Danube Transnational Programme

Guidelines for the AF DSP call for proposals

A stream of cooperation

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Table of content

Introduction

The submission of the Application Form (AF) is mandatory for applying for funding of projects within the DSP Call for Proposals (CfP) of the Danube Transnational Programme (DTP) 2014 – 2020.

The Application Pack for the second step consists of:

- Call Announcement
- Programme Manual Danube Strategy Point, 2018
- Application Form (AF) consisting of word file and xls file
- Guidelines for the AF
- Partnership Agreement (PA) template
- State Aid Declaration
- Declaration of pre-financing and co-financing statement
- Declaration of International Organisations
- Declaration of support of EUSDR NCs
- Template for Subsidy Contract

The AF is to be submitted electronically together with the other relevant documents via DTP website www.interreg-danube.eu. Please consider that all Applicants must submit the signed LP confirmation sheet, Partnership Agreement, the Co-financing, State Aid Declarations and Declaration of support NCs, while International Organisation Declarations is to be submitted only if it is the case.

The **deadline** for submission of the Application Form and its Annexes for the DSP Call for Proposals is **specified in the Call announcement**.

Please, note that the submission of the Application Form and all its Annexes shall be done IN ONE SINGLE PACKAGE!

Technical requirement: the Financial Part of the AF consists of a Microsoft Excel Workbook (.xlsx format).

PART 1 – Portable Document Format file (word)

Please, note that only blank fields in the application form shall be filled in

Part A – PROJECT SUMMARY

A.1 Project identification

Programme priority: programme priority is already indicated in the application form (AF): *Priority 4 - Well governed Danube region.*

Programme priority specific objective: The Specific Objective (SO) is already indicated in the AF: SO 4.2. - *Support to the governance and implementation of the EUSDR.*

Project acronym: the project acronym shall be indicated.

Project title: the full title of the project shall be indicated.

The **name of the Lead Partner organisation/ original language: full name in original language** (use of Cyrillic characters is accepted) shall be indicated.

The **name of the Lead Partner organisation in English** the **official name in English of the LP organisation** shall be indicated.

Project duration shall be inserted by selecting month and year from the calendar, considering the actual implementation period from the project start. The maximum project duration (implementation of project activities) is **till December 2021**. Please, consider a starting date not earlier than 1st September, 2018.

A.2. Project summary

Applicants shall provide a short but comprehensive overview of the project by describing the present context (needs, challenges to tackled), the main objective of the project and the expected *change* the project intends to bring as compared to the current situation, the planned outputs and the target group to be addressed as well as how they will use/ benefit from the project results.

When filling in this section, Applicants are expected to focus on the most relevant aspects of the project, providing concrete and qualitative information in an eloquent and expressive manner, thus producing an article-like summary suitable also for publishing (e.g. on project's or programme's website).

Part B – PROJECT PARTNERS

B.1 List of project partners

In this section the applicants shall list all the PPs part of the project by indicating their role (LP, ERDF PP1, etc.), name, acronym and country.

B.2 Project Partner

Lead Partner (LP)/ Project Partners (PPs)

Legal Identification Data

The Applicants shall indicate the Partner role in the project (LP, ERDF PP, IPA PP, etc.).

The Applicants shall indicate the **official name in English of the LP/ PPs organisation** and the **full name in original language** (use of Cyrillic characters is accepted)**.** Applicants shall also indicate a suitable **acronym.**

Applicants shall indicate the **country (NUTS Id0)** and **region (both NUTS Id2 and NUTS Id3 level)** in which the LP/ PPs main office is located. For information related to the NUTS divisions, please refer to the following web page: http://ec.europa.eu/eurostat/web/nuts/overview.

Contact data of the LP/ PPs: **official address** (street, number, postcode, town, country), general **Phone** number, general **Mobile** number (if applicable), **Home page** and general **e-mail** (e.g. office@xxx.xx) shall be inserted in the relevant fields.

The **National tax number** of the **LP/ PPs institution** shall be inserted in the row below.

Further on, Applicants shall indicate whether the **LP's/ PP's organisation is entitled to recover VAT based on national legislation for the activities implemented in the project**, by indicating *yes, no* or *partly*. Only if *partly* is indicated, Applicants are requested to provide an explanation on how the VAT is recovered.

Under **type of partner** the Applicants shall indicate the suitable type (only the following types of institutions shall be used: local public authority, regional public authority, national public authority, sectoral agency, infrastructure and (public) service provider, interest groups including NGOs, higher education and research, education/training centre and school, enterprise, except SME, SME, business support organisation, EGTC, International organisation, EEIG, General public, Other)

In the **Legal Representative** and **Contact Person** sections, Name, Position and Contact details (Phone, Mobile and e-mail) have to be indicated. **Applicants are requested to insert personal business contact details, not the general institution ones as these will be used by the Programme bodies for official communication.**

If “Other” is selected, the applicant shall specify the type of institution. The **Legal status** shall be indicated from amongst the three possible categories: public body/ body governed by public law (EGTCs are included in this category), private non-profit body or international organisation. ***Note: Applicants have to make sure that the person indicated as contact person is actually involved in the implementation of the project.***

LP’s/ PPs relevance for the proposed project (thematic competence): Applicants shall provide a description of the relevance and thematic competence of the LP’s/ PP’s organisation in view of the project topic and of the specific role in the project.

Part C – PROJECT DESCRIPTION

C.1 Project relevance

Description of the status quo and needs and challenges of the EUSDR in terms of communication, coordination, support, monitoring and evaluation and capacity building

Applicants shall provide a comprehensive description of the status quo of the governance and implementation of the EUSDR regarding communication, coordination, monitoring and evaluation and capacity building, highlighting the specific necessities, what is concretely needed to be tackled, improved or changed by the project, as well as a short outline of the project activities through which the identified needs and challenges will be addressed.

DSP Staffing

Applicants shall provide a detailed description of the procedures for ensuring the necessary staff for the implementation of the project, highlighting the necessary positions, recruitment process and internal working provisions. Furthermore, the key qualifications and professional profiles of the future staff to be part of the DSP shall be described and linked with the type of activities/services to be provided.

Organisation of the Annual Forum

Applicants shall describe how the two options provided by the programme are going to be implemented in practice.

Level of joint cooperation

According to Art 12(4) of Regulation 1299/2013, partners should cooperate in the development and implementation of projects and additionally in the staffing or financing of projects. Therefore, **the DTP already pre-defined the two mandatory levels of cooperation (joint development and joint implementation) and Applicants shall choose to select either one or both among joint staffing and joint financing. Failure in doing so will result in the rejection of the proposal.**

For a better understanding of the levels of cooperation, Applicants shall consider following explanations:

- **Joint development** means that the project must be developed by representatives of all partner organisations. Therefore, the project proposal must clearly integrate their ideas, priorities and actions. The Lead Partner is the coordinator of this process and the other partners should be involved in the project design process from an early stage.
- **Joint implementation** means that activities must be carried out and commonly implemented as opposed to parallel actions. Clear content-wise links between the activities implemented in each participant country and regular contact between the partners should be demonstrated. The Lead Partner is responsible for ensuring that

activities are properly coordinated, that schedules are kept and that the appropriate quality level is achieved.

- **Joint staffing** means that representatives from each participant country should work together on the project. Partners should not merely carry out activities in parallel without coordination and exchange. The project manager appointed by the LP organisation has overall responsibility for project activities. The Lead Partner team is the core project staff, but project partners should also assign staff according to their responsibilities within the project.

- **Joint financing** means that there will be only one subsidy contract per project and therefore one joint project budget. The budget should be divided between partners according to the activities they will carry out. Also, there is only one project bank account (held by the Lead Partner) and payments are made from the Programme to this account. The Lead Partner is responsible for the administration and distribution of the received EU funds and for accounting for their use. Co-funding is provided by all partners and it illustrates the commitment of each partner to the joint project.

C.2 Project focus (Project intervention logic)

Project main objective: In order to support the applicants in meeting the Programme objective, **the main objective** of the submitted proposals is pre-defined at programme level and is included in the AF as such: *To strengthen the implementation of the EUSDR through the establishment of a EUSDR Strategy Point to facilitate the information flow between key EUSDR actors.*

Programme result: the Programme result indicator is included according to the provisions of the Cooperation programme: *The status of management capacities of Priority Area Coordinators (PAC) to effectively implement EUSDR goals, targets and key action*.

Project main result: Applicants shall define the project main result clearly contributing to the selected programme result indicator. Applicants should provide evidence of how and to what extent the project will contribute to the programme result indicator, highlighting the advantages of carrying out the project and the benefits of using project outputs. Please, note that the contribution to the result indicator shall relate not only to project partner(s), but also to the target groups of the project considering also the durability of the project results. Contribution of the project result to the programme result indicator has to be quantified (e.g. percentage) considering SMART criteria (i.e. Specific, Measurable, Achievable, Relevant, Time-bound). However, given their absolute character, quality-type project results are excluded from quantification.

Examples:

Quantifiable result: increased capacity of the PA target groups/stakeholders to advance policy initiatives in the Danube region (increased capacity can be measured in %: for ex. increased capacity with 10%). In this case, the Applicant should explain how the achievement is measured.

Quality type result: improved governance system for the PA

Project specific objectives: the programme has pre-defined 3 project specific objectives to which applicants have to contribute to. Specific objectives generally have immediate effects, i.e. they are achievable during the project implementation. Applicants shall describe each project specific objective, evidently and clearly leading to the realisation of the main objective and inherently of the Programme Specific Objective. Ideally, specific objectives should be linked to concrete project outputs and the planned activities.

The table below highlights the differences between the project main objective and the specific objectives:

Main objective	Specific objectives
describes the general and strategic long term change for the benefit of the target groups	*describes the specific and immediate effects of the project*
usually one main objective is defined	*can be realistically achieved within the project timeframe*
	not more than three specific objectives per project

Applicants have to include in the table Project outputs the **outputs** that are to be developed during the project implementation, link them to the programme output indicators define the target values, the measurement unit.

Programme output indicators	Project output indicator targets	Measurement Unit	Project output quantification (target)	Project main output number	Project main output (title)
the programme output indicator to which the project indicator is linked shall be indicated	*to be left blank*	*e.g. number*	*the quantification of the output has to be provided*	*to be left blank*	*Title of the output to be defined*
EXAMPLE					
DSP 01 - EUSDR monitoring concept	-	*number*	*2*	-	*EUSDR indicator system for PA1a and PA3*

Please, be aware that all the projects have to contribute to P07 - Number of documented learning interactions in finalised operations; therefore the project shall deliver outputs to be linked with this indicator.

Target groups

Applicants shall define maximum 5 types of target groups (the most representative) from the following types of target groups: local public authority, regional public authority, national public authority, sectoral agency, infrastructure and (public) service provider, interest groups including NGOs, higher education and research, education/training centre and school, enterprise, except SME, SME, business support organisation, EGTC, International organisation, EEIG, General public, Other). If "Other" is selected, the applicant shall specify the type of institution intended to be addressed during the project implementation through planned activities. Details on each selected target group shall be included under "Target group specification". Afterwards, the applicant shall provide the target value, the number of entities, organisations, institutions of the selected group to be addressed. The example below is meant to clarify the type of information to be provided.

Target group/-s	Target group specification	Target value
Example: *National public authority*	*Example:* *Ministries of Foreign Affairs and Ministries of Regional Development of all EUSDR participating countries*	*Example:* *28*

Durability of results

Applicants shall describe how the project proposal will ensure the long-lasting effect of its results by ensuring the financial, institutional and political durability of the main project outputs. Thus, Applicants are requested to provide information and concrete measures on how, when and by whom the project outputs will be used, how they will be maintained/ can be transferred after the project closure and how they will be used in other related areas or by other target groups in the future.

C.3. Project context

Overview of the governance of the DSP

The applicant shall provide a detailed description of the internal governance of the DSP including: day to day communication with the EUSDR bodies (EUSDR Presidency and the European Commission), support and working procedure with the National Coordinators and PACs.

Contribution to EU strategies and policies

Applicants shall describe how the proposed activities are strategically contributing to improving the EUSDR governance and implementation from coordination, communication and evaluation point of view.

Synergies

Applicants shall describe the synergies planned with on-going initiatives, other macro-regional strategies, programmes, etc. planned to be created and the added value for the EUSDR.

Capitalisation

Applicants shall describe how the activities proposed are building on the achievements of the previous DSP, what outputs and results will be used and how they will be integrated in the day-to-day work.

C.4. Horizontal principles

Horizontal principles

Applicants shall indicate the type of contribution the project proposal brings to each of the three horizontal principles (neutral, positive or negative). Additionally, Applicants are requested to describe how the project proposal will contribute to the sustainable development or ensure the equal opportunities and non-discrimination as well as equality between men and women.

C.5. Work plan per outputs

Work Package 1: Management

It is by default named Management. WP start and end month/ year and the WP budget should be correlated with the start/ end date of the individual activities within the WP and the allocated budgets. WP responsible partner, i.e. the LP for this WP, is by default indicated.

Partners' involvement

Partners involved in the implementation of this WP shall be indicated.

Summary of WP1

Applicants shall provide a summary of the work package, by also taking into consideration the information provided in the DSP Programme Manual, PART II – 1.2 Activities, work plan and work packages.

Activities within the WP

Appropriate number of Activities (but not more than 5) shall be indicated. Activity title shall be introduced, start and end month/ year of each Activity shall be added and allocated budget shall be indicated in the appropriate field. A description of each project activity, including the role of the partners, within WP1 shall be provided. The description of the activities must be clear and concise and should contain the tasks that are going to be performed by the project partners. **Applicants should avoid generic terms** (such as concepts, definitions) or too general descriptions that do not contain a geographical and time reference.

Examples:

Correct description: *ERDF PP1 and LP will organise each one workshop for stakeholders regarding policy development in cluster field in August 2019 (ERDF PP1 will organise the workshop in Budapest and LP in Novi Sad). All the other project partners will participate in the workshops. After the workshops, all the project partners will meet in September 2019, back to back with the project meeting and summarise in a common paper the recommendations for the next steps to be taken in enhancing the capacity of the relevant policy makers in advancing coherent cluster policies.*

Generic description: *two workshops will be organised by the ERDF PP1 and LP based on which a recommendation paper will be drafted.*

Deliverables

Appropriate deliverables shall be listed for each Activity providing a short description and indicating the target value and the delivery period. Each activity should include one or more **deliverables** (e.g. analysis report, minutes etc.).

Work Package 2:

It is by default named *Communication*. WP start and end month/ year and the WP budget should be correlated with the start/ end date of the individual activities within the WP and the allocated budgets. WP responsible partner, i.e. ERDF PP1/ LP etc., shall be filled in.

Partners' involvement

Partners involved in the implementation of this WP shall be indicated.

Summary of WP2

Applicants shall provide a summary of the work package also taking into consideration the information provided in the Applicants Manual PART II – 1.2 Activities, work plan and work packages.

Activities within the WP

Appropriate number of Activities (but not more than 5) shall be indicated. Activity title shall be introduced, start and end month/ year of each Activity shall be added and allocated budget shall be indicated in the appropriate field. A description of each project activity, including the role of the partners, within WP2 shall be provided. The description of the activities must be clear and concise and should contain the tasks that are going to be performed by the project partners. **The Applicants should avoid generic terms** (such as concepts, definitions) or too general descriptions that do not contain a geographical and time reference.

Deliverables
Appropriate deliverables shall be listed for each Activity providing a short description and indicating the target value and the delivery period. Each activity should include one or more **deliverables** (e.g. analysis report, newsletters etc.).

Work Packages 3 to 5

WP titles are pre-filled in in the WP title according to the DSP Programme Manual PART II – 1.2 Activities, work plan and work packages. WP start and end month/ year and the WP budget will be filled and correlated with the start/ end date of the individual activities within the WP and the allocated budgets. WP responsible partner, i.e. the LP/ ERDF PP1 etc., shall be filled in.

Partners' involvement

Partners involved in the implementation of this WP shall be indicated.

Summary of WP3-5

The Applicants shall provide a summary of the work package also taking into consideration the information provided in the DSP Programme Manual PART II – 1.2 Activities, work plan and work packages.

Project outputs within the WP

The Applicants will define project outputs planned to be achieved within the WP and shall insert as many rows as it is necessary for each planned output. Target value and delivery period shall be inserted in the specific fields. Planned outputs shall be described in the specific field, in terms of content of the output, as well as their contribution to the project specific objectives. The appropriate programme output indicator to which the project output will contribute shall be inserted.

Please bear in mind that the mandatory output indicator, *PO7 – Number of documented learning interactions in finalised operations*, needs to be included at least once

Target groups involvement

The Applicants shall indicate the target group relevant for each WP and these have to be in line with the ones indicated in section C.2. Additionally, Applicants shall then describe the involvement of the target group(s) in the development of the project outputs.

Activities within the WP

Appropriate number of Activities (but not more than 5) shall be indicated. Activity title shall be introduced, start and end month/ year of each Activity shall be added and allocated budget shall be indicated in the appropriate field. A description of each project activity, including the role of the partners, within the related WP shall be provided. The description of the activities must be clear and concise and should contain the tasks that are going to be performed by the project partners. **The Applicants should avoid generic terms** (such as concepts, definitions) or too general descriptions that do not contain a geographical and time reference.

Deliverables

Appropriate deliverables shall be listed for each Activity providing a short description and indicating the target value and the delivery period. Each activity should include one or more **deliverables** (e.g. country reports, minutes etc.) that contribute to the achievement of project outputs. In general, small steps of a single activity, such as working groups, partner meetings etc., do not need to be listed as separate deliverables, but their result should be aggregated into one deliverable, e.g. a qualitative report describing the policy initiatives in a certain field.

EXAMPLE:

The output of a thematic work package is "policy recommendations for stimulating the innovative ideas for products and services in the field of Information Society". In order to achieve this output several activities and deliverables are planned:

Activity 1: Analysis of the current policy framework

Deliverable 1: report on the current policy framework, including the gaps

Activity 2: Involvement of the policy makers through workshops

Deliverable 2: report on the outcomes of the workshops

Activity 3: Elaboration of the policy recommendations document

Deliverable: none, as the outcome of the activity is the output itself

C.6 Equipment

Applicants shall add appropriate number of equipment items planned to be purchased and then indicate the specific WP for the implementation of which the equipment to be purchased is necessary.

Additionally, Applicants shall **list** all equipment to be purchased, shall provide a **short and clear justification** regarding the necessity of the equipment and shall indicate the corresponding **responsible partner**. **Number of items** for each type of equipment will be inserted in the Unit no. column and the **price** per unit under the Unit rate column. Total cost will be calculated under the budget column. Grand total of the equipment will also be calculated manually.

Lead partner confirmation and signature

The LA shall insert the date and the place where the AF was filled in. The name and the position of the signing person shall also be filled in.

The legal representative is the person who is entitled to sign officially on behalf of the LP institution. However, <u>at this stage, only the scanned signature of the LA legal representative is required</u>. In case the proposal is selected for funding, the Applicant shall be requested to provide an original signed AF.

The Lead partner confirmation page shall be signed by the responsible legal representative, scanned and submitted together with all requested documents.

PART 2 – Microsoft Excel Workbook (XLSX)

General instructions

The Financial Part of the AF consists of a Microsoft Excel Workbook (.xlsx) containing 10 (ten) worksheets. The whole workbook as well as all the individual worksheets are locked and protected against being renamed/ modified/ copy-pasted/ deleted and so are the cells and formulas inside each worksheet. In each worksheet, only the cells with white background are unlocked for the Applicants to fill in. Attention shall be paid to the fact that the format of these cells can be modified by the Applicant (e.g. the background colour in case of copy-paste from another excel table).

As a general rule, the font Cambria 11 has been used in all worksheets and the international format of numbers #,###.## shall be respected in all inserted amounts. **It is recommended that all the amounts are being typed in, one-by-one**. The copy-paste function shall be very carefully managed: the amount in the source excel table must be first modified according to the destination cells format (i.e. **no background/ highlight colour, font Cambria 11 in black colour, no bold/underline or italic selected, international format of number #,###.##**) and then pasted in the relevant worksheet of the Financial Part of the AF.

Worksheet 1: Source of funds per PP

This is an overview on the different type of funds per partners and total amounts at project level. The Applicant shall fill in only the cells reflecting the percentages for the State, Public own, Private own Contribution (columns M, O and Q) and the amounts of planned revenues per partner (column S), where relevant.

Please note that:

- **In case of projects with partner(s) for which the State and/or Public own and/or Private own contribution are granted in a fixed amount (instead of fixed percentage), please submit a request to the MA/JS in order to receive a file with unlocked cells for the amounts of the specific type(s) of contribution. In such a case, please make clear for which partner(s) and specific type(s) of contribution a fixed amount is to be granted.**

The Acronym and the total budget of each partner are being automatically copy-pasted from the data inserted by the Applicant in Worksheet **2. ERDF PPs (WP-BL)** in case of ERDF partners, in Worksheet **4. IPA PPs (WP-BL)** in case of IPA partners, in Worksheet **6. ENI MD PPs (WP-BL)** in case of ENI MD partners and in Worksheet **8. ENI UA PPs (WP-BL)** in case of ENI UA partners. All the amounts regarding the ERDF/ IPA/ ENI MD/ ENI UA, State, Public own and Private own

Contribution are automatically calculated according to the inserted percentages. The amounts are always being rounded down in case of ERDF/ IPA/ ENI MD/ ENI UA contribution and rounded up in case of State, Public own and Private own Contribution.

For the partners whose total budget is higher than 0 EUR, the percentages of the State, Public own and Private own Contribution will automatically be highlighted ("*conditional formatting*" function) with **light red** colour unless the total of these 3 percentages will be the correct one (15%).

Worksheet 2: ERDF PPs (WP-BL)

The table in the upper part of this worksheet provides an overview of the ERDF PPs budgets per WPs and BLs. The amounts are automatically calculated by adding up the amounts inserted for each partner (see below).

For each partner, the Acronym and all the amounts per WP and BL shall be inserted by the Applicant, except for BL "Office and administrative expenditure" (see below, in the same paragraph). The method of calculating the Staff Costs shall be chosen (by a drop-down menu): the default option is "**Real cost basis**", which can be changed to "**Flat rate (up to 20%) of direct costs**". Similarly, the flat rate to be used for the Office and administrative expenditure shall be chosen (by a drop-down menu): the default option is **"0.00%"**, which can be changed to **"15.00%"**. In both cases, the value of "Office and administrative expenditure" is automatically calculated (based on the data provided for Staff Costs).

In this datasheet, there is 1 conditional formatting function valid for each partner:

- If, under Staff Costs the option "**Flat rate (up to 20%) of direct costs**" is selected, and the inserted amount for Staff Costs in a given WP is higher than the 20% of the direct costs (i.e. the sum of BLs 'Travel and accommodation costs', 'External expertise and services' and 'Equipment expenditure') of the same WP, then the amount of Staff Costs is highlighted with **yellow** colour, meaning that the amount has to be corrected. The same conditional formatting is applied to the total amount and the percentage of the Staff Costs (for all WPs).

Worksheet 3: ERDF PPs (WP-Periods)

The table in the upper part of this worksheet provides an overview of the ERDF PPs budgets per reporting period and WP. The amounts are automatically calculated by adding up the amounts inserted for each partner (see below).

For each partner, all the amounts per WP and reporting period shall be inserted.

In this worksheet, there is 1 conditional formatting function valid for each partner:

- If, for a given WP, the total amount (for all periods) is **not equal** to the total amount of the same WP in worksheet 2. ERDF PPs (WP-BL), then the total amount and the respective percentage are being highlighted in red colour. This means, that the total amount per WP/ Periods for each partner shall be harmonized with the total amount per WP/ BL.

The same conditional formatting is applied to the total budget of each partner as well to all the total amounts per WP in the first part (overview table for the sum-up of all ERDF partners) of this worksheet.

Worksheet 4: IPA PPs (WP-BL)

Same instructions as in worksheet **2. ERDF PPs (WP-BL)** are valid (where "ERDF" please read "IPA").

Worksheet 5: IPA PPs (WP-Periods)

Same instructions as in worksheet **3. ERDF PPs (WP-Periods)** are valid (where "ERDF" please read "IPA").

Worksheet 6: ENI MD PPs (WP-BL)

Same instructions as in worksheet **2. ERDF PPs (WP-BL)** are valid (where "ERDF" please read "ENI MD").

Worksheet 7: ENI MD PPs (WP-Periods)

Same instructions as in worksheet **3. ERDF PPs (WP-Periods)** are valid (where "ERDF" please read "ENI MD").

Worksheet 8: ENI UA PPs (WP-BL)

Same instructions as in worksheet **2. ERDF PPs (WP-BL)** are valid (where "ERDF" please read "ENI UA").

Worksheet 9: ENI UA PPs (WP-Periods)

Same instructions as in worksheet **3. ERDF PPs (WP-Periods)** are valid (where "ERDF" please read "ENI UA").

Worksheet 10: Overall + Activities

The table in the upper part of this worksheet provides an overview of the total project budget per PP (including all ERDF, IPA, ENI MD and ENI UA) and WP. The amounts are automatically copy-pasted from the data inserted by the Applicant in worksheets **2. ERDF PPs (WP-BL)**, **4. IPA PPs (WP-BL)**, **6. ENI MD PPs (WP-BL)** and **8. ENI UA PPs (WP-BL)**.

The next 2 tables are giving a full picture on the total project budget (for All partners) regarding the Work Packages per Budget Lines and the Work Packages per Periods, respectively. These 2 tables are automatically filled in based on the information provided in sheets **2. ERDF PPs (WP-BL)** to **9. ENI UA PPs (WP-Periods)**.

The 4th table provides an overview of the total project budget per Activities (All partners), The amounts are automatically calculated from the amounts inserted by the Applicant in the following 4 tables:

i) "Total project budget per Activities (ERDF Partners)",
ii) "Total project budget per Activities (IPA Partners)"
iii) "Total project budget per Activities (ENI MD Partners)", and
iv) "Total project budget per Activities (ENI UA Partners)".

In this worksheet, there is 1 conditional formatting function, applied to the last 5 tables of the worksheet: "Total project budget per Activities (All partners)", "Total project budget per Activities (ERDF partners)", "Total project budget per Activities (IPA partners)", "Total project budget per Activities (ENI MD partners)" and "Total project budget per Activities (ENI UA partners)":

- When the total amount for a given WP/ Activities is not equal to the total amount per WP in the worksheets **2. ERDF PPs (WP-BL)**, **4. IPA PPs (WP-BL)**, **6. ENI MD PPs (WP-BL)** or **8. ENI UA PPs (WP-BL)** (for ERDF, IPA, ENI MD and ENI UA partners, respectively), then the total amount of this WP/ Activities is highlighted in red colour.

Applicants are requested to submit the filled in xlsx file in the provided template, not change it in any way or save it as pdf or any other type of file.