# Connecting Europe Facility (CEF)

## Application Form

Administrative Forms (Part A)
Technical Description (Part B)

(CEF Transport Standard)

Version 2.0
01 June 2022

**IMPORTANT NOTICE**

**What is the Application Form?**

The Application Form is the template for EU grants applications; it must be submitted via the EU Funding & Tenders Portal before the call deadline.

The Form consists of 2 parts:

- • Part A contains structured administrative information
- • Part B is a narrative technical description of the project.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Submission System screens.

Part B needs to be uploaded as PDF (+ annexes) in the Submission System. The templates to use are available there.

**How to prepare and submit it?**

The Application Form must be prepared by the consortium and submitted by a representative. Once submitted, you will receive a confirmation.

**Character** and **page limits**:

- • page limit normally **120** pages (unless otherwise provided in the Call document)
- • supporting documents can be provided as an annex and do not count towards the page limit
- • minimum font size — Arial 9 points
- • page size: A4
- • margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are NOT a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application.

⚠ If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. For applications that are not shortened, the excess pages will be made invisible and thus disregarded by the evaluators.

⚠ **Please do NOT delete any instructions in the document. The overall page limit has been raised to ensure equal treatment of all applicants.**

⚠ This document is tagged. Be careful not to delete the tags; they are needed for the processing.

# ADMINISTRATIVE FORMS (PART A)

*Part A of the Application Form must be filled out directly in the Portal Submission System screens.*

# Call:

()

# Topic:

# Type of Action:

()

# Proposal number:

# Proposal acronym:

# Type of Model Grant Agreement:

## Table of contents

| Section | Title | Action |
|---------|-------|--------|
| 1 | General information | |
| 2 | Participants | |
| 3 | Budget | |
| 4 | Other questions | |

## How to fill in the forms

The administrative forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the administrative forms are pre-filled based on the steps in the submission wizard.

Application forms

Proposal ID

Acronym

# 1 - General information

Field(s) marked * are mandatory to fill.

| | |
|---|---|
| Topic | Type of Action |
| Call | Type of MGA |
| Structured Proposal Reference | |

*Acronym*

Proposal title    *Max 200 characters (with spaces). Must be understandable for non-specialists in your field.*

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &

Duration in months    *Estimated duration of the project in full months.*

PCI    [ Add ]

Energy Sector

Priority Corridor

Free keywords    *Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).*

## Abstract

Remaining characters    2000

# Application forms

Proposal ID

Acronym

| Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under any EU programme, including the current call? | ○ Yes ○ No |

| Please give the proposal reference or contract number. |

| *Previously submitted proposals should be with either 6 or 9 digits.* | Remove |

## Declarations

Field(s) marked * are mandatory to fill.

| 1) We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. * | ☐ |

| 2) We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions). | ☐ |

| 3) We declare:<br>- to be fully compliant with the eligibility criteria set out in the call<br>- not to be subject to any exclusion grounds under the EU Financial Regulation 2018/1046<br>- to have the financial and operational capacity to carry out the proposed project. | ☐ |

| 4) We acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the Funding & Tenders Portal Terms and Conditions. | ☐ |

| 5) We have read, understood and accepted the Funding & Tenders Portal Terms & Conditions and Privacy Statement that set out the conditions of use of the Portal and the scope, purposes, retention periods, etc. for the processing of personal data of all data subjects whose data we communicate for the purpose of the application, evaluation, award and subsequent management of our grant, prizes and contracts (including financial transactions and audits). | ☐ |

The coordinator is only responsible for the information relating to their own organisation. Each applicant remains responsible for the information declared for their organisation. If the proposal is retained for EU funding, they will all be required to sign a declaration of honour.

**False statements** or incorrect information may lead to administrative sanctions under the EU Financial Regulation.

# Application forms

Proposal ID

Acronym

## 2 - Participants

## List of participating organisations

| # | Participating Organisation Legal Name | Country | Action |
|---|----------------------------------------|---------|--------|
| 1 | | | |

# Application forms

Proposal ID

Acronym

Short name

# Organization data

| PIC | Legal name |
|-----|------------|
| | |

Short name:

Address

|  |  |
|--|--|
| Street | |
| Town | |
| Postcode | |
| Country | |
| Webpage | |

## Specific Legal Statuses

Legal person .......................................................... unknown

Public body ........................................................... unknown

Non-profit ............................................................. unknown

International organisation ............................... unknown

Secondary or Higher education establishment ...... unknown

Research organisation ....................................... unknown

### SME Data

**Based on the below details from the Participant Registry the organisation is** unknown **(small- and medium-sized enterprise) for the call.**

SME self-declared status.................................... unknown

SME self-assessment .......................................... unknown

SME validation sme ............................................ unknown

# Application forms

Proposal ID

Acronym

Short name

## Departments carrying out the proposed work

**Department 1**

| | | |
|---|---|---|
| *Department name* | *Name of the department/institute carrying out the work.* | ☐ not applicable |

☐ Same as proposing organisation's address

Street — *Please enter street name and number.*

Town — *Please enter the name of the town.*

Postcode — *Area code.*

Country — *Please select a country*

# Application forms

Proposal ID

Acronym

Short name

## Main contact person

The name and e-mail of contact persons are read-only in the administrative form, only additional details can be edited here. To give access rights and basic contact details of contact persons, please go back to step - Manage your related parties of the submission wizard and save the changes.

Title _____    Gender  ○ Woman  ○ Man  ○ Non Binary

First name                                      Last  name

E-Mail

Position in org.  Please indicate the position of the person.

Department  *Name of the department/institute carrying out the work.*    ☐ Same as organisation name

☐ Same as proposing organisation's address

Street  *Please enter street name and number.*

Town  *Please enter the name of the town.*    Post code  *Area code.*

Country  *Please select a country*

Website  *Please enter website*

Phone  *+XXX XXXXXXXX*    Phone 2  *+XXX XXXXXXXX*

## Other contact persons

| First Name | Last Name | E-mail | Phone |
|---|---|---|---|
| | | | *+XXX XXXXXXXX* |

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# Application forms

Proposal ID

Acronym

## 3 - Budget

| No. | Name of beneficiary | Country | Role | Personnel costs - without volunteers / EUR | Subcontracting costs/ EUR | Purchase costs - Travel and subsistence/ EUR | Purchase costs - Equipment/ EUR | Purchase costs - Other goods, works and services/ EUR | Financial support to third parties/ EUR | Studies/ EUR | Special Funding rate | Synergetic elements/ EUR | Works in outermost regions/ EUR | Special Funding rate | Land purchases/ EUR | Indirect costs/ EUR | Total eligible costs/ EUR | Ineligible costs/ EUR | Total estimated project costs and contributions/ EUR | Maximum EU contribution to eligible costs/ EUR | Requested EU contribution to eligible costs/ EUR | Max grant amount/ EUR | Income generated by the project/ EUR | In kind contributions/ EUR | Financial contributions/ EUR | Own resources/ EUR | Total estimated project income/ EUR |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | | 0 | | | 0 | 0 | | 0,00 | 0,00 | 0 | 0 | 0 | 0 | 0,00 |
| | | | Total | | | | | | | | | | | | | | | | | | | | | | | | |

# Application forms

# 5 - Other questions

| Is the proposal complementary (twinned) to another proposal submitted under the call? | |
|---|---|
| Is the proposal complementary to another proposal? | |
| Indicate the application number of the twinned proposal | |
| **Synergies between CEF sectors and with EU's research programmes projects?** | |
| Synergies between CEF sectors: transport, energy and digital | |
| Synergies between CEF project and EU's research programmes, notably by Horizon 2020 or Horizon Europe programme? | |

| In which Member State(s) and/or associated countries will the project be implemented? | |
|---|---|
| | |

| To which part of the network does your proposal contribute? | | | | | | |
|---|---|---|---|---|---|---|
| 1. Network type | 2. Corridor | On pre-identified link? (YES/NO) | 3. Pre identified links | 4. Transport Mode of the pre-identified link | Type of link | |
| | | | | | | |
| Project Location | | | | | | |
| Cross-border sections for CAM experimentation | | | | | | |
| More extensive section for larger scale deployment of CAM | | | | | | |

# Application forms

# Validation result

| Section | Description |
|---------|-------------|
|  | The form has not yet been validated, click "Validate Form" to do so! |

# TECHNICAL DESCRIPTION (PART B)

## COVER PAGE

*Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system. Page 1 with the grey IMPORTANT NOTICE box should be deleted before uploading.*

*Note:*

*Please read carefully the conditions set out in the Call document (for open calls: published on the Portal). Pay particular attention to the award criteria; they explain how the application will be evaluated.*

*The term 'project' used in this application form and other documents is synonymous to the term 'action' used in the CEF Regulation 2021/1153.*

| PROJECT | |
|---|---|
| **Project name:** | [project title] |
| **Project acronym:** | [acronym] |
| **Coordinator contact:** | [name NAME], [organisation name] |
| **Starting date** | [date] |
| **Duration** | [number of months] |

## TABLE OF CONTENTS

#@APP-FORM-CEFT@#

#@PRJ-SUM-PS@#  [This document is tagged. Do not delete the tags; they are needed for the processing.]

# PROJECT SUMMARY

| Project summary |
| --- |
| See Abstract (Application Form Part A). |

#§PRJ-SUM-PS§# #@REL-EVA-RE@# #@PRJ-OBJ-PO@#

# 0. PROJECT DESCRIPTION

| Project description, scope and objectives |
| --- |
| *Describe the project scope, main goals and objectives, as well as the technical data.*<br>*Please use the following structure:*<br>   – *Overall objective*<br>   – *General description and context — describe the context, including political priorities and if the project is part of a bigger project ('global project', including projects of common interest)*<br>   – *Location — mention where on the network/corridors the project will be implemented*<br>   – *Justification — describe the current situation and needs analysis*<br>   – *Specific objectives — list and link them to the work packages used in section 6*<br>   – *Expected outcomes and results — include facts and statistics (for instance, quantitative information expressed in km, MVA, Bcm/y, kV, bar, etc.).* |
| Insert text |

| Global projects |
| --- |

> *If the project is part of a global project (including projects of common interest (PCI), if applicable), provide the following information:*
>
> – *Objectives of the global project*
>
> – *General description and context — specify how the project fits into the global project*
>
> – *Justification — problems, needs and issues addressed by the global project*
>
> – *State of play, results and objectives achieved by the global project so far*
>
> – *Parallel projects — describe which other parts of the global project are to be implemented in parallel and their links to the project*
>
> – *Timetable — describe the timetable of the global project and the interdependence with the timetable of the project; explain how the project will impact the progress of other activities which are part of the global project.*

Insert text

# 1. PRIORITY AND URGENCY

## 1.1 TEN-T network — Project of common interest (PCI)

**TEN-T network — Project of common interest (PCI)**

*Explain why the project is considered a project of common interest (PCI) within the meaning of Article 7 of the TEN-T Regulation and how it contributes or links to the core and/or comprehensive network.*

*Does it contribute to realising corridor work plans and implementing acts pursuant to Article 47 of the TEN-T Regulation?*

*Does the project (or global project) produce a network effect by linking with or complementing other TEN-T/CEF actions?.*

⚠ *Don't forget to also encode this information in the Application Form Part A in the General information section.*

Insert text

## 1.2 Call objectives and priorities

**Call objectives and priorities**

*Explain how the project contributes to the objectives, priorities and expected results of the topic under which it is submitted.*

Insert text

## 1.3 EU added value

**EU added value**

*Explain the effects of the project from the perspective of the EU interest and how it contributes to the objectives set at European level.*

Insert text

## 1.4 Cross-border link

**Cross-border link**

*Is the project related to one of the cross-border links listed in Part III of the Annex to the CEF Regulation read in conjunction with Article 2(h) of the CEF Regulation and Article 3(m) and 3(p) of the TEN-T Regulation?*

**Note:**

*Grants for works addressing a cross-border section may benefit from a higher funding rate (Article 15(2)(a)(i)) of the CEF Regulation). A joint application is strongly recommended, as a demonstration of the good coordination between the partners. Single applicant proposals can be considered as addressing a cross-border section, but need to demonstrate the commitment of all the countries involved.*

**Continuity of PCI or core network corridor**

| | |
|---|---|
| *Is the project located on a section which ensures the continuity of a project of common interest between the nearest urban nodes, on each side of the border of two Member States or between a Member State and a neighbouring country?*<br><br>*or*<br><br>*Does the project ensure, via a neighbouring country, continuity of a core network corridor between two Member States?* | *[YES] [NO]* |

*If YES, explain how the project (or part of it) fulfills these conditions. Indicate which Member States/neighbouring countries are concerned and which activities each of them will be carrying out in the framework of the project. Please indicate which core network corridors are addressed (if applicable).*

Insert text

**High degree of integration in the planning and implementation**

| | |
|---|---|
| *Does your project involve a high degree of integration in the planning and implementation, in accordance with Article 15(2)(e) of the CEF Regulation (for instance through the establishment of a single project company, a joint governance structure, a bilateral legal framework or an implementing act pursuant to Article 47 of the TEN-T Regulation)?* | *[YES] [NO]* |

*If YES, describe the main elements of this integration and attach appropriate evidence in annex.*

Insert text

**Other joint commitments**

*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.*

| | |
|---|---|
| *Have the Member States/neighbouring countries made other joint commitments regarding the project?* | *[YES] [NO]* |

*If YES, clarify and give details. Attach copies of the related documents (in particular legally binding agreements, if any).*

> Insert text

## 1.5 Integrated management

| Integrated management structure | |
|---|---|
| *Is your project a cross-border link project (see section 1.4) which will be carried out by an integrated management structure (including joint ventures, etc), in accordance with Article 15(2)(e) of the CEF Regulation  ?* | *[YES] [NO]* |
| *If YES, describe the main elements of this agreement and attach a copy of it in annex.* | |
| | |

#@COM-PLE-CP@#

## 1.6 Synergies

| Synergies |
|---|
| *Describe possible synergies with other CEF sectors (Energy and Digital) or other EU programmes (Resilience and Recovery Facility (RRF), Digital Europe, Horizon Europe, Structural Funds, etc.).* |
| *Indicate if the project includes synergetic elements eligible under another CEF sector within the meaning of Article 10(2) of the CEF Regulation (and, if yes, describe the sector and the elements).* |
| *Indicate if the project will benefit from funding from another programme (and, if yes, explain which part of the project, which EU programme and provide the project reference of the other programme).* |
| Insert text |

#§COM-PLE-CP§#

## 1.7 Dual-use potential (civilian-defence)

| Dual-use potential (civilian-defence) *(for Military mobility topics)* |
|---|
| *Describe the potential of dual-use (civilian-defence).* |
| Insert text |

#§PRJ-OBJ-PO§# #§REL-EVA-RE§# #@MAT-URI-MU@#

# 2. MATURITY

## 2.1 Readiness and technical maturity

| Readiness and technical maturity |
|---|
| *Provide information about the readiness and technical maturity of the project.* |
| *For every work package, describe the precise state of preparation (e.g. terms of reference ready, tendered, contract signed, started, etc. If any activities of the project have already started, indicate more precisely their current status of implementation.* |

> *Describe how the implementation of the project (and, if applicable, of the global project it is part of) depends on the results of past or on-going feasibility or technical studies. For projects with high technological value (such as infrastructure crossing natural barriers, intelligent traffic management systems, cooperative ITS, or airspace initiatives), provide additional information on the foreseen technology, type of communication, and materials.*
>
> *Explain if there are any further dependencies that are critical to the start and completion of the project such as connection to grid or other utilities, access to and use of land, etc. Indicate if such authorisations have been obtained already or when they are planned for.*

Insert text

---

**Ex ante evaluations and feasibility studies**

*Provide information on ex-ante evaluations and feasibility studies (if any) and summarise the main results (and attach them 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 strategic and technical alternative options considered in the option analysis. Summarise the multi-criteria analysis or any other method used to shortlist the alternatives and what have been the arguments used to exclude cheaper but still relevant solutions. Summarise the shortlisted options or any other method used that led to the final selection.*

*If the ex-ante evaluation was carried out on a global project going beyond the scope of the project, give an overview and explain how it is linked to the project.*

*Clarify if TEN-T/CEF or other EU programmes have provided financial support for the ex-ante evaluations.*

Insert text

---

**Political commitment**

*Provide information on the political commitments regarding the implementation of the project and, if relevant, on the global project, including cross-border commitments where relevant.*

*List and briefly describe the (formal and informal) documents demonstrating these commitments (decisions of national and regional authorities, memoranda of understanding, written agreements, national transport master plans or in sectorial strategies, etc).*

Insert text

---

**Public consultations**

*Describe the public consultations carried out and the feedback received (or consultations foreseen and their timing).*

*Provide information on the plans to involve stakeholders during the implementation.*

Insert text

---

## 2.2 Status of contracting procedures and authorisations, approvals and permits

**Authorisations, approvals and permits**

| *Indicate the general project maturity in terms of authorisations, approvals and permits needed.* |
|---|
| Insert text |

**Authorisations, approvals and permits (including environmental)**

*For each work package/task, list the authorisations or approvals needed (at governmental, regional, local level, including environmental approvals, right-of-way, state aid notification/decision, etc.) and their status and expected timeline.*

*Risk factors and mitigating measures (alternative solutions) if the authorisations are not obtained in time should be described in section 3.4.*

| Task No | Type and Description | Status | Date of award |
|---|---|---|---|
| T1.1 | Authorisation for … from XXX for task XXX | planned/requested/ received | [MM/YYYY] |
| | | | |
| | | | |

**Building permits**

*For each work package/task, provide information on the building permits which must be obtained.*

*Describe what the permit is for, the authority concerned, the size (land surface) and the kind of works concerned.*

*Indicate their status timeline.*

*Risk factors and mitigating measures (alternative solutions) if the permits are not obtained in time should be described in section 3.4.*

| Task No | Type and Description | Status | Date of award |
|---|---|---|---|
| T1.1 | Permit for … from authority XXX for task XXX | planned/requested/ received | [MM/YYYY] |
| | | | |
| | | | |
| | | | |

**Contracting procedures**

**Procurement in general**

*Indicate the project maturity in terms of procurements needed.*

| Insert text |
|---|

**Contracts awarded before submission of the proposal**

*For each work package/task, explain the contracts already awarded, their typology and status. For public procurers, please specify which procurement method has been selected (e.g. EU-wide or national; open, restricted or*

*negotiated, etc). For private companies, please specify best value for money.  Where applicable, indicate the starting dates of the awarded contracts.*

⚠ *Please note that we do not check or validate the procurement method you chose. The procurement must be in compliance with the provisions set out in the Grant Agreement and compliance may be checked later on (in checks, reviews, audits or investigations).*

Insert text

**Contracts planned during implementation**

*For each work package/task, explain the contracts planned, their typologies and status. For public procurers, please specify which procurement method will be selected (open, restricted, negotiated, EU wide or national). For private companies, please specify how you will ensure best value for money. Where applicable, please indicate the start dates of the awarded contracts.*

⚠ *Please note that we do not check or validate the procurement method you chose. The procurement must be in compliance with the provisions set out in the Grant Agreement and compliance may be checked later on (in checks, reviews, audits or investigations).*

Insert text

## 2.3 Financial maturity

**Financial maturity**

*Describe the availability of funds for the project over its lifecycle (budget in balance; use of funds vs sources of funds) demonstrating that the sources of funds cover the project costs. Distinguish between the applicant's own resources, third party resources, grants and other forms of funding of the project and list for each source the fund providers, recipients and use of funds. Provide a diagram of entities participating in the financing structure, either as a receiving party or as provider of funding or financing, or of other support (e.g. guarantee).*

*Provide details on revenues and other sources of financing needed to complement the CEF support and the degree of confidence in those financial commitments.*

*For own resources, indicate whether these are already approved internally and put aside for the project, or what conditions need to be lifted to reach approval. Explain the degree of confidence (and why) that these conditions will be lifted. Give details on the planning/timing for the final investment decision.*

*For resources contributed by third parties, describe the amounts expected, their nature (external equity, debt or other grants). Indicate when approval is expected and explain the degree of confidence (and why) of getting such approval. Indicate if the approval necessitates a due-diligence process and, if yes, describe its scope.*

*For debt instruments, explain if you (or your partners or associated companies) provide guarantees of repayment, irrespective of the financial performance of the project. Explain the debt structure (layers and their respective seniority) as necessary.*

*Explain what the alternatives are, if a specific source of financing turns out to be not available.*

Insert text

#§MAT-URI-MU§# #@QUA-LIT-QL@# #@FIN-MGT-FM@#

# 3. QUALITY

## 3.1 Cost effectiveness and financial management

**Cost effectiveness** *(n/a for prefixed Lump Sum Grants)*

*For each work package of the project, explain and justify the level of resources needed for implementing the proposed tasks. These may relate to human resources, financial resources, buying equipment, etc.*

*Note: It is important to demonstrate the appropriateness of the estimated costs (in terms of both type and level of costs) needed for the implementation of the proposed tasks.*

Insert text

**Financial management**

*Describe in detail the arrangements for the financial management of the project and the monitoring, internal and external audit and evaluation processes, put in place to ensure the eligibility of the expenditure.*

Insert text

#§FIN-MGT-FM§# #@CON-SOR-CS@#

## 3.2 Consortium set-up, governance and organisational structure

**Consortium cooperation and division of roles and organisational structure**

*Describe the organisational structure set up to implement the project.*

*In particular, explain the distribution of roles and responsibilities between the different partners (Beneficiaries, Affiliated Entities and Associated Partners, if any).*

*Describe the main contractual arrangements, the governance structure, the lines of communication and decision-making processes. Describe if the governance bodies have already been established; if members have been nominated and the status of approval of the governance rules. List any pending decisions on the organisational structure.*

*If a special purpose company/vehicle (SPC/SPV) is envisaged, indicate whether a shareholder agreement has already been prepared. If not yet, the case, indicate where you are with the finalisation of the agreement.*

Insert text

#§CON-SOR-CS§# #@PRJ-MGT-PM@#

## 3.3 Project management, quality assurance and control procedures

**Project management, quality assurance and control procedures**

*Describe the methods to ensure good quality, monitoring, planning and control for the implementation of the project.*

*Explain the main features of the quality assurance plan and quality control system that will be used.*

Insert text

#§PRJ-MGT-PM§# #@RSK-MGT-RM@#

## 3.4 Risk management

### Risk management methods and procedures

*Explain how risk management is part of your project management approach and how you address risk management in general. Mention only methods and major elements (details are to be provided in the risk assessment grid below).*

*Indicate whether a risk management plan is in place and explain its main features.*

Insert text

### Risk assessment grid

*Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them. Include significant risks, factors of uncertainty and major elements of complexity that may affect the project implementation, whether of political, institutional, financial, organisational, social and/or technical nature.*

*Indicate for each risk (in the description) the impact and the likelihood that the risk will materialise (high, medium, low), even after taking into account the mitigating measures.*

***Note:*** *Uncertainties and unexpected events may occur in all organisations, even if very well-run. The risk analysis will help you to predict issues that could delay or hinder project activities. A good risk management strategy is essential for good project management.*

| Risk No | Description | Work Package No | Proposed Risk Mitigation Measures |
|---------|-------------|-----------------|-----------------------------------|
|         |             |                 |                                   |
|         |             |                 |                                   |

#§RSK-MGT-RM§# #@COM-DIS-VIS-CDV@#

## 3.5 Communication and visibility

### Communication and visibility

*Describe the communication plan and strategy to provide visibility to the EU funding (e.g. billboards, reports, websites, brochures, information leaflets, reports, factsheets, newsletters, press articles, presentations).*

*Provide the websites being used for this purpose, the Social Media accounts and the communications' contact person.*

***Note:*** *Please note that we will no longer pay for project websites which are not hosted on participants' websites; costs for separate project websites are no longer eligible.*

Insert text

#§COM-DIS-VIS-CDV§# #@SUS-CON-SC@#

## 3.6 Sustainability and maintenance strategy

### Sustainability and maintenance *(for Works topics)*

*Describe the follow-up of the project after the EU funding ends. How will you guarantee the proper maintenance and continued operation of the investments made?*

*Describe in detail the strategy (periodicity, components, financing, actors) and practical measures that will be put in place.*

> Insert text

#§SUS-CON-SC§# #§QUA-LIT-QL§# #@IMP-ACT-IA@#

# 4. IMPACT — COST-BENEFIT ANALYSIS

## 4.1 Demand analysis

**Demand/traffic forecast study**

*Provide the results of the demand/traffic forecast study (if any). Give an outline of the overall context (including date of completion) and scope of the study, explain the methodology chosen and the assumptions made regarding the demand growth rate and the utilisation rate on completion of the project. Provide the list of indicators and their sources of verification (e.g. institution or organisation collecting statistical information, website, database, etc.). If the study carried out goes beyond the scope of the project, give an overview of the demand analysis of the global project and explain how it is related to the project. Clarify if TEN-T/CEF or other EU programmes have provided financial support for the study.*

> Insert text

## 4.2 Economic and financial analysis

**Socio-economic impact analysis**

*Describe the general socio-economic impact of the project.*

*Describe whether the project (or the wider global project) has the potential to generate cash revenues, and what are the limitations (legal, regulatory, or commercial, if any), that constrain the revenues generation to the levels you have estimated.*

*Provide details on the expected revenues and their timeline (e.g. number and diversity of users). Describe if the users are sensitive to prices and if they are captive. Provide indications concerning the degree of certainty of your assumptions and estimations. Explain whether the project will operate in an autonomous manner or whether the expected level of revenues depends on the completion of additional investments or processes.*

*For works proposals required to submit a full CBA, describe the main results of the economic analysis of the cost benefit analysis (Economic Rate of Return (ERR) and Economic Net Present Value (ENPV). If the scope of the economic analysis addressed by the CBA is wider than the scope of the project, explain the difference in scope between the CBA and the project and to what extent findings of the CBA are relevant to the project. Please upload the CBA report and the CBA cash flow template filled in.*

*For works proposals required to submit a simplified CBA, provide information under this section and submit the simplified CBA calculator filled in. No need for a separate CBA report.*

*For the CBA report, please use the unitary values referred to in the [Handbook on External Costs of Transport](#).*

*Note:*

*For more guidance on CBA, see [CINEA Guide on economic appraisal for CEF Transport Projects](#), [DG REGIO Guide to Cost-Benefit Analysis of Investment Projects](#) and [DG REGIO CBA Economic Appraisal Vademecum](#).*

> Insert text

**Financial analysis**

*Describe the financial viability/sustainability of the project over its lifecycle (budget in balance; use of funds vs sources of funds).*

*For works proposals submitting a CBA, mention the value of the financial indicators after CEF funding (i.e. assuming that CEF support is granted for the amount requested (Financial Rate of Return FRR (C after CEF) and Financial Net Present Value FNPV(C after CEF)). Compare the profitability achieved after CEF funding with national and international benchmarks for the sector.*

> *For projects with negative FNPV and with FRR smaller than the discount rate, explain why or under which conditions (e.g. other grants, reduction of costs) you would still proceed with the project despite its insufficient financial viability and illustrate how the project would be at least financially sustainable (i.e. not likely to default and therefore not putting at risk the commitment from the EU budget) by showing that the cumulated cash flows are always positive. Unprofitable/nonviable projects need to demonstrate their sustainability, for example by benefitting from other sources of support (such as national/local grants or operational subsidies) or revenues that can compensate negative cash flows or by the applicant's commitment and financial capacity to cover the remaining gap or absorb potential losses or accept deferral of profits.*
>
> *Describe any financial risks associated with the implementation of the project.*

Insert text

## 4.3 Social, environmental and other impacts

> **Impact on congestion, modal split, safety and security, service quality, noise air pollutants**
>
> *Describe the expected positive and/or negative impacts of the project on time savings, optimisation of existing capacity and service quality. If quantified in the CBA, mention the total monetary value of such impacts (€ Net Present Value (NPV)) and the main assumptions in terms of quantities (e.g. change in number of hours or vehicles) and unit values (e.g. €/hour or €/vehicle/km).*
>
> *Describe the expected positive and/or negative impacts on modal split.*
>
> *Describe the expected positive and/or negative impacts on safety and security. If quantified in the CBA, mention the monetary value of such impacts (€ NPV) and the main assumptions in terms of quantities (e.g. change in number of accidents, injuries and fatalities) and unit values (€/accident).*
>
> *Describe the expected positive and/or negative impacts of the project on noise emissions. If quantified in the CBA, mention the total monetary value of such impacts (€ NPV) and the main assumptions in terms of quantities (e.g. change in number of trains) and unit values (e.g. €/train).*

Insert text

> **Environmental and climate impact**
>
> *Describe the expected positive and/or negative impacts of the project on the climate change targets (such as the Paris Agreement and the 2030 Climate and energy framework).*
>
> *Describe the expected positive and/or negative impacts of the project on the emission of air pollutants such as Particulate Matter - PM2.5, Nitrogen oxides - NOX, Sulphur Dioxides – SO2, etc. If quantified in the CBA, mention the total monetary value of such impacts (€ NPV) and the main assumptions in terms of quantities (change in tonnes or vehicle\*km) and unit values (e.g. €/tonnes or €/vkm).*
>
> *Specify if the project helps to reduce greenhouse gas emissions (GHG) and limit global warming. Explain how it impacts upstream and downstream emissions (e.g. emissions from purchased electricity as well as full life cycle). For works proposals submitting a CBA, also include the total monetary value of such impacts (€ NPV) and the main assumptions in terms of quantities (avoided tonnes of GHG) and unit values (e.g. €/tCO2equivalent).*
>
> *Describe how climate change has been taken or will be taken into consideration when designing the project and its components.*
>
> *Describe how the project is consistent with the climate proofing of infrastructure mitigation pillar (including how the cost of greenhouse gas emissions have been integrated in the economic evaluation, how it is consistent with the energy efficiency first principle and how it is consistent with the emission targets for 2050; for details, see [Commission Technical guidance on the climate proofing of infrastructure](#)).*
>
> *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.*

Insert text

**Climate resilience** *(for Works topics)*

*Describe the climate proofing exercise and how it was taken into consideration when designing the project and its components in line with the [Commission Technical guidance on the climate proofing of infrastructure](#). Summarise the findings of the vulnerability assessment to identify the climate hazards to which the project is more sensitive (because of the its type or location).*

*If significant risks are identified, explain how the vulnerabilities were embedded in the decision-making process so that they can be addressed and mitigated and what relevant measures were taken to ensure the resilience of the project to climate change.*

Insert text

---

**Decision-making tool, input for policy making or development of best practices** *(for Studies topics)*

*Show how the project will have an impact as decision-making tool or input for policy making or development of best practices.*

*Who will use the output of the project and for how long? Describe the extent to which the output will be relied on for decision-making, possibly in relation to other studies and future projects, and at what level, (e.g. a future CEF Transport action, national project, global project, etc.). Describe the relevance and economic value of those future projects in terms of costs and benefits. Explain the degree to which elements of the project could be used to develop best practices.*

Insert text

---

**Interoperability and accessibility**

*Describe if and how the project contributes to increased interoperability of transport systems and/or modes in the TEN-T network.*

*Describe if and how the proposal enhances the accessibility for passengers and/or goods to the TEN-T network (e.g. cross-border dimension, effect/contribution to territorial accessibility, including for outermost regions and islands).*

Insert text

---

**Innovation and digitalisation**

*Describe if and how innovative technologies are being used to reach the project's objectives.*

*Describe if and how the digitalisation forms part of the project (or its use).*

*In case the project is making use of results from EU-supported research projects, please give the reference of the EU research project.*

Insert text

---

**Competition**

*Describe the expected positive and/or negative impacts of the project on regional and national competition.*

Insert text

**Regional and local development and land use**

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

*Indicate if the project is linked to urban development plans, or if it will contribute to increasing the land value.*

Insert text

**Outermost regions (if applicable)**

*Describe which outermost regions are impacted by the project.*

*Indicate how the regions and project promoters cooperate. If relevant, specify which countries are impacted and explain how the cooperation with them is ensured.*

Insert text

**Other considerations**

*Please describe any other relevant considerations.*

Insert text

#§IMP-ACT-IA§# #@CAT-EFF-CE@#

# 5. CATALYTIC EFFECT

## 5.1 Financial gap

**Financial gap**

*Explain how the EU grant will facilitate or accelerate the project, in comparison to a situation without the EU funding.*

*Describe the financial gap, which the EU funding is supposed to cover. Specify and justify the amount.*

*Describe the financial obstacles and how public funding would help to overcome them.*

*Indicate whether you expect any EU support under the Recovery and Resilience Facility (RRF) (with an approximate amount).*

Insert text

## 5.2 Public and private investment and financial leverage

**Public and private investment and financial leverage**

*Provide information on the capacity of the grant to trigger a bigger investment or to allow other investments.*

*Will the EU grant help mobilising additional public and private funding? Will different sources of funding or higher amounts become available? Has the financial leverage been optimised in terms of amounts and duration?*

Insert text

## 5.3 Stakeholder commitment

**Stakeholder commitment**

*Explain how the EU funding would reinforce the commitment of different partners and stakeholders (public and private).*

*What would be the effects, in terms of commitment of stakeholders, if the project would not receive the grant?*

Insert text

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## 6. WORK PLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING

### 6.1 Work plan

| Work plan |
| --- |
| *Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).* |
| Insert text |

### 6.2 Work packages, activities, resources and timing

| WORK PACKAGES |
| --- |
| **Work packages** |
| *This section concerns a detailed description of the project activities.* |
| *Group your activities into work packages.* ***A work package means a major sub-division of the project****. For each work package, enter an objective (expected outcome) and list the activities, milestones and deliverables that belong to it. The grouping should be logical and guided by identifiable outputs.* |
| *Projects should normally have a minimum of 2 work packages. WP1 should cover the management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc) and all the activities which are cross-cutting and therefore difficult to assign to another specific work package (do not try splitting these activities across different work packages). WP2 and further WPs should be used for the other project activities. You can create as many work packages as needed by copying WP1.* |
| *For very simple projects, it is possible to use a single work package for the entire project (WP1 with the project acronym as WP name).* |
| *For works proposals, please make sure to use separate work packages for activities that are linked to the following specific budget categories (D.2 Studies, D.3 Synergetic elements, D.4 Works in outermost regions and D.5 Land purchase, if applicable).* |
| *Work packages covering financial support to third parties ⚠ only allowed if authorised in the Call document) must describe the conditions for implementing the support (for grants: max amounts per third party; criteria for calculating the exact amounts, types of activity that qualify (closed list), persons/categories of persons to be supported and criteria and procedures for giving support; for prizes: eligibility and award criteria, amount of the prize and payment arrangements).* |
| ⚠ *Enter each activity/milestone/output/outcome/deliverable only once (under one work package).* |

⚠️ *Ensure consistency with the detailed budget table per WP/calculator (if applicable)* *(n/a for prefixed Lump Sum Grants)*

**Objectives**

*. Describe the objective of the work package and how it contributes/relates to the overall and specific objectives of the project.*

*State if there are links to other work packages (or conversely that there are no links to any other work package).*

**Activities (WP description)**

*Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task. Provide quantitative information (dimensions, capacity of infrastructure, etc).*

*Mention for each task links with tasks planned under other work packages. Flag tasks which are on the critical path.*

*Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating* **in bold** *the task leader.*

*Add information on other participants' involvement in the project e.g. subcontractors.*

*Complete the column on subcontracting. Subcontracts must be awarded using your usual purchasing practices – provided that they ensure best value for money and no conflict of interests. If you are a public procurer ('contracting authority/entity' within the meaning of the EU Directives on public procurement), you must also comply with the applicable national law on public procurement."*

**Note:**

*The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted.*

**Milestones and deliverables (outputs/outcomes)**

**Milestones** *are control points in the project that help to chart progress.*

*The milestones must be SMART: specific, measureable, achievable, relevant and time-related and must have clearly identified means of verification. The number of milestones per work package will depend on the complexity of each work package. Each work package should have at least two milestones related to it, ideally, one milestone per activity and per year. If needed, one or more intermediate milestones can be added, particularly for long or very complex and costly work packages. Examples of milestones include publication of a tender, signature of contract, starting of study/works, technical progress as certified by the works/studies subcontractors, etc.*

**Means of verification** *are how you intend to prove that a milestone has been reached. If appropriate, you can also refer to indicators. They should be easy and concrete. Examples of means of verification include: publication of the tender notice, signature of a contract by the last party, acceptance/approval of final report/outcome, etc. A deliverable can be also used as a mean of verification for a milestone.*

**Deliverables** *are project outputs which are submitted to show project progress (any format) and achievement of the technical work. Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc.*

*Examples of deliverables for works projects include: constructed rail section, built bridge, deployed charging stations, concluded contract, published manuals, construction of the transmission line [name of the line], commissioning of the transmission line [name of the line], constructed transmission tower, deployed submarine cable, etc. For deliverables which are physical investments, provide in the 'Description' field the type of document you will use to prove the completion of the deliverable (e.g. acceptance note, test protocol, certificate of completion, handover certificate, etc).*

*Examples of deliverables for studies include: a technical design, an engineering design, a completed analysis, an environmental report, data collection, creation of a model and description of scenarios, etc. For such deliverables, provide in the 'Description' field: confirmation of completion and/or approval of technical design, copy of environmental report, etc.*

*For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list,report of the event, presentations.*

*For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the 'Description' field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).*

*For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and*

> *must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.*
>
> *The labels used mean:*
>
> > *Public — fully open ( ⚠ automatically posted online on the Project Results platforms)*
> >
> > *Sensitive — limited under the conditions of the Grant Agreement*
> >
> > *EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444. For items classified under other rules (e.g. national or international organisation), please select the equivalent EU classification level.*
>
> ⚠ *Please note that milestones/deliverables should relate to the project work. Periodic reports or final reports linked to payments should NOT be included.*

*Work Package 1*

| Work Package 1:  [Name, e.g. Project management and coordination] | | | | | |
|---|---|---|---|---|---|
| **Duration:** | MX - MX | **Lead Beneficiary:** | | 1-Short name | |
| **Objectives** | | | | | |
| ▪ | | | | | |
| **Activities (WP description)** | | | | | |
| Task No (continuous numbering linked to WP) | Task Name | Description | Participants | | Subcontracting (Yes/No and Percentage of the task that will be subcontracted). |
| | | | Name | Role (COO, BEN, AE, AP, OTHER) | |
| T1.1 | | | | | |
| T1.2 | | | | | |
| | | | | | |

| Milestones and deliverables (outputs/outcomes) | | | | | | | |
|---|---|---|---|---|---|---|---|
| Milestone No (continuous numbering not linked to WP) | Milestone Name | Work Package No | Lead Beneficiary | Description | | Due Date (month number) | Means of Verification |
| MS1 | | 1 | | | | | |
| MS2 | | 1 | | | | | |
| Deliverable No (continuous numbering linked to WP) | Deliverable Name | Work Package No | Lead Beneficiary | Type | Dissemination Level | Due Date (month number) | Description (including format and language) |
| D1.1 | | 1 | | [R — Document, report] [DEM — Demonstrator, pilot, prototype] [DEC —Websites, patent filings, videos, etc] [DATA — data sets, microdata, etc] [DMP — Data Management Plan] [ETHICS] [SECURITY] [OTHER] | [PU — Public] [SEN — Sensitive] [R-UE/EU-R — EU Classified] [C-UE/EU-C — EU Classified] [S-UE/EU-S — EU Classified] | | |
| D1.2 | | 1 | | [R — Document, report] [DEM — Demonstrator, pilot, prototype] [DEC —Websites, patent filings, videos, etc] [DATA — data sets, microdata, etc] [DMP — Data | [PU — Public] [SEN — Sensitive] [R-UE/EU-R — EU Classified] [C-UE/EU-C — EU Classified] [S-UE/EU-S | | |

| | | | | Management Plan]<br>[ETHICS]<br>[SECURITY]<br>[OTHER] | — EU<br>Classified] | | |
|---|---|---|---|---|---|---|---|
| | | | | | | | |

| **Estimated budget — Resources** *(n/a for prefixed Lump Sum Grants)* |
|---|
| See detailed budget table per WP/calculator (annex 1 to Part B) |

## *Work Package …*

*To insert additional work packages, copy WP1 as many times as necessary.*

## *Timetable*

| **Timetable** |
|---|
| *Fill in the timetable for the project (using either the template available on Portal Reference Documents or a Gantt chart which respects the minimum requirements set out in the template) and attach it to your Application Form (annex X to Part B).* |

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#@ETH-ICS-EI@#

# 7. OTHER

## 7.1 Ethics

| Ethics |
| --- |
| Not applicable. |

#§ETH-ICS-EI§# #@SEC-URI-SU@#

## 7.2 Security

| Security |
| --- |
| Not applicable. |

#§SEC-URI-SU§# #@DEC-LAR-DL@#

# 8. DECLARATIONS

| Higher funding rate (if applicable) | YES/NO |
| --- | --- |
| Do you fulfil the conditions set out in the Call document for a higher funding rate?<br>If YES, explain and provide details. | |
| Insert text | |

| Twinned projects (if applicable) | YES/NO |
| --- | --- |
| Is the project twinned to another project which is funded under another CEF call and part of the same global project?<br>If YES, give details on the twin-project (name, number, etc).<br>*Note: Twinned projects will be evaluated together and afterwards managed as linked actions (for the purposes of the Grant Agreement).* | |
| Insert text | |

| Double funding | |
| --- | --- |
| **Information concerning other EU grants for this project**<br>⚠ *Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).* | YES/NO |
| We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant *(including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc).*<br>If NO, explain and provide details. | |
| We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant *(including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural* | |

| *Funds, etc)*. If NO, explain and provide details. |  |
| --- | --- |

| **Financial support to third parties (if applicable)** |
| --- |
| *If your project requires a higher maximum amount per third party than the threshold amount set in the Call document, justify and explain why this is necessary in order to fulfil your project's objectives.* |
| Insert text |

#§DEC-LAR-DL§#

# ANNEXES

## LIST OF ANNEXES

**Standard**
Detailed budget table per WP/Calculator (annex 1 to Part B) — *mandatory (n/a for prefixed Lump Sum Grants)*
CVs (annex 2 to Part B) — *not applicable*
Annual activity reports (annex 3 to Part B) — *mandatory, if required in the Call document*
List of previous projects (annex 4 to Part B) — *mandatory, if required in the Call document*

**Special**
Timetable/Gantt chart (annex X to Part B) — *mandatory*
Other annexes (annex X to Part B) — *mandatory, if required in the Call document*

# LIST OF PREVIOUS PROJECTS

| List of previous projects | | | | | |
|---|---|---|---|---|---|
| *Please provide a list of your previous projects for the last 4 years.* | | | | | |
| Participant | Project Reference No and Title, Funding programme | Period (start and end date) | Role (COO, BEN, AE, OTHER) | Amount (EUR) | Website (if any) |
| [name] | | | | | |
| [name] | | | | | |
| | | | | | |

| HISTORY OF CHANGES | | |
|---|---|---|
| VERSION | PUBLICATION DATE | CHANGE |
| 1.0 | 01.09.2021 | Initial version (new MFF). |
| 2.0 | 01.06.2022 | Consolidation, formatting and layout changes. Tags added. |
| | | |
| | | |
| | | |