

PART A – Project identification

Purpose and logic:

- The main purpose of this section is to have the project overview presented on one page (project identity, content summary, list of partners, total budget).
- This is the first part of the AF that the project partner sees when they enter the online system.
- All entries and options chosen in A.1 are connected to other parts of AF and reporting.
- Names of project partners can be either in the original language or English or in both languages.
- A.2 Project summary is needed for many different reasons, for example: to be published on the Programme's website, for evaluators, for Monitoring Committee, for keep.eu and for any other database collecting such information.
- A.3 Project budget overview is created automatically from Part D.
- A.4 Project outputs and results overview is created automatically from Part C4 and C5.

A.1 Project identification

Project ID

Automatically generated

Name of the lead partner organisation (original language or English language)

Automatically filled in from part B

Project title

Enter title here [max 200 characters]

Project acronym

Enter acronym here [max 25 characters]

Project duration

*Project duration set according to project category:
Study – 27 months
Test – 33 months
Transfer – 27 months*

Programme priority

*Select from drop-down
1 – Smarter MED
2 – Greener MED*

Programme priority specific objective

*Select from drop-down of objectives that belong to the selected programme priority (links to Part C)
Please refer to the Terms of Reference of the selected Mission, to make sure that you target an applicable S.O.*

Programme mission

*Select from drop-down
- Strengthening an innovative sustainable economy
- Protecting, restoring and valorising the natural environment and heritage
- Promoting green living areas
- Enhancing sustainable tourism*

Project type

*Select from drop-down
- Thematic project – Study
- Thematic project – Test
- Thematic project – Transfer*

A.2 Project summary

Please give a short overview of the project and describe:

- the common challenge of the Programme area you are jointly tackling in your project;
- the overall objective of the project and the expected change your project will make to the current situation;
- the main outputs you will produce and those who will benefit from them;
- the approach you plan to take and why transnational approach is needed;
- what is new/original about the project.

Please give a short overview of the project in the style of a press release – writing a short description of the project, using a journalistic language style that could be understood by non-specialists.

To be provided both in English and French.

In Programme language – if English is not a Programme language [2000 characters]

In English language [2000 characters]

A.3 Project budget overview

This section is filled automatically.

PROGRAMME FUNDING			CONTRIBUTION				TOTAL ELIGIBLE BUDGET	
	Funding (Interreg Funds) Amount	Co-financing rate (%)	Public contribution			Private contribution		Total contribution
			Automatic public contribution	Other public contribution	Total public contribution			
Total project amount							EUR	

A.4 Project outputs and result overview

Purpose and logic:

- This is an overview table based on data from outputs and results tables filled in the work plan. There is no new data to be added here.

Programme output indicator	Measurement unit	Aggregated value per programme output indicator	Project output number	Project output (Output title)	Output target value	Programme result indicator	Measurement unit	Result indicator target value
<i>From WPs</i>	<i>From WPs</i>	<i>Automatically</i>	<i>From WPs</i>	<i>From WPs</i>	<i>From WPs</i>	<i>From WPs</i>	<i>From WPs</i>	<i>From C.5</i>

		<i>calculate d</i>	<i>From WPs</i>	<i>From WPs</i>	<i>From WPs</i>			
<i>From WPs</i>	<i>From WPs</i>	<i>Automatically calculate d</i>	<i>From WPs</i>	<i>From WPs</i>	<i>From WPs</i>	<i>From WPs</i>	<i>From WPs</i>	<i>From C.5</i>
			<i>From WPs</i>	<i>From WPs</i>	<i>From WPs</i>			
			<i>From WPs</i>	<i>From WPs</i>	<i>From WPs</i>			

PART B – Project partners

Purpose and logic:

- This is the place where information about each partner organisation is entered.
- All sections must be completed for each partner individually. B.1.7 Partner budget is an overview table.
- Data marked with an asterisk (*) is mandatory according to the regulation.
- It is possible to collect some of this data during the contracting/start-up phase.

Project partner overview

Partner number	Project partner – name of organisation	Partner role in the project	NUTS (country, if NUTS not applicable)	Partner total eligible budget
<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>
<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>
<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>
<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>
<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>

B.1 Project partner 1

B.1.1 Partner identity

Partner role in the project*

Select from list: lead partner, project partner

Abbreviated name of organisation*

Enter here [max 15 characters]

Partner ID*	Automatically generated by Jems, after approval of the proposal
Name of organisation in original language*	Enter here [max 100 characters]
Name of organisation in English*	If existing, using the official translation [max 100 characters]
Department /unit / division	If applicable, enter here [max 250 characters]
Type of partner*	Drop-down pre-defined list (see Annex 1 – Type of partner and target group classification)
Legal status*	Drop-down (public / private)
VAT number (or other identifier)*	Please check table in Annex 2 for the List of Administrative Codes per country. If VAT number is not available, some other organisation identifier should be used. [max 50 characters]
PIC number	If available

B.1.2 Partner main address

Country* (Nuts 0)	Select from drop-down, in alphabetical order Please beware that some countries are listed with their name in original language, e.g. Crna Gora (ME-Montenegro), Ellada (EL-Greece), España (ES-Spain), Hrvatska (HR-Croatia), Kypros (CY-Cyprus), Severna Makedonija (MK-North Macedonia), Shqipëria (AL-Albania)
Region (NUTS 2)* Drop-down	NUTS 3* Drop-down
Street* [max 50 characters]	House number* [max 20 characters]
Postal code* [max 20 characters]	City* [max 50 characters]
Website	[max 250 characters]

Address of department / unit / division (if applicable)

Country* (NUTS 0)	Drop-down
Region (NUTS 2)*	NUTS 3*

Drop-down

Drop-down

Street*

[max 50 characters]

House number*

[max 20 characters]

Postal code*

[max 20 characters]

City*

[max 50 characters]

B.1.4 Legal representative

Title

(for example: Mr,
Mrs, Dr, etc.)

[max 25 characters]

First name*

Enter here

[max 50 characters]

Last name*

Enter here

[max 50 characters]

B.1.5 Contact person

Title

Mr, Mrs, Dr, etc.

[max 25
characters]

First name*

Enter here

[max 50 characters]

Last name*

Enter here

[max 50 characters]

E-mail address*

Enter here

[max 255 characters]

Telephone*

Enter here

[max 25 characters]

B.1.6 Partner motivation and contribution

Which of the organisation's thematic competences and experiences are relevant for the project?

If applicable, please briefly describe the organisation's experience in participating in and/or managing EU co-financed projects or other international projects.

Enter text here

[2000 characters]

What is the role (contribution and main activities) of your organisation in the project?

Please describe the role of the partner taking into account the specificities of the type of project selected and the expected actions as stated in the Terms of Reference.

Enter text here

[2000 characters]

B.1.7 Partner budget

Partner Budget Options

- Staff costs (real costs – fixed percentage)
- Office and administration flat rate based on direct staff costs (15% of Staff costs)
- Travel and accommodation (15% flat rate based on direct staff costs for beneficiaries from EU territories / 22% flat rate based on direct staff costs for beneficiaries from IPA territories / real costs for partners not able to declare staff costs). Applicants also have the option to declare real costs at the beginning of the project, if justified. This option cannot be changed during the programming period, including in case of participation in other projects.
- External Expertise and services
- Equipment

Partner Budget

Staff Costs – only fill in ONE LINE with the total amount (do not add extra lines for individual staff members)

Entry field for total	Total
<i>Enter here</i>	<i>Automatically filled in</i>

Office and administration

Total Office and administration flat rate is automatically calculated by applying the rate (15%) to the total Staff costs

Flat rate for office and administration	Total
	<i>Automatically filled in</i>

Travel and accommodation

Flat rate option: 15% flat rate based on direct staff costs for beneficiaries from EU territories / 22% flat rate based on direct staff costs for beneficiaries from IPA territories.

Total Travel and accommodation flat rate is automatically calculated by applying the rate (%15 / %22) to the total Staff costs.

Real cost option: Partners that are not able to declare staff costs should declare real costs for travel and accommodation. However, any partner also has the option to declare real costs in justified cases.

Any option chosen at the beginning of the project cannot be changed, and will apply to all projects in which the partner participates during the whole programming period. Please see Programme Manual for further information.

Flat rate for travel and accommodation	Total
	<i>Automatically filled in</i>

External expertise and services

Description	Award procedure	Investment	Total
<i>Enter here [max 255 characters]</i>	<i>Enter here [max 250 characters]</i>		<i>Enter here</i>
+			

Equipment

Description	Award procedures	Investment	Total
<i>Enter here [max 255 characters]</i>	<i>Enter here</i>		<i>Enter here</i>
+			

Infrastructure and works

Description	Award procedures	Investment	Total
<i>Enter here [max 255 characters]</i>	<i>Enter here</i>		<i>Enter here</i>
+			

B.1.8 Co-financing

Source	Amount	Percentage
<i>Select Interreg Funds</i>	<i>Automatically filled in</i>	<i>Automatically set at 80%</i>
<i>Partner Contribution</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>
<i>Partner total eligible budget</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>

Origin of partner contribution – see Manual section “Drawing up my budget”

Source of contribution	Legal status	Amount	% of total partner budget
<i>Partner organisation automatically filled in</i>	<i>Drop-down menu Public/Private</i>	<i>Enter here</i>	<i>Automatically filled in</i>
<i>+ Add new contribution origin</i>	<i>Drop-down menu</i>	<i>Enter here</i>	<i>Automatically filled in</i>

Contribution	Amount	% of total partner budget
<i>Sub-total public contribution</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>
<i>Sub-total automatic public contribution</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>

<i>Sub-total private contribution</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>
<i>Total</i>	<i>Automatically filled in</i>	<i>Automatically filled in</i>

State Aid information – see Manual section “State-Aid” chapter

A. Is the partner involved in economic activities through the project?

Please answer the questions below. If “Yes”, briefly explain.

State Aid question	Answer	Justification
1. Will the partner implement activities and/or offer goods/services for which a market exists?	Yes/No	<i>Enter text here [max 1000 characters]</i>
2. Are there activities/goods/services that could have been undertaken by an operator with the view of making profit (even if this is not the partner’s intention)?	Yes/No	<i>Enter text here [max 1000 characters]</i>

B. Does the partner receive an undue advantage in the framework of the project?

Please answer the questions below. If “Yes”, briefly explain.

State Aid question	Answer	Justification
1. Does the project applicant plan to carry out the economic activities on its own i.e. not to select an external service provider via public procurement procedures for example?	Yes/No	<i>Enter text here [max 1000 characters]</i>
2. Will the project applicant, any other operator not included in the project as a project partner or the target audience gain any benefits from its project economic activities, not received in the normal course of business (i.e. not received in the absence of funding granted through the project)?	Yes/No	<i>Enter text here [max 1000 characters]</i>

Additional field: State-aid relevant activities –

Please list here concerned activities, with reference (as they appear in the work plan)

Additional field: CBER scheme / de minimis

Please select relevant scheme, if applicable

Associated organisation

Associated organisation number	<i>Automatically generated by Jems, when project is approved</i>
Name of organisation in original language*	<i>Enter here [max 100 characters]</i>
Name of organisation in English*	<i>If existing, using the official translation</i>
Country (NUTS 0)	<i>Drop-down</i>
Region (NUTS 2)	NUTS 3
<i>Drop-down</i>	<i>Drop-down</i>
Street	House number
<i>[max 50 characters]</i>	<i>[max 20 characters]</i>
Postal code	City
<i>[max 20 characters]</i>	<i>[max 50 characters]</i>

Legal representative

Title <i>Drop-down list: Mr, Mrs, Dr, etc. [max 25 characters]</i>	First name <i>Enter here [max 50 characters]</i>	Last name <i>Enter here [max 50 characters]</i>
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Contact person

Title <i>Drop-down list: Mr, Mrs, Dr, etc. [max 25 characters]</i>	First name <i>Enter here [max 50 characters]</i>	Last name <i>Enter here [max 50 characters]</i>
E-mail address <i>Enter here</i>	Telephone <i>Enter here [max 25 characters]</i>	



Please describe the role and interest of the associated partner in the project.

Please specify the role played in the project by the associated partner taking into account these three typologies of involvement:

- Advisory (provide expertise in the theme tackled)
- End-users/receivers/final beneficiaries (use the outputs delivered)
- Observer/supporter (for endorsement)

Please note that this section will also appear in the Associated Partner declaration.

Enter text here
[2000 characters]

B.2 Project partner 2

All sections from B.1 repeat

PART C – Project description

This part is about the description of the whole project. The overall logic (the story) is:

- What do you want to achieve? The big dream/goal/aim which is the overall objective!
- Why is this needed and for whom? Change and target audience!
- How does it fit into the bigger picture? Into the programme's ambitions!
- How will you do it? Activities!
- What will be delivered? Outputs!
- What will change at the end? Results!

C.1 Project overall objective

Now think about your main objective – what do you aim to achieve by the end of your project? Remember your project needs to contribute to the programme's objective.

Your objective should:

- be realistic and achievable by the end of the project, or shortly after;
- specify who needs project results and in which territory;
- be measurable – indicate the change you are aiming for.

Please remember that your Project overall objective should be in line with the expectations defined in the Terms of Reference (please refer to the section “What is the Programme objective targeted with these Terms of Reference?”)

Programme priority specific objective

(automatically inserted once it is selected in section A.1)

Project overall objective

Enter your project overall objective here

*(500 characters) **Make sure that the overall objective contributes to the selected Mission***

C.2 Project relevance and context

C.2.1 What are the common territorial challenge(s) that will be tackled by the project?

Please describe why your project is needed in the programme area and the relevance of your project for the programme area, in terms of common challenges and opportunities addressed.

Enter text here

[5000 characters]

C.2.2 How does the project tackle identified common challenges and/or opportunities and what is new about the approach the project takes?

Please describe new solutions that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime. Describe also in what way the approach goes beyond existing practice in the sector/programme area/participating countries.

All projects are expected to build on existing experience and go further, which means improving as well as strengthening, extending or intensifying it. Therefore, the applicants are also expected to explain how they intend to build on the existing practices.

Enter text here

[5000 characters]

C.2.3 Why is transnational cooperation needed to achieve project objectives and results?

Please explain why the project objectives cannot be efficiently reached acting only on a national/regional/local level and/or describe what benefits the project partners/target groups/ project area/programme area gain in taking a transnational approach.

Enter text here

[5000 characters]

C.2.4 Who will benefit from your project outputs?

In the first column of each row, please select one of the pre-defined target groups from the drop-down list. In the second column explain in more detail exactly who will benefit from your project. For example, if you choose the category education, you need to explain which specific schools or groups of schools and in which territory.

Please for each target group specify also how they will benefit from your project outputs and results.

Please refer to the section “What are the targeted areas and target groups?” of the Terms of Reference

Target group	Specification
Select from drop-down	Enter text [2000 characters]
Select from drop-down	Enter text [2000 characters]
Select from drop-down	Enter text [2000 characters]

C.2.5 How does the project contribute to wider strategies and policies?

Please indicate to which strategies and policies your project will contribute. Then describe in what way you will contribute.

Strategy		Contribution
EU Green Deal	<input type="checkbox"/>	<i>Enter text [recommended max 2000 characters]</i>
Territorial Agenda 2030	<input type="checkbox"/>	<i>Enter text [recommended max 2000 characters]</i>
EU Strategy for the Adriatic and Ionian Region (EUSAIR)	<input type="checkbox"/>	<i>Enter text [recommended max 2000 characters]</i>
EU Strategy for the Alpine Region (EUSALP)	<input type="checkbox"/>	<i>Enter text [recommended max 2000 characters]</i>
WESTMED (to be mentioned in Other)	<input type="checkbox"/>	<i>Enter text [recommended max 2000 characters]</i>
Other (e.g. thematic strategies)	<input type="checkbox"/>	<i>Enter text [recommended max 2000 characters]</i>

C.2.6 Which synergies with past or current EU and other projects will the new project make use of?

Please describe synergies and the activities foreseen to ensure coordination and avoid overlaps with ongoing or past projects. also specifying the concerned EU-funded programmes (e.g. Interreg MED, other Interreg programmes and other EU-funded relevant programmes or initiatives, e.g. Horizon Europe, LIFE, national or regional programmes, etc.). Please describe how the new project intends to build on available results/knowledge, for each project identified. Please provide a max. of 15 projects, prioritising the most relevant ones.

Project	Synergies
<i>Project or Initiative [2000 characters]</i>	<i>Enter text [2000 characters]</i>
<i>Project or Initiative [2000 characters]</i>	<i>Enter text [2000 characters]</i>

C.3 Project partnership

Describe the structure of your partnership and explain why these partners are needed to implement the project and to achieve project objectives.

The description should focus on the complementarities between partners and clearly explain the structure of the partnership, avoiding individual descriptions of partners. Moreover, please describe how the associated partners will be involved.

Individual roles and competences of partners are to be detailed in Section B 1.6

Enter text here

[5000 characters]

C.4 Project work plan

Purpose and logic:

- Each project specific objective has a work plan (work package). Applicants can define more than one specific objective. This means that the project will have as many work packages as it will have project specific objectives defined.
- Only thematic work packages will be used. WP Project management is not a work package anymore – instead, questions about how the project will be managed are in C.7. Communication activities also don't have a separate WP – instead, they are embedded in the thematic work packages.
- There are also no separate investment work packages. The applicants will need to provide additional information about investments that will be included in the thematic work packages.

C.4.1 Work package 1

Objectives

Purpose and logic:

- To achieve a specific project objective, partners may need to achieve one or more communication objectives. For example, to limit pollution in a city (project specific objective), they may need to: 1) Convince commuters to take the bus instead of their private car (communication objective 1); 2) Convince local politicians about putting in place specific measures to reduce car traffic in the city centre (objective 2), etc. These two examples of communication objectives require different communication activities and therefore need to be specified in the AF.
- Because projects are different, it needs to be possible for applicants to include zero, one or more communication objectives per work package depending on what is relevant for their project. According to HIT, every project must have at least one communication objective, but the applicant will decide in which work packages they are needed.

Work package number

Automatically generated

Work package title

*Enter the title here
[100 characters]*

Your objectives should be:

- realistic and achievable by the end of the project;
- specific (who needs project outputs delivered in this work package, and in which territory);
- measurable – indicate the change you are aiming for.

Define one project specific objective that will be achieved when all activities in this work package are implemented and outputs delivered.

Project specific objective 1

*Enter project specific objective here
[250 characters]*

Think about the communication objective that will contribute to the achievement of the specific objective. Communication objectives aim at changes in a target audience's behaviour, knowledge or belief.

Please define the communication objective that will contribute to the achievement of the project specific objective and include reference to the relevant target group(s).

Communication objective(s) and target audience

*If applicable for this work package, enter communication objective here
[500 characters]*

Please indicate how many investments this work package contains

Enter a number here

Investment

Purpose and logic:

- A box with questions opens for each investment.
 - Each bullet point is one entry field with a list of questions the applicant needs to answer..
-

Fields with questions about the investment:

- Investment number (automatic)
- Investment title
- Expected delivery period
- Justification
 - Explain why this investment is needed.
 - Clearly describe the transnational relevance of the investment.
 - Describe who is benefiting (e.g., partners, regions, target groups, etc.) from this investment, and in what way.
 - Please clarify which problem it tackles, which findings you expect from it, how it can be replicated and how the experience coming from it will be used for the benefit of the programme area.
- Location of the investment
 - Location of the physical investment; if possible, a specific address where the investment will be located
 - Drop-down list (NUTS3 codes + whole programme area)
- Risks associated with the investment
 - Description of the risks associated with the investment, go/no-go decisions, etc. (if any)
- Investment documentation
 - Please list all technical requirements and permissions (e.g., building permits) required for the investment according to the respective national legislation and confirm they are available or will be by the project start. Please confirm that the investment does not significantly harm the DNSH Climate and Environmental objectives as set by the Taxonomy Regulation Regulation (EU) 2020/852. An ad-hoc declaration will have to be provided by each concerned partner in the pre-contracting phase
 - For investments in infrastructure with an expected lifespan of at least five years, please indicate whether an assessment of expected impacts of climate change has been carried out.
- Ownership
 - Who owns the site where the investment is located?
 - Who will retain ownership of the investment at the end of the project?
 - Who will take care of the maintenance of the investment? How will this be done?

Activities

Purpose and logic:

- The project needs to describe how the activities suggested are needed for the delivery of outputs listed in a specific work package.
- Project partners' involvement in each activity should be described in the activity description.
- Deliverables are optional. If programmes asked for deliverables, they would be attached to activities. There is a button "Add deliverables to your activity " in the activity table which opens additional fields needed per deliverable.

- An activity can have none, one or more deliverables. According to HIT glossary a deliverable is a side-product or service of the project that contributes to the development of a project output.
-

In all WPs, applicants should make sure that activities (at least one) cover the whole project implementation duration (so that the budget can be forecast for the whole duration).

Please describe the activities through which the project achieves the above project specific objective and related communication objective(s)

For this call, please note that we expect only valuable/content-related deliverables (not intermediary) which should be the main key deliverable achieved at the end of the activity period.

Mandatory activities to be added to the Work Plan (see section “COORDINATION WITH THEMATIC COMMUNITY PROJECTS AND INSTITUTIONAL DIALOGUE PROJECTS” of the Terms of Reference):

Regarding the coordination process with governance projects and the JS, the activity “Coordination with the mission’s governance projects (TCP & IDP) and JS” should be added, for the whole duration of the project including the contribution to the Euro-MED Academy.

A “carbon footprint monitoring and offsetting” activity must be added.

Ac Nr.	Activity title	Activity description	Start period	End period	Deliverables
A 1.1	<i>Enter text</i> [200 characters]	<i>Enter text</i> [1000 characters]	<i>Select the period from drop-down</i>	<i>Select the period from drop-down</i>	<i>Add deliverable(s)</i>
A 1.2	<i>Enter text</i>	<i>Enter text</i>	<i>Select the period from drop-down</i>	<i>Select the period from drop-down</i>	<i>Add deliverable(s)</i>
A 1.3	<i>Enter text</i>	<i>Enter text</i>	<i>Select the period from drop-down</i>	<i>Select the period from drop-down</i>	<i>Add deliverable(s)</i>
A 1.4	<i>Enter text</i>	<i>Enter text</i>	<i>Select the period from drop-down</i>	<i>Select the period from drop-down</i>	<i>Add deliverable(s)</i>
A 1.5	<i>Enter text</i>	<i>Enter text</i>	<i>Select the period from drop-down</i>	<i>Select the period from drop-down</i>	<i>Add deliverable(s)</i>

Del Nr.	Deliverable	Delivery period
D 1.1.1	<i>Enter title + description</i> [100+300 characters]	<i>Select the period from drop-down</i>

Outputs

Purpose and logic:

- There is only one output table in each work package. It is for outputs that contribute directly to programme output indicators, i.e. have the same measurement unit and can be aggregated on project and programme level.

Based on the activities you need to implement to achieve the specific objective in this work package, please list below the outputs that will be delivered during the implementation.

Output to be inserted in the relevant period (i.e. when it will be delivered)
Please refer to the section “What are the expected outputs?” of the Terms of Reference and to the “Indicators’ Methodology document” (Annex of the Programme Manual)

Output Nr.	Programme output indicator	Measurement unit	Output title	Output description	Output target value	Delivery period
OI 1.1	<i>Choose from the drop-down list</i>	<i>Automatic</i>	<i>Enter text</i> [200 characters]	<i>Describe in more detail what will be delivered</i> [500 characters]	<i>Enter the number</i>	<i>Drop-down</i>



OI 1.2	Choose from the drop-down list	Automatic	Enter text	Describe in more detail what will be delivered	Enter the number	Drop-down
OI 1.3	Choose from the drop-down list	Automatic	Enter text	Describe in more detail what will be delivered	Enter the number	Drop-down

C.4.2 Work package 2

Repeat of the whole section C.4.1

C.4.3 Work package 3

Repeat of the whole section C.4.1

C.5 Project results

What do you expect to change because of the activities you plan to implement and the outputs you plan to deliver? Please take a look at the programme result indicators and select those that you will contribute to.

Make sure that the result is linked / relevant to an output.

Leave baseline at 0

Please refer to the section “What are the expected results?” of the Terms of Reference and to the “Indicators’ Methodology document” (Annex of the Programme Manual)

Result Nr.	Programme result indicator	Measurement unit	Programme result baseline	Result description	Result indicator target value	Delivery period
RI 1	Choose from the drop-down list	Automatic	0	Describe in more detail the change expected [1000 characters]	Enter the number	Drop-down
RI 2	Choose from the drop-down list	Automatic	0	Describe in more detail the change expected	Enter the number	Drop-down
RI 3	Choose from the drop-down list	Automatic	0	Describe in more detail the change expected	Enter the number	Drop-down

C.6 Time plan

Purpose and logic:

- This is an overview table that is automatically generated from thematic work packages.
- It is recommended to display activities (length), deliverables (delivery period), outputs (delivery period) and results (delivery period). How this information will be displayed in a table depends on the technical solution in the monitoring system. Below we show only one possibility.
- Please note: deliverables are linked to activities; outputs are per work package and results are on project level.
- The time plan shows only periods (of 6 months), not months.

Work packages and activities	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
WP 1: Title						
A 1.1 title						
A 1.2 title			Deliverable 1.2.1			
A 1.3 title						
A 1.4 title						
OI 1.1						
OI 1.2						
WP 2: Title						
A 2.1 title						
A 2.2 title						
A 2.3 title						
A 2.4 title						
OI 2.1						
WP 3: Title						
Etc.						
Result indicator						
RI 1						
RI 2						

C.7 Project management

Purpose and logic:

- The purpose of this section is to find out if the partnership has thought through the implementation of the project and is aware of the time and resources needed for coordination and administrative requirements.
- Question C.7.3 about the communication in the project management section should not contain additional communication activities which should all be in the work packages. Its main purpose is to raise awareness about the importance of communication. To be more specific, its aims are:
 - To provide a summary of the communication approach across the project, including how the communication function is used to transfer project results.
 - To give a strong signal to applicants that they need to use communication as a key tool in their project.
 - To give a strong signal to applicants that communication is a responsibility of all partners and needs to be done in a coordinated and consistent manner.

In addition to the thematic work you will do in your project, you will need time and resources for coordination and internal communication. Please describe below how you plan to organise yourself to ensure the project work runs smoothly.

C.7.1 How will you coordinate your project?

Who will be responsible for coordination? Will you have any other management structures (e.g., thematic groups, WP managers)? How will the internal communication work?

Enter text here
[5000 characters]

C.7.2 Which measures will you take to ensure quality in your project?

Describe specific approaches and processes and responsible partners. If you plan to have any type of project evaluation, please describe its purpose and scope here.

Enter text here
[5000 characters]

C.7.3 What will be the general approach you will follow to communicate about your project?

Who will coordinate project communication and how will he/she ensure the involvement of all partners? How will the communication function contribute to transferring your project results? Please note that all communication activities should be included in the work packages, as an integral part of your project specific objectives. There is no need to repeat this information here.

Enter text here
[5000 characters]

C.7.5 Cooperation criteria - Please select all cooperation criteria that apply to your project and describe how you will fulfil them.

It is mandatory to select at least 3 of the following criteria (Joint Development, Joint Implementation, and at least one of Joint Staffing / Joint Financing). Of course, it is recommended that all 4 are selected, if applicable. Please also provide a description of how these criteria are fulfilled through the implementation of your project.

Cooperation criteria	Description
Joint Development <input type="checkbox"/>	[2000 characters]
Joint Implementation <input type="checkbox"/>	[2000 characters]
Joint Staffing <input type="checkbox"/>	[2000 characters]
Joint Financing <input type="checkbox"/>	[2000 characters]



C.7.6 Horizontal principles - Please indicate which type of contribution to horizontal principles applies to the project and justify your choice.

Please mention here actions that will specifically apply to your project and avoid listing individual initiatives or general principles applied at partner level.

Horizontal principles	Type of contribution	Description of the contribution
Sustainable development	Drop-down list: neutral, positive effects, negative effects	[2000 characters]
Equal opportunities and non-discrimination	Drop-down list: neutral, positive effects, negative effects	[2000 characters]
Equality between men and women	Drop-down list: neutral, positive effects, negative effects	[2000 characters]

C.8 Long-term plans

- We ask only about the long-term plans for outputs because by using outputs the results are achieved. So, if outputs have a long-lasting effect, the results will also be long-lasting. -----

As a Programme, we would like to support projects that have a long-lasting effect in the territory and those who will benefit from them. Please describe below what you will do to ensure this.

C.8.1 Ownership - Please describe who will ensure the financial and institutional support for outputs/deliverables developed by the project (e.g., tools), and explain how these outputs/deliverables will be integrated in the work of partner organisations.

Enter text here [5000 characters]

C.8.2 Durability - Some outputs/deliverables should be used by relevant groups (project partners or others) after the project's lifetime, in order to have a lasting effect on the territory and the population. For example, new practices in urban transport need to be used by local authorities to have cleaner air in the city, and the whole population will benefit from this. Please describe how your outputs/deliverables will be used after the project ends and by whom.

Enter text here [5000 characters]

C.8.3 Transferability - Some outputs/deliverables that you will deliver could be adapted or further developed to be used by other target groups or in other territories. What will you do to make sure that relevant groups are aware of your outputs/deliverables and are able to use them?

Enter text here [5000 characters]



PARTIE D – Budget

Automatically filled in according the information filled in into the project partner budget.

PART E - Project lump sums

In this table you can define your project lump sums. Please choose the applicable lump sums from the dropdown list and allocate the lump sum cost to project partner(s).

Project lump sums: Preparation Costs

The preparation costs will be displayed per project partner. The total amount (37,000€) can be shared between partners according to their involvement in the preparation of the application.

Please select “Preparation costs” in “Programme lump sum” and “Period sections”.

ANNEX 1 - Classification of type of partners and target groups

Nr	Main categories	Examples	Measurement unit
1	Local public authority	municipality, etc.	[number of organisations]
2	Regional public authority	regional council, etc.	[number of organisations]
3	National public authority	ministry, etc.	[number of organisations]
4	Sectoral agency	local or regional development agency, environmental agency, energy agency, employment agency, etc.	[number of organisations]
5	Infrastructure and (public) service provider	public transport, utility company (water supply, electricity supply, sewage, gas, waste collection, etc.), airport, port, railway, etc.	[number of organisations]
6	Interest groups including NGOs	international organisation, trade union, foundation, charity, voluntary association, club, etc.	[number of organisations]
7	Higher education and research organisations	university faculty, college, research institution, RTD facility, research cluster, etc.	[number of organisations]
8	Education/training centre and school	primary, secondary, pre-school, vocational training, etc.	[number of organisations]
9	Enterprise, except SME		[number of enterprises]
10	SME	micro, small, medium	[number of SME]
11	Business support organisation	chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc.	[number of organisations]
12	European Grouping of Territorial Cooperation (EGTC)		[number of organisations]
13	International organisation, European Economic Interest Grouping (EEIG)	under national law, under international law	[number of organisations]
14	General public ¹		[number of people]
15	Hospitals and medical centres		[number of organisations]
16	Other		

¹ Relevant only for target groups.

ANNEX 2 – List of administrative codes

PARTNERS LOCATED IN THE INTERREG Euro-MED AREA

Country	Code identification	Acronym	Format
Albania	VAT number	VAT number	10 characters (2 letters and 8 digits)
Bosnia and Herzegovina	Administrative identification number		13 digits
Bulgaria	BULSTAT Unified Identification Code/Number (UIC)	ЕИК по БУЛСТАТ	'BG' +9 or 13 digits
Croatia	Personal Identification Number (PIN)	OIB	'HR' +11 digits
Cyprus	VAT identification number	ΦΠΑ	'CY' +9 characters – ex : CY99999999L
	Other register number	-	
France	Système d'identification du répertoire des établissements	SIRET	14 digits
Greece	Tax Registration Number	ΑΦΜ	'EL' +9 digits – ex : EL999999999
Italy	Fiscal code	-	11 digits
Malta	Internal reference number ^[1]	-	-
Montenegro	Tax Identification Number	PIB	8 digits
North Macedonia	VAT identification number	ЕДБ	"MK" followed by 13 digits
Portugal	Tax identification number	NIF	9 digits
Slovenia	VAT identification number	ID za DDV	'SI' + 8 digits – ex : SI12345678
Spain	Tax Identification Number (TIN)	NIF	'ES'+9 digits, the first and the last character may be a letter too - ex : ESX9999999X

^[1] In order to get the Internal reference number, the concerned partner must contact the National Contact Point of Malta

ERDF PARTNERS OUTSIDE THE INTERREG Euro-MED PROGRAMME AREA

Country	Code identification	Acronym	Format
Austria	VAT identification number	UID	'ATU'+8 characters – ex : ATU999999999
Belgium	VAT identification number	TVA ou BTW	'BE'+9 or 10 digits – ex : BE0999999999
Czech Republic	VAT identification number	DIČ	'CZ'+8-10 digits
Denmark	VAT identification number	CVR	'DK' +8 digits – ex : DK99999999
Estonia	Register number	-	8 digits – ex : 70000562
Finland	VAT identification number	ALV nro	'FI' + 8 digits – ex : FI12345678
Germany	VAT identification number	USt-IdNr.	'DE' +9 digits – ex : DE999999999
	Internal reference number	-	-
Hungary	VAT identification number	ANUM	'HU' +8 digits – ex : HU12345678
Ireland	VAT identification number	VAT no	'IE'+8 digits, the second one may be a letter and the last one must be a letter – ex : IE9S99999L
Latvia	Registration number of tax payer	-	11 digits – ex : 99999999999
Lithuania	VAT identification number	PVM codas	9 or 12 digits
Luxembourg	VAT identification number	No. TVA	'LU' +8 digits – ex : LU12345678
Netherlands	VAT identification number	BTW-nr.	'NL'+9 digits+B+2- digit index of company – ex : NL999999999B99
Poland	Tax identification number	NIP	'PL' +10 digits – ex : PL9999999999
Romania	Fiscal identification number	CIF	a)"RO" for all legal entities paying VAT (including partially) – not "RO" for those not paying VAT; b) max 9 digits; c) an additional digit for control - ex : [RO]999999999 [9]
Slovakia	IČO identification number	IČO	IČO + 8 digits – ex : IČO 12345678
Sweden	Swedish Organisation number	-	10 digits

ASSOCIATED PARTNERS FROM THIRD COUNTRIES

Other country	Internal reference number ^[3]	-	-

^[3] In order to get the Internal reference number, the Lead Partner of the proposal must contact the Joint Secretariat (programme_med@maregionsud.fr).