LIFE+ Environment Policy and Governance

Guidelines for applicants 2013

Part 2 – Application forms

The current guidelines apply to the preparation of project proposals to be submitted to the European Commission under *LIFE+ Environment Policy and Governance*. 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

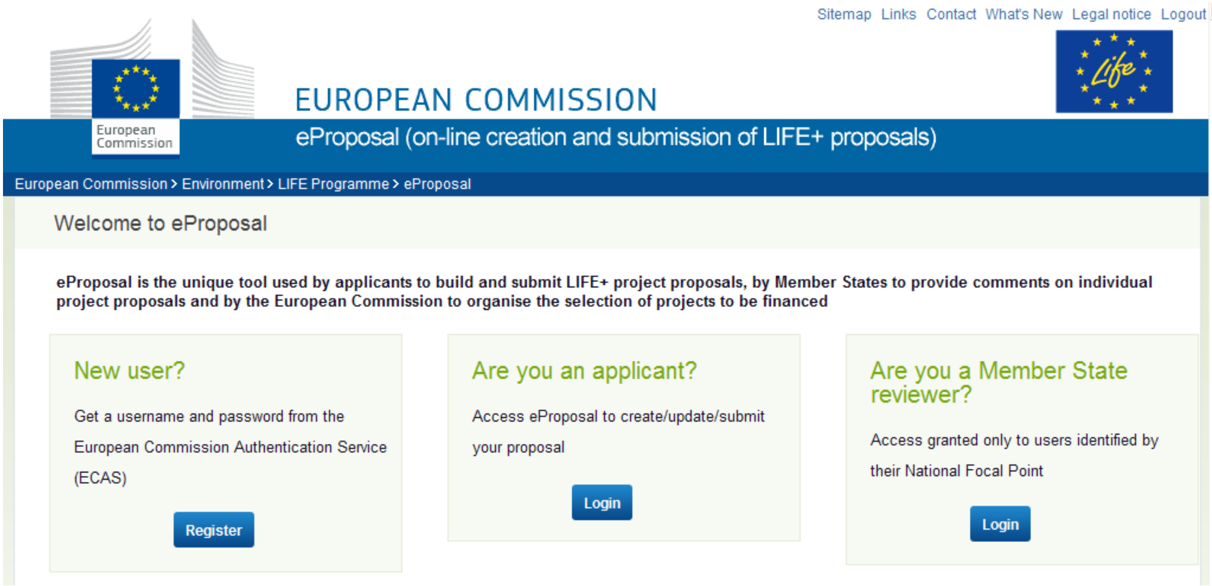
eProposal Help Desk: env-life-eproposal-admin@ec.europa.eu

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.

Please note that if you registered on eProposal for the 2012 LIFE+ Call for proposals, you may continue to use the same user credentials to register, and may skip steps 1 and 2.

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

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

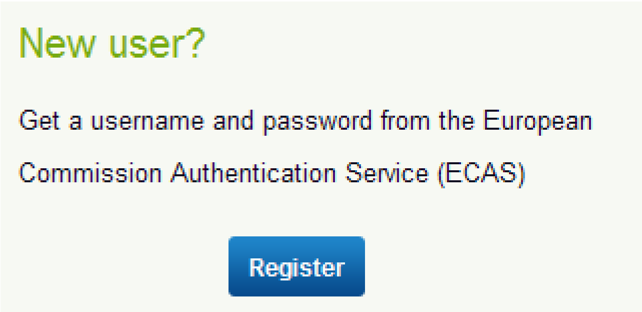


The eProposal web tool is best viewed using Internet Explorer 8 or 9 or Mozilla Firefox 10.

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.

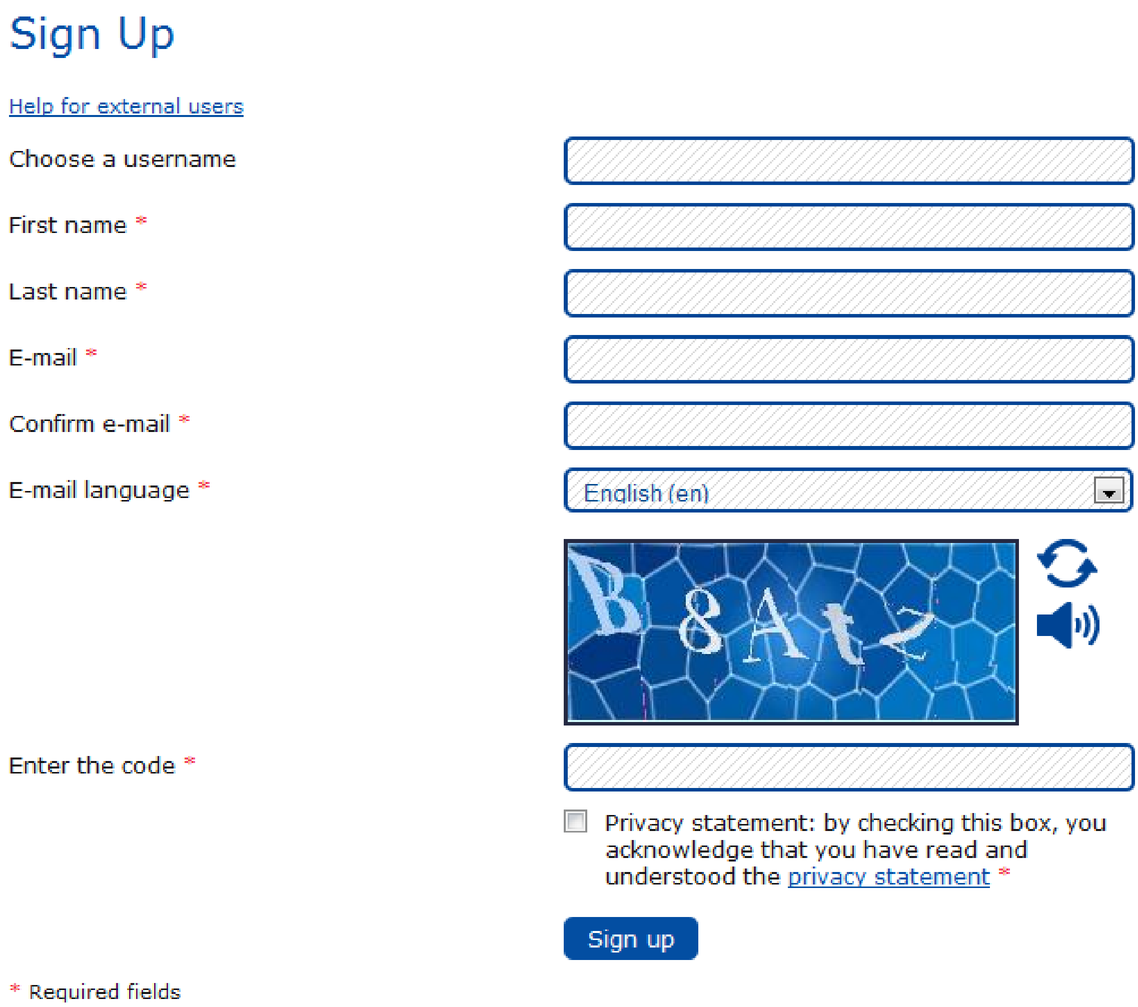
Once you have authenticated your identification, you do not have to re-enter your credentials (username and password) within the same browser session.

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 icon beside the security check image.

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

Sign Up

Thank you for registering, you will receive an e-mail allowing you to complete the registration process.

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 or special character) and submit.

Once submitted, the following message should appear:

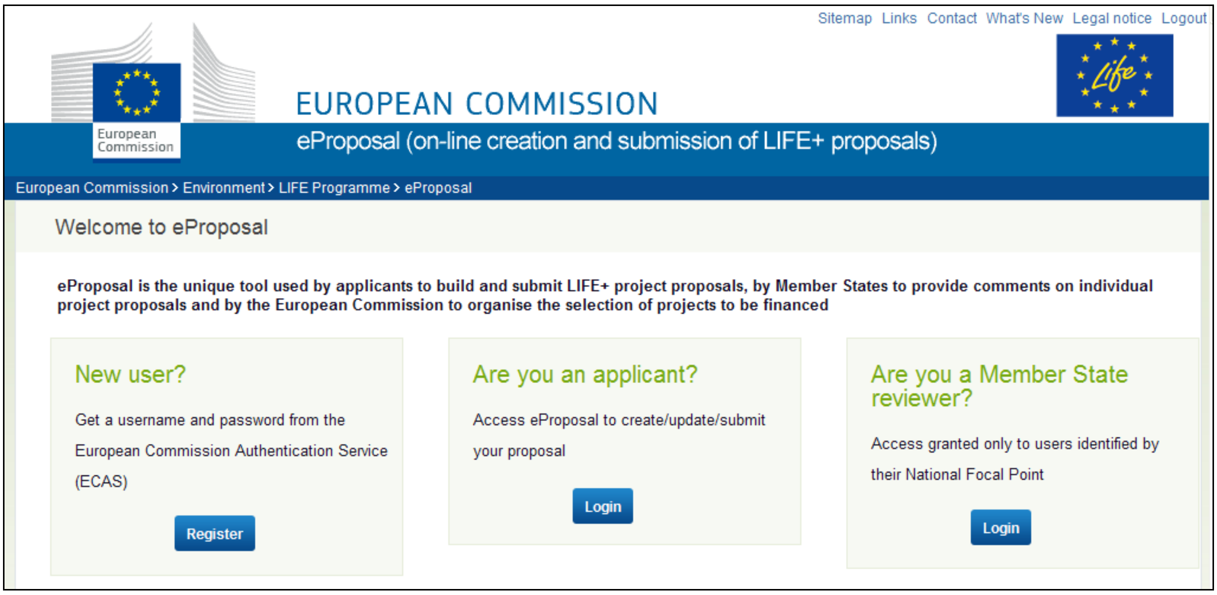
New password

Your ECAS password was successfully changed.

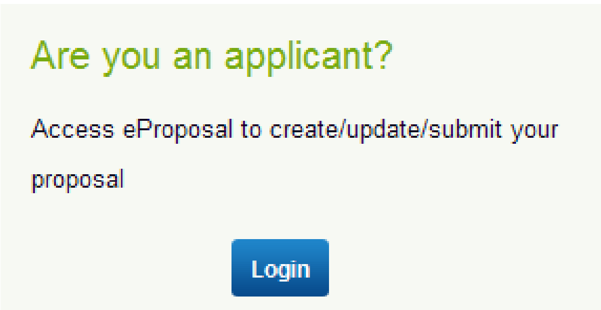
You may change your password or ask for it to be reset in case you forget it. We recommend you keep safely the user ID / e-mail address and password you used to register for registration and login to eProposal (Step 2).

1.2. Step 2: Register as a user on eProposal (for all users)

Go to the LIFE+ eProposal Welcome Page

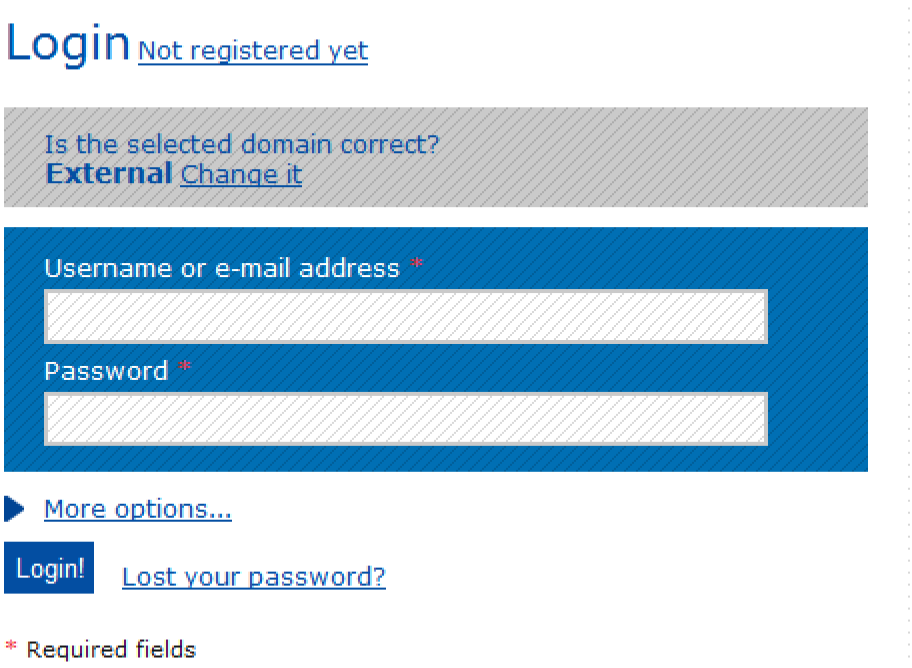


Click on the option 'Are you an applicant?'



In the "Are you an applicant?' menu click 'Login'.

You will be redirected to this page:



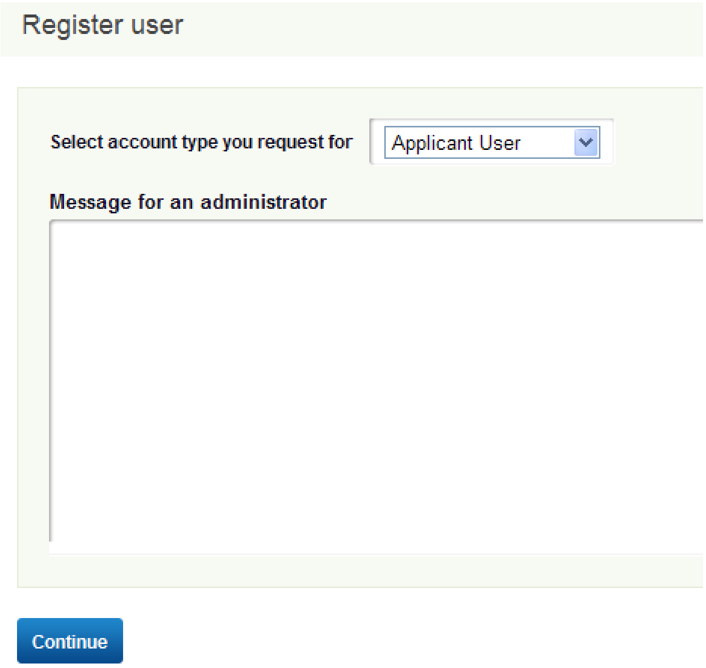
1) Check that the domain selected is 'External' (if not, please change it to 'External' by using the 'Change it' link and when asked 'Where are you from?', please specify 'Neither an institution nor a European body' + click on 'Select').

2) Enter your e-mail address and password (the one you created in Step 1).

3) Click on 'Login' button.

You are now in the LIFE+ eProposal tool.

Please select the **Applicant User** account type:



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.

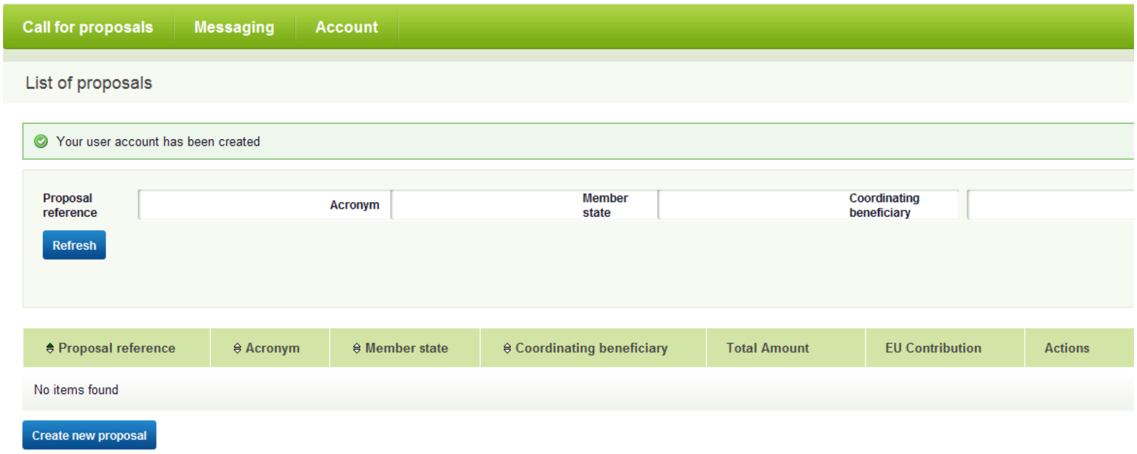
You will get the following confirmation message: 'Your user account has been created'.

Once you are registered as a user, you will also see in the list of proposals any proposal you created or were invited to during this LIFE+ Call or the previous one.

1.3. Step 3: Create a proposal (to be done by coordinating applicant)

Proposals may only be created in eProposal by registered users acting as "coordinating applicant", i.e. "the owner" of the proposal.

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



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.

a. Recycling a proposal from a previous year (optional)

If you created a proposal for the previous LIFE+ Call and are still the coordinating applicant for it, you may recycle it for the current open Call.

This will generate a new proposal under the current open Call, by copying all data from proposals created previously. You will then be able to edit all data, invite users to it, and will need to validate and submit it to your National Authority.

In order to recycle a proposal:

(1) Find it in your list of proposals;

(2) For that proposal, click on the icon  in the corresponding Actions column.

This will create a new proposal carrying exactly the same information as the original one, but the year showing in the Year column will be '2013'.

Please note that:

- Proposals that were submitted under the LIFE+2011 Call and proposals that were created and submitted under the LIFE+2012 Call remain available in eProposal for recycling until two years after the closing date of the Call under which they were submitted.
- Proposals that were created but not submitted under the previous Call will remain available for recycling until 30 April 2013.

b. Manage access rights (optional)

A LIFE+ proposal created in eProposal is linked by default to its owner: the user who created it.

The owner of the proposal may:

- view / edit the proposal;

- invite other users and grant them edit rights;

- submit the proposal.

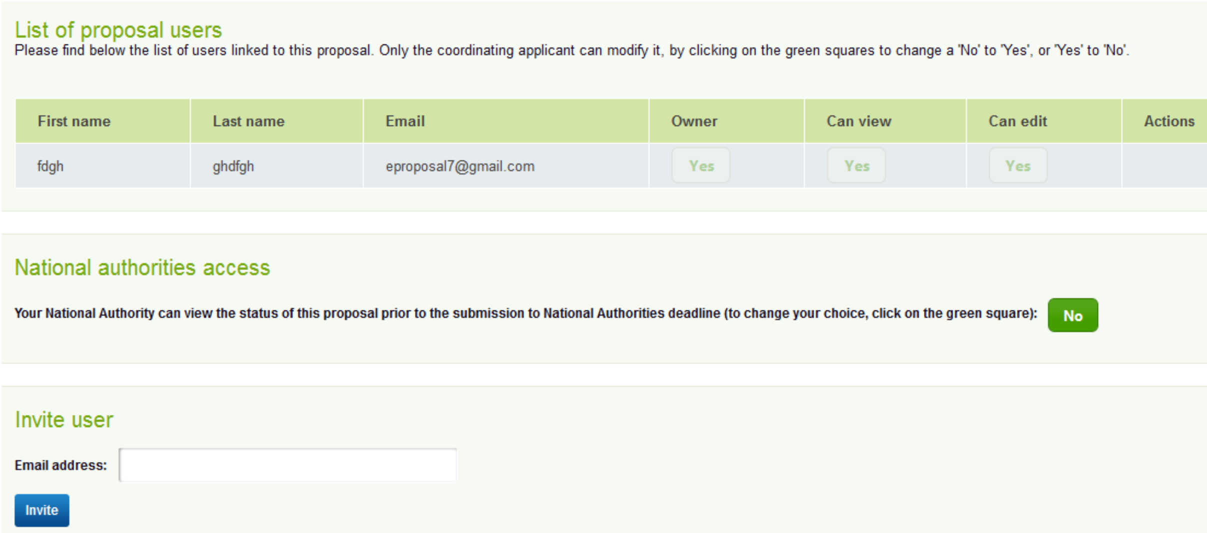
b.1 Management of access rights

In order for the owner to manage access rights and for other users linked to the proposal to view access rights, you have to perform the following operations:

(a) Select the proposal for which you want to invite an associated beneficiary;

(b) Go to Proposal menu / Access rights part.

If only the owner is linked to the proposal, the screen will look like this



b.2 Inviting another user (optional)

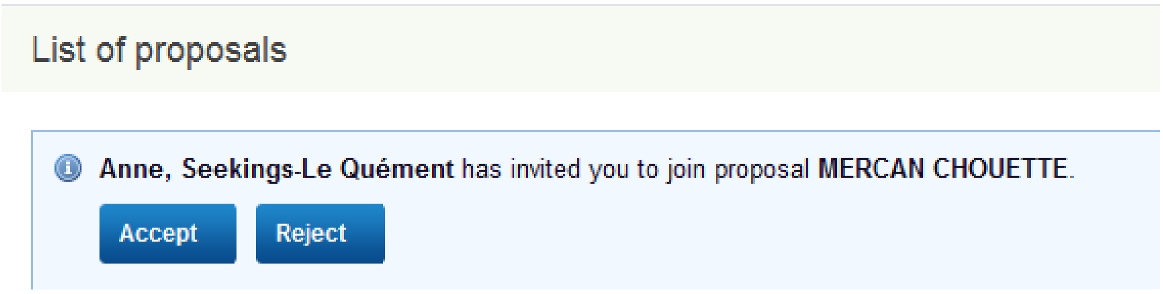
(c) In order to **invite** another user, the owner of the proposal (the coordinating applicant) must specify the e-mail address of the person to be invited in the bottom field of the screen 'List of proposal users'.

(d) If the invited user is already registered on eProposal:

– The first and last names of this user will appear as '(Pending)' in the Access rights list of users.

– An invitation message is received at the e-mail address entered by the invited user (when they registered for eProposal).

– The user logins to eProposal: on the top of the first screen, the invitation is visible. The user may accept or reject it



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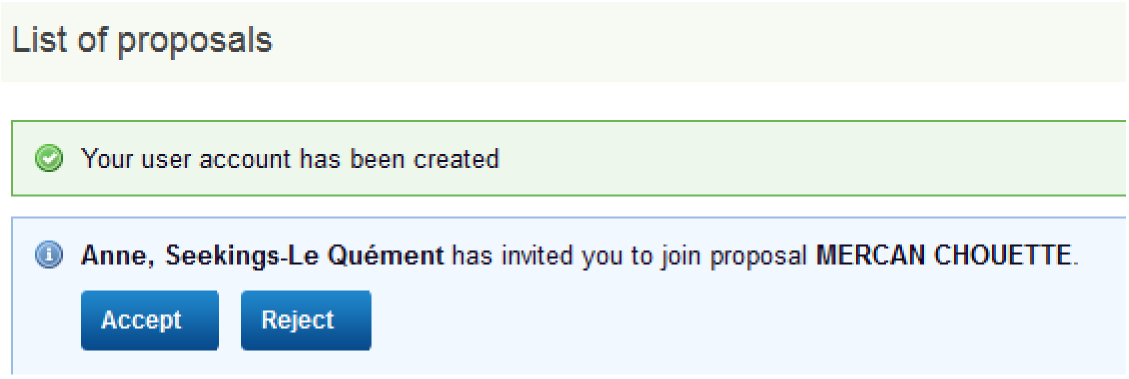
– If the invited user accepts the invitation, the proposal will appear in this user's list of proposals, and the user will be able to view it straight away. The owner of the proposal may then grant this user editing rights

(e) If the invited user is NOT yet registered on eProposal:

– The first and last names of this user will appear as '(Pending)' in the Access rights list of users.

– An invitation message is received at the e-mail address of the invited user specified by the owner of the proposal. This message contains a link to register on ECAS (if needed, see Step 1) and another one to register on eProposal (see Step 2).

– The user logins to eProposal: on the top of the first screen, both confirmation or registration and the invitation are visible. The user may accept or reject the invitation.



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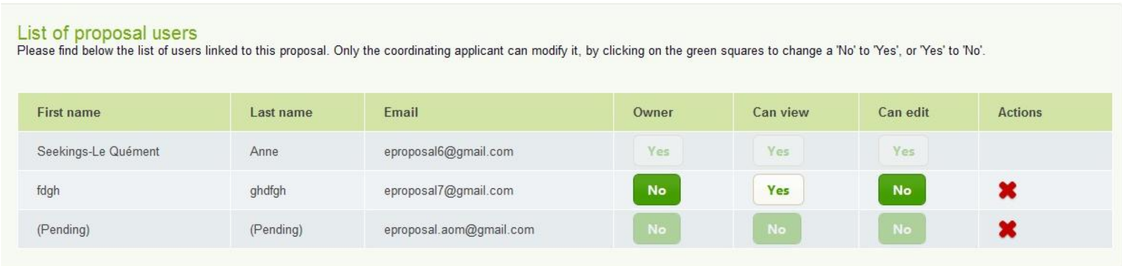
– If the invited user accepts it, the proposal will appear in this user's list of proposals, and the user will be able to view it straight away. The owner of the proposal may then grant to this user editing rights.

(f) The owner of the proposal may invite as many users as wished, following the same steps.

(g) If several users are linked to a proposal, the Access rights screen will look like this (for the owner of the proposal, for the other users linked to it, all squares will be greyed out):



List of proposal users

Please find below the list of users linked to this proposal. Only the coordinating applicant can modify it, by clicking on the green squares to change a 'No' to 'Yes', or 'Yes' to 'No'.

First name	Last name	Email	Owner	Can view	Can edit	Actions
Seekings-Le Quément	Anne	eproposal6@gmail.com	Yes	Yes	Yes	
fdgh	ghdfgh	eproposal7@gmail.com	No	Yes	No	✖
(Pending)	(Pending)	eproposal.aom@gmail.com	No	No	No	✖

(h) The owner of the proposal is always greyed out (at least one user must be owner of a proposal at all times).

User(s) who have accepted the invitation are listed and the squares in the columns 'Owner', 'Can view' and 'Can edit' are activated.

If the first and last names are still '(Pending)', it means that this (these) user(s) have not yet accepted the invitation.

The owner of the proposal may decide to **grant editing rights to other user(s) linked to that proposal**. The only condition is for the user to have accepted the invitation sent by the owner. This enables several users to work in parallel on the same project proposal.

To grant editing rights to a user, the owner must click on the 'No' square in the 'Can edit' column: it will then turn to yes. When that user next logs on to eProposal, s/he will be able to edit that proposal.

Important: If a user 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. but will not be able to submit the proposal and invite other users. The switch between edit and view modes for an associated applicant can be performed as many times as needed / wished by the coordinating beneficiary.

b.3 Changing owner

To change owner, the (original) owner must click on the 'No' square in the 'Owner' column: after a confirmation message, it will then turn to Yes. From that moment on the 'former' owner does not have the possibility to manage user rights anymore. When the 'new' owner next logs on to eProposal, s/he will be able to manage user rights for that proposal.

Any data that was already entered in the technical and/or financial forms for the coordinating applicant (e.g. in relation to actions for which the coordinating applicant is responsible, or for costs incurred by this applicant), will have to be manually edited so as to align them to the new set-up of the proposal.

c. Validating and Submitting a proposal

Please note that both steps are compulsory to ensure that the proposal is taken into consideration during the evaluation process!

1. Validation

After completing the proposal, click on the 'Validate' button available on form A1. 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 the validation is performed without any blocking errors, you will receive the following confirmation message:

> Proposal has been successfully validated.

Please note that at this stage the proposal has NOT been submitted yet.

Upon successful validation of the proposal, eProposal will request the owner whether he/she wants to submit the proposal at that moment[1].

2. Submission

Once the proposal is validated and before the submission deadline, the coordinating applicant (owner of the proposal) should submit the proposal by clicking on the 'Submit to National Authority' button (this button becomes available on form A1 only after the proposal has been validated and no more blocking validation errors are identified).

After clicking on this button, you will 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 (re)submitted as many times as needed until 25 June 2013 (16:00 Brussels time). Each subsequent submission overwrites the previously submitted version (earlier versions are not archived and are therefore not available anymore).

This submission deadline will only be extended in case of 'force majeure' or breakdown of the system and the new deadline (established in a way to compensate the down period) will be communicated on the LIFE website and eProposal welcome page immediately.

The proposal will be automatically forwarded 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 automatically attributed a unique project reference code that 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 / **LIFE13ENV/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 that has not been submitted yet does not carry a reference.

[1] This functionality is not yet operational at the moment of launching the LIFE+2013 Call for Proposals, but will be available at a later stage.

Important: proposals submitted can be modified and re-submitted until the submission deadline is reached. Only the final submitted version of the proposals will be reviewed by Member States National Authorities and evaluated by the European Commission.

If you want your proposal to be taken into account under the evaluation process, please make sure that you click on the 'Submit to National Authority' button prior to the submission deadline.

<u>The button 'Submit to National Authority' will be deactivated at the submission deadline (25 June 2013 at 16:00 Brussels time). The Commission may not be held responsible for any problem caused by slow performance of the system or similar issues. Applicants should take the necessary steps to avoid "last minute" submissions.</u>

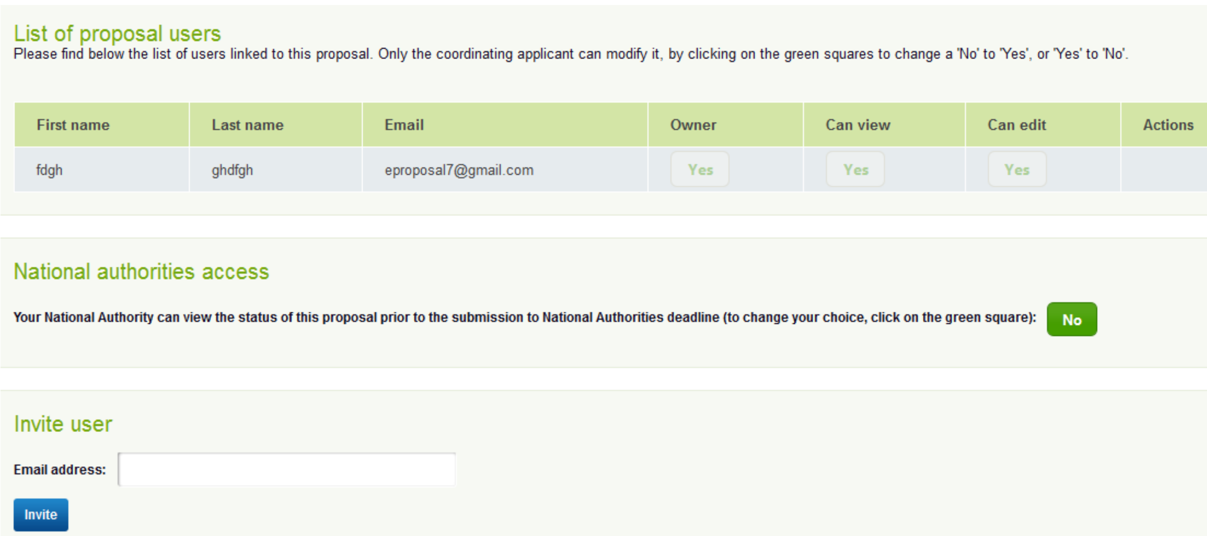
Please note that National Authorities can see that a proposal (identified by its reference, title, coordinating applicant, total costs and contribution requested) has been submitted, but cannot view the full proposal on-line until the submission deadline is reached, unless the coordinating applicant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

This authorisation can be done by following the steps, which have to be carried out by the coordinating applicant:

(a) Select the proposal for which you want to grant view rights to your National Authority

(b) Go to Proposal menu / Access rights part

(c) In the National authorities access section, click on the green square which by default reads 'No': it will then turn to 'Yes'



(d) When a National Authority user (for the Member State where the Coordinating applicant or one of the associated applicants is/are registered) next logs on to eProposal, s/he will be able to view that proposal, even though the submission deadline has not been reached yet.

You may remove access authorisation at any point in time

Please note that after the submission deadline has been passed, this option is no longer accessible (as the National authorities have read access by default to the proposal).

3. Post-submission Communication

Once the submission deadline has passed, communication with applicants who have submitted a proposal will be done solely through the proposal Mailbox.

Only proposals with status 'Received by EC' (and later statuses) have access to it. Only the owner of the proposal has access to this Mailbox.

For further information and help, please refer to the following notice:

eProposal_Mailbox.pdf

4. Delete a proposal

A proposal which has not been submitted can be deleted at any point in time by the coordinating applicant.

To delete a proposal:

- Find it in your list of proposals;
- For that proposal, click on the icon ✖ in the corresponding Actions column;
- When prompted 'Are you sure you want to delete proposal?', press 'OK' to delete it, or 'cancel' to cancel the deletion.

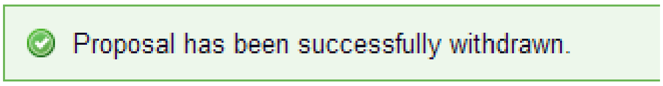
Please note that **proposals created under the 2012 Call for proposals and not submitted will remain available for recycling (see Step 3 point a. above) until 30 April 2013**. After this date, all proposals that were not submitted under the 2012 Call will be deleted. This measure, among others, is taken to ensure that the size of the eProposal database remains reasonable, thus reducing processing time for users.

5. Withdrawal

The coordinating applicant retains the right to withdraw a proposal at any moment after submission. This means that even if the proposal has been submitted, a subsequently withdrawn proposal will not be considered during the evaluation.

To withdraw a proposal:

- Find it in your list of proposals;
- For that proposal, click on the Edit icon in the corresponding Actions column;
- In the proposal menu, choose the Withdrawal form. There you will be able to detail the reason(s) why you need to withdraw your proposal (for instance: expected financing did not materialise), and to confirm the fact that you withdraw your proposal.
- If you click on 'OK' you will receive the following confirmation message:



2. Application forms

2.1 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 and paste information in simple text format;

- **Always click on the 'Save' button before switching to another form**;

- All fields allow introducing a limited number of characters – these limits are clearly displayed. Please note that in order to ensure that the text input in large text fields can be printed in the pdf extract, only the following formatting may be used: bold, italics, underlined. Only simple lists (simple enumerations 1, 2, 3, A, B, C etc; or bullet points) will appear correctly. If you need to insert tables, do not do so in text fields: please use the Add picture(s) functionality available at the end of most forms;

- 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;

- 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;

- Disabled fields cannot be filled in manually since the respective information will be extracted and/or 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 accepted is 2MB; 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 'Request pdf' button available on Form A1 and in the Attachments section of eProposal. Once the pdf version of your proposal has been created, you will receive an e-mail which will allow you to download it straight away, or to do so from Form A1 or from the Attachments section of eProposal;

- 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;
    - Financial forms and reports 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. It is not possible to automatically transfer the word text or the excel data back into eProposal.

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

2.2 Technical application forms

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

Where you have no specific information to put on certain parts of obligatory forms, you are advised to 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

Form A1

Project title (max 120 characters): It should include the key elements and objective of the project. 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 must begin with the word 'LIFE', e.g. 'LIFE RIVER'. Once the proposal is created in the eProposal system, all technical, financial and reporting forms will bear this acronym (e.g. 'Proposals / **LIFE RIVER** / Technical Forms / **A1 – General project information**')

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

Expected start date: Type in the date in the format DD/MM/YYYY or use the calendar functionality. The earliest possible start date is the 01/06/2014. 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 functionality.

Policy area: You can only choose one policy area – tick as appropriate.

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

Click on the 'Next' button and fill in form A2 (see below).

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;
- at least one region must be selected.

Member State	Selected regions	Actions
IT - Italy	All regions	
AT - Austria	All regions	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 notifications of correspondence availability with the applicant during the evaluation procedure (see above Step 3 point c. "3. Post-submission Communication").

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+ Environment Policy and Governance, Guidelines for applicants 2013, 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 Name, Surname, 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 (max 250 characters): Provide the beneficiary's official website.

Brief description of the activities of the beneficiary (max 2000 characters): Please describe the organisation, its legal status, its activities and its competence 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 proposed 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.

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 art. 106(1) and 107 of the Financial Regulation n° 966/2012 of 25 October 2012 (JO L 298 of 26/10/2012), reference:

http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:298:0001:0096:EN:PDF

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 and Mandate

This form is available at the end of form A5 (see below) under the heading 'A4 – Associated Beneficiary declaration and Mandate'; click on 'Generate declaration'.

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

You need to manually fill in the following fields:

- The forename and surname of the legal representative of the future associated beneficiary signing the form.
- The forename and surname of the legal representative of the future coordinating beneficiary of the project.
- '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.

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 the instructions for form A3 above.**

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 **(max 5000 characters for 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+ Environment Policy and Governance, Guidelines for applicants 2013, 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.

Part B – Technical summary and overall context of the project

<u>Form B1 – Summary description of the project</u> (to be completed in English)

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

- **Project objectives (max 2500 characters):**: Please provide a detailed description of all project objectives, listing them by decreasing order of importance. Objectives should be phrased in terms of the project's contribution to the development and demonstration of innovative policy approaches, technologies, methods and instruments; and in terms of its contribution to consolidating the knowledge base for the development, assessment, monitoring and evaluation of environmental policy and legislation. These objectives must be realistic (be achievable within the timeframe of the project with the proposed budget and means) and clear (without ambiguity).
- **Actions and means involved (max 2500 characters)**: 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) (max 2500 characters)**: Please list the main results expected at the end of the project. These must directly relate to the environmental problems targeted 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. Expected results should not be the project's objectives, but they should be *outputs* and quantified *achievements* allowing it to reach the objectives.

At the end of this form, applicants are required to indicate whether their project can be considered to be a **climate change <u>adaptation</u> project**, <u>by ticking the appropriate box</u>. 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. Applicants should be careful not to confuse climate change adaptation with the "Climate Change" project policy area indicated in form A1. In fact, a project submitted under the "Climate Change" policy area may or may not be a climate change *adaption* project, while projects submitted under other policy areas may well be considered to also constitute climate change adaptation projects.

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

Environmental problem targeted:

Please provide a clear description of the environmental problem targeted by your proposal. Explain why you consider that this problem is related to European environmental policy and legislation.

State of the art and innovative aspects of the project:

(No information needs to be provided in this box for **projects on forest monitoring**. Applicants for such projects should indicate 'NON APPLICABLE')

Provide a description of the state of the art of the technique or method addressed. Elaborate on the technical description of the processes or methods and / or proposed innovation(s), new elements, improvements. Describe the previous research and experience carried out in preparation for the project implementation, including feasibility studies.

Please take into account that the innovative nature of the proposed actions can be evaluated from different perspectives: a) relative to the technologies applied by the project (technological innovation), b) relative to the way technologies are implemented (innovation in processes or methods) and, c) concerning the business and economic models developed by the project (economic and business innovation). These different dimensions of the innovatory nature have to be compared with the state of the art at global (world) level. Innovation should not be restricted to pure technological breakthroughs. For instance, a new procedure may change one specific step in the process of manufacturing a product or, alternatively, it may bring about a more general transformation of the entire production cycle, and thus of that cycle's total impact. The same applies for a new economic or business model which would have the potential to turn a hitherto valueless waste into an input by means of business reengineering or change in the economic model.

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) cannot be considered innovative per se.

Form B3

Demonstration character:

(No information needs to be provided in this box for **projects on forest monitoring**. Applicants for such projects should indicate 'NON APPLICABLE')

Provide a description of the technical scale of the project (pilot scale, pre-industrial scale, first full-scale application). Describe activities for monitoring / measurements (which, how?) and / or evaluation of the project.

EU added value of the project and its actions:

Please describe how the proposed project actions are expected to contribute to the achievement of European environmental objectives of EU importance.

You should indicate how the solution proposed by your project to address the environmental problem may be relevant and / or transferable to other locations 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 EU added value.

Socio-economic effects of the project:

Please indicate the probable impact of the project actions on the local economy and population.

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. Any details of efforts to be made to reduce CO_2 emissions during a project's life shall be included here. Generally, this would mainly concern reduction of the project's carbon footprint during project management activities (reduction of travel, use of recycled paper etc.).

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 want 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 project 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 decreasing order of importance, indicating one main constraint or risk per paragraph. 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. Please ensure that the list is coherent with the "constraints and assumptions" indicated in form C1.

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 2011[2];
- Strategic Environmental Assessment (SEA), according to the Directive 2001/42/WE (the SEA Directive)[3];

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.

Please detail also 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.

[2] Codified version of the EIA Directive:
http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:026:0001:0021:EN:PDF

[3] SEA Directive:
http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2001:197:0030:0037:EN:PDF

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, what actions are required to consolidate the results in order to ensure the sustainability of the project results. 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? Which 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.
- **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

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

A. Preparatory actions (if needed)
B. Implementation actions (obligatory)
C. Monitoring the impact of the project actions (obligatory)
D. Communication and dissemination of results (obligatory)
E. Project management and monitoring of the project progress (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 that is expected to have an important output for the project (e.g. design of the pilot, construction of the pilot, 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 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 (max 200 characters)**: Please ensure that the name is short (maximum 200 characters) and that it clearly reflects the objective of the action.
- **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 coordination 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 text field (max 500 characters) available under the drop down list.
- **Description (what, how, where and when) (max 10.000 characters)**: 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.
- **Constraints and assumptions:** Please indicate what may prevent you from implementing the action as planned and what will be done to address this risk. Please ensure that these constraints and assumptions are in line with those indicated on Form B5.
- **Expected results (<u>quantitative</u> information as far as possible) (max 2000 characters):** Please indicate concisely what results will be achieved at the end of the action (e.g. xx ton of waste recycled or yy ton CO2 emissions avoided) and what deliverable products (e.g. guide) will be produced.
- **Indicators of progress**: Please indicate how progress of this action will be measured.

- **Deliverable products:** Please list all deliverable products chronologically according to their deadline for completion (day/month/year). ***Deliverable products*** are all those **tangible** products that can be shipped (e.g. management plans, studies and other documents, software, videos, etc). For each deliverable, please include the code of the associated action and the deadline for its completion (day/month/year). 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 chronologically according to their deadline for delivery / achievement (day/month/year). ***Project milestones*** are defined as **key moments** during the implementation of the project e.g. "Nomination of the Project Manager", "Initial operation of prototype", "Final conference", 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 1 June 2014. Also, please add an appropriate safety margin at the end of the project to allow for the inevitable unforeseen delays.

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.**

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, if the coordinating beneficiary wishes to request a third pre-financing payment, he shall provide a second mid-term report. The Mid-term report(s) are to be delivered, together with the requests for mid-term pre-financing, after the thresholds defined in Article 28.3 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.

D. Communication and dissemination actions (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 to participate 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 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 D-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 and shall be maintained on-line during at least 5 years after the project's end.
- 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 beneficiary'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:

- **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 co-financing 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 European Union financial support.

E. Project management and monitoring of the project progress (obligatory)

- **Overall project operation:** Each project must include one or several distinct actions named "Project management by (name of the participant)". This / these action(s) should include a description of the project management staff and describe management and reporting duties of the project participants. The management should be described, even if no costs will be 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 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 action with a separate budget.
- **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. A separate action must be added to the proposal (this action must not generate any additional costs for the project) and the plan must be added to the list of deliverables.
- **Audit:** Where required (see Article 31 of the Common Provisions), an independent auditor nominated by the 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”.

2.3 Financial application forms

<u>Important</u>: The project's budget must include only costs which are in accordance with Article 24 of the Common Provisions.

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

Internal invoicing (i.e. costs that result from transactions between departments of a beneficiary) is not allowed, unless they exclude all elements of profit, VAT and overheads.

All contracts attributed under any of the cost categories should respect the principle of absence of conflict of interest, regardless of the amount involved.

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

<u>General remarks on forms F1 – F8 and FC</u>

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

Value added tax paid by the beneficiaries is eligible except for:

a) **taxed activities or exempt activities with right of deduction;**
b) **activities engaged in as a public authority by the beneficiary where it is a State, regional or local government authority or another body governed by public law.**

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 the 'Add' button, to delete a cost line use the '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).

<u>Form F1 – Direct personnel costs</u>

General: Article 5(5) of the LIFE Regulation states that civil servant's 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 when your proposal is validated by eProposal prior to submission, but also both during both 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 start date of the project or before the date of signature of the grant agreement by the Commission in case this signature takes place before the project start 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 <u>recorded</u> on a timely basis (i.e. every day, every week) using time sheets or an equivalent <u>time registration system</u> established and certified regularly by each of the project beneficiaries, unless the employee is specifically assigned to the project as per article 24.2 of the Common Provisions or works less than 2 days per month on average for the LIFE+ project.

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 to 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 workable 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 workable 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. Personnel costs shall be charged on the basis of hourly rates obtained by dividing the actual annual gross salary or wages plus obligatory social charges and any other statutory costs included in the remuneration of an employee by the actual total productive hours for that employee. In case the actual total productive hours for the employee are not recorded in a reliable time registration system a default value of 1720 hours shall be used.

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.

<u>Form F2 – Travel and subsistence costs</u>

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" (form F7). 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.

<u>Form F3 – External assistance costs</u>

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. <u>They are limited to 35% of the total budget unless a higher level is justified in the proposal.</u>

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 development** 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.

Auditor costs related to the auditing of the project's financial reports should always be placed under this budget category. For projects with more than one beneficiary, the total audit cost will be mentioned as one consolidated amount in the proposal, to 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 8.3 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 24 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: For prototypes, the eligible costs are equal to real costs under the conditions set up in Article 24.7 of the Common Provisions.

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 8.3 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 8.3 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

A prototype is an infrastructure and / or equipment specifically created for the implementation of the project and that has never been commercialised and / or 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 24.7 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 8.3 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 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 8.3 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 24.1, 24.13 and 28.2 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 8.3 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 23 and 24.2 of the Common Provisions.

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

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

2.4 Reports

eProposal reports 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 23.4 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.

2.5 Attachments

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+ Environment Policy and Governance, Guidelines for applicants, Part 1, chapter 1.5'* and *'Guide for the evaluation of LIFE+ project proposals 2013'*. The templates of the 'Public body declaration' and 'Simplified Financial Statement' are provided in the application package.

3. Project admissibility

Please refer to the *'Guide for the evaluation of LIFE+ project proposals 2013'.*

Informal checklist for LIFE+ *Environment Policy and Governance 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 fits with the requirements of a LIFE+ Environment Policy and Governance project?
2. Are forms A3, A4 and A6 signed and dated?
3. Is form B1 at least in English?
4. Have you included a safety margin at the end of the project to allow for unforeseen delays?
5. Are all beneficiaries legally registered in the EU?
6. 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)?
7. For each action, have you detailed the expected results as far as possible in quantitative terms?
8. Does your project integrate monitoring, evaluation and active dissemination of the project's results and lessons learnt (see definitions of "demonstration" and "innovation")?
9. Have you included a coherent package of communication and dissemination actions?
10. Have you included indicators and actions to monitor the impact of the project and its actions on the environmental problem targeted?
11. 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 (advisable)?
12. Have you excluded all actions that can be funded by other EU funds? In case of doubt, have you foreseen complementary actions or objectives?
13. Have you detailed your efforts towards carbon neutrality?
14. Have you and your associated beneficiaries read the Common Provisions in full?
15. Do all actions take place in the European territory of the EU (or are covered by the exceptions foreseen)?