Application form

Disclaimer:

This document was endorsed by the programming committee on 10 February 2015. However, please note that it is still subject to final approval by the monitoring committee to be established within 3 months of the date of notification of the Commission decision adopting the cooperation programme. The closing of the call is foreseen four weeks after the publication on the programme website of the terms of reference approved by the monitoring committee.

This is a text version of the draft application form and is for reference only. Do not submit this form to the programme. The application will have to be completed online. The document with all its elements is still subject to change until its approval by the monitoring committee.

Application form

Contents

PART A – Project summary

A.1 Project identification

Project title	
Project acronym	*[22 characters]*
Name of the lead partner organisation in English	
Specific objective	Select one of the six objectives from the from the following list: Research, technological development and innovation Objective 1.1: Improving innovation infrastructure policies Objective 1.2: Improving innovation delivery policies Competitiveness of SMEs Objective 2.1: Improving SMEs competitiveness policies Low carbon economy Objective 3.1: Improving low-carbon economy policies Environment and resource efficiency Objective 4.1: Improving natural and cultural heritage policies Objective 4.2: Improving resource-efficient economy policies

Project duration	Phase 1		Start date	
			End date	
	Phase 2	**24 months**		
	Total (months)			

A.2 Project summary

Please give a short overview of the project (in the style of a press release) and describe:

- the common challenge you are jointly tackling in your project;
- the overall objective of the project and the expected changes your project will make to the current situation;
- the main outputs you will produce and who will benefit from them.

Please note that should the project be approved, this summary will be published on the programme's website.

[1000 - 1500 characters]

A.3 Project budget summary

	Programme funding		National contributions			Total budget	
	Amount	Funding rate (%)	Public co-financing	Private co-financing	**Total co-financing**		
ERDF						**Total eligible to ERDF**	
Norway						**Total Norway**	
Interreg Europe						**Total Interreg Europe**	
						Other funding	
						Grand Total	

A.4 Overview of project partners

Partner No	Organisation	Country	Partner budget		
			Programme funding	*Partner contribution*	*Total*

Lead partner confirmation

By signing the application form the lead partner confirms that:

- The project has or will neither in whole nor in part receive any other complementary EU funding (except for the funding indicated in this application form) during the whole duration of the project.

- The project is in line with the relevant EU and national legislation and policies of the countries involved;

- The lead partner and the project partners will act according to the provisions of the relevant national and EU regulations, especially regarding Structural Funds, public procurement, state aid, environment and equal opportunities, as well as the specific provisions of the programme.

- The information provided in this application is accurate and true to the best knowledge of the lead partner.

Name of signatory	
Position of signatory	
Lead partner's organisation	
Date	
Signature and stamp of lead partner (if exists)	

PART B – Partnership

B.1 Partner details

(see section 4.4 of the programme manual)

Partner 1		
Role of the partner in the project (lead partner/partner/advisory partner)		
Name of organisation in original language		
Name of organisation in English		
Department/unit/division (if applicable)		
Legal status		
Type of partner		
Countries represented *(only for EGTCs)*		
Address		
Town		Postcode	
Country		
NUTS 1 level		
NUTS 2 level		
NUTS 3 level		
Legal representative		
Contact person 1		
Phone (office)		Mobile	
E-mail		Website	
Contact person 2 (optional)		
Phone		*E-mail*	
Partner financed through the Investment for Growth and Jobs programme (yes/no)		

In case the partner is an advisory partner, please complete the following questions:

What are the partner's competences and experiences in the issue addressed by the project?	6
What is the organisation's role in the project?	

Partner X		
Role of the partner in the project (lead partner/partner/advisory partner)		
Name of organisation in original language		
Name of organisation in English		
Department/unit/division (if applicable)		
Legal status		
Type of partner		
Countries represented *(only for EGTCs)*		
Address		
Town		Postcode	
Country		
NUTS 1 level		
NUTS 2 level		
NUTS 3 level		
Legal representative		
Contact person		
Phone (office)		Mobile	
E-mail		Website	
Are you an advisory partner?		
Partner financed through the Investment for Growth and Jobs		

programme (yes/no)	

B.2 Policy instruments addressed and territorial context

(See section 4.1 and 4.3.1 of the programme manual)

How many policy instruments are addressed by the project?	

B.2.1 Policy instrument 1

B.2.1.1 Definition and context

1.   Definition

Please name the policy instrument addressed

Please describe the mains features of this policy instrument (e.g. objective, characteristics, priority or measure concerned) and the reason(s) why it should be improved.
[500 characters]

Is this policy instrument related to the national or regional Structural Funds operational programme (ERDF/ESF)?	
Is the body responsible for this policy instrument included in the partnership?	
Name of this responsible body	
Please name the responsible body and provide a support letter from this body.	

How do you envisage the improvement of this policy instrument (e.g. through new projects supported, through improved governance, through structural change)?
[1000 characters]

Proposed performance indicator (in relation to the policy instrument addressed)	

2. Territorial context	
What is the geographical coverage of this policy instrument?	*1/ local; 2/ regional; 3/ national; 4/ cross-border; 5/ transnational*

What is the state of play of the issue addressed by this policy instrument in the territory? What needs to be improved in the territorial situation?	
[500 characters]	
Is this issue linked to the regional innovation strategy for smart specialisation (RIS3)?	
If yes, how?	
[500 characters]	

B.2.1.2 Partner(s) relevance for policy instrument 1

How many partners address the policy instrument 1?	
Partner	
What are the partner's competences and experiences in the issue addressed by this policy?	
What is the capacity of the partner to influence policy instrument 1?	
How will the partner contribute to the content of the cooperation and benefit from it?	
Partner	
What are the partner's competences and experiences in the issue addressed by this policy?	
What is the capacity of the partner to influence policy instrument 1?	
How will the partner contribute to the content of the cooperation and benefit from it?	

B.2.1.3 Stakeholder group relevant for policy instrument 1 (See section 4.4.1 of the programme manual)

Indicative list of stakeholders to be involved	Role of the stakeholders in relation to policy instrument 1
	[250 characters]

How will this group be involved in the project and in the interregional learning process?
[2000 characters]

B.2.2 Policy instrument 2

PART C – Project description

C.1 Brief history of the project

Describe how the project idea and the consortium were developed and how the partners were involved in elaborating the project proposal.

[2000 characters]

C.2 Issue addressed

Based on the information provided in section B.2 ('polices addressed'), explain in more general terms the regional development issue addressed by the project and, in particular:

1.   How does this issue fit in the European context and in the Europe 2020 strategy?

2.   How is it relevant to the Interreg Europe programme and to the selected specific objective?

3.   How can interregional cooperation contribute to improve this issue?

[5000 characters]

C.3 Objectives

Programme specific objective the project will contribute to

Overall objective and sub-objectives

Describe the overall objective and, if relevant, the sub-objectives of the project. The overall objective has to relate to the improvement of policies of the participating regions.

[1000 characters]

C.4 Communication strategy

(see section 8 of the programme manual)

Describe the communication strategy and the way it will contribute to achieve the above project objectives.

[1000 characters]

Objectives	Target group	Activities
What can communication do to reach project objectives?	Who do you need to reach?	How do you plan to reach the communication objectives?

C.5 Project approach

(See section 4.2.1 of the programme manual)

Describe the project approach to achieve the project's objectives and to produce the intended outputs and results. In particular:

1. How do you organise the interregional learning process?

2. How do the proposed activities interlink (sequence, combination, interrelation between activities)?

3. What is the approach for developing the action plans and what is the role of the different stakeholder groups?

[5000 characters]

C.6 Expected results and outputs of the project

(See section 4.3 of the programme manual)

C.6.1 Overview of the expected outputs and results

In line with the objective defined in the section "objectives", describe in more details the main outputs and results the project intends to produce.

[3000 characters]

C.6.2 Indicators (See section 4.3.2 of the programme manual)

Result indicators	Target
Number of Growth & Jobs or ETC programmes addressed by the project where measures inspired by the project will be implemented	
Number of other policy instruments addressed by the project where measures inspired by the project will be implemented	
Estimated amount of Structural Funds (from Growth & Jobs and/ or ETC) influenced	

by the project (in EUR)	
Estimated amount of other funds influenced (in EUR)	

Policies	Specific indicators	Target
Policy 1	Performance indicator	
Policy 2	Performance indicator	

Output indicators	Target
Number of policy learning events organised	
Number of good practices identified	
Number of people with increased professional capacity due to their participation in interregional cooperation activities	
Number of action plans developed	
Number of appearances in media (e.g. press)	
Number of new visitors to project website since last reporting period	

C.6.3 Innovative character (See section 4.3.3 of the programme manual)

Explain the innovative character of the expected results. What are the synergies with other past or current EU projects or EU initiatives the project makes use of? For projects deriving from past Interreg experiences (follow-up projects), please clarify the added-value of these results compared to the achievements of the previous experience.

[2000 characters]

C.6.4 Durability of results (See section 4.3.4 of the programme manual)

Describe how the durability of the project's achievements will be ensured, specifically related to the implementation of action plans (e.g. if funding is needed, how the regions will make sure this funding will be available?).

[2000 characters]

C.7 Horizontal principles

(See section 2.7 of the programme manual)

Indicate to which extent the project contributes to the following horizontal principles and agenda, and justify the choice.

	Type of contribution	Description of the contribution
Sustainable development	*neutral/ positive*	*[1000 characters]*
Equal opportunities and non-discrimination	*neutral/ positive*	*[1000 characters]*
Equality between men and women	*neutral/ positive*	*[1000 characters]*
Digital single market	*neutral/ positive*	*[1000 characters]*

C.8 Project management

(See section 4.2.1.3 of the programme manual)

C.8.1 Management arrangements

Describe how the management and coordination on the strategic and operational levels will be carried out in the project, specifically:

4. Structure, responsibilities and procedures for the day-to-day management and coordination including composition of the steering group and decision making process
5. Day-to-day communication within and beyond the partnership
6. Procedures for day-to-day financial management and reporting procedures

[4000 characters]

C.8.2 Project coordinator

Will project management be externalised?	*Y/N*

C.8.3 Finance manager

Will financial management be externalised?	*Y/N*

C.8.4 Communication manager

Will communication management be externalised?	*Y/N*

PART D – Work plan

(See section 4.2.1 and 4.2.2 of the programme manual)

D.1 PHASE 1 'Interregional learning' - Detailed work plan per period

Semester 1	Start month	End month

Describe the period's activities and outputs related to a) exchange of experience, b) communication and dissemination and c) management and coordination. Specify the responsibilities of each partner with regard to the activities and also add information on the involvement of stakeholder groups.		
a) Exchange of experience		
[3000 characters]		
b) Communication and dissemination		
[1500 characters]		
c) Project management		
[1000 characters]		
Main outputs		
[300 characters]		

Semester 2	Start month	End month

Describe the period's activities and outputs related to a) exchange of experience, b) communication and dissemination and c) management and coordination. Specify the responsibilities of each partner with regard to the activities and also add information on the involvement of stakeholder groups.		
a) Exchange of experience		
[3000 characters]		
b) Communication and dissemination		
[1500 characters]		
c) Project management		
[1000 characters]		

Main outputs			
[300 characters]			

......

Semester X (last semester of phase 1)		Start month	End month
Describe the period's activities and outputs related to a) exchange of experience, b) communication and dissemination and c) management and coordination. Specify the responsibilities of each partner with regard to the activities and also add information on the involvement of stakeholder groups.			
a) Exchange of experience			
[3000 characters]			
b) Communication and dissemination			
[1500 characters]			
c) Project management			
[1000 characters]			
Main outputs			
[300 characters]			
Number of action plans produced			
Number of people with increased professional capacity			

D.2 PHASE 2 'Monitoring action plan implementation'- Detailed work plan per period

Semester X		Start month	End month
Describe the period's activities and outputs related to a) follow-up of the action plans implementation, b) communication and dissemination and c) management and coordination. Specify the responsibilities of each partner with regard to the activities and also add information on the involvement of stakeholder groups.			
a) Action plan implementation follow-up			
Each region starts the implementation of its action plan. The relevant stakeholders for the implementation are mobilised.			
b) Communication and dissemination			

The partners ensure regular updates of the project website with information on the action plans implementation.
c) Project management

Main outputs
Website updates

Semester X+1	Start month	End month

Describe the period's activities and outputs related to a) follow-up of action plan implementation, b) communication and dissemination and c) management and coordination.

Specify the responsibilities of each partner with regard to the activities and also add information on the involvement of stakeholder groups.

a) Action plan implementation follow-up
Each partner monitors the action plan implementation by contacting the stakeholders and beneficiaries of the different actions. All partners meet to learn from each other by exchanging on the success and difficulties met in the implementation of their action plan.
b) Communication and dissemination
The partners ensure regular updates of the project website with information on the action plans implementation.
c) Project management
Each partner reports the progress made in implementing the action plan. The lead partner compiles the information and prepares the report for the joint secretariat.
Main outputs

Semester X+2	Start month	End month

Describe the period's activities and outputs related to a) follow-up of the action plan implementation, b) communication and dissemination and c) management and coordination.

Specify the responsibilities of each partner with regard to the activities and also add information on the involvement of stakeholder groups.

a) Action plan implementation follow-up

Each partner continues monitoring the action plan implementation and is in regular contacts with the stakeholders and beneficiaries of the different actions.

b) Communication and dissemination

The partners ensure regular updates of the project website with information on the action plans implementation.

c) Project management

Main outputs

Website updates

Semester X+3	Start month	End month

Describe the period's activities and outputs related to a) follow-up of action plan implementation, b) communication and dissemination and c) management and coordination.

Specify the responsibilities of each partner with regard to the activities and also add information on the involvement of stakeholder groups.

a) Action plan implementation follow-up

Each partner finalise the monitoring of the action plan implementation. Each partner discuss the results of this implementation with the relevant regional stakeholders and beneficiaries.

All partners meet to exchange and draw conclusions on the two years of action plan implementation.

b) Communication and dissemination

In the last semester, the partners organise a final dissemination event gathering executives and policy makers from the regions and from other relevant institutions. The aim is to promote the project achievements and to disseminate the results of the action plans implementation to a large audience. The project website is updated accordingly.

c) Project management

Each partner summarises the level of achievement of their action plan. The lead partner compiles the information and prepares the final report for the joint secretariat.

Main outputs

1 project meeting

1 high-level political dissemination event, website updates

1 annual progress report

1 final project report

PART E – Project budget

(See section 7 of the programme manual)

E.1 Budget breakdown per budget line and partner									
Partner Name/No.	Preparation costs (EUR 15,000 for LP)	Staff costs	Office and administration (15% of staff costs)	Travel and accommodation	External expertise and services	Equipment	**Total partner budget**	Revenues	**Total eligible costs** *(=total partner budget minus revenues)*
Partner 1									
Partner 2									
Partner 3									
Partner 4									
Partner n									
Total Interreg Europe									

Total all				

E.2 External expertise and services

Number	Type of costs	Detailed description	Contracting partner	Amount
1	Select from the following list: ▪ FLC costs ▪ Project and/or financial and/or communication management ▪ Meeting costs: steering group ▪ Meeting costs: dissemination event ▪ Meeting costs: exchange of experience events ▪ Meeting costs: stakeholder group ▪ Travel & accommodation costs: members of the stakeholder groups and other external bodies ▪ Publication and dissemination costs ▪ External support for the exchange of experience process, in particular the development of the regional action plan ▪ Other			
2				
3				
n				

Total				

E.3 Equipment

Number	Type of costs	Detailed description	Contracting partner	Amount
1	Select from the following list: ▪ Office equipment ▪ Other			
2				
3				
Total				

E.4 Budget breakdown per source of funding and partner

Partner Name/No.	Country (imported from partner section)	TOTAL (imported from E.1, column total eligible costs)	Programme funds			Partner contribution		
			ERDF	ERDF rate (%) (85/75/0)	Norwegian (50% of total)	Partner contribution from public sources	Partner contribution from private sources	**Total partner contribution**
Lead partner								
Partner 2								
Partner 3								
Partner 4								
Partner n								
Total Interreg Europe								
TOTAL ALL								

E.5 Spending plan

Partner Name/No.	Semester 1	Semester 2	Semester 3	Semester t	Total
Partner 1					
Partner 2					
Partner 3					
Partner 4					
Partner n					
Total Interreg Europe					
% of Total					
Total all					
% of Total					