermore, applicants are requested to indicate any evidence (existing or expected in the future) substantiating the information provided under this section and list it in table provided in the annex of the Application Form E1.

5.6.3.4.9. Supporting documentation (Section 3.4.9 of the Application Form E1)

Applicants are requested to complement in section 3.4.9 the information provided for evidencing the financial readiness with a business model (e.g. Excel file) demonstrating the impact of the requested grant on the Project, notably in terms of:

- sustainability (i.e. cumulated free cash flow available for debt service and cumulated cash balance available after debt service;
- level of return on equity;
- minimum prices that could be charged to end users.

In addition, the borrowing entity is requested to submit, as supporting documents, its Audited financial statements for the last 3 years (balance sheets, profit and loss and cash flow statements) as well as Certified rating agency reports (where available).

Please list these documents in table provided in the annex of the Application Form E1.

**Annex: list of supporting documents**

Indicate here which documents (refer to Box 51 below for examples of supporting documents) are available that provide evidence for the information provided in section 3 of the Application Form E1 by listing each document in the table and providing information for all the fields of the table.

When adding a new entry, indicate if the author is within your organisation, or outside (such as advisor formally appointed).

In the "Status/comment" column, please indicate if the supporting document is considered to be "final" (for example if you consider that this document could be shared with a financial institution), or needs further work. In this case, please indicate the degree of finalization and other comments.

**Box 51: Possible examples of supporting documents to be listed**

Possible examples of supporting documents that could be listed are: strategic analysis, demand/traffic flow, marketing analysis, commercial contracts, financial analysis, SWOT analysis, diagram of contractual and strategic relations, board/steering committee agreements, letters of intent or term sheets agreed with lenders or investors, table of use of capital and source of fund, quotations of major suppliers, operational budget, cash flow projections.

These documents should not be attached to the application. Applicants are however encouraged to list the documents that could be made available to provide evidence of the financial readiness of the Project. Applicants are invited to list these documents as information on their existence as it is important for the European Commission to assess the financial readiness of the Project.
FORM E2: FINANCIAL READINESS FOR PPP/CONCESSION

The guidance concerning the Application Form E2 section 1 - Information on the Project/Action and section 2 - Information on the Borrowing Entity, is available in sections 5.6.1 and 5.6.2 of this Guide for Applicants. This chapter provides guidance on section 3 of the Application Form E2.

5.6.3.1.1 (bis) Evidence that the technical and legal aspects of the project have been demonstrated to be suitable for PPP/Concession (Section 3.1.1 of the Application Form E2)

In this section, the applicants are requested to provide evidence that the technical and legal aspects of the Project (seeking finance) have been demonstrated to be suitable for a public-private partnership (PPP) or for a Concession. The Application Form E2 should only be used for Projects seeking finance that concern either a PPP or a Concession. The length of this section should not exceed **one page** and should provide qualitative information on issues such as:

- the financial closing of other transactions that have a technical and legal contend that is comparable to the technical and legal nature of the Project;
- the degree to which the assets built up may be subject to technical obsolescence and the dependency, by the private partner, upon third parties (e.g. IT licences) for operating the asset;
- sectorial or specific legal aspects (e.g. regulations) that negatively interfere with the implementation of the PPP or Concession;
- dependency upon to be enacted or to be clarified legal provisions;
- whether the degree of innovation and the level of risks associated with the investments/services requested from the private partner, for instance exposure to geological, archaeological and/or technological risks (such related to the use of Information Technology (IT)) is acceptable for a PPP/Concession procurement.

Please indicate any evidence (existing or expected in the future) that the above issues have been or will be dealt with and list it in table provided in the annex of the Application Form E2.

5.6.3.1.2 (bis) Evidence of approval of the project and the PPP/Concession option by the granting authority and other parts of government as required (Section 3.1.2 of the Application Form E2)

In this section, the applicants are requested to provide evidence of approval of the Project (seeking finance) and the PPP/Concession option by the authority granting the contract and by other parts of government as required. The length of this section should not exceed **one page** and should provide qualitative information on issues such as:

- if the decisions/legislation necessary for entering into a PPP/Concession have been obtained or when they will be obtained (please differentiate in case various decisions are needed);
- the milestones and timetable for obtaining approval from the granting authority and its supervisory entities;
- the existence of any specific conditions, on which the authorisation is or would be dependent that may influence the implementation of the PPP/Concession;
- if the way the PPP/Concession is accounted for in the public budget is likely to influence the choice of the PPP/Concession as a form of procurement and the process of its implementation and the status of consultation of either a national statistical institute or Eurostat in case such consultation is required or will be undertaken.
Please indicate any evidence (existing or expected in the future) substantiating the information provided under this section and list it in table provided in the annex of the Application Form E2.

5.6.3.1.3 (bis) Evidence of stakeholders support to the PPP/Concession (Section 3.1.3 of the Application Form E2)

In this section, the applicants are requested to provide evidence of stakeholders support. The length of this section should not exceed one page and should provide qualitative information on issues such as:

- the impact of the Project for stakeholders other than promoters that are likely to be affected or concerned, such as users, local residents, etc.;
- information on the stakeholder consultations such as their current status, planned steps, information on which the consultation has been carried out and stakeholder reaction;
- how have stakeholder views been taken into account, measures taken or foreseen to ensure stakeholder support and the communication actions to raise awareness and support for the Project seeking finance;
- whether there are any legal proceedings against the Project and what is the level (which court) such proceedings are dealt with and when these proceeding are likely to be settled definitively.

Please indicate any evidence (existing or expected in the future) substantiating the information provided under this section and list it in table provided in the annex of the Application Form E2.

5.6.3.1.4 (bis) Legal Powers of the authority to enter into a PPP/Concession contract (Section 3.1.4 of the Application Form E2)

In this section, the applicants are requested to describe the Legal Powers of the authority to enter into a PPP/Concession. The length of this section should not exceed half a page and should provide qualitative information on issues such as:

- which authority has legal power to enter into the PPP/Concession;
- whether this power stems from general/administrative laws or whether further case by case confirmation of these legal powers is required and if yes by whom, stage of such decision-making, outcome and any associated conditions;
- if the choice of PPP/Concession needs to be reviewed or confirmed by a financial court (or other administrative or judicial body, independent from the granting authority or it supervisory ministry), and if yes, what are the conclusions to date.

Please indicate any evidence (existing or expected in the future) substantiating the information provided under this section and list it in table provided in the annex of the Application Form E2.

5.6.3.1.5 (bis) Affordability analysis (Section 3.1.5 of the Application Form E2)

The affordability analysis in accordance with section 6.1.2.2 of this Guide for Applicants is required for Projects (seeking finance) that are fully or partially based upon availability payments.

In this section, the applicants are requested to provide for such Projects details of the affordability analysis. The length of this section should not exceed half a page and should provide qualitative information on the following issues:
• whether an Affordability analysis is recommended or compulsory under the national framework applying to PPP/concession;
• the findings of the financial and funding gap analysis at a consolidated level between the procuring authority and the operator – this information is required;
• the maximum level of financial resources that could be mobilised from the national budget to support the commitment to pay the private partners, without resorting to unsustainable level of indebtedness, this information is only required if a corresponding analysis has been conducted;
• in case of recourse to full availability payments, a justification for this in view of the capacity of users to pay for the services on the basis an analysis of the price that users would be prepared to pay or could afford for the service/use of the Project; this information is only required if a corresponding analysis has been conducted;
• in case of recourse to partial availability payments, an analysis of the reasonable price that users would be prepared to pay or could afford for the service/use of the Project; this information is only required if a corresponding analysis has been conducted.

Please indicate any evidence (existing or expected in the future) substantiating the information provided under this section and list it in table provided in the annex of the Application Form E2.

5.6.3.1.6 (bis) The Value for Money analysis (Section 3.1.6 of the Application Form E2)

In this section, the applicants are requested to provide details of the Value for Money analysis. The length of this section should not exceed **one page** and should provide qualitative information on issues such as:

• whether a Value for Money analysis is recommended or compulsory under the national framework applying to PPP/concession;
• whether or not a “total cost of ownership” (sometime referred to as “Public Sector Comparator”) analysis and/or a “Value for Money” analysis has been conducted;
• the key assumptions and main findings of the above analyses, providing a breakdown of advantages versus disadvantages of the PPP/Concession compared to the direct implementation of the Project by the public authorities and the extent to which the PPP/Concession provides the best value for money and any conditions associated.

Please indicate any evidence (existing or expected in the future) substantiating the information provided under this section and list it in table provided in the annex of the Application Form E2.

5.6.3.1.7 (bis) Risk analysis (identification, mitigation, allocation) (Section 3.1.7 of Application Form E2)

In this section, the applicants are requested to provide a summary of the risk analysis. The length of this section should not exceed **one page** and should provide qualitative information on issues such as:

• the risks identified with the implementation and operation of the Project, and the nature of risks that are expected to be transferred to the private partner;
• whether or not the risk analysis covers risks associated with the public sector’s obligation and covers the public sector’s ability to deliver the Project, comparing risks assumed by the authority if a PPP/Concession is implemented with risks assumed by the authority if it decides to implement the investment without recourse to PPP/Concession;
• the extent to which the risk analysis provides an assessment of the impact of the risks in terms of costs and time overruns;
• whether the identification/allocation of risks have been based on analysis provided by advisors or have been drawn from the applicants' experience and similar transactions, whether or not the risk sharing has been already discussed with potential private partners, and to what extent the market input has been sought and integrated in the risk analysis.

Please indicate any evidence (existing or expected in the future) substantiating the information provided under this section and list it in table provided in the annex of the Application Form E2.

5.6.3.1.8 (bis) Evidence of market appetite for the proposed PPP/Concession (Section 3.1.8 of the Application Form E2)

In this section, the applicants are requested to provide evidence of market appetite for the proposed PPP/Concession. The length of this section should not exceed one page and should provide qualitative information on issues such as:

• whether or not a plan for sounding the market appetite has been established;
• the extent of marketing activities conducted, providing evidence of concrete initiatives undertaken (such as media coverage, market reviews, interviews and seminars with market players or leading magazines); the extent to which information has been collected to facilitate engagement with the financial markets, and measure their level of comfort with the financing of the Project such as indicators on the Tenor of debt, amount of equity needed, support from public authority for risk mitigation and the general level of comfort from financiers with the public counterparty risk;
• degree of understanding of appetite for the PPP/Concession transaction in the market and the basis for this understanding (such as market intelligence from comparable transactions, screening of private partners based on their geographic and sectorial experience, presentation to investors and roadshows); the extent to which potential parties have been identified that would qualify to implement the Project (is information on the number of parties and their strength and weaknesses analysis available).

Please indicate any element (existing or expected in the future) substantiating the information provided under this section and list it in the table provided in the annex of the Application Form E2.

5.6.3.1.9 (bis) Evidence of a project team and associated budget/resource (Section 3.1.9 of Application Form E2)

In this section, the applicants are requested to provide evidence that the team in charge of the procurement is in place with associated budget/resource. The length of this section should not exceed one page and should provide qualitative information on issues such as:

• evidence that a project manager/project team has been appointed and the extent to which this manager/team is empowered to conduct the PPP/Concession and has appropriate resources;
• the extent to which the processes and procedures for the preparation of the PPP/Concession are designed and in place, including as regards the procurement;
• a list of successful comparable PPP/Concessions already conducted by the authority/project team concerned by the Project seeking finance;
• evidence that the above steps have been anticipated and the extent to which their implementation is underway.
Please indicate any evidence (existing or expected in the future) substantiating the information provided under this section and list it in table provided in the annex of the Application Form E2.

5.6.3.1.10 (bis) Evidence of suitable governance structure for the project preparation, procurement and contract management (Section 3.1.10 of the Application Form E2)

In this section, the applicants are requested to provide evidence of suitable governance structure for the Project preparation, procurement and contract management. The length of this section should not exceed one page and should provide qualitative information on issues such as:

- whether or not suitable governance structures have been established or is planned to be established, e.g. a steering committee, a project team and/or a contract management team;
- the stage of preparation of these structures, e.g. not yet planned, planned, under establishment, established, operational;
- whether or not internal rules for these structures have been adopted and whether representatives have been appointed;
- whether or not the governance structures and their rules have been established solely for the purpose of the Project seeking finance, or if these structures are of a permanent nature;
- experience (e.g. seniority) of the representatives in charge of governance.

Please indicate any evidence (existing or expected in the future) substantiating the information provided under this section and list it in table provided in the annex of the Application Form E2.

5.6.3.1.11 (bis) Details on the scope and capabilities of the team of advisors (Section 3.1.11 of the Application Form E2)

In this section, the applicants are requested to detail on the scope and capabilities of the team of advisors. The length of this section should not exceed half a page and should provide qualitative information on issues such as:

- whether or not (external) advisors have been/will be appointed, the nature/scope of their role (e.g. with a focus on legal, financing or modelling), the (expected) status and timing of their appointment and whether their assignment is specific to the PPP/Concession for the Project seeking finance or whether they are appointed within a broader framework;
- The track record of advisors in terms of successful PPP/concession implementation and their ranking in the league tables.

Please indicate any evidence (existing or expected in the future) substantiating the information provided under this section and list it in table provided in the annex of the Application Form E2 (e.g. minutes of meetings, letters of appointment, identity of advisors and their track record).

5.6.3.1.12 (bis) Assessment of the required permits and authorisations (Section 3.1.12 of the Application Form E2)

In this section, the applicants are requested to refer to any required permits and authorisations (other than the ones listed in section 1.12 of this Application Form). The
length of this section should not exceed **one page** and should provide qualitative information on issues such as:

- an estimation of the timeframe needed for obtaining all permits and authorisations necessary to implement the Project as a PPP/Concession;
- A summary of their status;
- Information on the various responsibilities of the authorities in charge of the process.
- Status of the land (or each plots of land) on which Project may be implemented, in terms of i) identification (have the plots been identified), ii) degree of suitability of the plots of land for the purpose of the Project (e.g. existence of connection to utility networks), iii) structure of ownership (e.g. whether the plots are already owned by the applicant, its affiliates or partners) or iv) control (i.e what are the contractual arrangements, such as leases and access rights, envisaged to be implemented to make sure that the project promoters secure control of land for the duration of the Project).

Please indicate any evidence (existing or expected in the future) substantiating the information provided under this section and list it in table provided in the annex of form E2. To substantiate readiness of the Project, from the perspective of this item, evidence (such as sequencing charts) could be provided by the applicant.

**5.6.3.1.13 (bis) Details of the plan of activities/timetable for preparing and procuring the contract (Section 3.1.13 of the Application Form E2)**

In this section, the applicants are requested to provide details of the plan of activities and the timetable for preparing and procuring the contract. The length of this section should not exceed **one and a half pages** and should provide qualitative information on issues such as:

- a brief summary of the history of preparation of the PPP/Concession, including the date when the PPP/Concession option was first approved and the current stage of preparation of the procurement;
- whether or not comprehensive documents describing the Project and its functional, aesthetical, financial requirements have been drafted and made available to potential bidders;
- (expected) date of publication of the official notice for the procurement;
- estimated time required between the publication of the official notice and the financial close, the factors that could influence this timing and the available contingency for delays or additional rounds of selection;
- role (if any) of the EIB, and the status of discussions that have taken place within EIB to formalize EIB’s support (for instance in the EFSI Investment committee, or seek EIB’ board of directors approval)
- milestones for the procurement timetable and the main assumptions (such as number of bidders/rounds expected) between expected date of publication to financial close;
- whether the documents describing the rules for the evaluation and selection of bidders at the various stage of procurement have been elaborated and approved.

Please indicate any evidence on the state of preparation of the procurement (existing or expected in the future) substantiating the information provided under this section and list it in table provided in the annex of the Application Form E2, e.g. the existence of data-room for consultation of documents, existence of confidentiality non-disclosure agreement, minutes of relevant steering committees.
5.6.3.1.14 (bis) Analysis underpinning the choice of procurement procedure, tender evaluation and tender evaluation team (Section 3.1.14 of the Application Form E2)

In this section, the applicants are requested to provide the reasoning behind the choice of procurement procedure and tender evaluation and to describe the tender evaluation team. The length of this section should not exceed one page and should provide qualitative information on issues such as:

- status of decision-making with reference to selection/implementation of tendering procedure;
- detailed description of the type(s) of PPP/Concession procurement preferred and why; whether or not a process for pre-qualification of candidates is foreseen and if relevant the key parameters for the pre-qualification, such as maximum number of tenderers;
- whether or not the criteria for the evaluation of the tenders cover the full span of technical/financial/legal/other aspects of the procurement, and if weighting has been attributed to the criteria;
- A description of the profiles of the team assigned for the selection of qualified bidders and evaluation of tenders. While preserving the confidentiality of the process, please describe the function, qualifications, experience of the team involved in the evaluation panels.

Please indicate any evidence (existing or expected in the future) substantiating the information provided under this section and list it in table provided in the annex of the Application Form E2.

Box 52: Recommendation

Examples of evidence that can be provided can reference to minutes of deliberation of the steering committees, official information notices, questionnaires to potential bidders, and, if public, the web access open to potential bidders/general public).

5.6.3.1.15 (bis) PPP/Concession contract (Section 3.1.15 of the Application Form E2)

In this section, the applicants are requested to describe the contract preparation stage. The length of this section should not exceed one page and should provide qualitative information on issues such as:

- the key milestones and the status of preparation of the process of drafting the PPP/Concession contract;
- the models used for the elaboration of the contract;
- the estimated time span between start and completion of the drafting of the PPP/Concession contract information on when the draft contract will be available to the tenderers.

Please indicate any evidence (existing or expected in the future) substantiating the information provided under this section and list it in table provided in the annex of the Application Form E2.
Box 53: Recommendation

Applicants are advised to have the contract review by external legal advisors, to consult with a national advisory body in charge of PPP/concession or similar kind of procurement or with the European PPP Expertise Centre (EPEC).

5.6.3.1.16 (bis) Draft payment mechanism (Section 3.1.16 of the Application Form E2)

In this section, the applicants are requested to indicate if revenues for the private partner depend on output requirements agreed with the public authorities. In this case, provide information on the draft payment mechanism under the contract. This section should not exceed half a page and should provide qualitative information on issues such as:

- the steps and stage of development of a draft payment mechanism;
- whether or not a process for defining/modelling output requirements has been established, what is the current status of implementation and whether or not the financial model (will) allow(s) for simulating the impact of partial performance;
- information on the nature and number of output requirements;
- whether or not a level of satisfactory performance has been already defined to each output requirement and if a payment mechanism has been or will be established to making the payment dependent to the quality of the output;
- detailed information on the testing of the acceptability of the output requirements in market-like situation (e.g. through advisors).

Please indicate any evidence (existing or expected in the future) substantiating the information provided under this section and list it in table provided in the annex of Application Form E2.

5.6.3.1.17 (bis) Preliminary Financial Model (Section 3.1.17 of the Application Form E2)

In this section, the applicants are requested to describe the state of preparation of the preliminary Financial Model. The length of this section should not exceed half a page and should provide qualitative information on issues such as:

- the steps and stage of development of a preliminary financial model specific to the Project seeking finance, including the estimated start and end date and whether the financial model has been or will prepared or audited by external advisors;
- the main characteristics of the preliminary financial model;
- any significant deviations between the assumptions used for the financial model on the one hand and those used in the CBA on the other hand.

It is mandatory to fill out the following table providing information on the source of financing for the Project seeking finance.

Table 12. Source of financing for the Project seeking finance of the Application Form E2
<table>
<thead>
<tr>
<th>SOURCES OF FUNDING/FINANCING of Project seeking finance</th>
<th>* Financial contribution (in euros)</th>
<th>Identity of the provider(s), if known at the time of submission, indicating the status of discussion in few words</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Member State budget(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Regional/local budget(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. EIB direct loans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. National promotional Bank loans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Private sector debt (commercial loans)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. National promotional Bank equity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Private sector equity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Applicant's own resources (equity or intra-group financing)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. CEF Transport grant(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Other EU grants (e.g. TEN-T, Marco Polo II, ESIF, FP7, H2020, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. EU financial instruments (that may support source of financing above)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Other sources (please detail)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please indicate any evidence (existing or expected in the future) substantiating the information provided under this section and list it in table provided in the annex of Application Form E2.

5.6.3.1.18 (bis) Plans for contract management by the granting authority (Section 3.1.18 of the Application Form E2)

In this section, the applicants are requested to describe the Plans for contract management by the authority granting the PPP/Concession contract. The length of this section should not exceed **half a page** and should provide qualitative information on issues such as:

- the steps and stage of development of a plan for the contract management, including the estimated start and end date;
- the resources planned be allocated to the contract management team;
- the range of duties of the contract management team.

Please indicate any evidence (existing or expected in the future) substantiating the information provided under this section and list it in table provided in the annex of Application Form E2.

Annex: list of supporting documents

The supporting documents referred to under the Section 3 of Application Form E2 for purposes of evidencing the information being provided are not integral part of the proposal (i.e. there is no requirement to attach such documents to the Form).

However, when a document is being referenced when completing the section on Financial Readiness, please list this document as an entry in the table provided, completing all the fields of the table.
Indicate here which documents are available that provide evidence for the information provided in section 3 of the Application Form E2 by listing each document in the table and providing information for all the fields of the table.

When adding a new entry, indicate if the author is within your organisation, or outside (such as advisor formally appointed).

In the "Status/comment" column, please indicate if the supporting document is considered to be "final" (for example if you consider that this document could be shared with a financial institution), or needs further work. In this case, please indicate the degree of finalization and other comments.

**Box 54: Possible examples of supporting documents to be listed**

Possible examples of supporting documents that could be listed are: technical and legal due diligence, legal advice, deliberations and votes from assemblies on budget appropriations, minutes on the latest stakeholder consultations, value for money analysis, risk analysis and risk matrix, letters of interest from lenders or investors, organisation chart of the procuring team, copies of decisions appointing the steering committee, decisions appointing external advisors, draft tender documents, procurement timetable, draft PPP contract including indicators and minimum levels for expected output, financial model.

These documents should not be attached to the application. Applicants are however encouraged to list the documents that could be made available to provide evidence of the financial readiness of the Project. Applicants are invited to list these documents as information on their existence is important for the European Commission to assess the financial readiness of the Project.

**6. Cost-benefit/Cost-effectiveness analysis**

**General provisions**

According to Article 7(2)c of the TEN-T Regulation, a Project of Common Interest must "be economically viable on the basis of a socio-economic cost-benefit analysis (CBA)".

Article 10.6 of the CEF Regulation states that the CEF financial contribution will be modulated on the basis of a cost benefit analysis of the Project, the availability of EU budget resources and the need to maximize the leverage of EU funding.

In line with these provisions, all proposals for works, must be accompanied by a CBA proposing the co-funding rate requested for the Project, while taking into account the maximum funding rates stipulated in the CEF Regulation. The CBA must be submitted as a standalone document and is recommended to be at least 20 pages long.

An exception to the general rule is allowed for proposals that only address the implementation of standards laid down in the existing EU legislation. This is the case of pure "European Rail Traffic Management System (ERTMS)", "Rail interoperability", "Intelligent Transport Services for Road", and "Single European Sky - SESAR". These proposals can be accompanied by a cost-effectiveness analysis only, instead of a Cost-Benefit Analysis. However, if the Project includes also investments that go beyond what is necessary to achieve such standards, then a Cost-Benefit Analysis is required.
A checklist is provided to applicants to help addressing the CBA provisions. In particular this checklist will list all appropriate elements for a complete proposal and highlight key points assessed during the evaluation process. This checklist covers also the Financial Readiness and is available on INEA’s Website: https://ec.europa.eu/inea/sites/inea/files/cba_and_fr_checklist_-_blending_call_2017_update_map_amendment_to_publish.pdf

6.1. Cost Benefit Analysis

The CBA needs to comply with a methodology recognised by the concerned Member State(s). Member States are asked to confirm in the Application Form Part A2.3 that a methodology recognised in the respective national context has been used.

It is strongly recommended to follow the Cohesion Policy CBA methodology for Major Projects, in order to simplify the process of Project preparation under the CEF and ESIF funds. The Cohesion Policy Guide for the CBA methodology is available at the following link: http://ec.europa.eu/regional_policy/sources/docgener/studies/pdf/cba_guide.pdf.

Irrespective of the methodology applied, the CBA should contain both a financial and economic analysis of the Project as well as a standard sensitivity analysis (see section 6.1.3 of this Guide for Applicants). In principle, these analyses would be supported by results of feasibility studies with demand and option analyses and risk assessment. Therefore, the CBA document should be at least 20 pages long.

The scope of the CBA should cover the whole Project including i) the Action ii) the activities beyond the Action for which the promoter is seeking additional finance from public and private financial institutions,

As an exception, applications for some Motorways of the Sea actions (e.g. actions upgrading maritime links) can include more than one self-sufficient unit of analysis. In these cases, the submission of multiples CBA is accepted.

The scope of the socio-economic analysis and the scope of the financial analysis should be the same.

6.1.1 Financial analysis

The financial analysis should address the financial profitability and financial sustainability of the Project seeking finance. In this regard, the following key indicators are valuable analytic tools:

- Financial net present value (FNPV) of the planned investment and the financial rate of return (FRR) on investment
- Financial net present value of capital (of the applicant, excluding CEF funding) and the financial rate of return on capital
- A calculation of the estimated cumulated net cash flow for the Project over the chosen time horizon.

The purpose of the financial analysis is to confirm the need for the EU co-financing. A brief description of the methodology used and steps taken in the calculations that serve to clarify the conclusions of the analysis should be provided. A description of the main assumptions used in the Financial Analysis (and the funding gap) is needed to ensure that these are consistent with the ones used in the Business Models provided in Application Form E1 or E2.
The calculation (substantiated with sequence of cash flows used) of the financial net present value (FNPV) of the investment and of the financial rate of return (FRR) of the investment should be provided in order to substantiate the need for the CEF grant. In this respect, the financial analysis should be consistent with the assumptions underlying the socio-economic CBA and relate to the same investment cost parameters and scope (or perimeter) of CBA.

The chosen time horizon and financial discount rate (FDR) should be stated and justified. Given the particular nature of Projects being targeted by this call for proposals, applicant may retain, for the purpose of the Financial Analysis of the CBA, a discount rate that exceeds the value for the financial discount rate recommended in CBA methodologies targeting public investment such as the Cohesion Policy Guide for the CBA methodology (i.e. 4%). If the applicant decides to use an higher rate, then the applicant should i) substantiate the level of the discount rate selected (i.e. if possible, by the use of market references, Internal Rate of Return of the sector, the level of its Weighted Average Cost of Capital "WACC" together with relevant explanation, etc.) and ii) provide also an indicative calculation of the Financial net present value (FNPV) based on the recommended discount rate.

In cases where the operator and owner of the investment are different entities (e.g. in a PPP or a concession, or a rail infrastructure being used by rail operator(s)), a consolidated analysis should be carried out to determine the overall profitability of the Project. Additional guidance on this point is available in the Cohesion Policy CBA methodology for Major Projects (page 86).

The applicant should provide a statement of cash flows (under the form of an excel file) describing, on a yearly basis and for the duration of the reference period, the values of i) the investment costs (excluding contingencies), ii) operating and maintenance costs, iii) replacement costs, iv) revenues and v) residual value of the investment.

A recommended template (herein the "CBA Template") to be used for the provision of this statement of cash flows is provided, under an excel format, to applicants and is available on INEA website:

http://ec.europa.eu/inea/sites/inea/files/cba_template_cef_blending_call.xlsx

In addition to the FNPV and FRR of the investment, it is recommended to illustrate the financial profitability of the Project by providing a calculation of the financial net present value of capital and of the financial rate of return on capital, exclusive of the CEF grant, taking into account the sources of financing of the Project.

Financial sustainability is another useful indicator that may be used to demonstrate that, thanks to the EU funding, the cumulated cash flows should remain positive over the identified time horizon of the Project.

The applicant is advised to calculate the FRR of the investment after the CEF contribution ("Return on Investment after CEF"). This indicator is the rate of return of the capital expenditure outlays required by the Project, after deduction of the requested CEF grant, and of the net operating revenues (i.e. net of operating costs) generated by the Project and including the residual value, during the reference period.

If, in addition to the expected CEF Grant, the project also expects to benefit from other subsidies, the applicant is advised to calculate an additional version of this indicator to assess the viability of the project after all contributions ("Return on Investment after all grants"). This indicator is also an internal rate of return, but that contrary to the Return on Investment after CEF, is based on the capital expenditure after deduction of both the requested CEF Grant and other grants.
Applicants should note that no such calculation is required if the CBA Template recommended is attached, as an excel file, to the application, to the extent this template provides automatic calculation of the Return Indicators.

6.1.2 Funding gap/Affordability

6.1.2.1 Funding gap

Applicants are required to calculate the funding gap for all net revenue-generating Projects (except for Projects that are required to provide only a cost-effectiveness analysis).

For all these Projects, the co-funding rate applied to the grant for the Action shall be the lowest amount of the following: (i) funding gap rate; (ii) the co-funding rate. This is because in the context of this call the "modulated co-funding amount" is the lowest between "funding gap amount" and the "co-funding amount". To determine the funding gap amount, the discounted net revenues (if any) generated by the Project must be subtracted from the discounted investment cost to determine the "funding gap".

Revenues and costs should be determined by applying the incremental method based on a comparison of costs and revenues in the scenario-with-the-Project with costs and revenues in the scenario-without-the-Project.

Only cash flows should be taken into consideration when calculating costs and revenues. This means all accounting items such as depreciations and reserves should be excluded.

For revenues, only cash in-flows directly paid by the users (such as charges borne directly by users of the infrastructure) should be considered.

For a Project to fall under the definition of net revenue-generating Projects its discounted revenues should exceed discounted operating costs. For the definition of revenue-generating Projects the residual value shall not be considered. However, the discounted net revenues used in the calculation of the funding gap should include the residual value of the investment.

Please note that unless transferred to users by a reduction of fares or compensated by an equal reduction in the operating subsidy, cost savings contribute to the potential of a Project to generate revenues as defined above (discounted revenues – discounted operating costs). It follows that Projects enabling operational efficiencies might fall under the definition of revenue generating Projects for which the calculation and application of the funding gap is needed.
Table 13. Recommended form for the presentation of the funding gap rate calculation.

<table>
<thead>
<tr>
<th>Funding gap rate calculation</th>
<th>Amount in EUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Discounted revenues</td>
<td></td>
</tr>
<tr>
<td>b) Discounted costs</td>
<td></td>
</tr>
<tr>
<td>c) Discounted residual value</td>
<td></td>
</tr>
<tr>
<td>d) Discounted net revenues (a-b+c)</td>
<td></td>
</tr>
<tr>
<td>e) Discounted investment cost</td>
<td></td>
</tr>
<tr>
<td>f) Funding gap (e-d)</td>
<td></td>
</tr>
<tr>
<td>g) Funding gap rate (f/e)</td>
<td></td>
</tr>
</tbody>
</table>

Box 55: Application of the funding gap rate

After being defined in the CBA, the funding gap rate shall be used in the Application to define the appropriate EU co-funding rate.

The additional steps of the calculation of the "modulated co-funding amount" are illustrated in the table below (using the structure of the steps needed to define the funding gap rate)

h) (Maximum) EU co-funding rate
i) Modulated EU co-funding rate (the smallest between g and h)
Note that the co-funding rate requested in the indicative eligible costs table in Application Form Part A3.2 should be the modulated EU co-funding rate.

Two numerical examples for the calculation of the funding rate and modulated EU co-funding rate are provided below:

### Example 1

<table>
<thead>
<tr>
<th></th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Discounted revenues</td>
<td>€ 160</td>
</tr>
<tr>
<td>b) Discounted costs</td>
<td>€ 120</td>
</tr>
<tr>
<td>c) Discounted residual value</td>
<td>€ 10</td>
</tr>
<tr>
<td>d) Discounted net revenues (a-b+c)</td>
<td>€ 50</td>
</tr>
<tr>
<td>e) Discounted investment cost</td>
<td>€ 100</td>
</tr>
<tr>
<td>f) Funding gap (e-d)</td>
<td>€ 50</td>
</tr>
<tr>
<td>g) Funding gap rate (f/e)</td>
<td>50%</td>
</tr>
<tr>
<td>h) (Maximum) EU co-funding rate</td>
<td>20%</td>
</tr>
<tr>
<td>i) Modulated EU co-funding rate (the smallest between g and h)</td>
<td>20%</td>
</tr>
</tbody>
</table>

### Example 2

<table>
<thead>
<tr>
<th></th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Discounted revenues</td>
<td>€ 110</td>
</tr>
<tr>
<td>b) Discounted costs</td>
<td>€ 35</td>
</tr>
<tr>
<td>c) Discounted residual value</td>
<td>€ 15</td>
</tr>
<tr>
<td>d) Discounted net revenues (a-b+c)</td>
<td>€ 90</td>
</tr>
<tr>
<td>e) Discounted investment cost</td>
<td>€ 100</td>
</tr>
<tr>
<td>f) Funding gap (e-d)</td>
<td>€ 10</td>
</tr>
<tr>
<td>g) Funding gap rate (f/e)</td>
<td>10%</td>
</tr>
<tr>
<td>h) (Maximum) EU co-funding rate</td>
<td>20%</td>
</tr>
<tr>
<td>i) Modulated EU co-funding rate (the smallest between g and h)</td>
<td>10%</td>
</tr>
</tbody>
</table>

Note that the co-funding rate requested in the indicative eligible costs table in Application Form Part A3.2 should be the modulated EU co-funding rate.

In the case of PPPs using availability payment schemes, such availability based payments should not be considered as revenues generated by the Project and are therefore excluded from the calculation of the funding gap. Project relying fully on availability payment schemes (i.e. that are not attracting any other revenue) do not have to calculate the funding gap rate.

### 6.1.2.2 Affordability analysis

Applicants are required to present an affordability analysis for Projects seeking finance that are fully or partially based upon availability payments in order to justify the level of EU co-funding requested.

The affordability analysis should describe the capacity to pay for building, operating and maintaining the PPP Project, be it the capacity of users to pay for the services or the capacity of the public authority that has identified the need for the asset to be built. The affordability analysis allows to verify that the payments contemplated under the PPP structure, be it from the public partner or from users, i) are compatible with the financial resources that these payer(s) have access to (either existing or potentially available), ii) are commensurate with their willingness or capacity to pay for the service resulting from the
Project being implemented and iii) are a fair compensation in view of the required investment and operation costs for the implementation of the service.

To comply with the requirements defined in the Call Text in term of "affordability analysis" the applicant is requested to provide a few additional elements in their financial analysis developed in the Cost Benefit Analysis.

In practice the applicant needs to prepare a version of the financial and funding gap analysis at a consolidated level between the procuring authority and the operator. As the availability payments will cancel out, this calculation will describe the actual self-financing potential of the Project and should be the basis for the calculation of the funding gap.

Furthermore, and only to the extent the respective analyses are available, the applicant is requested to provide the results of their analysis on the willingness or capacity of users to pay and on the maximum level of financial resources that could be mobilised from the national budget to support the commitment to pay the private partners, without resorting to unsustainable level of indebtedness.

Finally, the following parameters of the financial analysis are relevant for the affordability analysis:
- the financial rate of return of the private promoter’s capital (FRR(Kp)) assuming that the Project will receive EU funding (to be provided only in case of recourse to full availability payments),
- the net present value of the Availability Based Payments that the public partners expects to pay,
- the net present value of user payments when relevant and where it is possible to estimate them.

6.1.3 Economic analysis

The economic analysis of the Project should calculate the economic net present value of the Project and the economic rate of return. As a minimum, the following socio-economic information on the proposed Project should be provided:
- Main economic benefits such as time savings, vehicle operating costs savings, accident savings, reduction of GHG and non-GHG emissions, reduction of noise emissions, quality of service improvements
- Economic Net Present Value (ENPV) of the Project
- Economic Rate of Return (ERR) of the Project
- Social Discount rate used
- Time horizon (Reference period) (years)

The purpose of the economic analysis is to confirm whether the Project is worth the EU co-financing. A brief description of the methodology used and steps taken in the calculations [such as fiscal corrections, conversion of market to accounting (shadow) prices, monetisation of non-market impacts (corrections for externalities)] that serve to clarify the conclusions of the analysis should also be included. The incremental analysis and the discounted cash flow methodology should be followed. The chosen social discount rate and time horizon should be stated and justified.

A sensitivity analysis should be carried out to demonstrate that the economic case of the Project is robust to downside scenarios.

25 when the private partner is a single purpose entity established for the sole purpose of the PPP, FRR(Kp) is the financial return on the private partners equity to be contributed to the project,
The main indicators of the economic analysis i.e. Economic Rate of Return (ERR) and Economic Net Present Value (ENPV) should be recalculated for the following scenarios:

- Increases of 25% on construction costs,
- Delays to Project completion of 6 months,
- Delays to Project completion of 12 months,
- Delays to Project completion of 24 months,
- Increases of 25% on annual operating costs over the reference period.

The sensitivity analysis could also include, for the key parameters, the calculation of switching values. The switching value of a parameter is the percentage change in the estimated value of the parameter to completely jeopardise the economic case of the Project (i.e. that would lead to an Economic Net Present Value (ENPV) equal to zero).

6.2. Cost-effectiveness analysis

In the case of exclusively compliance-driven Projects, such as the case of pure ERTMS, SESAR, ITS and Rail interoperability, a cost-effectiveness analysis (CEA) can be performed instead of the full economic analysis of a CBA, in order to verify whether the unit cost of the Project is appropriate to achieve the proposed result.

In this case, a qualitative description of the main economic benefits must be provided. The CEA is carried out by calculating the cost per unit of 'non-monetised' benefits and is required to quantify benefits but not to attach a monetary price or economic value to the benefits.

Annex IX of the Cohesion Policy CBA methodology mentioned above contains additional information on cost effectiveness analysis.

7. Letter of Support

The applicant shall submit a "Letter of Support" from one or several public or private financial institution(s) evidencing the financial readiness of the Project. Such a letter may be issued by a bank, a leasing company, a guarantee fund, a mutual guarantee institution, a promotional bank or any other financial institution (public or private), including investment funds and institutional investors, duly authorised to carry out lending, investing or leasing activities according to the applicable legislation of one or several of the EU Member States, in which it is established and/or operating.

Box 56: Model letter of Support

The applicants' attention is drawn to the fact that there are two distinct Letters of Support: one to be used for Projects to be procured as Public-Private Partnerships or Concessions and another one for the remaining entities.

Applicants that have filled-in the Application Form E1 will need to complete model letter of support for all entities other than PPP/Concessions, those who have completed form E2 will need to fill-in the specific model for Public-Private Partnerships or Concession.

Unless otherwise stated in the letter of support and/or agreed otherwise between the financial institutions and the applicant, the issuing by one or more financial institutions of a
letter of support does not imply any commitment from such institutions to take part in the subsequent financial close of the Project.

Furthermore, the issuing from one or more financial institutions of a letter of support will not preclude the Project to be eventually financed from different public or private financial institutions.

The provision of a letter of support is not a sufficient condition to proceed with grant disbursement for selected Actions. In this respect, the applicants' attention is drawn to the fact that grant disbursements requires the compliance with certain conditions pertaining to the nature and timing of financing of the Project. These conditions are different depending upon the nature of the Actions, as described in the call text (section 12.2.3).

The “Letter of Support” shall provide the information items in accordance with the template provided. Two different templates are provided but the financial institution may amend the template to their standard layout and format. The expected length of the Letter of Support is 4 pages maximum. Annexes are allowed and not included in the indicative page limitation.

With a view of requesting the letter of support from one or more financial institutions, it is the applicant’s responsibility to provide the relevant information to the financial institution(s) necessary for issuing such a letter. For this purpose, the Application Form E1 or E2 will be filled in and provided to the financial institution in advance of the preparation of the Letter of Support. It is the Financial Institution’s responsibility to review the Application Form E.

ALL ENTITIES OTHER THAN PPP/CONCESSION

The Letter of Support for all entities other than PPP/Concession should include the following elements in specific well-identified sections:

- Name(s) and function(s) of the issuer of the letter
- Name(s) institution represented
- Date
- Addressee (i.e. the applicant/Project promoter)
- Identify the borrowing entity raising finance (if it is not the same as the applicant)
- Brief Project description
- Type and level of finance that the Institution(s) could provide, and conditions
- Stage of approvals and expected timetable and foreseen date of financial close, and conditions
- Financial capacity and business plan of the grant applicant, grant beneficiary or borrowing entity as appropriate, and conditions

In addition to the above required elements and subject to qualifications that the Institution may wish to add, the letter of support may also provide additional elements of information, such as:

- Description of the relationship existing between the Institution(s) and applicants/ borrower/ sponsors;
- Track record of the borrower on the type of transaction contemplated with a relevant geographic and sectorial focus;
- Major milestones envisaged to closing and status on critical information still required to be finalized;
- Composition of the team established within the Institution(s) (and contact info) dedicated to the Project;
- Nature and key parameters of financing proposed, underlying principles and major assumptions, key risks identified by the Institution(s) and related mitigating measures, including uncertainty on cash flows;
The list of items above is to be considered as indicative and non-exhaustive. Furthermore, the Institution(s) issuing the letter of support should feel free to refer to other information considered relevant for its assessment of the financial readiness of the Project.

PPP/CONCESSIONS

The Letter of Support for PPP/Concessions should include the following elements in specific well-identified sections:

- Name(s) and function(s) of the issuer of the letter
- Name(s) institution represented
- Date
- Addressee (i.e. the applicant/Project promoter)
- Brief Project description
- Stage of approvals and expected timetable and foreseen date of financial close, and conditions

In addition to the above required elements and subject to qualifications that the Institution may wish to add, the Letter of support may also provide additional elements of information such as:

a. Description of the relationship existing between the Institution(s) and applicants/borrower/sponsors
b. Track record of the borrower on the type of transaction contemplated with a relevant geographic and sectorial focus.
c. Major milestones envisaged to closing and status on critical information still required to be finalized
d. Composition of the team established within the Institution(s) (and contact info) dedicated to the Project.
e. Nature and key parameters of financing proposed, underlying principles, and major assumptions, key risks identified by the Institution(s) and related mitigants, including uncertainty on cash flows.

The list of items above is to be considered as indicative and non-exhaustive. Furthermore, the Institution(s) issuing the letter of support should feel free to refer to other information considered relevant for its assessment of the financial readiness of the Project.

8. Procedure for Submission of Proposals

8.1 Cut-off dates for submission

The cut-off dates for the submission of proposals are:

- First cut-off date: **Friday, 14 July 2017, 17:00.00 (Brussels local time).**

- Second cut-off date: **Thursday, 12 April 2018, 17:00.00 (Brussels local time).**

All parts of the Application Form shall be submitted electronically through the TENtec eSubmission module before the relevant cut-off dates as indicated above.

- **Application Form Part A** shall be filled in directly in the TENtec eSubmission module.
• **Application Form Parts B, C, D, and E** (E1 or E2) shall be duly filled in and uploaded in the TENtec eSubmission module before the proposal submission.
• Please note that the CBA/CEA and the Letter(s) of Support **shall be submitted as a separate documents** in the "Supporting documents" section.

For any parts of the application requiring signatures (i.e. forms A2.2, A2.3, part B1, B2 and B3), the signed and dated originals must be scanned and uploaded in the TENtec eSubmission module's "Supporting Documents" section. Advanced electronic signatures based on a qualified certificate 26 as defined by Regulation 910/2014 on electronic identification and trust services for electronic transactions in the internal market (eIDAS Regulation) and which comply with the signature formats specified in Commission Implementing Decision 2015/1506 will be accepted. If a document is e-signed, a printable version of the document must be uploaded in the TENtec eSubmission module.

Proposals or parts of proposals sent to INEA by e-mail or as paper copies will not be accepted.

**TENtec: The submission of the proposal will not be possible, if any of the following documents are not uploaded and identified with a corresponding document name:**
1) Application Form Parts B, C, D, and E
2) Financial identification form for the coordinating applicant.

**8.2. Submitting the proposal**

Once all the information has been completed and all of the Application Form Parts and supporting documents have been uploaded, the proposal's owner should go to the "Submit this application" section of the TENtec eSubmission module.

*This section will display any missing information that must be provided before the application can be submitted.*

---

26 See footnote 4
After resolving all the error messages in this section, only the proposal's owner, meaning the user that has created the application, can submit the application. Click on the "Submit this application" button and re-confirm.

The proposal code, which is automatically generated during submission of an application, will appear in the right column of the onscreen table and on the printout of Application Form Part A following submission. This code will be used by INEA to identify the proposal during the evaluation as well as during the subsequent steps, if the proposal is selected for funding. Use this proposal code when communicating with INEA after the submission of proposal.
8.3 Acknowledgement of receipt

After the proposal has been submitted, the user that has created and submitted the application (i.e. application's owner) will receive an automatic e-mail acknowledgement of receipt of the application. This e-mail should not be taken as an indication that the proposal is admissible, only that it was submitted.

8.4 Withdrawing, re-opening, re-submitting or deleting a proposal

Withdrawning a submitted proposal

Applicants who wish to withdraw an already submitted proposal may do so before the relevant call cut-off dates via the TENtec eSubmission module homepage. Please note that only proposal's owner (i.e. the user that has created the application in the first place) has the right to withdraw it.

Click on the "Withdraw" button under the Status column for that proposal and then click "OK" to confirm the selection.

The status of the proposal will change to "withdrawn".

When the application's owner withdraws an application, an e-mail notification is sent both to that person as well as to the INEA Evaluation team for its records.

Please note that withdrawn proposals are still visible (read-only) in the system, and the contents can be consulted and/or copied and pasted into other applications by the proposal's owner and by any contributor to that proposal.

Re-opening a submitted or withdrawn proposal

It is possible to make changes to a proposal after submission but before the relevant call cut-off date. The "re-open" functionality can be used in several cases:
• if the application's owner has withdrawn an application by mistake
• if the application's owner wishes to modify and/or add information to an already submitted proposal

Please note that only the application's owner (i.e. the user that has created the application in the first place) of the withdrawn/submitted proposal has the right to re-open it.

Go to the TENtec eSubmission module homepage. Click on the "Re-open" button under the Status column for that proposal and then click "OK" to confirm the selection.

Once the submitted proposal is re-opened, its status changes from "Submitted" to "Draft" and it can be re-submitted up until the call cut-off date(s).

**Re-submitting a proposal**

To re-submit any withdrawn or re-opened proposal, the application's owner should go to the "Submit this application" section of the TENtec eSubmission module. This section will display any missing information that must be provided before the application can be re-submitted.

Only the application's owner (i.e. the user that has created the application in the first place) can submit the application. Click on the "Submit this application" button and reconfirm.

Please note that if the application is re-submitted, a new proposal code will be generated. Please retain this number for your own records.

**Deleting a draft proposal**

The application's owner (i.e. the user that has created the application in the first place) has the possibility of deleting any draft proposals before they are submitted. Go to the "My applications" section of the TENtec eSubmission module and click on the "Delete" button in the Status column for that proposal. Please note that after a proposal is deleted, the deletion is permanent and the proposal cannot be recovered from the system.
Please note that only the application's owner (i.e. the user that has created the application in the first place) of a draft proposal can delete it.

9. Further information or clarifications

INEA website and 2017 CEF Transport Blending call webpage

Applicants are encouraged to regularly consult the call webpage where further clarifications or information on the call may be published: https://ec.europa.eu/inea/en/connecting-europe-facility/cef-transport/apply-funding/2017-cef-transport-blending-map-call

CEF Transport Blending call helpdesk

Any specific questions related to this call must be addressed to the call helpdesk: INEA-CEF-Transport-blending@ec.europa.eu.

Answers to submitted questions will be published in the FAQ list on the call webpage, to ensure equal treatment of all potential applicants. Questions that are specific to a particular proposal and where the answer of INEA would provide a comparative advantage to the applicant will not be answered.

For the first call cut-off date, questions should be submitted at the latest by 30 June 2017 to ensure sufficient time for the last update of the FAQs which is planned on 7 July 2017.

For the second call cut-off date, questions should be submitted at the latest by 22 March 2018 to ensure sufficient time for the last update of the FAQs which is planned on 5 April 2018.

The helpdesk will respond individually up to the call cut-off dates to questions of technical nature related to the TENtec eSubmission module.

Processing of personal data

An applicant's reply to the grant application involves the recording and processing of personal data (such as name, address and CV), which will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, applicant's replies to the questions in the application form and any personal data requested are required to assess an applicant's grant application in accordance with the specifications of the call for proposals. Data will be processed solely for the purpose of evaluation of proposals and, in case of successful applications, for the purpose of grant management, including evaluations of the CEF by INEA as data controller for this purpose. An applicant may, upon request, have his/her personal data sent to him/her and rectify any inaccurate or incomplete particulars. Should an applicant have any queries concerning the processing of his/her personal data, please address them to the entity acting as data controller within INEA.

The data subjects have the right of recourse at any time to INEA's Data Protection Officer (INEA-DPO@ec.europa.eu) or in case of conflict with the Controller or Data Protection Officer concerning the processing of his/her personal data, an applicant has the right to submit a complaint at any time directly to the European Data Protection Supervisor (www.edps.europa.eu).

Details concerning the processing of an applicant's personal data are available on the
privacy statement on each individual call page accessible via the following link: https://ec.europa.eu/inea/en/connecting-europe-facility/cef-transport/apply-funding/2017- cef-transport-blending-map-call

Personal data included in the application (name, title, organisation, contact information) may be shared with the concerned Member State representatives in the CEF Coordination Committee on a need to know basis in view of their role in the approval of proposals selected for funding as well as responsibilities under the CEF Regulation.

As specified in the call text, the personal details of applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, may be registered in by the Accounting Officer of the Commission in the Early Detection and Exclusion System (EDES) established by the Commission pursuant to Article 108(1) of Regulation (EU, Euratom) No 966/2012 on the financial rules applicable to the general budget of the Union, as amended by Regulation (EU, Euratom) No 2015/1929 (OJ L 286, 30.10.2015, p. 1).


Applicants are informed that, to ensure that the EU’s financial interests are protected, their personal data may be communicated to internal audit services, the European Commission, the European Court of Auditors, the body specialising in financial irregularities (Financial Irregularities Panel) or the European Anti-Fraud Office (OLAF).

The data of applicants in any of the situations referred to in Articles 106(1) and 107 of the Financial Regulation may be included in a central exclusion database and communicated to designated persons in the Commission, the other institutions, agencies, authorities and bodies referred to in Article 108 of the Financial Regulation. This also applies to those with powers of representation, decision-making power or powers of control in respect of such applicants. Following a request to the Commission’s Accounting Officer, anyone registered in the database is entitled to be informed of the data recorded about them.

10. Reimbursement of translation costs

It is strongly recommended that proposals are submitted in English as the evaluation of proposals is only performed in English. For proposals which are not in English, applicants (or coordinating applicants in case of a multi-applicant proposal) should provide translations in English of Application Forms parts A B, C, D, and E (E1 or E2). The letter(s) of support and CBA/CEA must also be part of the translated documents.

Applicants providing translations of their proposals need to specify in Application Form Part A5 all of the relevant details (see also section 5.2.6 of this Guide). Translations must be uploaded in the TENtec eSubmission module's "Supporting Documents" section under "Additional documents" at the latest by 22 July 2017, 17:00 Brussels time for proposals submitted within the first call cut-off date and 19 April 2018 17:00 Brussels time for proposals submitted within the second call cut-off date. No other translations will be accepted after these respective date(s) per call.

All parts of the proposal translated into English must be identical with the respective parts of the proposal submitted in the original language. It is the responsibility of the applicant to ensure the consistency between the original language version of the proposal and its English translation. Only the English version of the application will be evaluated.
INEA will reimburse translation costs up to the maximum of €2,000 per proposal, provided that the proposal is found to be admissible in accordance with section 6 of the call text. VAT is not considered eligible for reimbursement and as such only the net amount of the translation costs will be reimbursed.

The **translation reimbursement requests have to be presented by 22 September 2017** (for proposals submitted within the first cut-off date) and/or **20 June 2018** (for proposals submitted within the second cut-off date) at the latest. No other translation reimbursement requests will be accepted after these respective date(s) per call.

In order to be reimbursed, the applicant must provide the following supporting documents:

i) The original reimbursement request (paper copy), using the template provided in this Guide (page 125) and sent to the following address:

   European Commission – Innovation and Networks Executive Agency
   CEF Transport 2017 Blending call
   W910 - 01/38
   Avenue du Bourget, 1
   B-1140 Brussels
   Belgium

ii) A copy of the original invoice, which must include the following elements:

   a. Full name and address of the applicant
   b. The proposal reference number (i.e. the unique proposal code which is automatically generated by the TENtec eSub tool upon submitting a proposal),
   c. Exact title of the proposal
   d. Name and address of the translator/translation service company, including its/his/her official registration number, and
   e. The unit price applied per word/line/page.

iii) A Legal Entity Form of the applicant or of the entity to which the payment should be made, duly filled in, together with the related supporting documents. The form is available at the following link: [http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm).

iv) A Financial Identification Form of the applicant or of the entity to which the payment should be made, duly filled in, together with the related supporting documents. The form is available at the following link: [http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm).

The invoice mentioned in point (ii) will be considered as evidence that the translation has been performed by a registered translation service company or individual translator. Furthermore, the Agency reserves the right to carry out any checks that might be needed and/or to request any supporting documents to verify that the costs of translation are reasonably close to the market rates for translation work in the respective Member State. On this basis, if it considers justified, the Agency reserves the right to restrict the reimbursement accordingly.

The documents mentioned in points (iii) and (iv) should be provided in addition to those submitted during the application process.
In exceptional cases, if the payment of translation costs is to be made to an entity different from the applicant (or coordinator in case of a multi-applicant proposal) listed in Application Form Part A, further to the documents above, the request for reimbursement of translation costs must be accompanied by:

v) A letter of agreement issued by the applicant (or coordinator in case of a multi-applicant proposal), duly dated and signed.

If an applicant submits several translated proposals, it is recommended that the reimbursement requests are submitted together. The template for the reimbursement request and the original invoice can group the translation costs of several proposals submitted by the same applicant, as long as the unique proposal code and the exact title of each proposal are referred to. In such cases, both the breakdown of translation costs per proposal and the total translation costs must be clearly indicated in the reimbursement request and in the invoice. In the absence of the breakdown of costs per proposal the reimbursement request will be rejected.

The request for reimbursement together with the supporting documents must be sent by registered port or by courier service to the address mentioned in point (i) at the latest 22 September 2017 (first cut-off date) and/or 20 June 2018 (second cut-off date) as evidenced by the postmark. Applicants must keep proof of the date of sending and be able to present it upon request. Any document or request sent after the deadline will not be considered for reimbursement.

Any questions relating to reimbursement of translations should be addressed to the call helpdesk: INEA-CEF-transport-blending@ec.europa.eu.
2017 CEF Transport Blending call
TEMPLATE FOR REIMBURSEMENT REQUESTS

Date

Full name of the applicant:
Bank account:
Contact person:
Phone number:
Email address:

Unique proposal code:
Complete title of the proposal:

Subject: Reimbursement of translation expenses

Under the terms foreseen in the 2017 CEF Transport Blending call for proposals, I would like to be reimbursed - within the maximum limit of €2,000 per proposal - for the translation costs incurred for the submission of my proposal(s) in its English version.

The translation has been performed by a registered translation service, which is:

☐ a company
☐ an individual

The translation costs (excluding VAT) are of an amount of € (please write the number in full) as stated in the invoice(s) provided by the translation service, a copy of which is attached to this letter.

Full name and address of the translation service:

Translation service national registration number:

Signature of the applicant
11. **Glossary**

The following explanations are provided for clarity and ease of reference. They have no legal authority and they do not replace any official definitions.

**A**

**Acknowledgement of receipt**: An automatic email sent to the application’s owner following submission of the proposal in the TENtec eSubmission module, confirming that the proposal has been successfully submitted.

**Action**: Pursuant to Article 2(8) of CEF Regulation, an Action should be understood as any activity which has been identified as financially and technically independent, has a set time-frame and is necessary for the implementation of a Project of Common Interest.

**Activity**: A part of a proposed Project that is distinct over time, technically and financially distinctive and that is necessary for the completion of an Action or a Project. Examples of activities for works include the purchasing of material and the construction of an overhead transmission line.


Any designated affiliated entities have to comply with the eligibility and selection criteria defined in the relevant work programme.

**Applicant**: The organisation submitting a proposal to a call for proposals. It is assumed that the applicant becomes automatically the Action’s beneficiary, if the proposal is selected for funding. There may be several applicants in a proposal.

**ATM**: Air traffic management.

**Award criteria**: Part of the evaluation criteria on the basis of which proposals will be assessed. The award criteria are the same for all proposals and relate to relevance, maturity, impact and quality.

**B**

**Bank account**: Applicants have to specify the bank account for the possible transfer of the EU assistance by means of the Financial Identification Form (see below).

**Beneficiary**: Entity designated as such in a grant agreement signed with INEA. Applicants whose proposals are selected for funding by the Commission are expected to become the beneficiaries of the financial aid awarded for the selected Action.

**Blending**: in the context of the financing of a Project, if selected under this Call, the combination of a CEF grant with a financing component (such as equity, loan, or guarantee) as per the conditions set forth in the Work Programme.

**Bottleneck**: According to Article 3(q) of the TEN-T Guidelines, a bottleneck is a physical, technical or functional barrier which leads to a system affecting the continuity of long-distance or cross-border flows and which can be surmounted by creating new infrastructure, or substantially upgrading existing infrastructure, that could bring significant improvements which will solve the bottleneck constraint.
**Building permit:** An official document issued by the relevant authority authorizing the holder to proceed, in accordance with the approved plans, with the construction or alteration of a specific structure at a specific location.

**C**

**Call for proposals (or "call"):** An announcement that opens parts of a work programme for proposals, including what type of actions are required with specific details regarding the nature of the actions that may be supported.

**CBA:** Cost-benefit analysis. A Project specific cost-benefit analysis, which must demonstrate that the Project is economically viable, pursuant to Article 7 (2) of the TEN-T Guidelines.

**CEF:** Connecting Europe Facility.


**Coordinating applicant:** For multi-applicant proposals, the coordinating applicant leads and represents all of the applicants and acts as the point of contact with the Commission or INEA during the application phase. The coordinating applicant will be contacted in the first instance should this become necessary during or after the application or evaluation process. A coordinating applicant may not necessarily become the coordinator of the Action in the grant agreement.

**CPM: Critical Path Method** (a project management method). Critical path is the longest sequence of activities in a project plan which must be completed on time for the project to complete on due date. An activity on the critical path cannot be started until its predecessor activity is complete. If an activity on the critical path is delayed, the entire project will be delayed for the same amount of time unless the activity following the delayed activity is completed earlier.

**Commissioning:** The process of bringing a Project into operation once it has been constructed.

**Consensus discussion/meeting:** Stage in the proposal evaluation process when experts come together to establish a common view on a particular proposal.

**Cross-border section:** Within the meaning of Article 2 (2) of the CEF Regulation and Article 3 (m) of the TEN-T Guidelines, the section which ensures the continuity of a Project of Common Interest between the nearest urban nodes on both sides of the border of two Member States or between a Member State and a neighbouring country.

**D**

**Deadline:** The moment in a particular call after which proposals will not be accepted by the Commission/INEA. Deadlines are strictly enforced.

**Development consent:** Within the meaning of the EU environmental legislation (e.g. Directive 2011/92/EU), development consent means the decision of the competent national authority or authorities that entitles the developer to proceed with the Action.

**Direct eligible costs:** Costs which can be attributed directly to the Action and are identified by the participant as such, in accordance with its accounting principles and its usual internal rules (for a detailed description, see Article II.19 of the model grant agreement).

EFSI: European Fund for Strategic Investments. EFSI is an EU initiative launched jointly by the Commission and the EIB Group to assist in overcoming the current investment gap in the EU by mobilising private financing for strategic investments and SMEs. Through an EU guarantee of EUR 16 billion complemented by an EIB capital contribution of EUR 5 billion, EFSI aims at mobilising a total of EUR 315 billion in investment in the Union over the period mid-2015 to mid-2018.

Eligible costs: The same meaning as in the Financial Regulation (see below). For a detailed description, see Article II.19 of the model grant agreement. Eligible costs refer to the part of the Action's costs taken into consideration by the Commission for the calculation of the Union financial aid and which comply with eligibility criteria as laid down in Article II.19 of the model grant agreement. For Actions supported under this call, expenditure may be eligible as from the date the application is submitted at the earliest.

Eligibility criteria: The minimum conditions which a proposal must fulfil to be eligible for evaluation.

End date: The End date is the date on which the implementation of an Action is expected to be completed, which should be 31 December 2023.

ERDF: European Regional Development Fund

ERTMS: European Rail Traffic Management System

ESIF: European Structural and Investment Funds. Among them are the European Regional Development Fund (ERDF) and the Cohesion Fund (CF).

Evaluation: The process by which proposals are retained or not with a view to selection as Projects. Evaluation is conducted through the application of eligibility, award and selection criteria identified in a work programme. The evaluation is conducted by INEA assisted by independent experts.

Evaluation criteria: The eligibility, award and selection criteria against which proposals are assessed.

FID: Final investment decision.

Financial Identification Form: A form to provide detailed information to identify a company/organisation. Applicants must provide the Financial Identification Form used by the Commission services. The form can be downloaded at the following link: http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

G

Gantt: A project planning tool used to represent the timing of tasks required to complete a project. Gantt diagrams are used by most project managers for all but the most complex projects.

GIS: Geographic Information System. A collection of computer hardware, software, and geographic data for capturing, managing, analysing and displaying all forms of geographically referenced information.

Global project: Several technically and financially separated parts (including one or more Actions) that contribute to the completion of a high-level, indivisible objective.

Grant: Direct financial contributions covered by a written agreement, by way of donation, from the EU budget in order to finance either an action intended to help achieve an objective forming part of an EU policy.

Grant agreement: Agreement between INEA and the beneficiaries setting out the conditions of the awarding of EU grants under the CEF programme.

Grant agreement preparation: The process of establishing a grant agreement between INEA and an applicant whose proposal has been favourably evaluated, and when funds are available.

I

Implementing body: A public or private undertaking or body designated by a beneficiary, where the beneficiary is a Member State or an international organisation, to implement the Action concerned. Such designation shall be decided upon by the beneficiary under its own responsibility and, if it requires, the award of a procurement contract, in compliance with the applicable Union and national public procurement rules.

Indirect costs: Costs which are not identifiable as direct costs, but which have nevertheless been incurred in connection with the eligible direct costs of the Action. Indirect costs are not eligible under 2017 CEF Transport call for proposals.

INEA: Innovation and Networks Executive Agency.

International organisation: According to Article 43(1) of the Commission Delegated Regulation (EU) No 1268/2012 (on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union), international organisations are:
- (a) international public sector organisations set up by intergovernmental agreements, and specialised agencies set up by such organisations;
- (b) the International Committee of the Red Cross (ICRC);
- (c) the International Federation of National Red Cross and Red Crescent Societies;
- (d) other non-profit organisations assimilated to international organisations by a Commission decision.

ITS: Intelligent transport systems

J

Joint Undertaking: Joint undertaking refers to entities set up by the EU necessary for the efficient execution of Union research, technological development and demonstration programmes (Article 187 of the Treaty on the Functioning of the European Union).
Letter of Support: In the context of evidencing the financial readiness, letter from one or several public or private financial institutions evidencing the financial readiness of the Project (or Action if the Action is identical to the Project) as described in section 7.2.2 of the Work Programme.

Legal Entity Form: The legal entity form is intended to communicate legal co-ordinates so that they can be recorded in the "Legal Entity File (LEF)" managed by the Accounting Officer of the Commission. Under the terms of the regulatory provisions, the Agency cannot launch awarding procedures for a contract or a subvention, nor can proceed to the authorization of payments in beneficiary's favour, as long as co-ordinates are not recorded and centrally validated.

Means of verification: Means by which the completion of a milestone will be measured. It must be specific, measurable, achievable, relevant and time-related – for example publication of the notice of the tender to the appropriate media, the issuing of a certificate of acceptance, the signature of a contract by the last contractual party, date in an order notice to commence the works, etc.

Member State: State member of the European Union. In the context of the CEF, the Member State approval of an application may be provided by any Ministry entitled to represent the Member State authority. It is expected that applications under the 2017 CEF Transport Blending call would request the support of the Ministry competent in the area of transport policy and/or the CEF.

Milestones: Milestones indicate how the activity and its associated expected result(s) are progressing. A milestone is a significant event or stage in the lifecycle of the Action that allows the Action to be monitored over time. It provides the Action management team with a means to track the development of the Action at intermediate intervals. The number of milestones per activity will depend on the complexity of each activity.

Multi-applicant proposal: An application for CEF funding that is submitted by more than one applicant. It is strongly advised that a coordinator is indicated for multi-applicant proposals to facilitate communication with the Commission and INEA on the application (see also 'coordinating applicant').

National promotional bank: In line with art 2(3) of Regulation (EU) 2015/1017 on the European Fund for Strategic Investments, the European Investment Advisory Hub and the European Investment Project Portal, a National promotional bank or institution is a legal entity carrying out financial activities on a professional basis which is given a mandate by a Member State or a Member State's entity at central, regional or local level, to carry out development or promotional activities.

Neighbouring country: A country falling within the scope of the European Neighbourhood Policy including the Strategic Partnership, the Enlargement Policy, and the European Economic Area or the European Free Trade Association.

Non-recourse (or limited recourse) Financing: a type of financing where the lender(s) providing such financing waive their right to have a claim on the company revenues other than the revenues falling within an agreed scope (e.g. a single project or set of activities) and where the company agrees that the lender(s) may step into it shoes (potentially acting...
on behalf of the company) to collect such revenues, as long as such revenues fall within the agreed scope.

P

PERT: Programme evaluation and review technique. A statistical tool used in project management designed to analyse and represent the tasks involved in completing a given project.

Private sector investor: any entity (other than the applicant, any implementing body, or any entity under their control or other than entity that controls the applicant and/or the implementing body) that is bank, a leasing company, a guarantee fund, a mutual guarantee institution, a promotional bank or any other private financial institution, including investment funds and institutional investors, duly authorised to carry out lending, investing or leasing activities according to the applicable legislation of one or several of the EU Member States, in which it is established and/or operating.

Project (seeking finance): Any activity which has been identified as financially and technically independent, has a set time-frame and for which a grant and financing is sought under this call. In the context of the Application Form Part E and Part D as regards CBA (unless specified otherwise in the Guide for Applicants) a “Project” is an abbreviation for the term “Project seeking finance”. A Project always includes an Action and may be equivalent to the Action if financing is sought only for the activities of the Action for which also grants are sought. A Project may however also cover and seek financing for activities that go beyond the scope of the Action and even beyond the scope of a Project of Common Interest.

Project of Common Interest: A project or part of a project identified as being of common interest for the EU in the field of transport in the framework of Article 7 of the TEN-T Guidelines.

Proposal: This refers to the entire application including the Application Form Parts A, B, C, D and E and their relevant annexes and supporting documents (such as the CBA/CEA and the Letter of support), as specified in the call for proposals.

Proposal code: Proposal code is automatically generated by the TENtec eSubmission module upon the submission of a proposal for CEF funding.

Public sector body: regional or local authorities, body governed by public law or association formed by one or several such authorities or one or several such bodies governed by public law, international organizations. For the purpose of assessing the selection criteria as set in the call for proposals, will be assimilated to a public sector body, a body governed by public law that is:
(a) established for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character; and
(b) having legal personality; and
(c) financed, for the most part by the State, or regional or local authorities, or other bodies governed by public law; or subject to management supervision by those bodies; or having an administrative, managerial or supervisory board, more than half of whose members are appointed by the State, regional or local authorities or by other bodies governed by public law

Recourse Financing: a type of financing where the borrowing entity accepts that the lenders providing such financing may claim to collect all the company revenues (whether generated by a single project or generated by all the projects implemented by the company) to repay the financing.
**Return Indicators:** These indicators are the "Return on Investment", the "Return on Investment after CEF" and, where relevant, the "Return on Investment after all grants", along with the Financial Rate of Return on National Capital. For details, see section 6.1.1 of this Guide.

**RIS:** River Information Services


**S**

**Selection Decision:** A Commission Implementing Decision establishing a list of proposals selected for financial aid submitted under a specific call for proposals.

**SESAR:** Single European Sky ATM Research.

**Single-applicant proposal:** An application for CEF funding that is submitted by one applicant.

**Start date:** The day on which the implementation of an Action begins, as stated in the individual grant Agreement. It corresponds to the date from which costs are eligible. For Actions supported under this call, costs may be eligible at the earliest as from the date on which the application is lodged.

**Studies:** Activities needed to prepare project implementation, such as preparatory, mapping, feasibility, evaluation, testing and validation studies, including in the form of software, and any other technical support measure, including prior Action to define and develop a project and decide on its financing, such as reconnaissance of the sites concerned and preparation of the financial package. Studies with physical interventions are proposals in which the majority of the activities are studies, but where some physical intervention is undertaken, typically excavations for testing the ground. Under the CEF Blending call studies, even if with physical intervention, are ineligible.

**T**

**Tenor:** the lapse of time between the date of drawing on a financing and the date when this financing is expected to be fully repaid.


**TEN-T Programme:** The TEN-T Programme was established by the European Commission in 2000 to support the construction and upgrade of transport infrastructure across the European Union. The TEN-T Programme dedicated financial support towards the realisation of important transport infrastructure projects - in line with the overreaching goal of European competitiveness, job creation and cohesion. The TEN-T funded projects represent all transport modes – air, rail, road, and maritime/inland waterway – plus logistics and intelligent transport systems. In 2014, the TEN-T Programme was replaced by the Connecting Europe Facility.
**TENtec:** The information system for the trans-European networks, used for grant management cycle under the CEF.

**TENtec eSubmission module:** part of the TENtec eSubmission system which allows the electronic submission of the applications for CEF funding.

**Third country:** Any neighbouring country or any other country with which the Union may cooperate to achieve the objectives pursued by the CEF Regulation.

**U**

**Unique identification number:** A unique code composed of eight digits which is assigned to an application, once it is created in the system. The applicant can communicate with INEA using this unique identification code (or application number) before submission of the application. The proposal receives a specific proposal code, once the application is submitted (see "proposal code").

**W**

**Works:** The purchase, supply and deployment of components, systems and services including software, the carrying-out of development and construction and installation activities relating to a project, the acceptance of installations and the launching of a project.

**Work Programme:** A formal Commission document adopted for the implementation of a specific programme for a specific period that sets out the objectives and results expected. The applicable work programme for the 2017 CEF Transport Blending call is Commission Implementing Decision C(2014)1921 1921 establishing a Multi-Annual Work Programme 2014-2020 for financial assistance in the field of Connecting Europe Facility (CEF) - Transport sector, as last amended by Commission Implementing Decision C(2017)7360 of 8 November 2017.