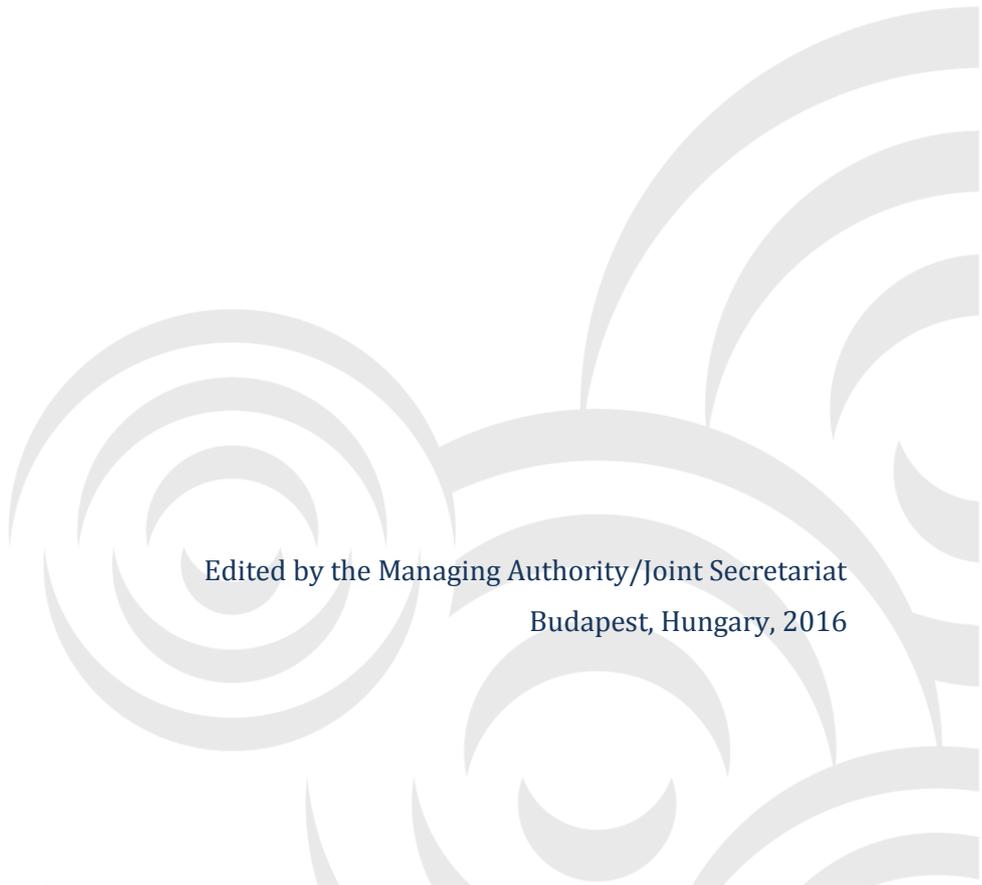




Guidelines to the Application Form for PACs support



Edited by the Managing Authority/Joint Secretariat
Budapest, Hungary, 2016



Programme co-fundé par l'Union européenne

Table of contents

Introduction	4
Technical requirements	5
Part 1 – PROJECT SUMMARY.....	6
1.1 Project identification.....	6
Part 2 – PARTNERSHIP.....	7
2.1 Overview	7
2.2 Project partner details.....	7
PART 3 – PROJECT DESCRIPTION.....	10
3.1 Challenges addressed by the project.....	10
3.2 Contribution to the EU Strategy for the Danube Region (policy and strategy aims of the project).....	10
3.3 Objectives and result of the project, with a link to the expected change the proposal is expected to bring.....	10
3.4 Methodological approach.....	10
3.5 Target groups.....	10
3.6 Involvement of the target groups in the project.....	11
3.7 Level of joint cooperation	11
3.8 Project intervention logic.....	12
PART 4 – WORK PAKAGES AND ACTIVITIES	14
4.1 Time plan	17
PART 5 – PROJECT BUDGET	18
5.1 Sources of co-financing per partners (ERDF+IPA+ENI).....	18
5.2 Total Project Budget per Project Partners and Work Packages.....	18
5.3 ERDF / IPA / ENI Partner’s Budgets per Budget Line and per WP.....	18
5.4 Total spending Forecast.....	18
PART 6 – OTHER DATA	19
6.1 Codes for the priority theme dimension.....	19
6.2 Key words.....	19
Annexes.....	19
Check, Validate and finalise	19
Instructions on how to fill in <i>Annex 1 – PACs targets and actions</i>	21

Introduction

The Application Pack consists of:

- Applicants Manual for EUSDR Priority Area Coordinators (DTP AM PAC), 2016
- Application Form for the PACs support (AF) consisting of pdf file and Annex 1 – PACs targets and actions template
- Guidelines for the AF
- Partnership Agreement (PA) template
- Subsidy Contract (SC) template
- State Aid Declaration
- Declaration of pre-financing and co-financing statement
- Declaration of Interest for Associated Strategic Partner

The AF is to be submitted electronically together with the other relevant documents via DTP website (the link to the submission page is provided by direct email to the PACs). Please, consider that all Applicants must submit the Partnership Agreement, the Co-financing and State Aid Declarations, while ASP Declaration is to be submitted only if it is the case.

The call officially opens on 12th September 2016.

The **deadline** for submission of the Application Form and its Annexes for the 1st Call for Proposals is **21st of October 2016 at 15:00** (CET: Central European Time).

Technical requirements

PDF file:

- Please only use Adobe Acrobat or Acrobat Reader X (10) or higher to fill in the Form.
- When using other PDF-Readers the Form is not working properly.
- The latest Version of the free Acrobat Reader can be downloaded at <http://get.adobe.com/reader/>
- Please ensure that JavaScript is enabled (check Main Menu > Edit > Preferences > JavaScript).
- This is an interactive Form e.g. some parts are only visible when you press certain buttons.
- Guidance is displayed through tooltips when you move the mouse over a field.
- Please check and save the data from time to time during your work.
- To validate and finalise the Form please use the button “Validate & Finalise”. Please be aware that after pressing this button the Form will no longer be editable!

Part 1 – PROJECT SUMMARY

1.1 Project identification

1.1.1 Main data

Application ID: the field should not be filled in.

Project acronym: Applicants shall select the EUSDR PA from the drop down menu.

The **name of the Applicant organisation in English** is automatically filled in by editing the specific section 2.2.1.1 *Legal Identification Data*.

Project duration shall be inserted by selecting month and year from the calendar, considering the actual implementation period from the project start. The project implementation duration cannot be more than 36 months. The **number of months** is automatically calculated. The AF does not accept starting dates prior to January 1st, 2017.

Programme Priority 4 and programme Specific Objective 4.2 are pre-defined by the form.

1.1.2 Project summary

Applicants shall provide a short but comprehensive overview of the project by describing the specific objectives of the project, the outputs and project main result, as well as the (core) activities from the PA's work plan. The maximum number of characters allowed in this section is 2,000.

Please note that:

- By “number of characters” it is meant “number of characters including spaces”.

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 programme's website).

1.1.3 Project budget summary

The table will be automatically filled in after the budget section 5.3 ERDF / IPA / ENI Partner's Budgets per Budget Line and per WP is inserted.

Part 2 – PARTNERSHIP

2.1 Overview

This section is automatically filled in by editing section 2.2 *Project Partner details*.

2.2 Project partner details

The Application Form has pre-defined a limited number of project partners: Project Partner 1 (Lead Partner), ERDF PP1, ERDF PP2, IPA PP1 and ENI PP1. Only possible Associated Strategic Partners can be added to this list. The Applicants have to fill in only the data corresponding to the type of partner leaving the others blank.

2.2.1/ 2.2.2/ 2.2.3/ 2.2.4/ 2.2.5/ **Project Partner 1 (Lead Partner)/ ERDF PP1/ ERDF PP2/ IPA PP/ ENI PP**

2.2.1.1/ 2.2.2.1/2.2.3.1/ 2.2.4.1/ 2.2.5.1 **Legal Identification Data**

250 characters are allowed for writing the **official name in English of the Project Partner 1/ ERDF/ IPA/ ENI organisation** and another 250 for indicating the **full name in original language** (use of Cyrillic characters is accepted by the system). Applicants shall also indicate a suitable **acronym**, the respective field allowing maximum 20 characters.

Applicants shall then select the **country** and **region (both NUTS II and NUTS III level)** in which the Project Partner 1/ ERDF/ IPA/ ENI project partner(s) main office is located from the respective drop-down menus. For information related to the NUTS divisions, please refer to the following web page: <http://ec.europa.eu/eurostat/web/nuts/overview>.

Under **type of institution**, the Applicants shall select from the drop down menu the suitable type (e.g. university, municipality etc.). If “Other” is selected, the field allows insertion of free text. The **Legal status** shall be selected from amongst the three possible categories: public body/ body governed by public law, private enterprises (except Project Partner 1), private non-profit body or international organisation.

Further on, Applicants shall indicate whether the **organisation is entitled to recover VAT based on national legislation for the activities implemented in the project**, by selecting *yes*, *no* or *partly* from the drop down menu. Only if *partly* is indicated, Applicants are requested to provide an explanation on how the VAT is recovered. The maximum number of characters allowed in this section is 500.

The **National tax number** of the **Project Partner 1/ ERDF/ IPA/ ENI institution** shall be inserted in the row below. The maximum number of characters allowed in this section is 100.

Contact data of the partner: **official address** (street, number, postcode, town, country – max. 200 characters), general **Phone** number (max. 50 characters), general **Mobile** number (if

applicable- max. 50 characters), **Home page** (max. 50 characters) and general **e-mail** (e.g. office@xxx.xx – max. 50 characters) shall be inserted in the relevant fields.

In the **Legal Representative** and **Contact Person** sections, Name (max. 100 characters), Position (max. 100 characters) and Contact details (Phone –max. 50 characters, Mobile – max. 50 characters and e-mail – max. 100 characters) 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.**

Note: Applicants have to make sure that the person indicated as contact person is actually involved in the implementation of the project.

2.2.1.2/ 2.2.2.2/ 2.2.3.2/ 2.2.4.2/ 2.2.5.2 Overview of Project Partner 1/ ERDF/ IPA/ ENI PP budget

The budget will be automatically filled in based on the figures inserted in section 5.3 ERDF / IPA / ENI Partner's Budgets per Budget Line and per WP.

2.3.6 ASP

Additional ASPs shall be added by pressing the “+, Add new ASP” button at the beginning of this section.

2.2.6.1 Legal Identification Data

250 characters are allowed for writing the **official name in English of the ASP organisation** and another 250 for indicating the **full name in original language** (use of Cyrillic characters is accepted by the system). Applicants shall also indicate a suitable **acronym**, the respective field allowing maximum 20 characters.

Applicants shall then select the **country** and **region (NUTS II level)** in which the ASP main office is located from the respective drop-down menus. For information related to the NUTS divisions, please refer to the following web page: <http://ec.europa.eu/eurostat/web/nuts/overview>.

Under **type of institution** the Applicants shall select from the drop down menu the suitable type (e.g. university, municipality etc.). If “Other” is selected, the field allows insertion of free text. The **Legal status** shall be selected from amongst the four possible categories: public body/ body governed by public law (EGTCs are included in this category), private non-profit body, private enterprise or international organisation.

The **National tax number** of the **ASP institution** shall be inserted in the row below. The maximum number of characters allowed in this section is 100.

Contact data of the ASP: **official address** (street, number, postcode, town, country – max. 200 characters), general **Phone** number (max. 50 characters), general **Mobile** number (if applicable- max. 50 characters), **Home page** (max. 50 characters) and general **e-mail** (e.g. office@xxx.xx – max. 50 characters) shall be inserted in the relevant fields.

In the **Legal Representative** and **Contact Person** sections, Name (max. 100 characters), Position (max. 100 characters) and Contact details (Phone –max. 50 characters, Mobile – max. 50 characters and e-mail – max. 50 characters) have to be indicated. **Applicants are requested to insert personal business contact details, not the general institution ones.**

2.2.6.2 Geographic scope of the ASP activities

In this section, Applicants shall select from the drop down menu the geographic scope of the ASP activities (e.g. local, regional, national or transnational).

2.2.6.3 ASP's relevance for the proposed project (thematic competence)

The Applicants shall provide a description of the relevance and thematic competence of the ASP organisation for the project and of its specific role in the project context. Applicants shall highlight the importance of the ASP's role in the project and the added value to be brought to the partnership and the project results by its participation. The maximum number of characters allowed in this section is 2,000.

2.2.6.4 What is the benefit for the organisation and the territory that represents from participating in this project?

In this section, the Applicants shall describe the benefits, in terms of policy development and/ or implementation, for the ASP organisation and for the territory represented as a result of participation in the PAC project. The maximum number of characters allowed is 2,000.

2.2.6.5 Description of the involvement of the partner in the project

The Applicants shall describe the role of ASP within the project by stressing the importance of its contribution to the project activities and results. The actual added value to be brought by the participation of the ASP in the project should be described in relation to the specific project activities in which the ASP will be involved and the corresponding outputs. The maximum number of characters allowed is 2,000.

Applicants shall also select from the drop down menu the **sponsoring partner** (i.e. Project Partner 1 or the ERDF PP covering ASP's travel and accommodation costs) and also the **amount** the ASP is sponsored with. Under **Rate** the Applicants shall insert the percentage of the sponsored amount in relation to the total ERDF budget of the project (for instance, for the total ERDF budget of 300,000 EUR, with a sponsored amount for the ASP1 of 3,000 EUR, the rate is 1%). It is not compulsory to cover travel and accommodation costs for the ASP, as they can be part of the project without any financial support.

Finally, Applicants are requested to describe the **activities** the ASP is to be involved in within the project. They also have to specify the **location of the activities**. The maximum number of characters allowed here are 2,000.

PART 3 – PROJECT DESCRIPTION

3.1 Challenges addressed by the project

Applicants shall provide a comprehensive description of the challenges that the Priority Area is facing in implementing the Strategy and the Action Plan, highlighting the issues faced by the PA (e.g. in reaching the targets) and the corresponding PA's needs that require programme funding in order to fulfil the roles of PACs and Steering Groups. The maximum number of characters allowed in this section is 2,000.

3.2 Contribution to the EU Strategy for the Danube Region (policy and strategy aims of the project)

Applicants shall provide a comprehensive description regarding the contribution of the project activities to the achievement of the EUSDR targets. Furthermore, the Applicants shall explain how the improved coordination of the EUSDR PA will support the achievement of the defined targets. The maximum number of characters allowed in this section is 2,000.

3.3 Objectives and result of the project, with a link to the expected change the proposal is expected to bring

Applicants shall provide a comprehensive description of the link between the proposed intervention logic (main objective, specific objectives, outputs and result of the project) and the expected change desired by the project. The maximum number of characters allowed in this section is 2,000.

3.4 Methodological approach

Applicants shall provide a consistent presentation to demonstrate how the planned outputs and the ultimate project result are achievable by following a logical sequence and combination of activities, as well as a certain set of well-established and commonly agreed methods. The maximum number of characters allowed in this section is 2,000.

3.5 Target groups

Applicants shall first select from the drop down menu maximum 5 types of target groups (the most representative) intended to be addressed during the project implementation through planned activities and then provide a target value, the number of entities, organisations, institutions of the selected group to be addressed. If “other” is selected, the form allows the

insertion of free text. One target group is pre-defined by the programme (“PAs Steering Groups members”) since it is common for all the PAs. Nevertheless, it is up to each Applicant to provide a proper quantification.

3.6 Involvement of the target groups in the project

Applicants shall provide a comprehensive description on how partners plan to involve the target groups in the activities of the PA, highlighting also the added value of their involvement, as well as their benefit from participation in the activities of the PA. The maximum number of characters allowed in this section is 2,000.

3.7 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.** Furthermore, Applicants are requested to describe how they will ensure the selected joint actions. Each field allows a maximum of 250 characters.

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.
- Joint implementation means that activities must be carried out and commonly implemented. Clear content-wise links between the activities implemented in each participant country and regular contact between the partners should be demonstrated. The partnership 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. All partners should also assign staff according to their responsibilities within the project avoiding duplication of functions.
- 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 Project Partner 1) and payments are made from the Programme to this account. Project Partner 1 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.

3.8 Project intervention logic

Programme specific objective: Specific Objective 4.2 is pre-defined by the programme according to which all projects submitted for the support of the EUSDR have to aim at *improving the governance system and the capabilities and capacities of public institutions and key actors involved in complex transnational project development to implement the EUSDR in a more effective way.*

Project main objective: In order to support the PACs in meeting the Programme objective, **the main objective** of the submitted proposals is pre-defined at programme level and it is already included in the AF Template: *to ensure the implementation of a stable and effective governance system within EUSDR PA [number of the PA].* The Applicants have to select the EUSDR PA that they are representing.

Project specific objectives: the programme has pre-defined 5 project specific objectives out of which the PACs can choose and describe maximum three project specific objectives which are the most relevant for the described context, evidently and clearly leading to the realisation of the main objective. Specific objectives generally have immediate effects, i.e. they are achievable during the project implementation. Ideally, specific objectives should be linked to concrete project outputs and the planned activities. The maximum number of characters allowed for the description of each specific objective is 500.

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

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

Programme result indicator: the Programme result indicator is automatically included in the template.

Project main result: the Applicants shall define the project main result clearly contributing to the selected programme result indicator. Applicants should provide evidence of how and to which 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 partners, but also to the target groups of the project considering also the transferability of project results to other territories facing similar challenges. Contribution of the project main 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. The maximum number of characters allowed is 1,500.

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 outputs as defined in the work plan: *this section will be automatically filled in with the information provided in Section 4 of the AF. However, the mandatory output indicator **P29 - Number of EUSDR PAs financed**, since it is a programme level indicator which cannot be linked to any WP, is already included in the table and quantified as 1.*

PART 4 – WORK PAKAGES AND ACTIVITIES

Activities proposed by the PACs should be organised in a Work Plan. The Work Plan is composed by three mandatory and one optional Work Package. The maximum number of activities to be included in each WP is five. The Work Plan covers all three years of implementation. It is expected that the activities to be performed in 2017 are more detailed, while the 2018-2019 ones are (briefly and more generally) outlined in the Application Form.

Work Package 1: Management, publicity and communication. WP start and end month/ year and the WP budget will be filled in automatically based on the start/ end date of the individual activities within the WP and the allocated budgets.

Partners' involvement: Partners involved in the implementation of this WP shall be selected from the drop-down list based on the tasks allocated. Multiple selections are possible.

Summary of WP1: the Applicants shall provide a summary of the work package objective and main activities. The maximum number of characters allowed is 2,000.

Activities within the WP: appropriate number of Activities (but not more than 5) shall be added by pressing the “+” button. Activity title (maximum 100 characters) shall be introduced, start and end month/ year of each Activity shall be selected from the calendar and allocated budget shall be indicated in the appropriate field. A description of each project activity 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. **The Applicants should avoid generic terms** (such as concepts, definitions) or too general descriptions that do not contain a geographical and time reference. The maximum number of characters allowed is 2,000.

Examples:

Correct description: *each project partner will organise one workshop for stakeholders regarding policy development in August 2017 (Project Partner 1 will organise the workshop in Budapest and ERDF PP1 in Bratislava). ASP1 will provide support in the presentations and will feed back after the workshops. After the workshops, the project partners and ASP1 will meet in September 2017, 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 policies.*

Generic description: *two workshops will be organised by the PPs based on which a recommendation paper will be drafted.*

Role of partners: role and tasks of each involved partner shall be described in the corresponding field. Besides the roles, tasks and responsibilities of each partner, Applicants

should describe also the role of the Associated Strategic Partners. Generic descriptions: such as “all partners contribute”, should be avoided, Applicants being requested to underline how each project partner is involved in each activity. The maximum number of characters allowed is 1,500.

Deliverables: appropriate deliverables shall be linked to each Activity providing a short description (max 250 characters) and indicating the target value and the delivery period. Deliverables will be automatically numbered and additional ones can be inserted by clicking the “+” button. Each activity should include one or more **deliverables** (e.g. analysis report, 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.

Work Package 2-4: the work plan contains two additional mandatory work packages (WP2 and WP3) and one optional (WP4) which follow the same structure. WP start and end month/ year and the WP budget will be filled in automatically based on the start/ end date of the individual activities within the WP and the allocated budgets.

Partners’ involvement: Partners involved in the implementation of the WP shall be selected from the drop-down list. Multiple selections are possible.

Summary of the WP: Applicants shall provide a brief description of the Work Package and the objectives thereof by indicating planned activities and intended outputs. The maximum number of characters allowed is 2,000.

Project outputs within the WP: the Applicants will define project outputs planned to be achieved within the WP (50 characters). Additional outputs can be inserted by clicking the “+” button and they are automatically numbered. Target value and delivery period shall be inserted in the specific fields. Planned outputs shall be described in the specific field as well as their contribution to the project specific objectives (max. 500 characters). The appropriate programme output indicator to which the project output will contribute shall be selected from the drop-down list.

Please note that:

- **projects must contribute at least once to the following mandatory output indicators: *P07 - Number of documented learning interactions in finalised operations* and *PAC01 - Number of policy measures undertaken within the SG*. Output indicator *P29*, also mandatory, is already included and quantified in section **Project Outputs** as defined in the **Work Packages**.**

Target groups involvement: Applicants shall select from the drop-down list the target group relevant for each WP. Please, note that multiple selections are possible. Additionally, Applicants shall describe the involvement of the target group(s) in the development of the project outputs. The maximum number of characters allowed is 1,000.

Durability and transferability of outputs within the WP: Applicants shall provide answers to the questions regarding the durability and transferability of the project outputs after the closure of the project by describing the measures taken during the project implementation to ensure durability of project outputs and their transferability and applicability to other organisations/ bodies/ countries. If applicable, the role of the ASPs in ensuring the durability and transferability has to be described in this section. Durability refers to the long lasting effects of the projects outputs including their further valorisation. The section should also tackle the sustainability of the project outputs and its three dimensions:

- **Financial sustainability** - financing of follow up activities, leverage of funds etc.
- **Institutional sustainability** - "ownership" of project outputs - which structures will allow, and how, the results of the project to continue to be in place after the project end?
- **Political sustainability** - what structural impact will the project have? - e.g. will it lead to improved policies, legislation, plans, codes of conduct, methods, etc.?

Transferability refers to the potential to use/ apply the outputs of the projects in other regions or in different contexts.

Each field allows the insertion of maximum 1,500 characters.

Activities within the WP: appropriate number of Activities (but not more than 5) shall be added by pressing the "+" button. Activity title (maximum 100 characters) shall be introduced, start and end month/ year of each Activity shall be selected from the calendar and allocated budget shall be indicated in the appropriate field. A description of each project activity within the 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. Applicants should avoid generic terms (such as concepts, definitions) or too general descriptions that do not contain a geographical and time reference. The maximum number of characters allowed is 2,000.

Role of partners: role and tasks of each involved partner shall be described in the corresponding field. Besides the responsibilities of each partner, Applicants should describe also the role of the Associated Strategic Partners. Generic descriptions: such as "all partners contribute", should be avoided applicants being requested to underline how each project partner is involved in each activity. The maximum number of characters allowed is 1,500.

Deliverables: appropriate deliverables shall be linked to each Activity providing a short description (max 250 characters) and indicating the target value and the delivery period. Deliverables will be automatically numbered and additional ones can be inserted by clicking the "+" button. Each activity should include one or more **deliverables** (e.g. analysis report, minutes, presentations of the PA, 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 results 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

4.1 Time plan

This section will be automatically filled in with the information provided in Section 4 of the AF.

PART 5 – PROJECT BUDGET

5.1 Sources of co-financing per partners (ERDF+IPA+ENI)

The amounts corresponding to ERDF/ IPA/ ENI are automatically imported from section 5.3 (ERDF/ IPA/ ENI Partner's Budgets per budget line and per WP). Applicant shall fill in only the cells reflecting the percentages for the State, Public own, Private own Contribution. All the amounts regarding the ERDF/IPA/ENI, 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 contribution and rounded up in case of State, Public own and Private own Contribution. The template is automatically warning in case the total of these percentages is not equal to 15%.

5.2 Total Project Budget per Project Partners and Work Packages

The table is automatically filled in based on the data inserted in section 5.3 ERDF/ IPA/ ENI Partner's Budgets per budget line and per WP.

5.3 ERDF / IPA / ENI Partner's Budgets per Budget Line and per WP

For each partner, all the amounts per WP and BL shall be inserted by the Applicant, except for BL "Office and administrative expenditure" and in case flat rate is selected for the Staff Costs (see below, in the same paragraph). The method of calculating the Staff Costs shall be chosen (by ticking the relevant option: the default option is **"Real cost basis"**, which can be changed to **"Flat rate (up to 20%) of direct costs"**). If, under Staff Costs the option **"Flat rate (up to 20%) of direct costs"** is selected, by selecting the percentage of the flat rate the figures are automatically calculated.

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).

Automatic check is included in the template to check if the total amount of each WP in section 5.3 is in line with the calculated amount of WPs in section 4.1.

5.4 Total spending Forecast

The spending forecast has to be calculated and inserted per year and taking into consideration the total project budget. The template checks automatically if the total budget included in this section is equal to the total budget included in sections: 1.1.3, 2.1 and 5.3.

PART 6 – OTHER DATA

6.1 Codes for the priority theme dimension

Applicants shall select from the drop down list the codes relevant for the project. Additionally, a projected percentage shall be inserted while the amount is automatically calculated considering the total budget of the project. The total percentage has to equal 100%.

6.2 Key words

Applicants shall list maximum 5 key words relevant for the project – each maximum 50 characters long (e.g. natural preservation, water management, e-mobility, social innovation, governance, sustainable development, etc.)

Annexes

Applicants shall enter the number of files to be submitted with the AF (e.g. Partnership Agreement - 1, Co-financing Declarations – n, one for each financing partner, State Aid Declarations – n, one for each financing partner, ASP Declarations – n, one for each such partner, if applicable).

Project Partner 1 Confirmation and Signature

Project Partner 1 shall select the date from the calendar and enter the place where the AF was filled in. The name and the position of the signing person shall also be filled in (100 characters are available for each field).

The legal representative is the person who is entitled to sign officially on behalf of Project Partner 1's institution. However, at this stage, the signature of the legal representative is not required. Once the proposal is approved for funding, the Applicant shall be requested to provide a signed AF.

Check, Validate and finalise

Check button

Check button can be pressed any time while filing in the Application Form and a warning message regarding inconsistencies and/ or mandatory information missing will appear on the screen.

Validate and finalise

After filling in all the sections of the AF, the applicant shall press the “**Validate and finalise**” button. In case required fields are not filled in, the form will generate error messages until they are complied with. The validated pdf file shall be submitted together with the other relevant files on the DTP website as indicated in the Introduction.

Please note that:

- **Once validated, the file becomes non-editable; therefore no changes can be made.**
- **The “Edit Form” button which appears on the upper part of the first page after validation is to be used only once the project is approved for funding with conditions and the AF needs amendment. In this case, the JS will provide the Project Partner 1 the appropriate administration code.**

Instructions on how to fill in *Annex 1 – PACs targets and actions*

Annex 1 to the Application Form is meant to be used as a tool for the future monitoring of the achievement of the milestones and implementation of the actions that lead to reaching the targets of the EUSDR.

PACs have to fill in the table with the data corresponding to their Priority Area.

Column PA Targets – the name of the target, as defined by the EUSDR bodies, has to be filled in. Applicants have to add as many rows as the number of targets defined for their PA.

Column PA Actions – the name of the actions corresponding to each target has to be filled in. Applicants have to add as many rows as the number of actions corresponding to each target. The action has to be listed even if it has been finalised or its implementation started before the submission of the Application Form.

Status of implementation of the action – Applicants have the possibility to choose between 3 statuses corresponding to each action: not started yet, under implementation or finalised.

Milestones – the milestones corresponding to each action have to be listed in the column. The milestones have to be listed even if they have been reached before the submission of the Application Form.

Status of achievement – Applicants have the possibility to choose between 3 statuses corresponding to each milestone: not started yet, under implementation or reached.

Deadline – Applicants have to indicate the deadline set for reaching the respective milestone.

Annual planning in achieving the milestones (%) – the Applicants have to provide a realistic plan for reaching the milestones during the 3 years of implementation of the project. A milestone can be fully reached by the end of the Subsidy Contract (100%) or can be partially reached (e.g. 60%). The percentages to be inserted are progressive in the sense that if in the first year for e.g. 30% is planned to be reached then in the second year the percentage to be filled in is the sum between the first year achievement and the second year achievement (e.g. 30% of the first year + 20% of the second year = 50%). In case the milestone has been reached prior to the submission of the AF then this section should not be filled in.

Description – Applicants have to include a brief description of the milestone and its contribution to achieving the action, including a description of its status, in case it is already under implementation and delays/ obstacles encountered.

Annex 1 contains a filled in table of Target, Action and Milestones as a purely indicative example. This example can be deleted once the information related to a certain Priority Area is filled in.