Programme for the Environment and Climate Action (LIFE)

Application Form

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

(LIFE TA PP)

Version 2.0
01 May 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.

How to prepare and submit Part B?

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.

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 **30** 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			

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*

Application forms

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																					

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 tCO_2e) 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-LIFETAPP@#
#@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

1.1 Project objectives

Project objectives *Describe the specific objectives of your project (clear, measureable, realistic and achievable within the duration of the project).*
Insert text

1.2 Compliance with call topic

Compliance with the call topic *Indicate the call topic to which your proposal relates, and explain how the proposed project addresses the scope of the topic description in the Call document.* *Provide the following information about the planned SIP/SNAP project, which the project aims to prepare:* – *Targeted plan/strategy/action plan, including the (expected) date of its adoption and period covered. Please note that it should be one of the targeted plan/strategy/action plan listed as eligible in the Call document.* – *Geographical scope of the planned SIP/SNAP project (will it cover entire country, one or several regions, cities, etc?) Analyse the needs which will be addressed by the planned SIP/SNAP project.* – *Clarify whether any work aiming at the preparation of the SIP/SNAP project has already been completed. Indicate which SIP/SNAP call (year) you are targeting.* – *Indicate whether you plan to prepare both stage 1 and stage 2 (concept note and full proposal) or only a stage 2 proposal (full proposal).*
Insert text

#§PRJ-OBJ-PO§# #§REL-EVA-RE§# #@QUA-LIT-QL@# #@WRK-PLA-WP@#

2. IMPLEMENTATION

2.1 Work plan

Work plan *Please 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

2.2 Work packages and activities

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.* *WP 1 should cover management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc). One WP, if applicable, should be used for the preparation of the stage 1 (SIP/SNAP concept note), and a separate WP should be dedicated for the preparation of stage 2 (SIP/SNAP full proposal).* *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/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]			
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)							
Milestone 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 — 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 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

Timetable (projects up to 2 years) *Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.* ***Note:** Use the project month numbers instead of calendar months. Month 1 always marks the start of the project. In the timeline you should indicate the timing of each activity per WP.*																								
ACTIVITY	**MONTHS**																							
	M 1	**M 2**	**M 3**	**M 4**	**M 5**	**M 6**	**M 7**	**M 8**	**M 9**	**M 10**	**M 11**	**M 12**	**M 13**	**M 14**	**M 15**	**M 16**	**M 17**	**M 18**	**M 19**	**M 20**	**M 21**	**M 22**	**M 23**	**M 24**

WP1 - …																								
Task 1.1 - …																								
Task 1.2 - …																								
Task …																								

2.3 Stakeholder engagement

Stakeholder engagement *Identify any key stakeholders outside the consortium that are required to ensure the success of the SIP/SNAP project. How will you mobilise them to contribute to the planned SIP/SNAP project activities or participate in these?* *In case the authority responsible for the implementation of the targeted plan/strategy/action plan is not a member of the TA project consortium, please provide a Letter of support confirming their commitment to present and implement the SIP/SNAP project.*
Insert text

#@CON-SOR-CS@#

3. RESOURCES

3.1 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.*
Insert text

#§CON-SOR-CS§# #@PRJ-MGT-PM@#

3.2 Project management

Project management, quality assurance and monitoring of progress *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

3.3 Green management

Green management *Describe the measures proposed to reduce the environmental impact of your TA-PP project, for example through the use of green procurement, environmental management systems, etc.*
Insert text

#§PRJ-MGT-PM§# #@FIN-MGT-FM@#

3.4 Budget

Estimated budget — Resources

See detailed budget table/calculator (annex 1 to Part B).

#§FIN-MGT-FM§# #@RSK-MGT-RM@#

3.5 Risk management

Critical risks and risk management strategy *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.* ***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§# #@ETH-ICS-EI@#

4. OTHER

4.1 Ethics

Ethics
Not applicable

#§ETH-ICS-EI§# #@SEC-URI-SU@#

4.2 Security

Security
Not applicable

#§SEC-URI-SU§# #@DEC-LAR-DL@#

5. 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

#§DEC-LAR-DL§#

ANNEXES

LIST OF ANNEXES

Standard

Detailed budget table/Calculator (annex 1 to Part B) — *mandatory*
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 2.2 becomes section 2.3). Minor clarifications regarding other sections. Consolidation, formatting and layout changes. Tags added.