Programme for the Environment and Climate Action (LIFE)

Application Form

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

(LIFE SIP and SNAP)

Version 2.0
01 May 2022

Disclaimer
This document is aimed at informing applicants for EU funding. It serves only as an example. The actual web forms and templates are provided in the Funding & Tenders Portal Submission System (and may contain certain differences). The applications (including annexes and supporting documents) must be prepared and submitted online via the Portal.

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.

How to prepare and submit Part B?

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

The templates to use are available inside the Submission System. Please note that not using the correct template may lead to the inadmissibility of your proposal

To ensure a proper evaluation of your project, the appropriate sections of the template must be filled in depending on whether the call has one or two submission stages. For stage 1 (concept note), some sections are not applicable (noted as n/a); for stage 2 (full proposal), all sections must be completed.

You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application.

Character and **page limits**:

- page limit normally:
  - stage 1 (concept note):**45**
  - stage 2 (full proposal): **200** 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 10 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 page 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. Removing the instructions may result in your proposal being considered inadmissible.**

⚠ 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

How to fill in the forms

The forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the 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 Model Grant Agreement	
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.*

Fixed keyword 1 Add

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

A specific grant agreement (SGA) implements a concrete action/work programme under a valid framework partnership agreement (FPA).

The reference or the contract number of the linked FPA is needed for the assessment of the SGA proposal. *xxxxxx(xxx)*

Application forms

Proposal ID

Acronym

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: - to be fully compliant with the eligibility criteria set out in the call - not to be subject to any exclusion grounds under the EU Financial Regulation 2018/1046 - 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.

2 - Participants

List of participating organisations

#	Participating Organisation Legal Name	Country	Action
1			

Application forms

Proposal ID

Acronym

Short name

Organisation 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

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 XXXXXXXXX*

Phone 2 *+XXX XXXXXXXXX*

Proposal ID

Acronym

3 - Budget

No.	Name of beneficiary	Country	Role	Personnel costs - without volunteers / EUR	Personnel costs – volunteers / EUR	Subcontracting costs/ EUR	Purchase costs - Travel and subsistence/ EUR	Purchase costs - Equipment/ EUR	Purchase costs - Other goods, works and services/ EUR	Indirect costs/ EUR	Total eligible costs/ EUR	Estimated eligible contributions/ 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		0.00	0.00	0	0	0	0	0.00
	Total																					

Proposal ID

Acronym

4 - Other questions

Essential information to be provided for proposals including clinical Trials / studies / investigations

Clinical study means, for the purpose of this document, any systematic prospective or retrospective collection and analysis of health data obtained from individual patients or healthy persons in order to address scientific questions related to the understanding, prevention, diagnosis, monitoring or treatment of a disease, mental illness, or physical condition. It includes but it is not limited to clinical studies as defined by Regulation 536/2014 (on medicinal products), clinical investigation and clinical evaluation as defined by Regulation 2017/745 (on medical devices), performance study and performance evaluation as defined by Regulation 2017/746 (on in vitro diagnostic medical devices).

Are clinical studies / trials / investigations included in the work plan of this project? ◯ Yes ◯ No

GHG Emission

Absolute GHG emission avoidance (in tCO2e) 0

Result of the GHG emission avoidance calculation. Explanation is provided in application form part B question 2.1

Relative GHG emission avoidance (as a %) 0.00

Result of the GHG emission avoidance calculation. Explanation is provided in application form part B question 2.2

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

Validation result

Show Error — The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

Show Warning — The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked (**proposal will be submitted with the missing or incorrect value).

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.*

PROJECT	
Project name:	[project title]
Project acronym:	[acronym]
Coordinator contact:	[name NAME], [organisation name]

TABLE OF CONTENTS

#@APP-FORM-LIFESIPSNAP@#
#@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@#

1. RELEVANCE

Fill in ***only*** *sections 1.1, 1.2, 1.4 at stage 1 (concept note). Fill in* ***all sections*** *at stage 2 (full proposal).*

1.1 Background and general project objectives

Background and general project objectives *Explain the problem and the needs to be addressed in the project.* *Provide following information about your project:* – *Targeted plan/strategy/action plan including (expected) date of adoption, period covered, status of implementation (main bottlenecks/gaps). Please note that it should be one of the plans/strategies/action plans listed as eligible in the Call document.* – *Geographical scope of the project (does the project cover entire country, one or several regions, cities etc?)* *Describe the background, starting point/quantified baseline of the project, explaining the current level of implementation of the targeted plan/strategy/action plan.* *Explain the main gaps and barriers for the full implementation of the plan/strategy/action plan and main needs in terms of investments, concrete measures, capacity building etc.* *State the overall aim and explain where the main activities of the project will take place. Explain the reasons behind your choice.*
Insert text

1.2 Specific project objectives

Specific project objectives *Describe the specific objectives (clear, measureable, realistic and achievable within the duration of the project).* ***Note:*** *Bear in mind that the overall aim of SIP/SNAP project must be to contribute to the full implementation of the targeted plan/strategy/action plan.*
Insert text

1.3 Compliance with LIFE programme objectives and call topics *(n/a for concept note)*

Compliance with LIFE Programme objectives and call topics *(n/a for concept note)* *Explain how the project contributes to the specific objectives of the LIFE Programme and the sub-programme targeted by the call (Nature and Biodiversity, Circular Economy and Quality of Life, Climate Mitigation or Clean Energy Transition).* *Explain how the proposed project addresses the scope of the topic description in the Call document.*
Insert text

#§PRJ-OBJ-PO§# #@CON-MET-CM@#

1.4 Concept and methodology

Concept and methodology *Describe the overall intervention logic of the project, including the main idea and assumptions (i.e. how are the proposed activities and steps of your project expected to lead to the intended changes in terms of outcomes and impacts).* *You should divide your project into **phases**, each one lasting if possible at least 3 years (not compulsory, but strongly recommended to reduce administrative burden). The first phase should be clearly described, the remaining phases of your project may include fewer details but overall you should be able to demonstrate how the project objective will be achieved once all the phases are implemented. You will be able to make necessary adjustments to the subsequent phases as you proceed with the implementation of the project.* *Explain the methodology, i.e. the main tools, techniques, methods and procedures you will use to implement the technical part of your project. Justify why the proposed methodology is the most suitable for achieving the project's objectives.*
Insert text

#§CON-MET-CM§# #@COM-PLE-CP@#

1.5 Upscaling results of other EU funded projects *(n/a for concept note)*

Upscaling results of other EU funded projects *(n/a for concept note)* *Explain if and how the proposal builds on or up-scales results of other EU-funded projects.*
Insert text

1.6 Synergies and co-benefits with other LIFE sub-programmes *(n/a for concept note)*

Synergies and co-benefits with other LIFE sub-programmes *(n/a for concept note)* *Describe synergies with other LIFE sub-programmes (Nature and Biodiversity, Circular Economy and Quality of Life, Climate Change or Clean Energy Transition). Describe spillover effects (co-benefits) in addition to those targeted by the project. If possible, quantify the contribution.* *Identify the planned activities/tasks that address these policy objectives of other LIFE sub-programmes.*
Insert text

1.7 Synergies and co-benefits with other EU policy areas *(n/a for concept note)*

Synergies and co-benefits with other EU policy areas *(n/a for concept note)* *Describe the synergies and positive spillover effects (co-benefits) with other EU policy areas (for example agriculture, health, civil protection, jobs and growth, etc.). If possible, quantify the contribution.* *Identify the activities/tasks that address these other EU policy objectives.*
Insert text

#§COM-PLE-CP§# #§REL-EVA-RE§# #@IMP-ACT-IA@#

2. IMPACT

*Fill in **only** section 2.1 at stage 1 (concept note). Fill in **all sections** at stage 2 (full proposal).*

2.1 Impact and ambition

Impact and ambition *Define the effects of the project (during the implementation and up to 5 years after its end).* *Be specific and provide information about impacts that are a result of your project, and separately, the impacts of the complementary measures and actions.* *In addition to the expected specific results, indicate the level or degree of implementation of the targeted plan/strategy/action plan that will be achieved through the SIP/SNAP project.* *Wherever possible, use quantified indicators and targets. Show the steps of your calculation and base yourself on the activities mentioned in your work plan. Justify and substantiate the baselines, benchmarks and assumptions you used, making reference to relevant publications, studies or statistics. Try to use the same methodologies for calculating impacts: (not different methodologies for each partner, region or country). Extrapolations should preferably be prepared by one partner. (n/a for concept note)* **Note:** *In addition to the description above, for stage 2 (full proposals) include quantified indicators in Part C of the application forms (both horizontal KPIs for the LIFE programme as well as any specific KPIs relevant to the proposal). Ensure correspondence between part B and part C.*
Insert text

#@SUS-CON-SC@#

2.2 Sustainability and exploitation of project results *(n/a for concept note)*

Sustainability and exploitation of project results *(n/a for concept note)* *Describe your strategy to sustain and exploit the project's results after the EU funding ends. Consider the following aspects:* – *How will the sustainability of the project impact be ensured? Which tasks will you carry out during the project to ensure that?* – *Which parts of the project should be continued or maintained? How will this be achieved and which resources will be necessary?* *Do you foresee other ways of exploiting the project's results, e.g. utilisation in further research, in developing / creating / marketing a product or process, in creating / providing a service, in standardisation activities etc.? Who are the targeted users?* *How will you ensure the long term implementation of the targeted plan/strategy/action plan and beyond? Will the staff recruited/trained during the project continue to work on the implementation of the plan/strategy/action plan?* ***Note:*** *Don't forget to include the activities in the mandatory Work Package for Sustainability, replication, and exploitation of project results.*
Insert text

#§SUS-CON-SC§#

2.3 Catalytic potential: Replication and upscaling *(n/a for concept note)*

Catalytic potential: Replication and upscaling *(n/a for concept note)* *Describe the strategy and tasks to multiply the impact of the project (during implementation or afterwards). How will its main actions and results be replicated elsewhere?* *Describe the potential for the results to be replicated in the same or other sectors or places. What factors might favour or limit the replication?* *Describe the potential for the results to be up-scaled by public/private actors or through mobilising larger investments or financial resources. What is the coverage and size of the market? Who are the potential users of the results?* ***Note:** Don't forget to include the activities in the mandatory Work Package for Sustainability, replication, and exploitation of project results.*
Insert text

#§IMP-ACT-IA§# #@QUA-LIT-QL@# #@WRK-PLA-WP@#

3. IMPLEMENTATION

*Fill in **only** sections 3.1 and 3.3 at stage 1 (concept note). Fill in **all sections** at stage 2 (full proposal).*

3.1. Work plan

Work plan *Provide a brief description of the overall structure of the work plan, together with a graphical presentation of the components showing how they inter-relate (Pert chart or similar).* *Consider dividing your project into **phases**, each one lasting at least 3 years (strongly recommended to reduce the administrative burden). Remember that project monitoring and interim payments are linked to completed phases of the project.* *Present the work done by phase. The reader should get a general idea of the chronology of work packages and their main activities.* *A work package (WP) means a major sub-division of the project. The number of work packages should be proportionate to the scale and complexity of the project. WP1 should cover the project management and coordination activities. WP2 (and further WPs) should be used for the other project activities. You can foresee as many work packages as needed.* *The work packages should be designed in a way to follow the progress in the implementation of the targeted plan/strategy/action plan (biunivocal linkages as far as possible between work packages and plan/strategy/action plan components/pillars).* *Fill in the the Implementation overview for the targeted plan/strategy/action plan (annex). You may adapt the table, as long as it gives the overall picture on how the plan/strategy/action plan will be implemented.*
Insert text

3.2 Work packages and activities *(n/a for concept note)*

WORK PACKAGES *(n/a for concept note)*

Work packages

This section concerns a detailed description of the project activities in work the work packages.

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.

The number of work packages should be proportionate to the scale and complexity of the project. WP1 should cover the project 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 just one 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 the structure of WP1.

Each WP should describe the tasks for each phase of the project. For the first phase of the project tasks should be described in detail. Tasks in later phases of your project may include fewer details, but overall you still need to demonstrate how the WP objectives will be achieved through the implementation of all phases. You will be able to add additional information through amendments.

Include in addition 2 ***mandatory work packages:***

- *Sustainability, replication and exploitation of project results.*
- *only for Strategic Integrated Projects (SIP ENV & SIP CLIMA): Complementary funds monitoring, coordination and mobilisation*
- *only for Strategic Nature Projects (SNAP): Complementary funds monitoring, coordination and mobilisation, and mainstreaming with other policies (see Call Document)*

In addition, ensure that your work packages cover also the following activities:

- *dissemination and communication, including networking with other LIFE projects*
- *impact monitoring and evaluation*
- *reporting of (estimated and actually achieved) key performance indicators (KPIs) in the LIFE KPI web tool within the first 9 months from grant signature, at mid-term and at the end of the project*

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).*

Mandatory deliverables*:*

- *dedicated project page on beneficiary's own website*
- *capacity building plan*
- *After-LIFE Plan*
- *extract of the project data from the LIFE KPI webtool (month 9,mid-term and end of the project (n/a for Clean Energy Transition)*
- *in case of land purchase, include digital copies of the land register (with 'conservation clause')*

⚠ *Enter each activity/milestone/output/outcome/deliverable only once (under one work package).*

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

Objectives and results

List the specific objectives to which the work package is linked and expected results.

Activities and division of work (WP description)

Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task. The tasks should be numbered continuously, linked to the WP they relate to (e.g. T.1.1, T.1.2, T.2.1, etc.).

*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, in-kind contributions.

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 (e.g. completion of a key deliverable allowing the next phase of the work to begin). Use them for major outputs or achievements expected during the project time, and not only at the end. Please limit the number of milestones by work package.*

Means of verification are how you intend to prove that a milestone has been reached. If appropriate, you can also refer to indicators.

Milestones have a continuous numbering not linked to their WP (e.g. MS1, MS2, etc).

***Deliverables** are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, 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, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.

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).

Deliverables a continuous numbering linked to their WP, (e.g. D1.1 in WP1, D2.1 in WP2, etc).

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.

Work Package 1

Work Package 1: [Name, e.g. Project management and coordination] *(n/a for concept note)*			
Duration:	MX - MX	**Lead Beneficiary:**	1-Short name
Objectives and results			
▪			
Activities and division of work (WP description)			
T.1.1 [Task Name] (Participant X, Participant Y, etc): Description… **T.1.2 [Task Name]** (Participant X, Participant Y, etc): Description…			
Milestones and deliverables (outputs/outcomes)			

Mile-stone No	Milestone Name	WP No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS1		1					
MS2		1					
Deliverable No	Deliverable Name	WP No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D1.1		1		[R — Document, report] [DEM —	[PU — Public] [SEN — Sensitive]		

				Demonstrator, pilot, prototype] [DEC —Websites, patent filings, videos, etc] [DATA — data sets, microdata, etc] [DMP — Data Management Plan] [ETHICS] [SECURITY] [OTHER]	[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 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]		

Work Package …

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

Timetable (n/a for concept note)

Timetable (projects of more than 2 years) *(n/a for concept note)*

Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.

Note: *Use the project months/years instead of calendar months/years. Month 1 always marks the start of the project. In the timeline you should indicate the timing of each activity per WP. You may add additional columns if your project is longer than 6 years.*

ACTIVITY	YEAR 1				YEAR 2				YEAR 3				YEAR 4				YEAR 5				YEAR 6			
	M 1	M 4	M 7	M 10	M 13	M 16	M 19	M 22	M 25	M 28	M 31	M 34	M 37	M 40	M 43	M 46	M 49	M 52	M 55	M 58	M 61	M 64	M 67	M 70
WP1 - …																								
Task 1.1 - …																								
Task 1.2 - …																								
Task …																								

3.3 Stakeholder engagement

Stakeholder engagement *Identify any key stakeholders outside the consortium that are required to ensure the success of the project. How will you mobilise them to contribute to your project activities or participate in these?* *Annex letters of support to demonstrate the type and level of commitment already secured (if any).*
Insert text

#@PRJ-MGT-PM@#

3.4 Impact monitoring and evaluation *(n/a for concept note)*

Impact monitoring and evaluation strategy *(n/a for concept note)* *Describe your overall approach to monitor and evaluate the impact indicators during your project. Ensure that you include specific tasks to monitor, evaluate and report impacts in the work plan.*
Insert text

#§PRJ-MGT-PM§# #@COM-DIS-VIS-CDV@#

3.5 Communication, dissemination and visibility *(n/a for concept note)*

Communication, dissemination and visibility of funding *(n/a for concept note)* *Define your target audience(s). Describe the planned communication and dissemination activities to promote the action and its results and maximise the impact (to whom, which format, how many copies, etc.). Clarify how you intent to reach each target audience, relevant stakeholders, policymakers and the public and explain the choice of the dissemination channels. Describe the methods and indicators (quantitative and qualitative) to monitor and evaluate the outreach and coverage of the communication and dissemination activities and results.* *Describe how the visibility of EU funding will be ensured.*
Insert text

#§COM-DIS-VIS-CDV§# #@CON-SOR-CS@#

4. RESOURCES

*Fill in **only** section 4.1 at stage 1 (concept note). Fill in **all sections** at stage 2 (full proposal).*

4.1 Consortium set-up

Consortium cooperation and division of roles (if applicable) *Describe the consortium composition. How will all the partners together bring the necessary expertise?* *In what way does each of the participants contribute to the project? Show that each has a valid role and adequate resources to fulfil that role.* *Is the coordinating beneficiary an authority responsible for the implementation of the targeted plan/strategy/action plan? If not, is the responsible authority part of the project consortium and have they mandated the coordinator to implement the SIP/SNAP project on their behalf?* *For stage 2 (full proposal), fill out the participant information (annex) with more details on the participants and their project teams (key staff).*
Insert text

#§CON-SOR-CS§# #@PRJ-MGT-PM@#

4.2 Project management *(n/a for concept note)*

Project management, quality assurance and monitoring of progress *(n/a for concept note)* *Describe the management structures and decision-making mechanisms within the consortium. Explain how decisions will be taken and how regular and effective communication will be ensured.* *Describe the measures and methods planned to ensure good quality, monitoring, planning and control of project implementation.*
Insert text

4.3 Green management *(n/a for concept note)*

Green management *(n/a for concept note)* *Describe the measures proposed to reduce the environmental impact of your project, for example through the use of green procurement, environmental management systems, etc.*
Insert text

#§PRJ-MGT-PM§# #@FIN-MGT-FM@#

4.4 Budget *(n/a for concept note)*

Estimated budget — Resources *(n/a for concept note)*
See detailed budget table/calculator (annex 1 to Part B).

#§FIN-MGT-FM§# #@RSK-MGT-RM@#

4.5 Risk management *(n/a for concept note)*

Critical risks and risk management strategy *(n/a for concept note)*

Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them.

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.

Describe any barriers/obstacles and framework conditions (such as regulation and standards) that may be a risk for the achievement of the project's objectives/impacts.

Include also the main risks concerning complementary actions that would have an impact on the SIP/SNAP itself.

Note: *Uncertainties and unexpected events 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§# #§QUA-LIT-QL§#

5 COMPLEMENTARY FUNDING

Fill in this section at stage 1 (concept note) and stage 2 (full proposal).

Complementary measures
List actions and measures complementary to the SIP/SNAP project that are necessary for the implementation of the targeted plan/strategy/action plan. For each of these actions or measures indicate the potential source of funding and clarify whether it has already been confirmed. *Indicate which of the complementary measures and actions will be closely linked to the project and which are more general measures that will just facilitate the implementation of the targeted plan/strategy/action plan. Provide details on the measures that will be closely linked.* *Describe the coordination mechanisms with the managers of different funding instruments in order to ensure most effective use of the funding for the complementary measures.* *Describe project activities to mobilise additional funds for the implementation of the targeted plan/strategy/action plan (if any).* *Annex the complementary funding plan.* ***Note:*** *The SIP/SNAP project and the complementary measures and actions should lead to the full implementation of the targeted plan/strategy/action plan. Therefore the list of complementary measures should be comprehensive and include also future activities or and measures for which there are not yet any sources of funding.*
Insert text

#@ETH-ICS-EI@#

6. OTHER

6.1 Ethics

Ethics
Not applicable

#§ETH-ICS-EI§# #@SEC-URI-SU@#

6.2 Security

Security
Not applicable

#§SEC-URI-SU§# #@DEC-LAR-DL@#

7. DECLARATIONS

Double funding	
Information concerning other EU grants for this project ⚠ *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)*. 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 in your project the maximum amount per third party will be more than the threshold amount set in the Call document, justify and explain why the higher amount is necessary in order to fulfil your project's objectives.*
Insert text

Seal of Excellence (if applicable) *(n/a for concept note)* *If provided in the Call document, proposals that pass the evaluation but are below the budget threshold (i.e. pass the minimum thresholds but are not ranked high enough to receive funding) will be awarded a Seal of Excellence.* *In this context we may be asked to share information about your proposal with other EU or national funding bodies.*	
Do you agree that your proposal (including proposal data and documentation) is shared with other EU and national funding bodies to find funding under other schemes?	[YES] [NO]

#§DEC-LAR-DL§#

ANNEXES

LIST OF ANNEXES

Standard
Detailed budget table/Calculator (annex 1 to Part B) — *mandatory (n/a for concept note)*
Annual activity reports (annex 3 to Part B) — *not applicable*

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

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	15.04.2021	Initial version (new MFF).
2.0	01.05.2022	Clarifications in the Important Notice (language, font size, concept notes, etc). Minor adaptation of structure (section 3.2 becomes section 3.3). Minor clarifications regarding other sections. Addition of declaration on SoE. Consolidation, formatting and layout changes. Tags added.