



LIFE+ Nature and Biodiversity

Guidelines for applicants 2012

Part 2 – Application forms

The current guidelines apply to the preparation of project proposals to be submitted to the European Commission under *LIFE+ Nature and Biodiversity*. They are intended to help applicants use eProposal in order to create and submit their proposal.

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1. eProposal Tool

The eProposal tool allows LIFE+ applicants to create proposal(s) online. Only proposals submitted through eProposal are eligible to be evaluated.

Please post your IT questions about eProposal to

eProposal Help Desk: env-life-eproposal-admin@ec.europa.eu

Please note that this Help Desk is only for IT questions related to the use of eProposal. All other questions about LIFE+ should be addressed by reading the *Guidelines for applicants* and, in case of need, by contacting the National Focal Point.

1.1. Step 1: Create your ECAS user ID and password

Access to eProposal Welcome Page is provided via the LIFE+ web page.

Sitemap Links Contact What's New Legal notice Logout

EUROPEAN COMMISSION
eProposal (on-line creation and submission of LIFE+ proposals)

European Commission > Environment > LIFE Programme > eProposal

Welcome to eProposal

eProposal is the unique tool used by applicants to build and submit LIFE+ project proposals, by Member States to provide comments on individual project proposals and by the European Commission to organise the selection of projects to be financed

New user?
Get a username and password from the European Commission Authentication Service (ECAS)
[Register](#)

Are you an applicant?
Access eProposal to create/update/submit your proposal
[Login](#)

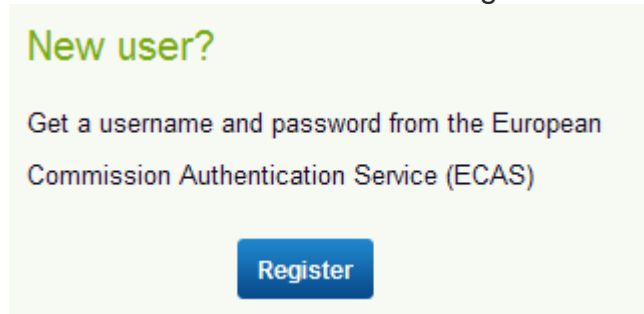
Are you a Member State reviewer?
Access granted only to users identified by their National Focal Point
[Login](#)

The eProposal web tool is best viewed using Internet Explorer 7 or Mozilla Firefox 3.

Please note that the eProposal tool can only be accessed through ECAS (the European Commission Authentication Service). Therefore you have to register in ECAS first and obtain a user ID and a password.

Once you have authenticated your identification, you do not have to re-enter your credentials (username and password) within the same browser session.

In the 'New user?' menu click 'Register':

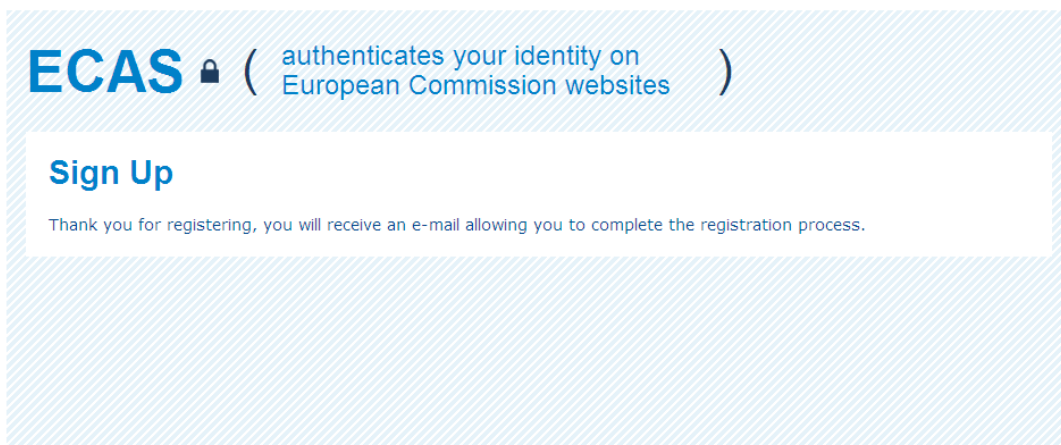


a. ECAS sign-up

Please provide the information required (compulsory fields are marked by a red asterisk *):

Note: If you cannot read the 'security check', do not hesitate to 'Try another' by clicking on the link beside the security check image.

Once you have submitted this information, click on the 'Submit' button. You should then get the following message:



b. Create your ECAS password

You will receive a confirmation message at the provided e-mail account from ECAS (<ecas-admin@ec.europa.eu>).

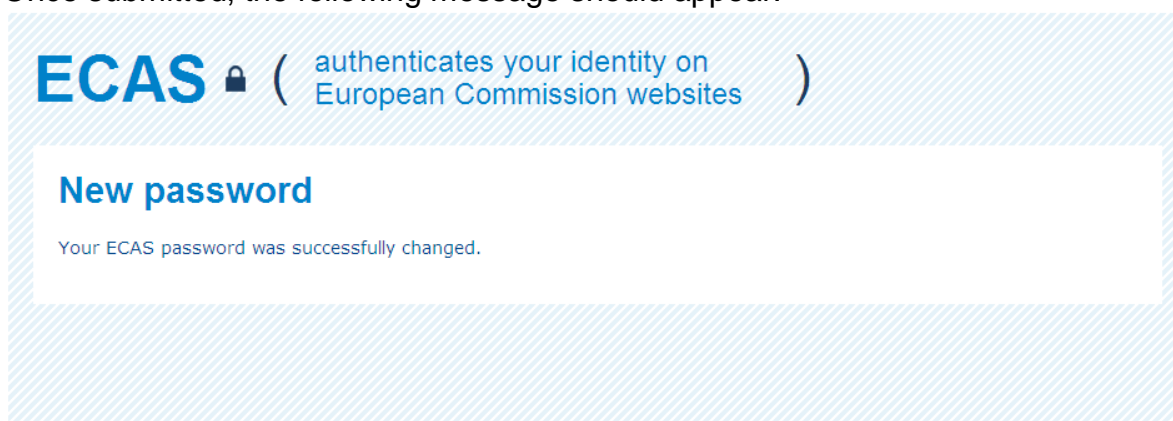
Note: it can take up to half an hour for the confirmation e-mail to arrive. If you do not receive this e-mail at all, please first check your SPAM folder before contacting the eProposal Help Desk.

From the moment the e-mail was sent to you, you have 90 minutes to generate your ECAS password!

In the confirmation e-mail received, click on 'this link'.

Define your password (minimum 10 characters, containing at least 1 capital letter and 1 digit) and submit.

Once submitted, the following message should appear:



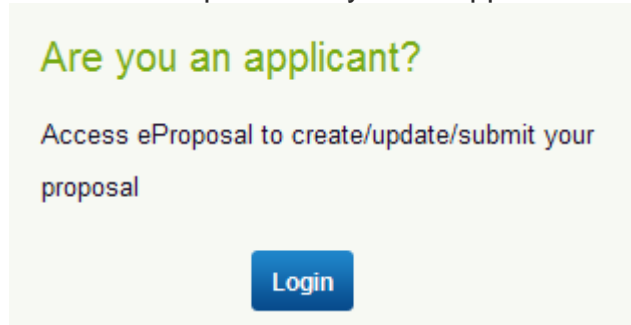
You may change your password or ask for it to be reset in case you forget it. We recommend you keep safely the user ID / e-mail address and password you used to register for registration and login to eProposal (Step 2).

1.2. Step 2: Build a project proposal

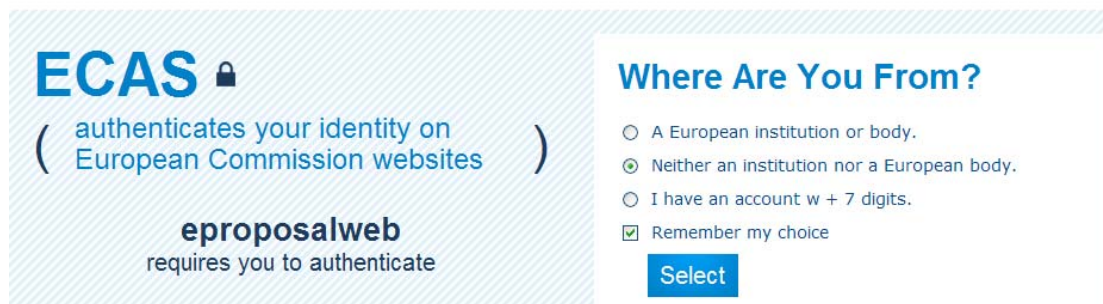
a. Register as a user (compulsory)

Go to the LIFE+ eProposal Welcome Page

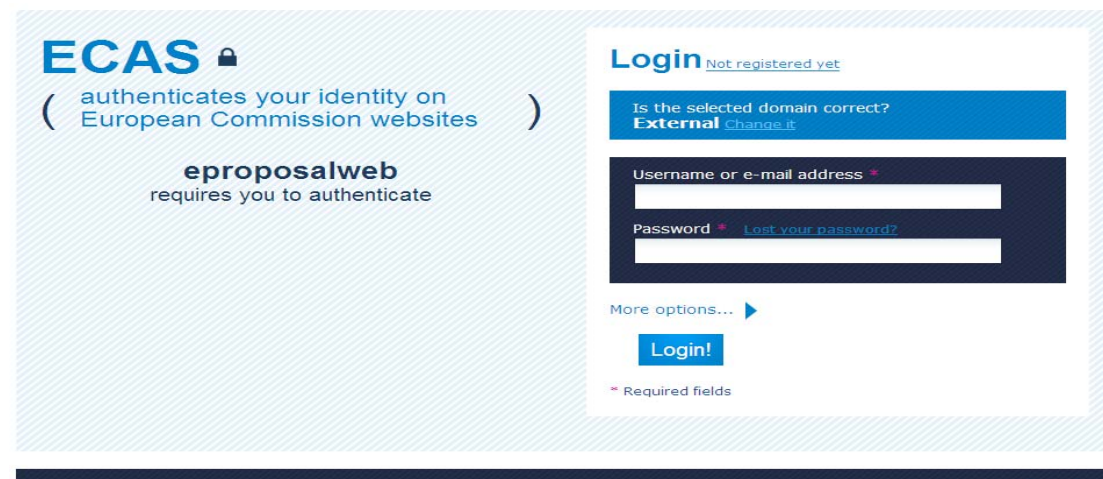
Click on the option 'Are you an applicant?'



You will be redirected to this page:



- (1) Check that the domain selected is 'External' (if not, please change it to 'External' by using the 'Change it' link and when asked 'Where are you from?', please specify 'Neither an institution nor a European body' + click on 'Select')
- (2) Enter your e-mail address and password (the one you created at Step 1)
- (3) Click on 'Login' button



You have now accessed the LIFE+ eProposal tool.

Please select the account type you request for, i.e. **Applicant User**

Register user

Select account type you request for

Message for an administrator

Continue

Then fill in the required information (compulsory fields are marked by a red asterisk *), and click on the 'Save' button available at the bottom of the screen.

You will get the following confirmation message: 'Your user account has been created'.

b. Create a proposal (compulsory)

You may now create a LIFE+ project proposal by clicking the 'Create new proposal' button available at the bottom of the screen:

Call for proposals | Messaging | Account

List of proposals

✔ Your user account has been created

Proposal reference	Acronym	Member state	Coordinating beneficiary	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Refresh

Proposal reference	Acronym	Member state	Coordinating beneficiary	Total Amount	EU Contribution	Actions
No items found						

Create new proposal

You will be requested to input basic information concerning your proposal, based on the selected LIFE+ strand. This information remains editable once the proposal has been created.

For this purpose, you will be automatically redirected to technical form A1 (see below). Please note that you have to fill in both form A1 AND form A2 in order to create a new project proposal in the eProposal tool. The proposal will be then identifiable with the project acronym entered in technical form A1. The information already entered while registering as an applicant will be available under forms A1 and A2 for the proposal you have created.

c. Add associated beneficiaries (optional)

A LIFE+ proposal created in eProposal does not include by default any associated beneficiary, who has to be invited by the coordinating beneficiary to join his / her proposal.

- (1) Associated beneficiaries must register in ECAS and eProposal (Steps 1 and 2a)
- (2) Then the coordinating beneficiary performs the following operations:
 - (a) Select the proposal for which you want to invite an associated beneficiary
 - (b) Go to Proposal Menu / Administrative part and select 'A5 – Associated beneficiaries'

Proposals / NewProject / Technical Forms / A5 - Associated beneficiaries

Short name	Edit right	
Save	Invite associated beneficiary	Switch to view mode

- (c) Click on 'Invite associated beneficiary' button. The following screen opens:

E-mail:

Content:

Back

Invite

- (d) Enter the e-mail of the associated beneficiary (who has already registered in eProposal), fill in the 'Content' field and click on the 'Invite' button. For the 'Content' field we suggest simple messages (e.g. 'You are invited to join LIFE+ project proposal 'name of the proposal').
 - (e) You may invite as many associated beneficiaries as you wish, following the same procedure (substeps c and d)
- (3) The associated beneficiary performs the following operations:
- (a) An invitation message is received in the e-mail address entered by the applicant (in Steps 1 and 2a)
 - (b) Login to eProposal (Step 2a), select the proposal which you are invited to join, then go to 'Messaging / Inbox messages' menu, open the invitation and accept it by clicking on the 'Accept' button
- (4) View / edit mode

Once the associated beneficiary has accepted an invitation to join a project proposal, he / she is automatically able to view it (in the 'List of proposals' menu).

The coordinating beneficiary may decide to grant editing rights to the associated beneficiary (beneficiaries). This enables the coordinating and associated beneficiaries to work in parallel on the same project proposal.

Important: If an associated beneficiary has been granted editing rights, he / she will be able to perform exactly the same actions as the coordinating beneficiary, i.e. modify, delete, add technical and financial data, etc. except to submit the proposal. If during the creation of a proposal, a coordinating beneficiary wishes to deny the edit rights given to an associated beneficiary, the 'Edit right' box on form 'A5 – Associated beneficiaries' has to be unchecked. The switch between edit and view modes for an associated applicant

can be performed as many times as needed / wished by the coordinating beneficiary.

d. Validate and Submit a proposal (compulsory)

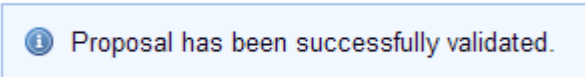
1. Validation


After completing the proposal, click on the 'Validate' button. A number of pre-defined verifications will be launched throughout the entire proposal, such as mandatory fields filled in and in the correct format, coherency between dates, consistency of various elements of the budget, etc.

Validation error messages indicate missing or incorrect information. They block the submission of the proposal (e.g. 'Total costs must equal total contributions').

When editing the proposal and making various changes, you may see confirmation messages which do not affect the validation (e.g. 'Are you sure you want to change LIFE+ programme strand? Note that all information not fitting the new strand will be deleted').

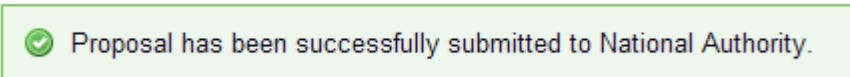
When the validation is performed without any blocking errors, you receive the following confirmation message:




 Proposal has been successfully validated.

2. Submission / Withdrawal

Once the proposal is validated and before the submission deadline, the coordinating beneficiary is invited to submit the proposal by clicking on the 'Submit to National Authority' button (this button becomes available only after the proposal has been validated and no more blocking validation errors are identified). You receive the following message confirming that the proposal is successfully submitted:



 Proposal has been successfully submitted to National Authority.

The proposal can be modified and submitted until 26/09/2012. Each subsequent submission overwrites the previously submitted version (earlier versions are not archived).

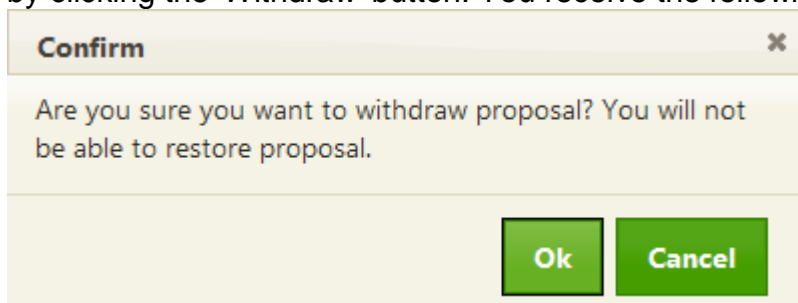
Please note that National Authorities can see that a proposal (identified by its reference, title, coordinating applicant, total costs and contribution requested) has been submitted, but cannot view the full proposal on-line until the submission deadline is reached.

The proposal will be automatically submitted to the national authority of the Member State in which the coordinating beneficiary is legally registered, who will forward it to the European Commission. However, national authorities of the Member States in which associated beneficiaries (if applicable) are legally registered, may also view the proposal.

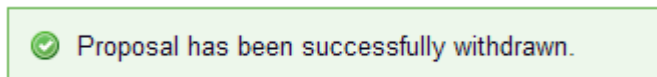
Each submitted proposal is being automatically attributed a unique project reference code which includes the year of the call, the LIFE+ strand and a sequential 6 digits number. All technical, financial and reporting forms will bear this code (e.g. 'Proposals / **LIFE12NAT/FI/000001 LIFE Peatlands** / Financial Forms / **F1 – Direct personnel costs**'). This code will be referred to in all correspondence with the European Commission during the selection procedure and during the project implementation, if the proposal is retained for LIFE+ co-financing. A proposal which has not been submitted yet does not carry a reference.

Important: proposals submitted can be modified until the submission deadline is reached. Only submitted proposals will be reviewed by Member States National Authorities and evaluated by the European Commission. Please make sure that you click on the 'Submit to National Authority' button prior to the submission deadline.

Applicants retain the right to withdraw their proposal at any moment after submission, by clicking the 'Withdraw' button. You receive the following message:



If you click on OK you will receive the following confirmation message:

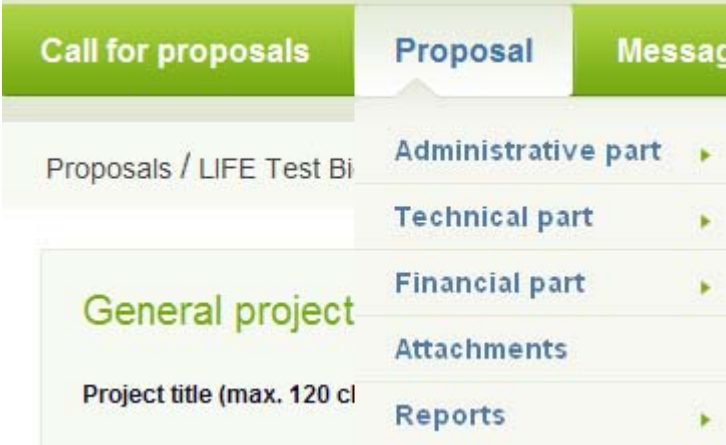


2. Application forms

General rules:

- In order to enter data into the proposal, use the 'Edit' mode; a 'View' mode is also available and you can switch from one mode to the other at any time during preparation of your proposal;
- You may introduce the information either directly into the textboxes or you may copy / paste information in simple text format;
- All fields allow introducing a limited number of characters – these limits are clearly displayed;
- The data between various technical and financial forms are intrinsically connected, this is why as a matter of principle the information will be introduced manually only once and then automatically transferred to other relevant forms across the application;
- Fields marked with a red asterisk * are related to obligatory information and must be filled in; when validating the proposal, error messages will be displayed if mandatory fields have been left empty;
- Disabled fields cannot be filled in manually since the respective information will be extracted / calculated automatically from other forms;
- You will be allowed to insert objects (such as maps, graphs, tables, photos) in certain forms where the "Maps", "Pictures" or "Declaration" headings appear; you may only use png, jpg, tif, gif, bmp formats; the maximum size acceptable is 500Kb; for technical reasons, pdf format cannot be used;
- Enter all dates in DD/MM/YYYY format or use the calendar functionality where available;
- At any stage, you may view your proposal as a pdf document, by clicking the 'Create pdf' button available on Form A1 and in the Attachments section of eProposal;
- **Click on 'Save' button before switching to another form;**
- You may extract the content of your proposal in order to work off-line:
 - B and C forms to an editable Word document, by clicking on the 'Download working copy' button available on Form A1;
 - F forms to an editable Excel document, by clicking on the 'Financial data export' button available in the Attachments section;Please note that these are only working documents to be used to prepare input in eProposal forms and fields.

- All the content of a proposal can be edited / viewed using the Proposal menu available at the top of the screen:



2.1 Technical application forms

The technical part of the *LIFE+ Nature* and *LIFE+ Biodiversity* application file consists of 3 parts (A, B and C).

Where you have no specific information to put on certain parts of obligatory forms (e.g. for "previous conservation efforts"), indicate "not applicable" or "none" or "no relevant information" or an equivalent indication. Do not leave empty parts in obligatory forms.

Part A – Administrative information

Guidelines common to LIFE+ Nature and LIFE+ Biodiversity projects

Form A1 – General project information

Project title (max 120 characters): It should include the key elements and objective of the project, such as the name of the site and / or the name of the main species / habitat type or biodiversity issue targeted. Note that the Commission may ask you to change the title in order to make it clearer. It is recommended to have the title of the project in English, even if the proposal itself is submitted in a different language.

Project acronym (max 25 characters): The acronym should obligatorily begin with the word 'LIFE', e.g. 'LIFE Urban Bees'. Once the proposal is created in the eProposal system, all technical, financial and reporting forms will bear this acronym (e.g. 'Proposals / **LIFE Urban Bees** / Technical Forms / **A1 – General project information**')

LIFE+ Programme strand: Select from the drop-down menu

Expected start date: The earliest possible start date is the 01/07/2013. Please note that if you choose a late date the costs of participation in the kick-off meeting for all new projects may not be eligible.

Expected end date: Type in the date in the format DD/MM/YYYY or use the calendar

Language of the proposal: Select from the drop-down menu


Click on the 'Next' button and fill in form A2.

Please note that after the creation of the proposal (see below, form A2), you will be required to enter the following information in form A1:

The project will be implemented in the following Member State(s) and Region(s):

- by default the eProposal tool selects the Member State where the coordinating beneficiary is legally registered (as per form A2). You may change it by using the 'Delete' and 'Add' buttons

- to add a region, select the Member State, then the Region, and click on the Add button

Member State	Selected regions	Actions
IT - Italy	All regions	
<input type="text" value="AT - Austria"/>	<input type="text" value="All regions"/>	<input type="button" value="Add"/>

Form A2 – Coordinating beneficiary

Short Name (max 10 characters): The beneficiary will be identified throughout the technical forms, the financial forms and the reports by its short name.

E-mail: This e-mail address will be used by the European Commission as the single contact point for all correspondence with the applicant during the evaluation procedure.

Legal name: Provide the full name under which the beneficiary is officially registered.

Legal Status: Select one of the following 3 choices: *Public body*, *Private commercial* or *Private non-commercial* (including NGOs). Tick the appropriate box. Further guidance on how to distinguish private organisations from public bodies can be found in section 1.5 of the document '*LIFE+ Nature and Biodiversity, Guidelines for applicants 2012, Part 1 – Content of the proposal*'.

Value Added Tax (VAT) number: If applicable, provide the organisation's VAT registration number.

Legal Registration Number: If applicable, provide the organisation's legal national registration number or code from the appropriate trade register (e.g. the Chamber of Commerce register), business register or other.

Registration date: Type in the date in the format DD/MM/YYYY or use the calendar functionality.

Legal address: Enter Street name and no., PO Box, Town / City, Post code.

Member State: Select the relevant member state from the drop-down menu

Contact person information: Enter Street name and no., PO Box, Town / City, Post code (if they are similar with the legal address, you may copy them directly).

Telephone/Fax: Provide information for the contact person.

Title: Title commonly used in correspondence with the person in charge of proposal co-ordination.

Function: Provide the function of the person in charge of coordinating the proposal. Example: Managing Director, Project Manager, etc.

Department / Service Name: Name of the department and / or service in the organisation, co-ordinating the proposal and for which the contact person is working. The address details given in the fields which follow must be for the department/service and not the legal address of the organisation.

Website: Provide the beneficiary's official website.

Brief description of the activities of the beneficiary: Please describe the organisation, its legal status, its activities and its competence in nature / biodiversity conservation, particularly in relation to the proposed actions. The description given should enable the Commission to evaluate the technical reliability of the coordinating beneficiary, i.e. whether it has the necessary experience and expertise for a successful implementation of the project.

For private non-commercial organisations please provide the key elements that prove that the organisation is recognised as such.

Click on the 'Save' button available at the bottom of the form.

Your project proposal has been now created in the eProposal system and the project acronym is automatically displayed on all screens and forms throughout the entire proposal.

Request for new coordinating beneficiary (optional):

This function may be used to transfer entirely the responsibility of the coordinating beneficiary regarding the proposal to another user.

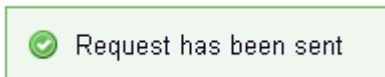
1. This user must be registered in eProposal (Steps 1 and 2a)
2. Then the coordinating beneficiary performs the following operations:
 - a. Select the proposal for which you want to request a new coordinating beneficiary.
 - b. Go to Proposal Menu / Administrative part and select 'Request for new coordinating beneficiary'.
 - c. Enter the e-mail of the future coordinating beneficiary (who has already registered in eProposal) and click on 'Send request' button.

Proposals / both / Technical Forms / **Request for new coordinating beneficiary**

E-mail:

Send request

- d. The following confirmation message is displayed:



- e. The eProposal administrator receives the request from the 'would be' coordinating beneficiary and checks with the current coordinating beneficiary if this request is acceptable. The administrator either accepts or declines the request, informing the current coordinating beneficiary.
- f. If the administrator accepts:
 - i. the proposal becomes available for editing for the new coordinating beneficiary, who can then start working on it.
 - ii. The proposal disappears from the list of proposals of the former coordinating beneficiary. The only way to associate him / her again, is to invite him / her as associated beneficiary.

Form A3 – Coordinating beneficiary declaration

This form is available at the end of form A2 under the heading 'A3 – Coordinating Beneficiary declaration'.

Some of the information contained in this form (name of the beneficiary, contribution, actions in which the beneficiary is involved and total cost) will be automatically retrieved from the data entered in other forms of the proposal.

Click on the 'Generate declaration' button and fill in manually the following fields:

- 'At...on...': Indicate the place and the date of the signature.
- 'Signature': This form must be signed.
- 'Name(s) and status of signatory': The **name** and **status** of the person signing the form must be clearly indicated.

Important:

Before completing this form, please check that the beneficiary does not fall into any of the situations listed in Articles 93.1 and 94 of the Financial Regulation (EC) 1605/2002, reference: http://europa.eu/legislation_summaries/budget/l34015_en.htm

For accuracy purposes, make sure that this form is **generated**, signed and dated **after** having entered all the technical and financial data into your application.

When the form is completed, scan it as an image file (not as a pdf file, see accepted formats under point 2. Application forms – General rules), then upload it by using the 'Upload declaration' button.

Form A4 – Associated beneficiary declaration

This form is available at the end of form A5 under the heading 'A4 – Associated Beneficiary declaration'; click on 'Generate declaration'.

For completing this form, please **see instructions for form A3**.

Form A5 – Associated beneficiary

Once an associated beneficiary has accepted the invitation to join a proposal, the tool automatically creates a corresponding A5 form.

For completing this form, please **see instructions for form A2**.

Form A6 – Co-financiers

Click on the 'Add Co-financier' button: fill-in all necessary information and click on 'Save' button. The Co-financier then appears in the list of Co-financiers.

For completing this form, please **see also instructions for form A3**.

Note that the co-financier contribution will have to be entered in form FC (see below).

Status of the financial commitment: please indicate either "*Confirmed*" or "*To be confirmed*". If the status is "to be confirmed", this must be explained. Note that at a later stage in the selection process you will be required to provide the A6 form with status "confirmed".

When the form is completed, scan it as an image file (not as a pdf file, see accepted formats under 2. Application forms – General rules), then upload it by using the 'Upload declaration' button.

Important note: A coordinating / associated beneficiary should only appear in the proposal with that single role of coordinating / associated beneficiary and not also as a co-financier.

Form A7 – Other proposals submitted for European Union funding

Clear and complete answers must be provided to each question. **Applicants should not underestimate the importance of this form:** LIFE+ projects **may not include** actions that fall within the main scope of other EU financial instruments (see "Complementarity with other EU funding instruments" in the document '*LIFE+ Nature and Biodiversity, Guidelines for applicants 2012, Part 1 – Content of the proposal*'). **Applicants must therefore verify this aspect carefully** (please note point 1 of the declaration in form A3 that you have to sign) and provide the fullest possible information in their answers. Supporting documents (e.g. extracts from the texts of the relevant programmes) should be provided (as far as possible and appropriate).

National authorities may be asked to review this declaration.

Form A8 – Declarations of support

Project proposals frequently include actions for which the coordinating and associated beneficiaries are not empowered to take the necessary decisions to ensure their successful completion. Typical examples are actions like management plan approval, *Natura 2000* site designation or modification or simply working on land falling partly or completely under the authority of a third party. For these proposals it is essential that the competent authority formally expresses its support and commitment to the proposal. The choice of the authority that should complete and sign the A8 form depends on the national / local administrative context. Applicants are advised to carefully evaluate the necessity of such a support. Proposals including actions requiring this type of support for which the corresponding A8 form has not been completed and signed are likely to receive a low score during the award phase of the selection procedure.

For projects carried out in more than one country, this form (if considered necessary, see paragraph above), must be completed by the relevant competent nature conservation / biodiversity authority of **all participating countries**. In this case, one form needs to be completed by each authority.

The **name and legal status, full address, telephone number, fax number, e-mail and contact person** (name and function) of each authority should be indicated on the form.

The authority in question should indicate **whether, why and how** it will support this project. The authority's support or non-support for the project should be without ambiguity. The authority should indicate, in particular, if the proposed actions constitute part of a programme drawn up / approved by the competent authority. The reasons why the authority grants support should be described. If the competent authority is to play an active role in some aspects of project implementation (such as through the provision of a permit, the approval of a prepared management plan etc.), this should also be detailed.

Competent authorities that are directly involved as project beneficiaries do not need to complete an A8 form.

- Should the proposal include actions that require a commitment from the Member State to **designate new *Natura 2000* sites before the end of the project**, this commitment should be given in full detail here.
- It is also preferable, where possible, to include in this form a commitment from the Competent Authority to support or ensure the implementation of preparatory actions (e.g. to draft management plans) after the end of the project (where this is not ensured during the project) and / or to disseminate and make use of the innovative techniques demonstrated by the project.

Signature: The form **must be signed** and the signature **must be dated**. The **name and status** of the person signing the form must be clearly indicated.

Click on the 'New declaration' button: fill-in all necessary information and click on 'Add' button. The Declaration then appears in the list of A8 forms. Click on the 'Print' icon to generate the declaration, print, sign and scan it as an image file (not as a pdf file, see accepted format under point 2. Application forms – General rules). Then in the list of A8 forms, click on the 'Edit' button corresponding to the declaration, go to 'Declaration scanned image' at the bottom of the screen and upload it; click on the 'Save' button. You may delete it by clicking on the 'Remove' button.

This form may also be used to indicate any other support to the project by **important stakeholder bodies, administrative bodies or individuals** that may be concerned by the project. The submission of such form(s) is encouraged in all cases where the feasibility or the success of the project implementation is dependent on agreements from any third parties.

Part B – Technical summary and overall context of the project

Guidelines for LIFE+ Nature projects

Form B1 – Summary description of the project (to be completed in English)

Please provide a Summary Description of your project. The description should be structured, concise and clear. It should include:

- **Objectives of the project:** Please provide a detailed description of all project objectives, listing them by decreasing order of importance. These objectives must be realistic (be achievable within the timeframe of the project with the proposed budget and means), clear (without ambiguity), should concern mainly the species / habitats issue(s) targeted by the project, and should directly address the problems and threats identified in form B2d.
- **Actions and means involved:** Please explain clearly what means will be utilised during the project to reach the objectives indicated above (financial means should not be indicated). Please ensure that there is a clear link between the proposed actions and means and the project's objectives.
- **Expected results (quantified as far as possible):** Please list the main results expected at the end of the project. These must directly relate to the species / habitats issue(s) targeted by the project and to the project's objectives. The expected results must be concrete, realistic and **quantified** as far as possible. Since the project's final achievements will be judged against its expected results, please make sure that the expected results are well defined and well quantified.
- **Climate change adaptation:** applicants are required to indicate whether their project can be considered as such by ticking the appropriate box. If this is the case, a comments box is displayed which has to be filled in. A climate change adaptation project is defined as a project where the main actions concern initiatives and measures that can be used to reduce the vulnerability of natural and human systems against actual or expected climate change effects.

If the project proposal is not presented in English, applicants may provide a summary description of the project in the language of the proposal as well. This is however optional. A separate form 'B1 – Summary description of the project (in language of proposal)' is available.

Form B2a – General description of the area(s) / site(s) targeted by the project

➤ For projects with actions targeting a well-defined area / site:

Please provide a general description of the area(s) / site(s) targeted by the project. If your project involves several distinct **sub-areas / sub-sites**, please fill in **one form for each**; use the 'Create new project site' button for this.

Note that for site-based LIFE+ Nature projects, the project area is considered to be the entire area of all of the *Natura 2000* sites covered by the project, i.e. you should not define a project perimeter within a *Natura 2000* site. The form should include:

- **Name of the project area:** Please indicate the name of the area. The name indicated should be short and must be used consistently on all maps and technical forms of the proposal.
- **Surface area (ha):** Please indicate the total surface of the project area in hectares.

- **EU protection status:** Please tick SPA and / or SAC / SCI / pSCI as relevant and indicate the corresponding *Natura 2000* site code. In case the site is protected both under the Birds and Habitats Directive, both *Natura 2000* codes should be provided.
- **Other protection statuses according to national or regional legislation:** Please indicate, if relevant, any other international, national and / or local protection status.
- **Main land uses and ownership of the project area:** Please indicate what are, at the project application date, the main uses made of the project site. Examples of uses are farming, tourism, urban, nature conservation etc. Please indicate the rough proportions (in %) among the various uses. Please ensure that the total reaches 100%. Please also indicate the ownership status / types of the area at the project application date (e.g. private, state, etc.) Please indicate the rough proportions (in %) among the different ownership status / types. Please ensure that the total reaches 100%.
- **Scientific description of the project area:** Please provide a global description of the scientific value of the project area (botanical, zoological, geological, hydrological etc.). Whenever possible, please indicate the main sources of your information for this description.
- **Importance of the project area for the conservation of the species / habitat types targeted at regional, national and EU level:** You must justify why you have selected this particular area for your project. You must explain why your choice is the most appropriate to reach the project's objectives. Indicate what actions are planned in this area and at what locations (where feasible provide a map in A4 or A3 format of the area / site summarising where each action will take place). As far as possible, provide quantitative information and indicate your main sources of information.

Maps are mandatory for projects including site-related actions. At least one map per project site (sub-area) should be presented. Each map should include where appropriate:

- A title,
- If relevant, indication if the area is a SPA and or SCI, the name and code of the *Natura 2000* area,
- The location of the main habitats targeted by the project,
- Site-related activities, as planned in the proposal,
- The scale and legend of the map. The legend should include all project actions which have been located on the map, indicating its number and title (e.g. B1-Land purchase). The legend should also include the explanation of the habitats located on the map. Please indicate the official names and codes of these habitats,
- The boundary(ies) of the *Natura 2000* sites. If the proposal includes actions targeting species / habitats of the Habitats Directive, pSCI / SCI / SAC boundaries must be indicated. If the proposal includes actions targeting bird species of the Birds Directive, SPA boundaries must be indicated.
- The boundary(ies) of the project area(s), only if they are different from the *Natura 2000* site boundaries.
- For information, and only if useful, the boundaries referring to other protection status either at regional or national level,
- The location and extent of the main project actions listed in Part C. These actions must be specified in the legend.

Applicants shall make sure that maps are of **very good quality** and contain all the requisite information. Maps should be presented in **A4 or A3 formats only**.

Note: A site-based LIFE+ Nature proposal may be rejected if the maps are of insufficient detail or quality to allow the evaluators to determine if the key actions will be implemented inside *Natura 2000* sites.

➤ **For projects without actions targeting a well-defined area:**

In case the project does not include actions targeting a well-defined area, you should describe as precisely as possible where the project will be implemented (city, area, region, etc.). Please use only one form, which should include:

- **Name of the project area(s):** Please indicate the name of the city, area, region, ... The name indicated should be short and must be used consistently on all maps and technical forms of the proposal.
- **Surface area (ha), EU protection status, Other protected statuses according to national or regional legislation, Main land uses and ownership of the project area, Scientific description of the project area:** Please indicate relevant information or else 'NOT APPLICABLE'
- **Importance of the project area for the conservation of the species / habitat types targeted at regional, national and EU level:** You must explain where the project will be implemented. Justify why you have selected this particular area for your project. You must explain why your choice is the most appropriate to reach the project's objectives.

Form B2b – Map of the general location of the project area

It should locate **the project area(s) described in form(s) B2a**. It should locate the project area(s) within the country and, if necessary, within the region(s) concerned. In case the project does not include actions targeting a defined area, you should locate as clearly as possible where the project is implemented (city, area, region etc.).

The **title and scale of the map** must be indicated. The map should be of **high quality** and **high resolution**, preferably in colour. The map should be easy to read. It should include, as a minimum: a clear legend and the background (main cities, main administrative delimitations, main rivers, lakes and sea(s) with the corresponding names, and the main roads). In addition, topography and vegetal coverage may be indicated on the map, if appropriate.

Form B2c – Description of species / habitats targeted by the project

List and provide a brief description of the **main species** and / or **main habitats** directly targeted by the project. Please note that only the species and / or habitats directly targeted should be described.

For each of the main species targeted, please indicate:

- **Scientific name** (in Latin), as indicated in the EU Birds or Habitats Directive. Please note that the regularly occurring migratory bird species not listed in the EU Birds Directive which are targeted by the project should be listed here. If the species is a priority species (according to Annex II of the Habitats Directive or is on the list of priority bird species referred to in "50% / 60% / 75% co-financing" in the general principles section), please mark with an asterisk.
- The **Annex of the EU Birds or Habitats Directive** where the species is listed.
- **Population size** within the project area. In case the project does not include actions targeting a well-defined area, please indicate the population size at regional, national or multinational level, as relevant.
- The **conservation status** within the project area. Please provide full and quantitative details. In case the project does not include actions targeting a well-defined area,

please indicate the conservation status at regional, national or multinational level, as relevant.

- For bird species, please indicate whether the project area (if relevant) is used for **breeding, wintering and / or staging**.

For each of the main habitats targeted, please indicate:

- **Name and Natura 2000 code**, as indicated in the EU Habitats Directive. If the habitat is a priority habitat (according to the Annex I of the Habitats Directive), please mark with an asterisk.
- The **% of the cover of the habitat type** over the whole project area and for each sub-area
- The **conservation status** within the project area (if relevant). Please provide full and quantitative details.

Form B2d

Conservation problems and threats: Identifying the threats in the project area(s) to the species / habitats targeted is essential for determining which actions need to be undertaken. This section should describe these threats (in decreasing order of importance) and their importance for the conservation of the habitats / species targeted (both within the project area(s) and in general) or for biodiversity in general. Whenever possible, problems / threats should be located and quantified. The description should include: **the name of the threat**, its **description**, its **location** (if relevant), its **impact on biodiversity or on the habitats / species targeted** (quantify if possible) and an indication as to **how these problems and threats will be dealt with during the project**.

Previous conservation efforts in the project area and / or for the habitats / species targeted by the project: Please describe whether any actions have been undertaken previously on the area or for the species / habitat type targeted (e.g. any management plan drawn up, surveys conducted, land purchased etc.). Please indicate the year and results of these efforts. Please also indicate who was / is responsible for these efforts. If the project fits into a regional / national or EU conservation / biodiversity strategy, this should be clearly mentioned there.

Form B3

EU added value of the project and its actions: Please indicate the added value of your project for the benefit for the species / habitats targeted by the project. Indicate what would be the situation should your project **not** be implemented. Indicate if the project will make a significant contribution to the conservation of the species / habitats targeted at the EU level. For LIFE+ Nature projects *with demonstration of innovative methods or techniques*, indicate to what extent these methods or techniques are potentially replicable in the EU. You should also provide here a clear description of the geographical scope of the project. A **transnational approach** and / or a **multinational partnership** may, if well justified here, be also considered as added value.

Socio-economic effects of the project: Please indicate the probable impact of the project actions on the local economy and population, as well as on the ecosystem functions protection and restoration.

Best Practice / Demonstration character of the project: Please explain the best practice / demonstration character of your project.

Efforts for reducing the project's "carbon footprint": Please explain how you intend to ensure that the "carbon footprint" of your project remains as low as is reasonably possible.

Form B4 – Expected constraints and risks related to the project implementation

It is important that applicants identify all possible **external events** ("constraints and risks") that could have **major negative impacts** on the successful implementation of the project. Please list such constraints and risks, in the decreasing order of importance. Please also indicate any possible constraints and risks due to the **socio-economic environment**. If your project involves management agreements or land purchase, please indicate whether the landowners have been consulted and if they agree in principle. For each constraint and risk identified, please indicate how you envisage overcoming it.

You are also strongly advised to include in this section any details on licences, permits, EIA, etc., and to indicate what support you have from the competent bodies responsible for issuing such authorisations. The experience of the LIFE programme has shown that some projects have difficulties completing all actions within the proposed project duration, due to unforeseen delays and difficulties encountered during the project. It is important that applicants identify all possible external events ("constraints and risks") that could cause such delays. One possible reason for such difficulties is the obligation to perform assessments that were not foreseen during the preparation of the LIFE project, in particular:

- Environmental Impact Assessment (EIA), according to the Directive 85/337/EEC (the EIA Directive), codified by Directive 2011/92/EU of 13 December 2011¹;
- Strategic Environmental Assessment (SEA), according to the Directive 2001/42/WE (the SEA Directive)²;
- Assessment required under Article 6 of Directive 92/43/EEC (the Habitats Directive; Article 6 assessment)³.

LIFE+ Nature and Biodiversity co-finances projects in the field of nature conservation. Nevertheless, sometimes LIFE+ projects could include "projects" (within the meaning of the EIA Directive) for which due to the EIA Directive itself or to the national transposition, an EIA must be preceded. Although unlikely it is also possible that LIFE+ project actions may require changes of existing plans or programs (e.g. spatial planning documents), which may in turn require an SEA. Finally although LIFE+ Nature projects are generally necessary for the adequate management of the site and are therefore excluded from Article 6 assessment under the Habitats Directive, it is possible that for specific actions an Article 6 assessment may be required by the responsible authorities.

These assessments may involve long administrative procedures and data collection analysis. This is normally not a problem if the time and funds necessary are foreseen in the project.

Therefore, before submitting a LIFE+ proposal, applicants should find out whether one or more of the assessment mentioned above will be required under EU or national law.

Applicants should describe in Form B4 how these issues are taken into account and how they envisage overcoming potential problems. To pre-empt unforeseen problems good communication and consultation with the competent authorities in charge of these procedures is essential. This should already be done at the beginning of the LIFE+ proposal preparation. Form B4 is the correct place to indicate whether the competent authorities in charge of assessments procedures have been consulted and the results of these consultations.

Another risk applicants should consider is the possible negative impact of ongoing or planned development projects (infrastructure or industrial projects) on the LIFE+ proposal's actions or sites. Direct or indirect impacts of development projects may lead to difficulties in the implementation of the LIFE+ project. Therefore, before submitting a proposal, applicants should check the spatial planning documents for the areas selected for the LIFE+ proposal

¹ Codified version of the EIA Directive:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:026:0001:0021:EN:PDF>

² SEA Directive:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2001:197:0030:0037:EN:PDF>

³ Consolidated version of the Habitats Directive:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1992L0043:20070101:EN:PDF>

and check ongoing EIA procedures for development projects planned on or near the LIFE+ proposal sites. Applicants need to be aware that compensatory measures resulting from implementing development project (within the meaning of the EIA or Article 6.4 of the Habitats Directive) cannot overlap with the LIFE+ proposal actions. There are four elements which decide whether an overlap exists:

- geographic – whether compensatory measures are applied in exactly the same Natura 2000 site as LIFE+ measures;
- substantive – whether the LIFE+ measures are technically different from the compensatory measures;
- temporal – whether the LIFE+ actions and compensatory measures are applied at different moments;
- financial – whether it is possible to clearly distinguish the funds used for the implementation of the compensatory measures and the LIFE+ funds (for example, through two different accounts).

According to the Common Provisions any costs related to any action that can be considered as a compensatory measure which are the responsibility of the Member State and which are decided in relation to the Birds and Habitats Directives are ineligible.

Finally, please detail how you have taken into account the risks identified into the planning of the project (time planning, budget, etc.) and the definition of the actions.

Form B5 – Continuation / valorisation of the project's results after the end of the project

Describe how the project will be continued after the end of the LIFE+ funding, and what actions are required to consolidate the results in order to ensure the favourable conservation status of the targeted species and / or habitats. Please indicate what mechanisms will be put in place to ensure that this will be done. Please note that information provided in this section is indicative and will have to be updated during the project life.

In particular, please reply to the following questions:

- **Which actions will have to be carried out or continued after the end of the project?** Please list such project actions indicating their reference (e.g. A1, A2...) and title.
- **How will this be achieved? What resources will be necessary to carry out these actions?** Please indicate how the above actions will be continued after the project, by whom, within what timeframe and with what financing.
- **Protection status under national / local law of sites / species / habitats targeted (if relevant):** Please indicate what protection status is expected to be acquired by or after the end of the project, and when. Describe the legal protection under national and local law, and (if relevant) any provisions in local zoning and land use planning which will be applied to the site and, in particular, to any land purchased.
- **How, when and by whom will the equipment acquired be used after the project end:** Please list the main pieces of equipment to be purchased under the project and provide details on their utilisation after the end of the project. Please bear in mind that, according to Article 25.9 of the Common Provisions, the eligibility of durable goods purchased under the project shall be subject to the beneficiaries undertaking to continue to assign these goods **definitively to nature conservation activities** beyond the end of the project.
- **To what extent will the results and lessons of the project be actively disseminated after the end of the project to those persons and / or organisations that could best make use of them? (Please identify these persons**

/ organisations): Please indicate how dissemination activities will continue after the end of the project. **This is of particular importance for LIFE+ Nature projects that have a demonstration character.** Please list the persons / organisations that have been so far identified as targets for these dissemination activities.

Guidelines for LIFE+ Biodiversity projects

Form B1 – Summary description of the project (to be completed in English)

Please provide a Summary Description of your project. The description should be structured, concise and clear. It should include:

- **Objectives of the project:** Please provide a detailed description of all project objectives, listing them by decreasing order of importance. These objectives must be realistic (be achievable within the timeframe of the project with the proposed budget and means), clear (without ambiguity), should concern mainly the biodiversity issue(s) targeted by the project, and should directly address the problems identified in form B2.
- **Actions and means involved:** Please explain clearly what means will be utilised during the project to reach the objectives indicated above (financial means should not be indicated). Please ensure that there is a clear link between the proposed actions and means and the project's objectives.
- **Expected results (quantified as far as possible):** Please list the main results expected at the end of the project. These must directly relate to the biodiversity issue(s) targeted by the project and to the project's objectives. The expected results must be concrete, realistic and **quantified** as far as possible. Since the project's final achievements will be judged against its expected results, please make sure that the expected results are well defined and well quantified.
- **Climate change adaptation:** applicants are required to indicate whether their project can be considered as such, by ticking the appropriate box. If this is the case, a comments box is displayed which has to be filled in. A climate change adaptation project is defined as a project where the main actions concern initiatives and measures that can be used to reduce the vulnerability of natural and human systems against actual or expected climate change effects.

If the project proposal is not presented in English, applicants may provide a summary description of the project in the language of the proposal as well. This is however optional. A separate form 'B1 – Summary description of the project (in language of proposal)' is available.

Form B2

Biodiversity problem targeted: Please describe the biodiversity issue(s) targeted by your project and the biodiversity / conservation status within the project area. In case the project does not include actions targeting a defined area, you should describe the biodiversity / conservation status at the city, area, region etc. scale.

Should your project target specific species and / or habitats, please provide for each of the main species / habitats the same information as for LIFE+ Nature projects (see form B2c).

Innovative aspects of the project: Please explain the innovative aspects of your project.

Elaborate on the technical description of the proposed innovation(s), new elements, improvements. Describe the previous research and experience carried out in preparation for the project implementation.

N.B. Geographical technology or practice transfer alone (without a genuine development of innovative character) cannot be considered as innovative. Equally, projects which involve

pure research and development or merely preparatory activities (studies, surveys, etc) can not be considered innovative per se.

Form B3

Demonstration character: Please explain the demonstration character of your project.

EU added value of the project and its actions: Please indicate the added value of your project for the benefit of biodiversity or for the species / habitats targeted by the project. Indicate what would be the situation should your project **not** be implemented.

Indicate to what extent the demonstrative / innovative methods or techniques are potentially replicable in the EU. Indicate to what extent the biodiversity issue targeted is of European importance and to what extent the project results (if successful and widely applied) could make a significant difference to biodiversity at the EU level.

You should also provide here a clear description of the geographical scope of the project. A **transnational approach** and / or a **multinational partnership** may, if well justified here, be also considered as added value.

Efforts for reducing the project's "carbon footprint": Please explain how you intend to ensure that the "carbon footprint" of your project remains as low as is reasonably possible.

Form B4 – Stakeholders involved and main target audience of the project

Indicate the stakeholders the proposal intends to involve and how. Please indicate which kind of input you expect from their involvement.

Describe target groups and methods for dissemination of knowledge. Comment on activities for general publicity and / or marketing of the concept during and after implementation.

Form B5 – Expected constraints and risks related to the project implementation

It is important that applicants identify all possible **external events** ("constraints and risks") that could have **major negative impacts** on the successful implementation of the project. Please list such constraints and risks, in the decreasing order of importance. Please also indicate any possible constraints and risks due to the **socio-economic environment**. For each constraint and risk identified, please indicate how you envisage overcoming it.

You are also strongly advised to include in this section any details on licences, permits, EIA, etc., and to indicate what support you have from the competent bodies responsible for issuing such authorisations. The experience of the LIFE programme has shown that some projects have difficulties completing all actions within the proposed project duration, due to unforeseen delays and difficulties encountered during the project. It is important that applicants identify all possible external events ("constraints and risks") that could cause such delays. One possible reason for such difficulties is the obligation to perform assessments that were not foreseen during the preparation of the LIFE project, in particular:

- Environmental Impact Assessment (EIA), according to the Directive 85/337/EEC (the EIA Directive), codified by Directive 2011/92/EU of 13 December 2011⁴;
- Strategic Environmental Assessment (SEA), according to the Directive 2001/42/WE (the SEA Directive)⁵;
- Assessment required under Article 6 of Directive 92/43/EEC (the Habitats Directive; Article 6 assessment)⁶.

⁴ Codified version of the EIA Directive:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:026:0001:0021:EN:PDF>

⁵ SEA Directive:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2001:197:0030:0037:EN:PDF>

⁶ Consolidated version of the Habitats Directive:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1992L0043:20070101:EN:PDF>

LIFE+ Nature and Biodiversity co-finances projects in the field of nature conservation. Nevertheless, sometimes LIFE+ projects could include "*projects*" (within the meaning of the EIA Directive) for which due to the EIA Directive itself or to the national transposition, an EIA must be preceded. Although unlikely it is also possible that LIFE+ project actions may require changes of existing plans or programs (e.g. spatial planning documents), which may in turn require an SEA.

These assessments may involve long administrative procedures and data collection analysis. This is normally not a problem if the time and funds necessary are foreseen in the project.

Therefore, before submitting a LIFE+ proposal, applicants should find out whether one or more of the assessment mentioned above will be required under EU or national law.

Applicants should describe in Form B5 how these issues are taken into account and how they envisage overcoming potential problems. To pre-empt unforeseen problems good communication and consultation with the competent authorities in charge of these procedures is essential. This should already be done at the beginning of the LIFE+ proposal preparation. Form B5 is the correct place to indicate whether the competent authorities in charge of assessments procedures have been consulted and the results of these consultations.

Another risk applicants should consider is the possible negative impact of ongoing or planned development projects (infrastructure or industrial projects) on the LIFE+ proposal's actions or sites. Direct or indirect impacts of development projects may lead to difficulties in the implementation of the LIFE+ project. Therefore, before submitting a proposal, applicants should check the spatial planning documents for the areas selected for the LIFE+ proposal and check ongoing EIA procedures for development projects planned on or near the LIFE+ proposal sites. Applicants need to be aware that compensatory measures resulting from implementing development project (within the meaning of the EIA or Article 6.4 of the Habitats Directive) cannot overlap with the LIFE+ proposal actions. There are four elements which decide whether an overlap exists:

- geographic – whether compensatory measures are applied in exactly the same Natura 2000 site as LIFE+ measures;
- substantive – whether the LIFE+ measures are technically different from the compensatory measures;
- temporal – whether the LIFE+ actions and compensatory measures are applied at different moments;
- financial – whether it is possible to clearly distinguish the funds used for the implementation of the compensatory measures and the LIFE+ funds (for example, through two different accounts).

According to the Common Provisions any costs related to any action that can be considered as a compensatory measure which are the responsibility of the Member State and which are decided in relation to the Birds and Habitats Directives are ineligible.

Finally, please detail how you have taken into account the risks identified into the planning of the project (time planning, budget, etc.) and the definition of the actions.

Form B6 – Continuation / valorisation of the project's results after the end of the project

Describe how the project will be continued after the end of the LIFE+ funding, and what actions are required to consolidate the results in order to ensure the favourable conservation status of the targeted species and / or habitats and / or biodiversity aspects. Please indicate what mechanisms will be put in place to ensure that this will be done. Please note that information provided in this section is indicative and will have to be updated during the project life.

In particular, please reply to the following questions:

- **Which actions will have to be carried out or continued after the end of the project?** Please list such project actions indicating their reference (e.g. A1, A2, ...) and title.
- **How will this be achieved? What resources will be necessary to carry out these actions?** Please indicate how the above actions will be continued after the project, by whom, within what timeframe and with what financing.
- **Protection status under national / local law of sites / species / habitats targeted (if relevant):** Please indicate what protection status is expected to be acquired by or after the end of the project, and when.
- **How, when and by whom will the equipment acquired be used after the project end:** Please list the main pieces of equipment to be purchased under the project and provide details on their utilisation after the end of the project. Please bear in mind that, according to Article 25.9 of the Common Provisions, the eligibility of durable goods purchased under the project shall be subject to the beneficiaries undertaking to continue to assign these goods **definitively to nature conservation activities** beyond the end of the project.
- **To what extent will the results and lessons of the project be actively disseminated after the end of the project to those persons and / or organisations that could best make use of them? (Please identify these persons / organisations):** Please indicate how dissemination activities will continue after the end of the project. Please list the persons / organisations that have been so far identified as targets for these dissemination activities.

Part C – Detailed technical description of the proposed actions

Guidelines for LIFE+ Nature projects

The applicant must list **all the actions which will be implemented under the project**. There are 6 types of actions:

- A. Preparatory actions, elaboration of management plans and / or of action plans
- B. Purchase / lease of land and / or compensation payments for use rights
- C. Concrete conservation actions
- D. Monitoring the impact of the project actions (obligatory if there are concrete conservation actions)
- E. Public awareness and dissemination of results (obligatory)
- F. Overall project operation and monitoring (obligatory).

Under each type of action (A, B, C...), the applicant must list the different actions: A1, A2 ..., B1, B2 ... C1, C2 ... etc. Sequential numbers under the same category of actions are generated automatically and their order may be changed using the 'Up↑' and 'Down↓' arrows.

It is recommended that each action which is expected to have an important output for the project (e.g. preparation of a management plan, purchase of X ha of land, etc.) is presented as a **separate action**.

The actions must be described as precisely as possible. The descriptions may be accompanied by maps locating the actions, explanatory graphs, tables or pictures which may be included in the forms by using the "Pictures" functionality.

The description of each action should clearly indicate the links with other actions (e.g. action C2 follows the purchase of land in action B1 which follows the preparation in action A2) and should clearly (and in quantitative terms) indicate how it contributes to the project's overall objectives. There should be a **clear coherence between the technical description of the action and the financial resources allocated**.

For each action, the applicant should provide the following information:

- **Name of the action:** Please ensure that the name is short (maximum 200 characters) and that it clearly reflects the objective of the action.
- **Description (what, how, where and when):** Please describe the content of the action indicating what will be done, using what means, on which location / site, with what duration and with what deadline.
- **Reasons why this action is necessary:** Please indicate why the action is necessary and how it will contribute to reaching the project's objectives.
- **Beneficiary responsible for implementation:** Please indicate by selecting from the drop-down menu which of the project's beneficiaries will be in charge of the implementation of this action. Should more than one beneficiary be implicated, please give full details of which beneficiary is responsible for what in the "**Description (what, how, where and when)**" section.
- **Expected results (quantitative information as far as possible):** Please indicate concisely what results will be achieved at the end of the action (e.g. xx ha of grasslands restored or yy ha land purchased) and what deliverable products (e.g. management guide) will be produced.
- **Cost estimation:** Please summarise how you have estimated the cost of this action (eg no. of ha * cost / ha, no. days * average cost / day, ...). The total cost of the action

as inserted in financial forms is displayed; when creating a new action, this value is by default 0 €. You must give details of the different calculations and estimations on which this total cost is based.

- **Deliverable products:** Please list all deliverable products associated with each action and the corresponding completion deadline (day/month/year), by using the 'Add' button. **Deliverable products** are all those **tangible** products that can be shipped (e.g. management plans, studies and other documents, software, videos, etc). Please note that any deliverable product will have to be **submitted separately** (bearing the LIFE and Natura 2000 logos) to the Commission together with an activity report.
- **Milestones:** Please list all project milestones associated with each action and the corresponding delivery / achievement deadline (day/month/year). **Project milestones** are defined as **key moments** during the implementation of the project e.g. "Nomination of the Project Manager", "Completion of land purchase", etc. Milestones (or corresponding documents) do not need to be submitted to the Commission. In a report, you would need to inform the Commission whether the milestone has been completed or not.
- **Timetable:** For each project action, please tick the corresponding implementation period. When planning the implementation period of your project, please bear in mind that a LIFE+ 2012 project cannot start before 01/07/2013. Also, please add an appropriate safety margin at the end of the project to allow for the inevitable unforeseen delays.

Please find below indication on the additional information to be provided for specific actions.

Form C0 – List of all actions

This form allows the applicant to create all the actions foreseen in the project, per type of action (A, B, C, ...), by using the 'Add project action' button. Once an action has been created, you may use the 'Save and next' button to directly create another action.

Very important: project actions have to be created before you are able to introduce any costs in the financial F forms.

A. Preparatory actions, elaboration of management plans and / or of action plans

The preparatory actions should cover all that is needed to be completed to allow the start or proper implementation of other project actions indicated in categories B, C, D, E or F. This includes the preparation of technical documents (blueprints, preparation of inventories, ...) and any administrative or legal procedure needed to be carried out (consultation, call for tender, deliberations, training etc.).

If the elaboration of a management plan and / or action plans are foreseen, the description of the corresponding preparatory action should specify what will be done to ensure that these plans will be implemented (e.g. competent authorities adopt the plan before the end of the project).

Where preparatory actions do not lead to direct implementation during the project, their description should include a sufficient set of explanations, commitments and guarantees to show that their full implementation after the project is effectively ensured. Otherwise, such actions may be deleted from the project.

B. Purchase / lease of land and / or compensation payment for use rights

It is particularly important that the description of each action clearly indicates how **each** of the 11 eligibility conditions (please see '*LIFE+ Nature and Biodiversity, Guidelines for applicants 2012, Part 1 – Content of the proposal*', see section 2.2.b on land purchase) is met.

For each action, please indicate the state of discussions with the landowners. Have they been consulted and do they agree in principle? Specify clearly what kind of habitats will be bought / leased and where they are located. Specify how much land will be bought / leased of each habitat types and justify the proposed cost/ha in relation to current land prices. If the land is to be bought for **land swaps**, specify this clearly (to be eligible the swap must be completed before the end of the project). If land is to be bought or leased in order to undertake other actions within the project, **indicate which actions** are dependent on the land purchase being achieved. If appropriate, please indicate '**alternative**' land which will be bought if there are difficulties with the prime target.

C. Concrete conservation actions

In case some of these concrete actions depend on preparatory actions or land purchase / leasing, please indicate this clearly.

For all concrete conservation actions to be carried out, please specify **which habitat types and / or species** are affected, and how this relates to the project's objectives. Provide clear information on the location and expected impact of each of these actions. Specify who will take care of the maintenance, if needed, after the end of the project.

If the beneficiaries need to build **infrastructure or purchase equipment or animals** (e.g. grazing cattle) for conservation management, these items should be listed, described and justified in detail.

If appropriate, explain how, by whom and through which financing source the action will **be continued** after the project period. Note also that any anticipated payments for management actions that take place after the end of the project are not eligible for LIFE+ funding.

The output of all C actions should be **concrete, measurable and with a clear benefit** for the habitats / species targeted by the project. This benefit should be **measurable** and should be measured and evaluated under **D-category monitoring action(s)**. The output of each action should be indicated in the 'expected results' section. It should be quantified when possible.

Note: only concrete conservation actions should be listed as C actions. Many applicants incorrectly list as C actions, actions that are not concrete conservation actions (e.g. actions related to inventories, management plans, monitoring, management guides, stakeholder communication, etc.).

D. Monitoring of the impact of the project actions (obligatory if there are concrete conservation actions)

All projects which foresee concrete conservation actions (i.e. that do not fall under one of the exceptions listed in *Part 1 – Content of the proposal of the Guidelines for applicants 2012*, section 2.2.a) shall include separate impact monitoring action(s) to measure and document the effectiveness of the project actions as compared to the initial situation, objectives and expected results. Specific indicators must be identified. Regular reporting on monitoring should be foreseen. A distinct "monitoring" action with an individual budget should therefore be proposed. In the description of this action, the "monitoring protocol", the "monitoring indicators" and "sources of verification" should be identified and described.

For projects that have a demonstration or innovation character, this action should also clearly include the evaluation of the technique or method demonstrated.

The following activity is considered obligatory and shall be included as a separate action(s): an assessment of the **socio-economic impact** of the project actions on the local economy and population, as well as on the **ecosystem functions restoration**. This can take the form of a study consolidating the data and results over the project lifetime, to be delivered with the Final Report.

E. Public awareness and dissemination of results (obligatory)

For each action please specify and justify the target audience. If an action involves meetings (e.g. with local stakeholders), you should specify how many meetings, where, when, who will attend, what will be discussed, how many persons are expected and how this will help the project. If an action concerns brochures, leaflets, publications, ..., specify how many copies, how many pages (size, colour, ...), to whom they will be distributed and when. Should an action concern a film, specify the format, duration, number of copies, where it will be shown, etc. Should an action concern visitor access, specify what will be done, where, how many visitors, how this will help the project, etc. Should beneficiaries plan to present the project results in national / international events (conferences, congresses), the relevance and added value for the project should be clearly explained.

All actions should specify the expected results in qualitative and quantitative terms (e.g. improved support from the local community, 2500 persons informed, 3000 newsletters circulated, ...), indicating how this serves the project's objectives.

The following dissemination activities are considered obligatory and shall be included as E-category actions:

- **Notice boards** describing the project shall be displayed at strategic places accessible to the public. The LIFE and Natura 2000 logos should always appear on them.
- A description of the project shall be included in a newly-created or existing **website** (with the LIFE and Natura 2000 logos), and full details of its objectives, actions, progress and results should be provided. The web site shall be regularly updated during the project period.
- A **layman's report** shall be produced in paper and electronic format at the end of the project. It shall be presented in English and in the project's language. This report shall be 5-10 pages long and present the project, its objectives, its actions and its results to a general public.

The following dissemination activities are not considered obligatory, but are foreseen in many projects:

- **Any media work** foreseen (press conferences, meetings with or visits by journalists, preparing articles for the press, ...).
- **Organisation of events:** e.g., public information meetings, meetings with interest groups, guided visits, ... Describe exactly what is planned and how it contributes to the objectives of the project. Describe final output.
- **Workshops, seminars, conferences:** If (one or more) beneficiaries are attending, specify which (if known already). If (one or more) beneficiaries are organising, describe exactly what the topic will be, how it contributes to the project objectives, who will be invited (whenever possible, LIFE beneficiaries implementing or having implemented similar projects ought to be invited in order to foster networking). Finally, describe the output of each event and how it will be disseminated.

- **Production of brochures, films, visitor maps, etc.** Specify exactly what is planned (subject matter, number of copies, distribution to whom). Note that all such material charged to LIFE+ must bear a clear reference to LIFE+ financial support (including the LIFE and Natura 2000 logos) to be considered eligible for reimbursement and that one copy of each product must be annexed to the progress / intermediate report or final report.
- **Technical publications on project:** If already known, indicate in which journal the publication will take place. Such publications must acknowledge the EU financial support.

F. Overall project operation and monitoring (obligatory)

The applicant should list the different actions aiming at managing / operating the project and monitoring the impact of the concrete conservation actions on the habitat, species and / or biodiversity aspects targeted by the project.

Overall project operation:

Each project must include one or several distinct actions named "Project management by (name of the beneficiary in charge)". This / these action(s) should include a description of the project **management staff** and describe management and reporting duties of the project beneficiaries. The management should be described, even if no costs are charged for this to the project. Reporting should include the preparation of the inception report, the progress reports, the mid-term and final reports with payment requests.

Please include a **management chart** of the technical and administrative staff involved. This chart must provide evidence that the coordinating beneficiary (Project Manager) has a clear authority and an efficient control of the project management staff, even if part of the project management would be outsourced. Explain if the management staff has **previous project management experience**.

Networking with other projects:

Networking with other projects (including LIFE III and / or LIFE+ projects), information exchange activities etc. should be presented as one distinct F-category obligatory action with a separate budget.

Audit:

Where required (see Article 32 of the Common Provisions), an independent auditor nominated by the coordinating beneficiary must verify the financial statements provided to the Commission in the final project report. This audit should not only verify the respect of national legislation and accounting rules but should also certify that all costs incurred respect the LIFE+ Common Provisions. In the financial forms, the costs for the audit should be under the budget item "external assistance".

After-LIFE Conservation Plan:

The coordinating beneficiary must produce an "**After-LIFE Conservation Plan**" as a separate chapter of the final report. It shall be presented in the beneficiary's language and (optionally) in English, in paper and electronic format. This plan shall set out how it is planned to continue and to develop the actions initiated in your LIFE project in the years that follow the end of the project, and how the longer term management of the site(s) / habitats / species will be assured. It should give details regarding what actions will be carried out, when, by whom, and using what sources of finance. A separate F-action for this plan should

be added to the proposal (with a cost of 0 €) and the plan must be added to the list of deliverables.

Guidelines for LIFE+ Biodiversity projects

The applicant must list **all the actions which will be implemented under the project**. There are 5 types of actions:

- A. Preparatory actions, elaboration of management plans and / or of action plans
(B. Note: There are NO B actions as land purchase or long-term lease / one-off compensation payments are not eligible)
- C. Concrete conservation actions
- D. Monitoring the impact of the project actions (obligatory if there are concrete conservation actions)
- E. Public awareness and dissemination of results (obligatory)
- F. Overall project operation and monitoring (obligatory).

Under each type of action (A, C, D, ...), the applicant must list the different actions: A1, A2 ..., C1, C2 ... D1, D2 ... etc. Sequential numbers under the same category of actions are generated automatically and their order may be changed using the 'Up↑' and 'Down↓' arrows.

It is recommended that each action which is expected to have an important output for the project (e.g. preparation of a management plan, organising a conference, etc.) is presented as a **separate action**.

The actions must be described as precisely as possible. The descriptions may be accompanied by **maps** locating the actions, explanatory graphs, tables or pictures which may be included in the forms by using the "Pictures" functionality. However, please note that detailed maps locating all the activities foreseen under the project must be submitted as attachments (see below).

The description of each action should clearly indicate the links with other actions and should clearly (and in quantitative terms) indicate how it contributes to the project's overall objectives. There should be a **clear coherence between the technical description of the action and the financial resources allocated**.

For each action, the applicant should provide the following information:

- **Name of the action:** Please ensure that the name is short (maximum 200 characters) and that it clearly reflects the objective of the action.
- **Description (what, how, where and when):** Please describe the content of the action indicating what will be done, using what means, on which location / site, with what duration and with what deadline.
- **Reasons why this action is necessary:** Please indicate why the action is necessary and how it will contribute to reaching the project's objectives.
- **Beneficiary responsible for implementation:** Please indicate by selecting from the drop-down menu which of the project's beneficiaries will be in charge of the implementation of this action. Should more than one beneficiary be implicated, please give full details of which beneficiary is responsible for what in the "**Description (what, how, where and when)**" section.
- **Expected results (quantitative information as far as possible):** Please indicate concisely what results will be achieved at the end of the action (e.g. xx ha of field surveys) and what deliverable products (e.g. management guide) will be produced.

- **Cost estimation:** Please summarise how you have estimated the cost of this action (eg no. days * average cost / day ...). Do not simply indicate the total cost of the action, you must give details of the different calculations and estimations on which this total cost is based. Please verify that the costs indicated here are consistent with the data on the financial forms.
- **Deliverable products:** Please list all deliverable products associated with each action and the corresponding completion deadline (day/month/year), by using the 'Add' button. **Deliverable products** are all those **tangible** products that can be shipped (e.g. management plans, studies and other documents, software, videos, etc). Please note that any deliverable product will have to be **submitted as a separate document** (bearing the LIFE logo) to the Commission together with an activity report.
- **Milestones:** Please list all project milestones associated with each action and the corresponding delivery / achievement deadline (day/month/year). **Project milestones** are defined as **key moments** during the implementation of the project e.g. "Nomination of the Project Manager", "Completion of field surveys", etc. Milestones (or corresponding documents) do not need to be submitted to the Commission. In a report, you would need to inform the Commission whether the milestone has been completed or not.
- **Timetable:** For each project action, please tick the corresponding implementation period. When planning the implementation period of your project, please bear in mind that a LIFE+ 2012 project cannot start before 01/07/2013. Also, please add an appropriate safety margin at the end of the project to allow for the inevitable unforeseen delays

Please find below indication on the additional information to be provided for specific actions.

Form C0 – List of all actions

This form allows the applicant to create all the actions foreseen in the project, per type of action (A, C, ...), by using the 'Add project action' button. Once an action has been created, you may use the 'Save and next' button to directly create another action.

Very important: project actions have to be created before you are able to introduce any costs in the financial F forms.

A. Preparatory actions, elaboration of management plans and / or of action plans

The preparatory actions should cover all that is needed to be completed to allow the start or proper implementation of other project actions indicated in categories C, D, E or F. This includes the preparation of technical documents (blueprints, preparation of inventories, ...) and any administrative or legal procedure needed to be carried out (consultation, call for tender, deliberations, training etc.).

If the elaboration of a management plan and / or action plans are foreseen, the description of the corresponding preparatory action should specify what will be done to ensure that these plans will be implemented (e.g. competent authorities adopt the plan before the end of the project).

Where preparatory actions do not lead to direct implementation during the project, their description should include a sufficient set of explanations, commitments and guarantees to show that their full implementation after the project is effectively ensured. Otherwise, such actions may be deleted from the project.

C. Concrete conservation actions

In case some of these concrete actions depend on preparatory actions, please indicate this clearly.

For all demonstration actions to be carried out, please specify **which biodiversity aspects** are tackled, and how this relates to the project's objectives. Provide clear information on the location and expected impact of each of these actions. Specify who will take care of the maintenance, if needed, after the end of the project.

If the beneficiaries need to build **infrastructure or purchase equipment or animals** (e.g. grazing cattle) for demonstration purposes, these items should be listed, described and justified in detail.

If appropriate, explain how, by whom and through which financing source the action will **be continued** after the project period. Note also that any anticipated payments for management actions that take place after the end of the project are not eligible for LIFE+ funding.

The output of all C actions should be **concrete, measurable and with a clear benefit** for the biodiversity issues targeted by the project. This benefit should be **measurable** and should be measured and evaluated under **D-category monitoring action(s)**. The output of each action should be indicated in the 'expected results' section. It should be **quantified** when possible.

Note: only concrete conservation actions should be listed as C . Many applicants incorrectly list as C actions, actions that are not concrete conservation actions (e.g. actions related to inventories, management plans, monitoring, management guides, stakeholder communication, etc.).

D. Monitoring of the impact of the project actions (obligatory if there are concrete conservation actions)

All projects which foresee concrete conservation actions (i.e. that do not fall under one of the exceptions listed in *Part 1 – Content of the proposal of the Guidelines for applicants 2012*, section 2.2.b) shall include separate impact monitoring action(s) to measure and document the effectiveness of the project actions as compared to the initial situation, objectives and expected results. Specific indicators must be identified. Regular reporting on monitoring should be foreseen. A distinct “monitoring” action with an individual budget should therefore be proposed. In the description of this action, the “monitoring protocol”, the “monitoring indicators” and “sources of verification” should be identified and described.

E. Public awareness and dissemination of results (obligatory)

For each action please specify and justify the target audience. If an action involves meetings (e.g. with local stakeholders), you should specify how many meetings, where, when, who will attend, what will be discussed, how many persons are expected and how this will help the project. If an action concerns brochures, leaflets, publications, ..., specify how many copies, how many pages (size, colour, ...), to whom they will be distributed and when. Should an action concern a film, specify the format, duration, number of copies, where it will be shown, etc. Should an action concern visitor access, specify what will be done, where, how many visitors, how this will help the project, etc. Should beneficiaries plan to present the project results in national / international events (conferences, congresses), the relevance and added value for the project should be clearly explained.

All actions should specify the expected results in qualitative and quantitative terms (e.g. improved support from the local community, 2500 persons informed, 3000 newsletters circulated, ...), indicating how this serves the project's objectives.

The following dissemination activities are considered obligatory and shall be included as E-category actions:

- **Notice boards** describing the project shall be displayed at strategic places accessible to the public. The LIFE logo should always appear on them.
- A description of the project shall be included in a newly-created or existing **website** (with the LIFE logo), and full details of its objectives, actions, progress and results should be provided. The web site shall be regularly updated during the project period.
- A **layman's report** shall be produced in paper and electronic format at the end of the project. It shall be presented in English and in the project's language. This report shall be 5-10 pages long and present the project, its objectives, its actions and its results to a general public.

The following dissemination activities are not considered obligatory, but are foreseen in many projects:

- **Any media work** foreseen (press conferences, meetings with or visits by journalists, preparing articles for the press ...).
- **Organisation of events:** e.g., public information meetings, meetings with interest groups, guided visits, ... Describe exactly what is planned and how it contributes to the objectives of the project. Describe final output.
- **Workshops, seminars, conferences:** If (one or more) beneficiaries are attending, specify which (if known already). If (one or more) beneficiaries are organising, describe exactly what the topic will be, how it contributes to the project objectives, who will be invited (whenever possible, beneficiaries implementing or having implemented similar projects ought to be invited in order to foster networking). Finally, describe the output of each event and how it will be disseminated.
- **Production of brochures, films, visitor maps, etc.** Specify exactly what is planned (subject matter, number of copies, distribution to whom). Note that all such material charged to LIFE+ must bear a clear reference to LIFE+ financial support (including the LIFE logo) to be considered eligible for reimbursement and that one copy of each product must be annexed to the progress / intermediate report or final report.
- **Technical publications on project:** If already known, indicate in which journal the publication will take place. Such publications must acknowledge the EU financial support.

F. Overall project operation and monitoring (obligatory)

The applicant should list the different actions aiming at managing / operating the project and monitoring the impact of the concrete conservation actions on the habitat, species and / or biodiversity aspects targeted by the project.

Overall project operation:

Each project must include one or several distinct actions named "Project management by (name of the beneficiary in charge)". This / these action(s) should include a description of the project **management staff** and describe management and reporting duties of the project beneficiaries. The management should be described, even if no costs are charged for this to the project. Reporting should include the preparation of the inception report, the progress reports, the mid-term and final reports with payment requests.

Please include a **management chart** of the technical and administrative staff involved. This chart must provide evidence that the coordinating beneficiary (Project Manager) has a clear

authority and an efficient control of the project management staff, even if part of the project management would be outsourced. Explain if the management staff has **previous project management experience**.

Networking with other projects:

Networking with other projects (including LIFE III and / or LIFE+ projects), information exchange activities etc. should be presented as one distinct F-category obligatory action with a separate budget.

Audit:

Where required (see Article 32 of the Common Provisions), an independent auditor nominated by the coordinating beneficiary must verify the financial statements provided to the Commission in the final project report. This audit should not only verify the respect of national legislation and accounting rules but should also certify that all costs incurred respect the LIFE+ Common Provisions. In the financial forms, the costs for the audit should be under the budget item "external assistance".

After-LIFE Communication Plan:

The coordinating beneficiary must produce an "**After-LIFE Communication Plan**" as a separate chapter of the final report. It shall be presented in the project's language and (optionally) in English, in paper and electronic format. It shall set out how you plan to continue disseminating and communicating your results after the end of the project. It should also indicate how you plan to continue / develop your actions in favour of biodiversity in the coming years. A separate F-action for this plan must be added to the proposal (with a cost of 0 €) and the plan must be added to the list of deliverables.

Guidelines common to LIFE+ Nature and LIFE+ Biodiversity projects

Form C2 Reporting schedule

Activity reports foreseen:

The coordinating beneficiary shall report to the Commission about the technical and financial progress of the project. The project's achieved results and possible problems should be highlighted in these reports. The first report is the "Inception Report" (to be delivered within 9 months after the start date), which shall also provide a self-assessment of the viability of the project. If the project lasts more than 24 months and requests an EU contribution in excess of € 300.000, and if the coordinating beneficiary intends to ask for a second pre-financing, a more detailed "Mid-term report with payment request" has to be provided. For projects with a duration exceeding 48 months and an EU contribution of more than € 2 000 000, the coordinating beneficiary shall provide two mid-term reports, to be delivered, together with the requests for mid-term pre-financing, after the thresholds defined in Article 29.3 of the Common Provisions have been reached. One "Final Report with payment request" shall be submitted, not later than 3 months after the project end date. Additional "Progress reports" should also be foreseen in order to ensure that at least one report is received every 18 months (the reporting schedule may be modified during the revision phase). Please consult Article 12 of the Common Provisions for full details on reporting obligations of LIFE+ projects.

2.2 Financial application forms

Guidelines common to LIFE+ Nature and LIFE+ Biodiversity projects

Important: The project's budget must include only costs which are in accordance with Article 25 of the Common Provisions.

The coordinating beneficiary and associated beneficiaries, as well as other companies which are part of the same groups or holdings, cannot act as sub-contractors.

Internal invoicing (i.e. costs which result from transactions between departments of a beneficiary) is not allowed, unless it is possible to prove that such transactions represent the best value for money and exclude all elements of profit, VAT and overheads.

The EU contribution will be calculated on the basis of eligible costs.

General remarks on forms F1 – F8 and FC

All costs must be rounded to the nearest Euro. Decimals cannot be entered in the forms.

Costs must exclude recoverable value-added tax (VAT) when the beneficiary can recover it.

For each cost line, select from the drop-down menus the short name of the beneficiary that will incur the respective cost and the number of the action to which the respective cost is related.

To add a cost line use 'Add' button, to delete a cost line use 'Delete' button.

All financial forms are tab activated: in order to create costs lines quickly, you may use the Tab key on your keyboard to move from one field to the next one, and then to the 'Add' button (then press the 'Enter' key: the cost line is added).

Form F1 – Direct personnel costs

General: Article 5(5) of the LIFE+ Regulation states that civil servants' salary costs may be funded only to the extent that they relate to the cost of project implementation activities that the relevant public body would not have carried out had the project concerned not been undertaken. The staff in question must be specifically seconded to a project (i.e. their contracts / personnel files must show that the individuals concerned have been working for x weeks / months on the project).

Moreover, the sum of the public bodies' contributions (as coordinating beneficiary and / or associated beneficiary) to the project budget must exceed (by at least 2%) the sum of the salary costs of their staff charged to the project. This will be automatically checked under Report R4 – Compliance with 2% rule, but also both during the selection phase and when calculating the final EU contribution at the end of the project.

Only the cost of temporary personnel specifically recruited for the duration of the project and exclusively dedicated to its implementation shall not be taken into account in the calculation of the minimum amount of the public bodies' contribution mentioned above, on condition that:

(a) The contracts of such personnel do not begin before the date of signature of the grant agreement, nor finish after the end date of the project.

(b) The contracts mention the LIFE+ project specifically.

(c) The personnel concerned are employed exclusively for the implementation of tasks foreseen in the LIFE+ project.

Type of contract: Select from the drop-down menu.

Note that service contracts with individuals may be charged to this category on condition that the individual concerned works in the beneficiary's premises and under its supervision and provided that such practice complies with the relevant national tax and social legislation.

Important: The time which each employee spends working on the project shall be recorded on a timely basis (i.e. every day, every week) using time sheets or an equivalent time registration system established and certified regularly by each of the project beneficiaries.

Category / Role in the project: You should identify each professional category in a clear and unambiguous manner to enable the Commission to monitor the labour resources allocated to the project. When the professional category is not explanatory of the role that the person will play in the project, you should also include this information. *Examples of staff categories / roles in the project are: senior engineer / project manager; technician / data analysis, administrative / financial management etc.*

Daily rate: The daily rate charged for each member of personnel is calculated on the basis of gross salary or wages plus obligatory social charges, any other statutory cost but excluding any other costs. For the purpose of establishing the budget proposal, the salary may be calculated based on indicative average rates which are reasonable for the concerned category of personnel, sector, country, type of organisation, etc. Please take predictable salary increases into account when estimating the average daily rates for the project duration. Please note that any daily rate over 400 € should be justified.

The total number of person-days per year should be calculated on the basis of the total working hours / days according to national legislation, collective agreements, employment contracts, etc. An example for determining the total productive days per year could be as follows (provided what is established in the appropriate legislation):

Days/year	365 days
Less 52 weekends	104 days
Less annual holidays	21 days
Less statutory holidays	15 days
Less illness / other (when relevant)	10 days
= Total productive days	<u>215 days</u>

Please note that the rates indicated in the budget proposal must not be used when reporting the costs of the project. The rates reported will be based on actual costs incurred, i.e. the actual gross salary, obligatory social charges and any other statutory costs, and the actually productive working time for a given year.

Number of person-days: The number of person-days needed to carry out the project.

Direct personnel costs: Calculated automatically by multiplying the total number of person-days for a given category by the daily rate for that category.

Form F2 – Travel and subsistence costs

Note: Under this budget category applicants should foresee the travel costs for 2 persons from the project to attend a regional kick-off meeting with EC representatives.

General: Only costs for travel and subsistence must be included here. Costs related to the attendance of conferences, such as conference fees, should be reported under other costs. The cost of participation in a conference is only considered eligible if the project is presented at the conference. The number of participants in conferences is limited to those for whose attendance there is a valid technical justification.

Destination (From / To): Identify the origin and destination of the trips. Specify the country and city name, if already known. If applicable, for repetitive visits to the project area, write 'project area'.

Outside Europe: Indicate 'Yes' for travel outside the European Union.

Purpose of travel: The purpose of travel must be clearly described, in order to allow an assessment of the costs in relation to the objectives of the project (examples: 'dissemination event', 'technical co-ordination meeting', 'project area visit'). Identify the number of trips foreseen and the number of people who will be travelling as well as the duration of the travel in days.

You may use more than one line for the purpose of travel or destination if necessary, but costs may be presented grouped, e.g. for all technical co-ordination meetings. (However, the individual costs must be discriminated when reporting.)

Travel costs: Travel costs shall be charged in accordance with the internal rules of the beneficiary. Beneficiaries shall endeavour to travel in the most economical and environmentally friendly way – video conferencing must be considered as an alternative.

In absence of internal rules governing the reimbursement of the use of an organisation's own cars (in opposition to private cars) costs related to the use of these are to be estimated at 0,25 € / km. If only costs for fuel are foreseen, they should also be listed here.

Subsistence costs: Subsistence costs shall be charged in accordance with the internal rules of the beneficiary (daily allowances or direct payment of meals, hotel costs, local transportation etc.). Make sure that meals related to travel / meetings of the beneficiaries are not included if subsistence costs are already budgeted as per diem allowances.

Form F3 – External assistance costs

General: External assistance costs refer to sub-contracting costs: i.e. services / works carried out by external companies or persons, as well as to renting of equipment or infrastructure. They are limited to 35% of the total budget unless a higher level is justified in the proposal.

For example, the creation of a logo, establishment of a dissemination plan, design of dissemination products, translation services, publication of a book or renting of material should be included in external assistance.

Please note that any services supplied under subcontract, but which are **related to prototype** should be budgeted under prototype and not under external assistance. Costs related to the **purchase or leasing** (as opposed to renting) **of equipment and infrastructure** supplied under subcontract should be budgeted under those cost categories and not under external assistance.

Costs for the **lease of land use rights** must be charged under "external assistance" only if it concerns a **short-term** lease that expires prior to the project end date. Longer-term leases must be declared under long-term lease of land.

Auditor costs related to the auditing of the project's financial reports should always be placed under this budget category. These costs will always be incurred solely by the coordinating beneficiary.

Procedure: Specify the procedure foreseen to sub-contract the work, e.g. 'public tender', 'direct treaty', 'framework contract', etc. Subcontracts must be awarded in accordance with Article 8.4 of the Common Provisions.

Description: Provide a clear description of the subject of the service that will be subcontracted, e.g. 'carrying out impact assessment', 'maintenance of ...', 'renting of ...', 'consultancy on ...', 'web page development', 'intra-muros assistance', 'organisation of dissemination event', etc. You may use maximum 200 characters for the description of the subcontract if necessary.

General comments on Forms F4.a, F4.b and F4.c – Durable goods

Please put in this category only those goods that the accounting rules of the beneficiary in question classify as durable goods. Conversely, do not put anything in this category that the accounting rules of the beneficiary in question do not classify as durable goods.

In the sub-categories equipment and infrastructure, you need to indicate the actual cost as well as the value of depreciation, in accordance with Article 25 of the Common Provisions. Only the depreciation is an eligible cost for the project and the EU co-financing will be calculated on the basis of this amount.

Important: Depreciation of durable goods already owned by beneficiaries at the start of the project is not eligible for LIFE+ funding.

Actual cost: Full cost of the infrastructure or equipment without applying any depreciation.

Depreciation: Total value of the depreciation in the accounts of the beneficiaries at the end of the project. For the purpose of establishing the budget proposal, the beneficiaries should estimate as precisely as possible the amount of depreciation for each item, from the date of entry into the accounts (if relevant) until the end of the project. This estimation is based on their internal accounting rules and / or in accordance with national accounting rules. This amount represents the eligible cost.

Please note that depreciation is limited to a maximum of 25% of the actual cost for infrastructure and a maximum of 50% of the actual cost for equipment. Blocking error messages will be displayed when validating the proposal if these rules are not being observed.

Exception 1: For prototypes, the eligible costs are equal to real costs under the conditions set up in Article 25.7 of the Common Provisions.

Exception 2: for LIFE+ Nature and Biodiversity projects, the cost of durable goods purchased by beneficiaries which are public bodies or private non-commercial organisations shall be considered eligible at 100%, if the organisation complies with all conditions set under Article 25.9 of the Common Provisions. In this case, the depreciation amount indicated should be the same as the actual cost.

Form F4.a – Infrastructure costs

Procedure: Specify the procedure foreseen to sub-contract the work, e.g. ‘public tender’, ‘direct treaty’, ‘framework contract’, etc. Subcontracts must be awarded in accordance with Article 8.4 of the Common Provisions.

Description: Give a clear description and breakdown of the infrastructure per cost item, e.g. ‘supporting steel construction’, ‘foundation of installation’, ‘fencing’ etc.

Important: *All the costs related to infrastructure, even if the work is carried out under sub-contract with an external entity, should be reported under this heading.*

Investments in large-scale infrastructure are considered ineligible.

Form F4.b – Equipment costs

Procedure: Specify the procedure foreseen to sub-contract the work, e.g. ‘public tender’, ‘direct treaty’, ‘framework contract’, etc. Subcontracts must be awarded in accordance with Article 8.4 of the Common Provisions.

Description: Provide a clear description of each item, e.g. ‘laptop computer’, ‘database software (off-the-shelf or developed under sub-contract)’, ‘measurement equipment’, ‘mowing machine’, etc.

Form F4.c – Prototype costs

Prototype costs are only eligible for LIFE+ Biodiversity projects.

A prototype is an infrastructure and / or equipment specifically created for the implementation of the project and that has never been commercialised and is not available as a serial product. It may not be used for commercial purposes during the life of the project and for five years after the project ends. See article 25.7 of the Common Provisions.

Durable goods acquired under the project can only be accepted in this cost category when they are essential to the innovative or demonstration aspects of the project. See Article 25.7 of the Common Provisions for definition of prototype.

Procedure: Specify the procedure foreseen to sub-contract the work, e.g. ‘public tender’, ‘direct treaty’, ‘framework contract’, etc. Subcontracts must be awarded in accordance with Article 8.4 of the Common Provisions.

Description: Give a clear description of the prototype.

Important: *All the costs related to the prototype, even if the work is carried out under sub-contract with an external entity, should be reported under this heading.*

Form F5.a – Costs for land purchase, Form F5.b – Costs for long-term lease of land / use rights and Form F5.c – One-off compensation payments costs

These types of costs are only eligible for Life+ Nature projects.

General: Please consult Article 26.1 of the Common Provisions, for the rules concerning land purchase. If short-term lease would be appropriate for achieving the project objectives, those costs should be presented under external assistance.

Description of land purchase / long term lease / one-off compensation: Give a clear description of each item, e.g. “purchase of acidic grasslands on sub-site X”, “one-off compensation for peat exploitation rights on sub-site Y”, etc. Use different rows for different land uses / habitat types / sub-sites, if their prices diverge significantly.

Estimated cost per hectare: Estimated cost, excluding taxes and other charges, rounded to the nearest €.

Your proposal has to include a letter from the competent authority or from a registered notary confirming that the price per hectare is not above the average for the types of land and locations concerned.

Form F6 – Costs for consumables

General: Consumables declared on this form must relate to the purchase, manufacture, repair or use of items which are not placed in the inventory of durable goods of the beneficiaries (such as materials for experiments, animal feeding stocks, materials for dissemination, repair of durable goods given that this is not capitalised and that they are purchased for the project or used 100% for the project, etc.). Should the project include a significant dissemination activity in which substantial mailing, photocopying, or other communication forms are used, the corresponding costs may also be declared here.

Costs for consumables must be specifically related to the implementation of project actions.

General consumables / supplies (as opposed to direct costs), such as telephone, communication costs, photocopies, office material, water, gas, etc. are covered by the overheads category.

Procedure: Specify the procedure foreseen to sub-contract the work, e.g. 'public tender', 'direct treaty', 'framework contract', etc. Subcontracts must be awarded in accordance with Article 8.4 of the Common Provisions.

Description: Provide a clear description of the type of consumable materials, linking it to the technical implementation of the project, e.g. 'raw materials for experiments action 2', 'stationery for dissemination products (deliverable 5)', etc.

Form F7 – Other costs

General: Direct costs which do not fall in any other cost category should be placed here. Costs for bank charges, conference fees, insurance costs when these costs originate solely from the project implementation, etc. should be placed here.

The **bank guarantee shall always be reported in this category**. A bank guarantee covering the first pre-financing payment might be necessary. Please refer to Articles 25.1, 25.12 and 29.2 of the Common Provisions and to the evaluation guide for more information.

Procedure: Specify the procedure foreseen to sub-contract the work, e.g. 'public tender', 'direct treaty', 'framework contract', etc. Subcontracts must be awarded in accordance with Article 8.4 of the Common Provisions.

Description: Give a clear description of each item, linking it to the technical implementation of the project.

Form F8 – Overheads

Overhead amount: Indicate the general indirect costs (overheads) for each beneficiary. Applicants benefiting from an operating grant from the Commission (such as for example LIFE+ NGO calls) are not entitled to claim overheads.

Overheads are eligible at a flat rate of up to 7% of total eligible direct costs of the entire project, excluding land purchase / lease / one-off compensations (and the overheads themselves, which are indirect costs). A blocking error message will be displayed in Report R1 and when validating the proposal if this rule is not being observed.

Note that the column 'Total eligible direct costs excluding land related costs' is automatically filled in by the tool based on the costs entered in forms F1 to F7.

Form FC – Financial contributions

This form describes the funding of the project by the beneficiary(ies) and / or co-financier(s), as well as the EU contribution requested per beneficiary.

Goods or services which are to be provided “**in kind**”, i.e. for which there is no cash-flow foreseen, are ineligible for EU co-financing and should not be included in the project's budget.

Important: The column 'Total costs of the actions in €' is automatically filled in by the application, based on the costs entered in forms F1-F8.

Coordinating beneficiary contribution: Specify the amount of financial contribution provided by the coordinating beneficiary. This amount cannot include any funding obtained from other public or private sources specifically earmarked for the project or for a part of it (which should be declared as other co-financing).

Associated beneficiary contribution: Indicate the financial contribution from each associated beneficiary. These amounts cannot include any funding obtained from other public or private sources specifically earmarked for the project or for a part of it (which should be declared as other co-financing).

Amount of EU contribution requested: Specify the amount of financial EU contribution requested by the coordinating beneficiary and each of the associated beneficiaries. This amount must be in accordance with Articles 24 and 25.2 of the Common Provisions.

Amount of co-financing in €: Indicate the financial contribution of each co-financier.

The amounts corresponding to the own contributions and the total costs are transferred automatically in the A3 and A4 forms. The amounts corresponding to co-financiers contributions are transferred automatically to the A6 form.

2.3. Reports

eProposal reports contain detailed financial calculations and they are generated automatically, based on the data entered in the technical and financial forms.

Only reports R1 – Budget and R2 – Costs per Action will be included in the .pdf version of the proposal generated by the eProposal tool. The other reports provide, however, practical financial information.

Report R1 – Budget

The form summarises the financial structure of the project, by providing a budget breakdown for the project and an overview of the financing plan.

Reports R2 – Costs per Action, R2a – Costs per Beneficiary, R2b – Costs per Action per Beneficiary, R2c – Costs per Beneficiary per Action

These forms are very useful in order to link technical outputs and costs.

Report R3 – Profit rule per beneficiary

This report verifies that none of the beneficiaries receives a share of the EU contribution exceeding the costs it will incur. (see the non-profit rule in Articles 24.3 and 24.4 of the Common Provisions)

Report R4 – Compliance with 2% rule

This report shows whether the sum of the public bodies' contributions (as coordinating beneficiary and / or associated beneficiary) to the project budget exceeds (by at least 2%) the sum of the salary costs of their permanent staff charged to the project. If this is not the case, an error message will be displayed when validating the proposal.

Report R5 – National allocation

This report shows the distribution of the EU contribution per Member States in which the beneficiaries are registered. This report is particularly relevant for transnational projects.

2.4. Attachments

Guidelines common to LIFE+ Nature and LIFE+ Biodiversity projects

Attachment type: Select from the drop-down menu.

Attachment name: Please ensure that the name is short (maximum 200 characters).

Important: the maximum size of each document attached is 2Mb

Attach in this section the appropriate mandatory financial annexes, as explained in the documents 'LIFE+ Nature and Biodiversity, Guidelines for applicants, Part 2, chapter 1.5' and 'Guide for the evaluation of LIFE+ project proposals 2012'. The templates of the 'Public body declaration' and 'Simplified Financial Statement' are provided in the application package.

Maps are mandatory for LIFE+ Biodiversity projects including site-related actions (for LIFE+ Nature projects please refer to specific guidelines under Part B, Form B2a). One map per project site (sub-area) should be presented. Each map should include where appropriate:

- The scale and legend of the map. The legend should include all project actions which have been located on the map, indicating its number and title (e.g. B1-Land purchase). The legend should also include the explanation of the habitats located on the map. Please indicate the official names and codes of these habitats,
- The boundary(ies) of the *Natura 2000* sites. If the proposal includes actions targeting species / habitats of the Habitats Directive, pSCI / SCI / SAC boundaries must be indicated. If the proposal includes actions targeting bird species of the Birds Directive, SPA boundaries must be indicated.
- For information, and only if useful, the boundaries referring to other protection status either at regional or national level,
- The location and extent of the main project actions listed in Part C. These actions must be specified in the legend.

Applicants shall make sure that maps are of **very good quality** and contain all the requisite information. Maps should be presented in **A4 or A3 formats only**.

3. Admissibility checklist

Please refer to the '*Guide for the evaluation of LIFE+ project proposals 2012*'.

Informal checklist for LIFE+ Nature and Biodiversity proposals

Note: The questions below aim to help you check that your application is as well prepared as possible. Your answers should in all cases be "yes". However, the list of questions is not exhaustive and the questions do not provide all the detailed information necessary (you must see the *Guidelines for applicants, Part 1 – Content of the proposal*).

1. Have you checked whether your project is a LIFE+ Nature project or a LIFE+ Biodiversity project?
2. Are forms A3, A4 and A6 signed and dated?
3. Where relevant, are forms A8 signed and dated?
4. Is form B1 at least in English?
5. Have you included a safety margin at the end of the project to allow for unforeseen delays?
6. Are all beneficiaries legally registered in the EU?
7. Have you included the mandatory annexes (annual balance sheet and profit and loss account, audit report or auditor-certified balance sheet and profit and loss account, simplified financial statement for coordinating beneficiaries that are not public bodies; public body declaration for coordinating beneficiaries that are public bodies)?
8. Is more than 25% of the budget devoted to concrete conservation actions (or does your proposal fall under the possible exceptions)? Have you allowed a safety margin?
9. For each action, have you detailed the expected results as far as possible in quantitative terms?
10. Have you excluded recurring activities (only allowed in certain specific cases)?
11. Have you excluded preparatory actions that do not produce practical recommendations?
12. Have you included a coherent package of communication and dissemination actions?
13. Have you included indicators and actions to monitor the impact of the project and its actions on the species / habitats targeted?
14. Is the project management team sufficient? Is an organigramme provided? Is there a full time project coordinator (not obligatory but strongly recommended)? Is there a financial coordinator?
15. Have you excluded all actions that can be funded by other EU funds? In case of doubt, have you foreseen complementary actions or objectives?

16. Have you detailed your efforts towards carbon neutrality?
17. Have you and your associated beneficiaries read the Common Provisions in full?

Nature projects only:

1. Do all concrete conservation actions take place within officially designated *Natura 2000* sites? If not, do they fall into the exceptions foreseen? Are the actions clearly located with respect to the *Natura 2000* sites on the maps provided?
2. Do these actions target exclusively *Natura 2000* species and habitats (for site based actions: Annex I of the Birds Directive and / or Annexes I or II of the Habitats Directive; for species based actions: Annex I or II of the Birds Directive and / or Annexes II, IV or V of the Habitats Directive)?
3. Do the actions all take place in the European territory of the EU where the Birds and Habitats Directives apply (or are covered by the exceptions foreseen)?
4. Have you included detailed maps (size A3 or A4)? Do they include a readable scale, title and background details (e.g. village names, rivers, etc.)?
5. For land purchase / compensation payments have you clearly explained how you meet all of the 11 eligibility conditions?

Biodiversity projects only:

1. Does your project integrate monitoring, evaluation and active dissemination of the project's results and lessons learnt (see definitions of "demonstration" and "innovation")?
2. Do all actions take place in the European territory of the EU (or are covered by the exceptions foreseen)?