



Information Measures relating to the Common Agricultural Policy Programme

Proposal Template

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

Support to information measures
relating to the Common Agricultural Policy

IMCAP

Version 1.0
30 October 2019

Disclaimer

This document is aimed at informing applicants for EU funding. It serves only as an example. The actual web forms and templates provided in the Funding & Tenders Portal Electronic Submission System might differ from this example. Proposals (and annexes and supporting documents) must be prepared and submitted directly inside the Portal.



Call:
0

Topic:

Type of action:
0

Proposal number:

Proposal acronym:

Deadline Id:

Table of contents

<i>Section</i>	<i>Title</i>	<i>Action</i>
1	General information	
2	Participants & contacts	
3	Budget	

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 previous steps in the submission wizard.

Proposal ID

Acronym **Acronym is mandatory**

1 - General information

Topic	Type of Action
Call Identifier	Deadline Id

Acronym

Proposal title

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

Duration

Priorities

Free keywords

Abstract*

Short summary (max. 2,000 characters, with spaces) to clearly explain:

- o Objectives
- o Activities
- o Type and number of persons benefiting from the project
- o Expected results
- o Type and number of outputs to be produced

Will be used as the short description of the proposal in the evaluation process and in communications with the programme management committees and other interested parties.

- Do not include any confidential information.
- Use plain typed text, avoiding formulae and other special characters.

If the proposal is written in a language other than English, please include an English version of this abstract in the "Technical Annex" section.

Remaining characters 2000

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? Yes No

Proposal ID

Acronym **Acronym is mandatory**

Declarations

1) The coordinator declares to have the explicit consent of all partners on their participation and on the content of this proposal. Or the single applicant confirms the content of this proposal.	<input type="checkbox"/>
2) The information contained in this proposal is correct and complete. None of the actions foreseen in the proposal have started prior to the date of submission of the current application.	<input type="checkbox"/>
<p>3) The coordinator hereby declares that</p> <ul style="list-style-type: none"> o s/he is fully compliant with the exclusion and eligibility criteria set out in the call for proposals/topic, and has the financial and operational capacity to carry out the proposed actions. S/he also declares that o each partner has confirmed that they are fully compliant with the exclusion and eligibility criteria set out in the call for proposal/topic, and they have the financial and operational capacity to carry out the proposed action. <p>Or the single applicant declares that</p> <ul style="list-style-type: none"> o s/he is fully compliant with the exclusion and eligibility criteria set out in the call for proposal/topic, and has the financial and operational capacity to carry out the proposed actions. 	<input type="checkbox"/>
<p>The coordinator is only responsible for the correctness of the information relating to his/her own organisation. Each applicant remains responsible for the correctness of the information related to him/her and declared above. Where the proposal is to be retained for EU funding, the coordinator and each beneficiary applicant will be required to present a formal declaration in this respect.</p>	

Note:

For **multi-beneficiary applications**, the coordinator vouches for its own organization and that all other participants confirmed their participation and compliance with conditions set out in the call. If the proposal is retained for funding, each participant will be required to submit a formal declaration of honour confirming this.

False statements or incorrect information may lead to administrative sanctions under the Financial Regulation 2018/1046.

Personal data will be collected, used and processed in accordance with Regulation 2018/1725 and the [Funding & Tenders Portal privacy statement](#).

Please be however aware that, to protect EU financial interests, your data may be transferred to other EU institutions and bodies and be registered in the EDES database. Data in the EDES database is also subject to Regulation 2018/1725 and the [EDES privacy statement](#).

Proposal ID

Acronym **Acronym is mandatory**

2 - Participants & contacts

#	Participant Legal Name	Country	Action
1			

Example, not to complete

<i>Proposal ID</i>	<i>Acronym</i>	Acronym is mandatory	<i>Short name</i>
--------------------	----------------	-----------------------------	-------------------

2 - Administrative data of participating organisations

<i>PIC</i>	<i>Legal name</i>
<i>Short name:</i>	
<i>Address</i>	
Street	
Town	
Postcode	
Country	
Webpage	
<i>Specific Legal Statuses</i>	
Public body	unknown
Non-profit	unknown
International organisation	unknown
International organisation of European interest	unknown
Secondary or Higher education establishment	unknown
Research organisation	unknown

Example, not to complete

Proposal ID Acronym Acronym is mandatory Short name

Department(s) carrying out the proposed work

Department 1

Department name not applicable

Same as proposing organisation's address

Street

Town

Postcode

Country

Dependencies with other proposal participants

<i>Character of dependence</i>	<i>Participant</i>	

<i>Proposal ID</i>	<i>Acronym</i>	Acronym is mandatory	<i>Short name</i>
--------------------	----------------	-----------------------------	-------------------

Person in charge of the proposal

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 4 of the submission wizard and save the changes.

Title Sex Male Female

First name Last name

E-Mail

Position in org. *Please indicate the position of the Contact Point above in the organisation.*

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

Same as proposing organisation's address

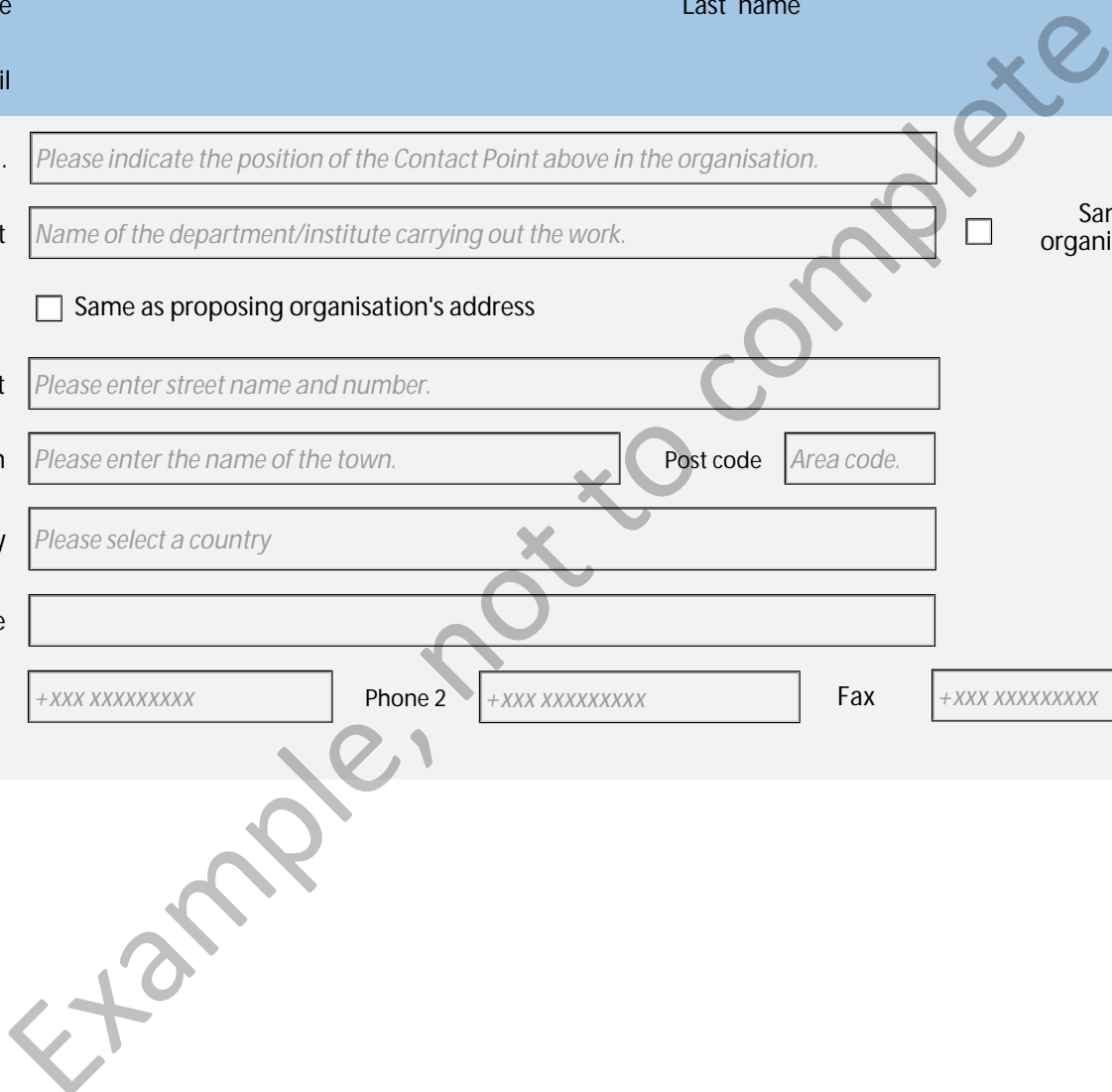
Street *Please enter street name and number.*

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

Country *Please select a country*

Website

Phone *+XXX XXXXXXXXXX* Phone 2 *+XXX XXXXXXXXXX* Fax *+XXX XXXXXXXXXX*



Proposal ID

Acronym **Acronym is mandatory**

3 - Budget for the proposal

No	Name of Beneficiary	Country	Estimated eligible costs							Estimated income	EU contribution		
			A Direct personnel costs / €	B.1 Direct travel costs /€	B.2 Direct subsistence costs /€	C Direct costs of sub-contracting /€	D Direct costs of providing financial support /€	E Other direct costs /€	F Indirect costs /€ 7% of direct costs (sum of budget categories A-E)		G Total costs/€ (A)+(B)+(C)+(D)+(E)+(F)	H Receipts /€	I Reimbursement Rate
1			0	0	0	0	0	0	0,00	0,00	75	0,00	0,00
Total			0	0	0	0	0	0,00	0,00	0,00		0,00	0,00

Proposal ID

Acronym **Acronym is mandatory**

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!

Example, not to complete



**INFORMATION MEASURES RELATING TO THE
COMMON AGRICULTURAL POLICY
PROGRAMME**

PROPOSAL (PART B)

**Support for information measures relating to the
Common Agricultural Policy**

IMCAP

Example, not to complete

IMPORTANT NOTICE

Applications must be submitted via the Funding & Tenders Portal Submission Service before the call deadline.

Applicants must use this template for their applications (designed to highlight important aspects and facilitate the assessment against the evaluation criteria).

Character and page limits:

- page limit **60** pages
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 8 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 proposal.

⚠ 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. After you have submitted it, any 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.

Example, not to complete

COVER PAGE

Part B of the proposal must be filled out by the participants in WORD, assembled and uploaded as PDF in the Funding & Tenders Portal Submission System. The template to use is available there.

Note: Please take due account of the objectives, themes, priorities, activities and results that can be funded under the call (see call document). Pay particular attention to the award criteria; they explain how the proposal will be evaluated.

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

PARTICIPANTS				
<i>Please use the same numbering as in part A of the proposal form.</i>				
<i>List beneficiaries and linked third parties (affiliated entities).</i>				
Number	Role	Name	Short name	Country
1	BEN			
1.2	LTP			
...				

TABLE OF CONTENTS

INFORMATION MEASURES RELATING TO THE COMMON AGRICULTURAL POLICY PROGRAMME	2
PROPOSAL (PART B)	2
COVER PAGE	4
1. PROJECT SUMMARY	6
2. PROJECT BACKGROUND, NEEDS ASSESSMENT & RELEVANCE	6
3. OBJECTIVES, IMPACT & METHODOLOGY	6
3.1 Objectives	6
3.2 Impact	6
3.3 Concept & methodology	7
3.4 Cost effectiveness	7
3.5 European added value & impact on non-EU countries	7
4. ACTIVITIES & WORK PACKAGES	8
4.1 Activities & work packages	8
Work package 1	8
Work package 2 (Delete if not needed)	11
Work package	14
4.2 Timetable	15

5. PARTICIPANTS & PROJECT MANAGEMENT	16
5.1 Participants	16
5.2 Project management.....	16
5.3 Dissemination, communication & visibility	17
5.4 Ethics & security	17
5.5 Sustainability & continuation	18
6. DECLARATIONS	18
ANNEXES	20

Example, not to complete

1. PROJECT SUMMARY

Project summary

Provide an overall description of your project (including context and overall objectives, planned activities and main achievements, and expected results and impacts (on target groups, change procedures, capacities, innovation etc)). This summary should give readers a clear idea of what your project is about.

It should be written as a stand-alone text to promote the project. It should be structured but descriptive; not merely provide lists of objectives, activities, beneficiaries and outputs.

⚠ Please use the same text here and in Part A (Abstract).

Note: *The summary must always be in English (even if the rest of your proposal is in another EU language (official EU languages are allowed)).*

We may publish this summary for publication/dissemination purposes. Avoid any references to information that is not publicly accessible and do not include any confidential information or personal data (e.g. names and addresses).

Insert text (same text as proposal abstract in SEP)

2. PROJECT BACKGROUND, NEEDS ASSESSMENT & RELEVANCE

Background, needs analysis & relevance

Describe the project context (including your understanding of the relevant EU policies and to what extent your project builds on previous project results in the field) and analyse the needs which will be addressed by the project.

How does your project address the more general objectives and themes & priorities of the EU call/topic to which you are applying? What is the project's contribution?

Insert text

3. OBJECTIVES, IMPACT & METHODOLOGY

3.1 Objectives

Objectives

Define the specific objectives of the project. What issue/challenge/gap does the proposal aim to address?

The objectives should be clear, measurable, realistic and achievable within the duration of the project. For each objective, define appropriate indicators for measuring achievement (including a unit of measurement, baseline value and target value).

Insert text

3.2 Impact

Impact & ambition

Define the short, medium and long-term effects of the project.

Who are the target groups? How will the target groups benefit concretely from the project and what would change for them?

Insert text

3.3 Concept & methodology

<p>Concept & methodology</p> <p><i>Outline the approach and methodology behind the project. Explain why they are the most suitable for achieving the project's objectives.</i></p>
Insert text

3.4 Cost effectiveness

<p>Cost effectiveness</p> <p><i>Show that your project represents good value for money and that you aimed for cost efficiency in the estimated budget (taking into account the project set-up, budget and expected results and deliverables).</i></p> <p><i>⚠ You do not have to compare and justify the costs of each WP. The purpose is just to give a brief summary explanation on your budget's cost effectiveness. It will be assessed together with the information in section 4 and the detailed budget table (if applicable).</i></p>
Insert text

3.5 European added value & impact on non-EU countries

<p>European dimension</p> <p><i>Illustrate the European dimension of the planned activities (if any): trans-national dimension of the project; impact/interest for a number of countries; possibility to use the results in other countries, potential to develop mutual trust/cross-border cooperation among EU countries, etc.</i></p> <p><i>Which countries will benefit from the project (directly and indirectly)? Where will the activities take place?</i></p>
Insert text
<p>Impact on non-EU countries</p>
Not applicable.

4. ACTIVITIES & WORK PACKAGES

4.1 Activities & work packages

WORK PACKAGES
<p><i>This section concerns a detailed description of the project activities to achieve the objectives described in section 3.</i></p> <p><i>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 its activities, milestones and deliverables that belong to it. The grouping should be logical and guided by identifiable outputs.</i></p> <p><i>Projects will have a minimum of 2 work packages (work package 1 covering the management and coordination activities and work package 2 for the other project activities).</i></p> <p><i>Work package 1 should cover all activities related to the general management and coordination of the project (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.</i></p> <p><i>You can create as many work packages as needed by copying work package 2.</i></p> <p>⚠ <i>Enter each activity/milestone/output/outcome/deliverable only once (under one work package).</i></p>

Work package 1

Work package 1: [Name, e.g. Project management & coordination]		
<i>Ensure consistency with the detailed budget table (if applicable) — use same WP numbers and names.</i>		
Duration:	MX - MX	Lead beneficiary: 1-Short name
Objectives		
<ul style="list-style-type: none"> Project management 		
Description of the activities (what, how, where)		
<i>Present a concise overview of the work (planned tasks). Be specific, give a short name for each task and number them (the same list of tasks will have to be used for the division of work).</i>		
Task number	Task name	Description

(continuous numbering linked to WP)				
1.1				
1.2				
Division of work Show who is responsible for which tasks (coordinator (COO), beneficiaries (BEN), linked third parties (LTP)). Add information on subcontractors, in-kind contributions, partner organisations etc.). Use the list of tasks from above. ⚠ Note: The coordinator remains fully responsible for the coordination tasks even if they are delegated to someone else. Moreover, coordinator tasks can normally not be subcontracted (see Model Grant Agreement).				
Task number (continuous numbering linked to WP)	Task name	Participant		With help of subcontracting/ in-kind contribution/partner organisation (Yes/No and which)
		Name	Role (COO, BEN, LTP, OTHER)	
1.1				
1.2				
Milestones (outputs/outcomes) & deliverables Milestones are control points in the project that help to chart progress. Deliverables are outputs which can be delivered to us (any format). Limit the number of milestones and deliverables. Do not include minor sub-items or internal working papers. Examples of outputs and deliverables for work package 1: Milestones — kick-off meetings, coordination meetings, steering committees Deliverables — publications, leaflets, progress reports Note: The description should include details on type (publication, e.g. flyer / brochure / working paper / article / press release / slides / CD; website/web-tool; etc.), format (e.g. printed and/or electronic, downloadable), the approximate number of pages and copies of a publication, language. Means of verification are how you intend to prove that the milestone has been reached. If appropriate, you can refer to indicators. Note: 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 relate to this starting date. The labels used mean: Public — fully open (e.g. web) Confidential — restricted under the conditions of the grant agreement				

Classified — EU-classified (EU-CONF, EU-RESTR, EU-SEC) under Commission Decision No 2015/444							
Milestone number (continuous numbering not linked to WP)	Milestone name	Work package number	Lead beneficiary	Means of verification		Due date (month number)	Description
MS1		1					
MS2		1					
Deliverable number (continuous numbering linked to WP)	Deliverable name	Work package number	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] /ORDP — Open Research Data Pilot] /ETHICS] /OTHER]	[PU — Public] /CO — Confidential] /EU_RES — Classified EU RESTRICTED] /EU_CONF — Classified EU CONFIDENTIAL] /EU_SEC — Classified EU SECRET]		
D1.2		1		[R — Document, report] /DEM — Demonstrator, pilot, prototype] /DEC — Websites, patent filings, videos, etc] /DATA — data sets, microdata, etc] /ORDP — Open Research Data Pilot] /ETHICS] /OTHER]	[PU — Public] /CO — Confidential] /EU_RES — Classified EU RESTRICTED] /EU_CONF — Classified EU CONFIDENTIAL] /EU_SEC — Classified EU SECRET]		
Estimated budget — Resources							

See detailed budget table (annex 1).									
<p>Subcontracting</p> <p>Give details on subcontracted action tasks (if any) and explain the reasons why (as opposed to direct implementation by the participants).</p> <p>Note: Subcontracting concerns the outsourcing of a part of the action to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the consortium participants to have sufficient operational capacity to implement the project activities themselves. Sub-contracting should therefore be exceptional. Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of project management tasks; see Model Grant Agreement).</p>									
Subcontract number (continuous numbering linked to WP)	Subcontract name	Description (including task number to which it is linked)	Estimated costs (EUR)	Justification (why is subcontracting necessary?)	Best-value-for-money (how do you intend to ensure it?)				
S1.1									
S1.2									
Other issues: <i>If subcontracting for the entire project goes beyond 30% of the total eligible costs, give specific reasons.</i>			Insert text						

Work package 2 (Delete if not needed)

Work package 2: [Name]			
<i>Ensure consistence with the detailed budget table (if applicable) — use same WP numbers and names.</i>			
Duration:	MX - MX	Lead beneficiary:	X-Short name

<p>Objectives</p> <p>List the specific objectives (from section 3.1) to which this work package is linked.</p> <p>▪</p>				
<p>Description of the activities (what, how, where)</p> <p>Present a concise overview of the work (planned tasks). Be specific, give a short name for each task and number them (the same list of tasks will have to be used for the division of work).</p>				
Task number (continuous numbering linked to WP)	Task name	Description		
2.1				
2.2				
<p>Division of work</p> <p>Show who is responsible for which tasks (coordinator (COO), beneficiaries (BEN), linked third parties (LTP)). Add information on subcontractors, in-kind contributions, partner organisations etc.). Use the list of tasks from above.</p> <p>Note: For the definitions of linked third party, subcontracting, etc. (see Model Grant Agreement).</p>				
Task number (continuous numbering linked to WP)	Task name	Participant		With help of subcontracting / in-kind contributions / partner organisation (Yes/No and which)
		Name	Role (COO, BEN, LTP, OTHER)	
2.1				
2.2				
<p>Milestones & deliverables</p> <p>Milestones are control points in the project that help to chart progress. Deliverables are outputs which can be delivered to us (any format). Limit the number of milestones and deliverables. Do not include minor sub-items or internal working papers.</p> <p>Note: The description should include details on type (publication, e.g. flyer / brochure / working paper / article / press release / slides / CD; website/web-tool; etc), format (e.g. printed and/or electronic, downloadable), the approximate number of pages and copies of a publication, language.</p>				

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

Note: 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 relate to this starting date.

The labels used mean:

Public — fully open (e.g. web)
 Confidential — restricted under the conditions of the grant agreement
 Classified — EU-classified (EU-CONF, EU-RESTR, EU-SEC) under Commission Decision No [2015/444](#)

Milestone number (continuous numbering not linked to WP)	Milestone name	Work package number	Lead beneficiary	Means of verification		Due date (month number)	Description
MS3		2					
MS4		2					
Deliverable number (continuous numbering linked to WP)	Deliverable name	Work package number	Lead beneficiary	Type	Dissemination level	Due date (month number)	Description (including format and language)
D2.1		2		[R — Document, report] [DEM — Demonstrator, pilot, prototype] [DEC — Websites, patent filings, videos, etc] [DATA — data sets, microdata, etc] [ORDP — Open Research Data Pilot] [ETHICS] [OTHER]	[PU — Public] [CO — Confidential] [EU_RES — Classified EU RESTRICTED] [EU_CONF — Classified EU CONFIDENTIAL] [EU_SEC — Classified EU SECRET]		
D2.2		2		[R — Document, report] [DEM — Demonstrator, pilot, prototype] [DEC — Websites, patent filings, videos, etc] [DATA — data sets, microdata, etc] [ORDP — Open Research Data Pilot]	[PU — Public] [CO — Confidential] [EU_RES — Classified EU RESTRICTED] [EU_CONF — Classified EU CONFIDENTIAL] [EU_SEC — Classified EU		

					[ETHICS] [OTHER]	SECRET]		
Estimated budget — Resources								
See detailed budget table (annex 1).								
Subcontracting								
<p><i>Give details on subcontracted action tasks (if any) and explain the reasons why (as opposed to direct implementation by the participants).</i></p> <p>Note: <i>Subcontracting concerns the outsourcing of a part of the action to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the consortium participants to have sufficient operational capacity to implement the project activities themselves. Sub-contracting should therefore be exceptional. Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest (see Model Grant Agreement).</i></p>								
Subcontract number (continuous numbering linked to WP)	Subcontract name	Description (including task number to which it is linked)	Estimated costs (EUR)	Justification (why is subcontracting necessary?)	Best-value-for-money (how do you intend to ensure it?)			
S2.1								
S2.2								

Work package ...

To insert additional work packages, copy work package 2 as many times as necessary.

4.2 Timetable

Timetable																								
<i>Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.</i>																								
Note: Use the project month numbers instead of calendar months. Month 1 marks always 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
Activity 1.1 - ...																								
Activity 1.2 - ...																								
Activity ...																								

Example, not to complete

5. PARTICIPANTS & PROJECT MANAGEMENT

5.1 Participants

Participants
See cover page.

Consortium cooperation & division of roles
Not applicable.

Project set-up & division of roles
<p>⚠ Not applicable for multi-beneficiary grants (multi-beneficiary consortium).</p> <p><i>Describe how the beneficiary and third parties (linked third parties, subcontractors, partner organisations, third parties giving in-kind contributions, key stakeholders, etc) will be involved in the project. How will they bring together the necessary expertise?</i></p>
Insert text

5.2 Project management

Project management
<p><i>Explain the overall project management concept. Describe how decisions will be taken and how permanent and effective communication will be ensured. Describe methods to ensure planning and control.</i></p> <p>Note: <i>The concept (including organisational structure and decision-making mechanisms) must be adapted to the complexity and scale of the project.</i></p>
Insert text

Project teams & staff
<p><i>Describe the project teams and how they will work together to implement the project.</i></p> <p><i>List the staff included in the project budget (budget category A) by function/profile (e.g. project manager, senior expert/advisor/researcher, junior expert/advisor/researcher, trainers/teachers, technical personnel, administrative personnel etc. — use the same profiles as in the detailed budget table) and describe shortly their tasks. Provide CVs of all key actors.</i></p>
Insert text

Critical risks & risk management strategy
<i>Describe possible risks, uncertainties, difficulties related to the implementation and your measures/strategy for</i>

addressing them. Indicate for each risk (in the description) probability and impact (high, medium, low).

Risk number	Description of risk	Work package number	Proposed risk-mitigation measures

Monitoring & evaluation strategy

*Describe how you intend to monitor and evaluate the progress of the project.
Explain which quantitative and qualitative indicators you propose to use for the evaluation of the outreach and coverage of the project activities and project results.*

Insert text

5.3 Dissemination, communication & visibility

Dissemination, communication & visibility of EU funding

*Describe the dissemination and communication activities which are planned in the framework of the project in order to promote the project activities/results and maximise the impact (to whom, which format, how many copies, etc.). Clarify how you will reach the target groups, the relevant stakeholders, policymakers and the general public and explain the choice of the dissemination channels.
Describe how the visibility of EU funding will be ensured.*

Insert text

5.4 Ethics & security

Ethics

Not applicable.

Security

Not applicable.

5.5 Sustainability & continuation

Sustainability, long-term impact & continuation
<p><i>Describe the follow-up of the project after the EU funding ends (if any). How will the sustainability of the project impact be ensured?</i></p> <p><i>What will need to be done? Which parts of the project will have to be continued or maintained? How will this be achieved, which resources will be necessary to continue the project? How will the equipment acquired be used? Which personnel will continue to work?</i></p> <p><i>Are there any possible synergies/complementarities with other (EU funded) activities?</i></p>
<p>Insert text</p>

6. DECLARATIONS

Other EU funding						
Information concerning other EU grants for this project						YES/NO (if NO, add details)
<p>⚠ Please note that there is a strict prohibition of double funding from the EU budget. It is important that you provide full and complete information on all other EU funding for the project.</p> <p><i>Give information on any other grant applications pending or similar projects submitted by your consortium. Name the EU programme, project reference number and title. Include EU funding managed by authorities in EU Member States or other funding bodies (e.g. LIFE+, European Structural and Investment Funds Regional Funds,, European Investment Bank, ISF national programmes, Agricultural Funds, etc.).</i></p>						
<p>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.</p>						
<p>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.</p>						
Information concerning other funding for this project						
<p>Will the project get any funding from other public sources (EU, national, international)?</p>						
<p>Will the project be part of a set of coordinated/complementary/joint projects which get funding from other public sources (EU, national, international)?</p>						
Information concerning other EU funding in the same policy area						
<p><i>Have any of the participants already benefitted from funding under this EU programme (or previous programmes)? Include EU funding managed by authorities in EU Member States or other funding bodies (e.g. LIFE+, European Structural and Investment Funds Regional Funds,, European Investment Bank, ISF national programmes, Agricultural Funds, etc.).</i></p> <p><i>The labels used mean:</i></p> <p><i>COO — Coordinator</i></p> <p><i>BEN — Beneficiary</i></p> <p><i>LTP — Linked third party/affiliated entity.</i></p>						
Participant	Name of EU Programme	Reference number and title of the project	Period (start and end date)	Role (COO, BEN, LTP, OTHER)	Amount (EUR)	Project website (if any)

Information concerning other EU funding in other policy areas						
<p><i>Have any of the participants benefitted from EU funding in other policy areas in the last 4 years? Include EU funding managed by authorities in EU Member States or other funding bodies (e.g. LIFE+, European Structural and Investment Funds Regional Funds,, European Investment Bank, ISF national programmes, Agricultural Funds, etc.).</i></p> <p>Note: <i>If the funding was awarded to a group of beneficiaries, mention only the amount awarded to the participant.</i></p>						
Participant	Name of EU Programme	Reference number and title of the project	Period (start and end date)	Role (COO, BEN, LTP, OTHER)	Amount (EUR)	Project website (if any)

Example, not to complete

ANNEXES

LIST OF ANNEXES

Standard

Detailed budget table (annex 1 to Part B) — mandatory

CVs (annex 2 to Part B) — mandatory

Annual activity reports (annex 3 to Part B) — mandatory

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	30.10.2019	Initial version

Example, not to complete