LIFE+ Environment Policy and Governance

Guidelines for applicants 2009

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 the applicant prepare the project proposal and fill in the application forms.

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1. Introduction to LIFE+

1.1 What is LIFE+?

LIFE+ is the European financial instrument for the environment, for the period from 1 January 2007 until 31 December 2013. The legal basis for LIFE+ is the ***Regulation (EC) No 614/2007 of the European Parliament and of the Council of 23 May 2007***, published in the Official Journal of the European Union L149 of 9 June 2007.

LIFE+ covers both the operational expenditure of DG Environment and the co-financing of projects. According to Article 6 of the LIFE+ Regulation, at least 78 % of the LIFE+ budgetary resources must be used for project action grants (= LIFE+ projects).

During the period 2007-13, the European Commission will launch one call for LIFE+ project proposals per year. The amount available for co-financing projects under the 2009 LIFE+ call for proposals has been set at EUR 250.000.000. Under this call (LIFE+ 2009), the deadline for beneficiaries to submit their proposals to the national authorities is the **15th September 2009**. National authorities must then forward all proposals to the European Commission to be received, at the latest, by the deadline of **22 October 2009, 17 h 00**.

These guidelines for applicants only apply to this third call for LIFE+ project proposals ("LIFE+ 2009").

LIFE+ is open to public or private bodies, actors or institutions registered in the European Union. Project proposals can either be submitted by a single beneficiary or by a partnership which includes a coordinating beneficiary and one or several associated beneficiaries. They can be either national or transnational, but the actions must exclusively take place within the territory of the 27 Member States of the European Union.

1.2 Priority actions and projects to be co-financed under LIFE+

LIFE+ aims at co-funding actions in the field of nature conservation (LIFE+ Nature and Biodiversity) as well as in other fields of the environment that are of European interest (LIFE+ Environment and Governance). A third component of LIFE+ aims specifically at co-funding information and communication activities for the environment (LIFE+ Information and Communication). More specifically, the following types of projects can be distinguished under LIFE+:

1. *LIFE+ Nature and Biodiversity*

- Best practice and/or demonstration projects contributing to the implementation of the objectives of the Birds and Habitats Directives (Council Directives 79/409 EEC and 92/43/EEC).
- Demonstration and/or innovation projects contributing to the implementation of the objectives of the Commission Communication COM (2006) 216 final: "*Halting the loss of Biodiversity by 2010 – and beyond*".

2. *LIFE+ Environment Policy and Governance*

- Demonstration and/or innovation projects related to any of the "*priority areas of action*" set out in chapter 2 of the present guidelines.
- Projects contributing to the monitoring of the environmental status of forests within the European Union territory.

3. *LIFE+ Information and Communication*

- Communication and awareness raising campaigns related to the implementation, updating and development of European environmental policy and legislation set out in the document "LIFE+ Information and Communication, Guidelines for applicants 2009".
- Awareness raising campaigns for the prevention of forest fires and training for forest fire agents.

Projects to be co-financed under the 2009 call for proposals can only take place within the territory of the European Union.

1.3 How, where and when to submit a proposal?

LIFE+ beneficiaries must submit their proposals to the competent national authority of the Member State in which the coordinating beneficiary is registered. **Annex 1** provides a list of the names and contact addresses of the national authorities for LIFE+ for the 27 Member States. The deadline for submitting the proposals to the national authorities is **15 September 2009**. Proof of submission by that date may be required by the Commission.

The national authorities will then forward the LIFE+ project proposals to the Commission, to be received before the deadline of **22 October 2009, 17 h 00**. The only address that national authorities shall use for submitting LIFE+ proposals to the European Commission is the contact address indicated in Annex 2. **Proposals sent directly by beneficiaries to the Commission will not be accepted**.

The proposal and all its obligatory annexes must be forwarded to the Commission on CD-ROM or DVD, in an electronic format. Project beneficiaries must use a separate CD-ROM/DVD for each individual LIFE+ project proposal. The full title of the proposal should be clearly labelled on the CD-ROM/DVD. The proposal itself must be submitted as **two** *"black and white only"* (with the exception of maps provided in form B2b in LIFE+ Nature and Biodiversity proposals) pdf documents and **one** Excel file, including all technical and financial forms. <u>These three documents should be as follows</u>:

> (1) A **1st pdf document** containing <u>forms A1 to A7</u> (<u>plus A8</u> for LIFE+ Nature and Biodiversity proposals and for LIFE+ Information and Communication proposals aiming at contributing to forest fire prevention). These forms should be scanned and submitted as a single pdf file of the original, printed, completed and signed (where applicable) size A4 paper forms. Applicants should ensure that the corresponding pdf file is of a readable quality (at a maximum resolution of 300 dpi - applicants must avoid sending files scanned at a higher resolution in order to keep file sizes manageable).
>
> (2) A **2nd pdf document** containing all other technical forms (i.e. <u>B, C and D forms</u>). These forms should be submitted as a single pdf document generated directly from the electronic file of the proposal application forms (i.e. converted, not scanned) in order to ensure a relatively small file size and better quality.
>
> (3) An **Excel file** containing the completed <u>financial application forms</u>.

The proposal must be printable on a black-and-white printer, and in an A4 format. Where proposal forms are signed, <u>beneficiaries are strongly advised to check whether the signatures are still identifiable on a printout of the form</u>. By way of exception, **maps** annexed to the proposal can be submitted as separate pdf documents that have been directly saved from their original format <u>and should be clearly labelled as "maps" (filename)</u>. These annexed map files may be submitted in sizes A4 or A3, and may include colours.

In addition, mandatory financial annexes must be submitted, which vary depending on whether the coordinating beneficiary is a public body or not. These documents must be submitted as a separate Excel file (in the case of the "Simplified financial statement") and as separate pdf files printable in A4 format (in the case of the profit and loss account and the balance sheet, the audit report or auditor-certified balance sheet and profit and loss account, and the public body declaration). Please see section 1.5 below for further details on the mandatory financial annexes.

Additional documents/annexes submitted by applicants (e.g. brochures, CVs, additional information etc) will not be uploaded or evaluated and therefore applicants must not include any such material in the CD-ROM/DVD.

Before submitting the proposals to the Commission, national authorities are strongly advised to check whether the CD-ROM/DVD can be opened and read, whether it contains all the required electronic files, and whether the application forms and files provided are correctly filled in and complete.

1.4 How will LIFE+ projects be selected?

The following description is a short summary of the evaluation procedure; further details are found in the "Guide for the evaluation of LIFE+ project proposals 2009".

The project proposals received by the deadline of **22 October 2009, 17 h 00** from the national LIFE+ authorities are registered by the Commission and an acknowledgement of receipt is transmitted to the coordinating beneficiary.

The LIFE Unit of the Environment Directorate General is responsible for the evaluation procedure. It will verify the admissibility, exclusion and eligibility, the selection and the award criteria and propose to the LIFE+ Committee a list of project proposals for co-financing, according to the criteria outlined in the evaluation guide.

During the **Admissibility, exclusion and eligibility phase**, the European Commission will check whether the proposals submitted are complete and have been submitted in the required format. In case the proposal is found to be incomplete[1], coordinating beneficiaries may be contacted directly by the Commission, via e-mail, and asked to submit missing information within a deadline of **5 working days**. **The e-mail address specified by the applicant as the contact person's e-mail address in form A2 will be used by the European Commission for this and all other subsequent contact with applicants (<u>it should therefore correspond to an e-mail account which is valid, active and checked on a daily basis throughout the duration of the evaluation procedure</u>).** Only those proposals that are deemed complete and submitted within the requested format will be admitted to the following Selection phase.

During the **Selection phase**, the European Commission will check whether the proposals submitted comply with the general technical and financial selection criteria that are outlined in the evaluation guide. Only those proposals that are deemed to comply with the selection criteria will be admitted to the Award phase.

During the **Award phase**, a score will be given to each proposal on the basis of the following 6 award criteria applicable to all three branches of LIFE+ project funding:

1. Technical coherence and quality (max. 15 points, pass score 8 points)
2. Financial coherence and quality (max. 15 points, pass score 8 points)
3. Contribution to the general objectives of LIFE+ (max. 25 points, pass score 12 points)
4. European added value and complementarity and optimal use of the EC funding (max. 30 points, pass score 15 points)
5. Transnational character (max. 5 points, no pass score)
6. Compliance with national annual priorities and national added value according to the LIFE+ national authority (max. 10 points, no pass score)

On the basis of the final award scores given to each proposal, the European Commission will then set up a "long list" of proposals to be admitted to revision. This

[1] Please refer to the *Guide for the Evaluation of LIFE+ project proposals 2009* for more detailed information on the type of documents and/or missing information that may be requested from the coordinating beneficiary after the deadline of 22 October 2009

long list takes into account the quality of the proposals and will also take into account that (1) at least 50% of the LIFE+ project budget must be allocated to projects for nature and biodiversity, (2) projects should be distributed amongst EU Member states according to the indicative national allocations published in the *Guide for the Evaluation of LIFE+ proposals 2009* and (3) at least 15% of the LIFE+ should ideally be allocated to transnational projects.

During the **Revision phase**, the Commission will ask the coordinating beneficiaries on the above long list to revise their proposals in order to bring them fully into line with the technical and financial provisions of the LIFE+ Regulation, the Common Provisions applicable to LIFE+ projects and the LIFE+ guidelines for applicants. If necessary, this may entail a reduction of a proposal's budget, its EC financial contribution and/or its proposed EC co-financing rate, as well as the modification or elimination of certain actions and their costs.

On the basis of the results of the revision, the Commission then submits to the LIFE+ Committee for its opinion a "short list" of proposals to be co-financed, and a "reserve list" of proposals.

The LIFE+ Committee is made up of representatives of the 27 Member States and is chaired by the Commission. Should this Committee give a favourable opinion, and within the limits of the funds available, the Commission will then decide upon a list of projects to be co-financed. After approval by the European Parliament, individual grant agreements are sent to each successful coordinating beneficiary for signature.

On the basis of the expected timing as outlined in the LIFE+ Evaluation Guide 2009, the individual grant agreements are expected to be signed **from mid-July to late August 2010** at the very latest (for a detailed timetable, see **Annex 3**).

The earliest possible starting date for projects is **1 September 2010**.

1.5 Administrative and financial information to be provided

The LIFE+ Regulation states that applicants must be public or private bodies, actors or institutions registered in the EU. This application guide categorises such applicants into three types of beneficiaries: (1) *public bodies*[2], (2) *private commercial organisations*[3] and (3) *private non-commercial organisations* (including NGOs)[4].

The term "public bodies" is defined as referring to national public authorities, regardless of their form of organisation – central, regional or local structure – or the various bodies under their control, provided these operate on behalf of and under the responsibility of the national pubic authority concerned.

<u>All coordinating beneficiaries</u> that have declared themselves as being <u>public bodies</u> in their proposal (application form A2) must provide as a financial annex a declaration (the "Public body declaration") stating that the coordinating beneficiary is a public body, fully completed, with a dated signature.

<u>All beneficiaries</u> must show their <u>legal status</u> (by completing application forms A2 or A5) confirming that they are legally registered in the EU. In addition they must declare that they are not in any of the <u>situations foreseen under Article 93(1) and 94</u> of the Financial Regulation (by signing the application form A3 or A4);

In addition all coordinating beneficiaries <u>other</u> than *public bodies*, that is to say the beneficiary types (2) and (3), must provide, as annexes to their proposal, evidence that they comply with the selection criterion set out in the Article 176[5] of the Financial Regulation i.e. that:

"*the applicant has stable and sufficient sources of funding to maintain his activity throughout the period during which the action is being carried out*"

Therefore, all coordinating beneficiaries other than *public bodies* will have to provide the following administrative and financial documents as annexes to their LIFE+ proposal:

1. The most recent balance sheet and profit and loss account. This document must be annexed to the LIFE+ proposal as a scanned pdf file, printable in A4 paper format. Where the coordinating beneficiary does not yet have a balance sheet and profit and loss account, because the organisation has been only recently created, it must provide a management plan (for at least 12 months in the future) with the financial data prepared in accordance with the standard required under national legislation.
2. Where the EU contribution requested exceeds 300.000 €, the most recent balance sheet and profit and loss account must either have an *independent audit report* certifying that they present a true and fair view of the coordinating beneficiary's financial situation <u>or</u> a *certification by an independent auditor* that the accounts give a

[2] Including public institutions which for the further purposes of these Guides are considered as public bodies
[3] Including similar commercial actors which for the further purposes of these Guides are considered as private commercial organisations
[4] Including similar non-commercial actors which for the further purposes of these Guides are considered as private non-commercial organisations
[5] Further details on how this criterion will be assessed are found in the *Guide for the Evaluation of LIFE+ project proposals 2009.*

true and fair view of the coordinating beneficiary's financial situation. This document must be annexed to the LIFE+ proposal as a scanned pdf file, printable in A4 paper format. In the case of a newly created organisation, the auditor's certificate provided is based on the management plan where the financial data are presented in accordance with relevant national provisions.

3. A "Simplified Financial Statement"; coordinating beneficiaries are requested to fill in the Excel table which is part of the application package**.** This document must be duly filled in and must be annexed to the LIFE+ proposal as an Excel file.

It should be noted that the above annexes will be required by the Commission <u>irrespective of whether they are obligatory or not for the particular type of organisation, according to national legislation, in the coordinating beneficiary's Member State</u>.

1.6 General recommendations for all LIFE+ beneficiaries

The current chapter replies to some frequently asked questions on how to conceive a project proposal, applicable to all three strands of LIFE+. Specific guidelines and recommendation on how to fill in the technical and financial forms for LIFE+ Environment Policy and Governance follow in subsequent chapters.

1.6.1. In which language may the proposal be submitted?

LIFE+ proposals may be submitted in any of the official EU languages, except Irish or Maltese. The Commission nevertheless recommends to fill in the technical part of the proposal also or only in English.

Form B1 ("Summary description of the project") must always be submitted in English. It may **in addition** also be submitted in the language of the proposal.

1.6.2. Who may submit a proposal?

A proposal may be submitted by any legal person registered in the European Union, i.e. (1) public bodies, (2) private commercial organisations and (3) private non-commercial organisations (including NGOs).

Any coordinating beneficiary that is not a public body must provide evidence with the proposal about its financial viability during the project period and its capacity to manage the amounts proposed in the proposal budget. Such beneficiaries will therefore have to provide with their proposals a number of additional documents (see **Chapter 5** for further details). Failure to provide these additional documents leads to an exclusion of the proposal.

1.6.3. Who may participate in a project?

Once a proposal has been accepted for co-funding, the coordinating beneficiary will become legally and financially responsible for the implementation of the project. The coordinating beneficiary will be the <u>single point of contact for the Commission</u> and will be the only beneficiary to report directly to the Commission on the project's technical and financial progress.

The coordinating beneficiary receives the Community financial contribution from the Commission and ensures its distribution as specified in the partnership agreements established with the associated beneficiaries (if there are any – see below). The coordinating beneficiary must be directly involved in the technical implementation of the project and in the dissemination of the project results.

The coordinating beneficiary must bear part of the project costs and must thus contribute financially to the project budget. It cannot therefore be reimbursed for 100% of the costs that it incurs. Furthermore it cannot act, in the context of the project, as a sub-contractor to one of its associated beneficiaries.

In addition to the coordinating beneficiary, a LIFE+ proposal may also involve one or more associated beneficiaries and/or one or more project co-financiers.

An **associated beneficiary** must be legally registered in the European Union. It shall always contribute technically to the proposal and hence be responsible for the implementation of one or several project actions. An associated beneficiary must also contribute financially to the project. It cannot act, in the context of the project, as a sub-contractor to the coordinating beneficiary or to other associated beneficiaries. Furthermore it must provide the beneficiary with all the necessary documents required for the reporting to the Commission.

Projects involving partnerships between beneficiaries are only encouraged when this partnership brings an added value to the project. A meaningful collaboration can be expected for instance when the partnership strengthens the feasibility or the demonstration character of the proposal, its European added value and/or the transferability of its results and lessons learnt.

Overall, the experience of the previous LIFE programmes has shown that multi-beneficiary projects are more difficult to manage and involve higher technical and financial risks. It is therefore strongly advised to keep the number of associated beneficiaries in a proposal to the necessary minimum. *It is generally recommended not to involve more than 5 associated beneficiaries in a LIFE+ proposal. Should the proposal involve more, this should be explicitly justified.*

There is no obligation to involve associated beneficiaries in a LIFE+ proposal. A proposal that is submitted without any other participant other than the coordinating beneficiary itself is perfectly eligible. On the other hand, a beneficiary should not hesitate to associate other beneficiaries if this would bring an added value to the project.

A **project co-financier** only contributes to the project with financial resources, has no technical responsibilities and cannot benefit from the Community financial contribution. Furthermore it cannot act, in the context of the project, as a sub-contractor to any of the projects beneficiaries.

For specific tasks of a fixed duration, a proposal may also foresee the use of **subcontractors**. Subcontractors cannot act as beneficiaries or vice-versa. Subcontractors provide external services to the project beneficiaries who fully pay for the services provided. Sub-contractors should not be identified by name in the proposal and, even if they are, Article 8 of the Common Provisions still has to be respected (in particular paragraph 8.4 on the selection of sub-contractors).

For a more detailed description of the respective rules related to the coordinating beneficiary, associated beneficiaries, co-financiers and subcontractors, please refer to Articles 3 to 8 of the Common Provisions applicable to LIFE+ projects.

1.6.4. What is the optimal budget for a LIFE+ project?

There is no fixed minimum size for project budgets. Beneficiaries should however be aware that the European Commission favours the co-financing of large, ambitious LIFE+ proposals with a substantial budget. Historically, the average grant awarded has been in excess of 1 million €.

When preparing a project budget, beneficiaries should also take into account the maximum ceilings for the LIFE+ allocation per Member State: a project proposal from one single Member State that requests an EC financial contribution higher than the national allocation for that Member State may have a reduced probability of being selected for LIFE+ co-funding (for the national allocations see *Guide for the evaluation LIFE+ project proposals 2009*).

1.6.5. What is the maximum rate of Community co-financing under LIFE+?

The maximum Community co-financing rate for LIFE+ projects is 50% of the total eligible project costs.

By way of exception, a co-financing rate of up to 75% of the total eligible costs may be granted to *LIFE+ Nature* proposals that focus on concrete conservation actions for **priority** species or habitat types of the Birds and Habitats Directives.

1.6.6. How much should project beneficiaries contribute to the project budget?

The (coordinating) beneficiary and (if applicable) any associated beneficiaries are expected to provide a reasonable financial contribution to the project budget. A beneficiary's financial contribution is considered as a proof of its financial commitment to the implementation of the project objectives - a very low financial contribution may therefore be considered as an absence or lack of commitment.

A proposal will be automatically rejected in the project selection round if the financial contribution of any of the beneficiaries to the proposal budget is 0 €.

Moreover, where public bodies are involved as coordinating and/or associated beneficiaries in a project, the sum of their financial contributions to the project budget must exceed (by at least 2%) the sum of the salary costs of their staff charged to the project.

Finally, it is expected that all beneficiaries of a project receive a share of the EC financial contribution that is proportionate to the costs that they are expected to incur. Where the financial contribution of a beneficiary would be equal or superior to the costs that it would incur, this may indicate that the actions of this beneficiary would have been carried out anyway, even without LIFE+ co-financing. Such actions may therefore be deleted from the project during revision.

1.6.7. What is the optimal starting date and duration for a project?

When preparing the project's time planning, beneficiaries should be aware that the expected date of the signature of the grant agreements for the LIFE+ 2009 projects will be in mid-2010. Therefore, the earliest possible starting date for these projects is **1 September 2010**. Any costs incurred before that starting date will not be considered eligible and cannot be included in the project budget.

There is no pre-determined project duration for a LIFE+ project. Generally speaking, the project duration must correspond to what is necessary to complete all of the project's actions and to reach all its objectives. Most projects last for 2-5 years.

The experience of the previous LIFE programme has shown that many projects had difficulties completing all actions within the proposed project duration, mostly due to unforeseen delays and difficulties encountered during the project. Beneficiaries are therefore strongly advised to build an appropriate safety margin (e.g. 6 months) into the timetable of their proposal.

On the other hand, since only 3 payments to a project will be made at most (first pre-financing, mid-term pre-financing and final payment), very long projects may be hard to manage from a financial point of view. Beneficiaries should also be aware that a project that has completed all of its actions prior to the expected end date can submit its final report ahead of schedule and receive its final payment before the official project end date mentioned in the grant agreement.

1.6.8. Where can a LIFE+ proposal take place?

Proposals submitted under the 2009 call may only take place on the territory of the European Union Member States. Actions are not allowed to take place and costs are not allowed to be incurred outside the EU territory. The only exception to this rule may be related to a limited amount of travel and subsistence costs for the attendance of conferences, workshops or similar events, provided that these are useful to achieve the project objectives, and have been specifically foreseen in the proposal or have specifically been approved by the Commission.

Proposals aimed at implementing the objectives of specific European environmental legislation are only eligible for LIFE+ co-funding if they take place on the territory of the EU Member States where this specific legislation would be applicable. For that reason, LIFE+ Nature projects for implementing the objectives of the EU Birds and Habitats Directives are ineligible in the French overseas departments (DOMs).

1.6.9. Which project beneficiary should be in charge of the project management?

It is expected that the project management is carried out by the staff of the coordinating beneficiary. However on the basis of an appropriate justification it may be carried out by a subcontractor under its direct control. Any other arrangements for the project management would have to be adequately explained and justified. It is also strongly advised that each project has a full-time project manager.

While there is no obligation for the beneficiaries to include in the proposal budget any costs related to the project management, the proposal should nevertheless clearly describe who will be in charge of the project management, how much personnel and time will be devoted to this task and how and by whom decisions on the project will be made during the project period (i.e. how and by whom the project management will be controlled).

It is important to note that if an agency associated with the beneficiary carries out the technical and/or financial administration of the project, this body **MUST** be an associated beneficiary of the project in order for its costs to be eligible for co-financing.

1.6.10. To which extent are salary costs of public staff eligible for LIFE+ co-funding?

Article 5(5) of the LIFE+ Regulation states that civil servant's salary costs[6] may be funded only to the extent that they relate to the cost of project implementation activities that 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 and they must represent an additional cost with respect to existing permanent staff.

Accordingly, any staff expenditure of public body beneficiaries may only be considered as eligible costs of the project if the staff in question has been specifically seconded to the project, i.e. their contracts/personnel files must show that the individuals concerned have been working for x weeks/months on the project.

[6] The definition of civil servant includes long term public employees from public bodies.

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 checked at both the selection phase and at the time of the final payment.

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.

1.6.11. Outsourcing of project activities

The beneficiaries should have the technical and financial capacity and competency to carry out the proposed project activities. It is therefore expected that the share of the project budget allocated to external assistance should remain below 35% Higher shares may only be accepted if an adequate justification for this is provided in the project proposal.

If a beneficiary is a public body, any outsourcing (also including any outsourcing of the project management) must be awarded in accordance with the applicable rules on public tendering and in conformity with Community Directives on public tendering procedures.

For amounts exceeding 125.000 €, private beneficiaries shall invite competitive tenders from potential subcontractors and award the contract to the bid offering best value for money; in doing so they shall observe the principles of transparency and equal treatment and shall take care to avoid any conflicts of interest.

1.6.12. Under which conditions does LIFE+ favour transnational projects?

The LIFE+ Regulation indicates that, while selecting the projects to be co-funded, the Commission shall have special regard to transnational projects, when transnational cooperation is essential to guarantee environmental or nature protection. A transnational proposal should therefore be submitted only if the project proposal provides sufficient arguments for an added value of the transnational approach. If such evidence can be provided, the proposal will be considered for a higher scoring in the project selection process and will therefore have a higher chance of being selected for co-funding.

When preparing a transnational proposal, the beneficiaries must clearly determine the share of the project costs to be spent by them in each of the EU Member States.

1.6.13. How voluminous should a LIFE+ proposal be?

A proposal should be as concise and clear as possible. Avoid voluminous proposals and do not provide excessively detailed descriptions of project areas, environmental technologies, lists of species, etc. The technical application forms of a LIFE+

proposal (i.e. the LIFE+ application forms, part B and C) should normally not encompass more than 50 pages.

Clear and detailed descriptions should however be provided for all project actions. Maps should be annexed wherever this would be useful to clarify the location of the proposed actions. Any double listing of information between the technical and financial forms should be avoided. Financial information should primarily be given in the financial forms only.

Brochures, CVs and similar documents should not be submitted and will be ignored if provided.

1.6.14. Recurring activities are ineligible for LIFE+ funding

The LIFE+ Regulation (Article 3.2) does not allow the financing of recurring activities. A recurring action is understood in the context of this application guide as "any day to day operation".

For that reason, any recurring site surveillance, monitoring or management actions that were already carried out prior to the project and/or need to be continued after the end of the project (at the same level of intensity, using the same techniques and material…) should not be included in the LIFE+ proposal budget.

Under LIFE+ Nature, investments necessary to facilitate recurrent management may be fully eligible. In any such cases, however, the costs related to the use of this equipment remain, as above, ineligible as they concern recurrent activities (see the guidelines for applicants for LIFE+ Nature and Biodiversity for further details)

By way of exception, recurring actions with a clear demonstration value may be considered as eligible for funding. In such cases, the proposal must clearly justify and explain the demonstration character.

In addition, some flexibility in respect to recurring activities for projects developing and implementing Community objectives relating to broad based, harmonised, comprehensive and long-term monitoring of forests and environmental interactions, that avoid the financing of day to day operations, may be applied.

1.6.15. Complementarity with other EC funding instruments must be ensured

According to Article 9 of the LIFE+ Regulation, LIFE+ may not finance any "measures which fall within the eligibility criteria and main scope of, or receive assistance for the same purpose from, other Community financial instruments". These include, amongst others, the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development, the Competitiveness and Innovation Framework Programme, the European Fisheries Fund, the Civil Protection Financial Instrument and the seventh Research Framework Programme.

It is thus essential that, prior to submitting their proposal to the European Commission, beneficiaries check thoroughly that the actions proposed under their project **in practice cannot be and are not funded** through other European funds. Beneficiaries will be required to sign a declaration to this effect.

The beneficiaries must inform the European Commission about any related funding they have received from the Community budget, as well as any related ongoing applications for funding from the Community budget. The beneficiaries must also check that they are not receiving operating grants from LIFE+ (or other Community programmes) with respect to the on-going operations.

In addition, at the project revision stage, the national authority may also be required to indicate the steps taken to ensure the coordination and complementarity of LIFE+ funding with other Community financial instruments.

1.6.16. Efforts for reducing the projects "carbon footprint"

All beneficiaries will be asked to explain how they intend to ensure that the "carbon footprint" of their project remains as low as is reasonably possible. Details of efforts to be made to reduce CO_2 emissions during a project's life shall be included in the description of the project. However, beneficiaries should be aware that expenses for offsetting greenhouse gas emissions will not be considered as eligible costs.

1.6.17. Role of national annual priorities

Article 6 of the LIFE+ Regulation allows Member States to submit national annual priorities – for 2009 several Member States have taken advantage of this possibility.

Proposals submitted to the Commission may receive an enhanced score during the evaluation process which may play a role in the proposal's success when the national indicative allocations are to be fulfilled. On the other hand, projects that do not meet a Member State's national annual priorities may also be selected on quality grounds alone.

National annual priorities can be viewed at the following web address: http://ec.europa.eu/environment/life/funding/lifeplus2009/call/index.htm#nap

1.7 Personal Data Protection Clause

The personal data supplied with your proposal, notably the name, address and other contact information of the beneficiaries and co-financiers, will be placed in a database named ESAP that will be made available to the Community Institutions, as well as to a team of external evaluators who are bound by a confidentiality agreement. ESAP is used exclusively to manage the evaluation of LIFE+ proposals.

The same personal data of successful projects will be transferred to another database, BUTLER, which will be made available to the Community Institutions and to an external monitoring team who are bound by a confidentiality agreement. BUTLER is used exclusively to manage LIFE projects.

A summary of each project, including the name and contact information of the coordinating beneficiary, will be placed on the LIFE website and made available to the general public. At a certain point the coordinating beneficiary will be invited to check the accuracy of this summary.

The Commission, or its contractors, may also use the personal data of unsuccessful applicants for follow up actions in connection with future applications.

Throughout this process, Regulation (EC) n° 45/2001 of the European Parliament and of the Council of 18 December 2000 "on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data" will be respected by the Commission and its sub-contractors. You will notably have the right to access data concerning you in our possession and to request corrections.

Submission of a proposal implies that you accept that the personal data contained in your proposal is made available as described above. It will not be used in any other way or for any other purposes than those described above.

2. LIFE+ Environment Policy and Governance

2.1 What is LIFE+ Environment Policy and Governance?

The LIFE+ Regulation[7]

LIFE+ is the European Community financial instrument supporting the Community environmental policy for the period 2007 – 2013. LIFE+ consists of three components:

(1) LIFE+ Nature & Biodiversity,

(2) LIFE+ Environment Policy and Governance, and

(3) LIFE+ Information and Communication.

These guidelines concern uniquely ***LIFE+ Environment Policy and Governance***.

LIFE+ Environment Policy & Governance aims specifically at contributing to the implementation, updating and development of Community environmental policy and legislation, including the integration of the environment into other policies, thereby contributing to sustainable development. Furthermore, actions financed must have a European added value and be complementary to those actions that can be financed under other Community funds during the period 2007-13.

LIFE+ Environment Policy & Governance supports **innovative or demonstration projects**[8] within the spirit of the Göteborg strategy[9] in particular those contributing to the Lisbon process by adding measurable social and economic benefits to environmental benefits and building on a knowledge based approach.

In relation to the objectives of the 6th Environmental Action Plan[10], the specific objectives of *LIFE+ Environment Policy and Governance* call for proposals are as follows:

(a) to contribute to the development and demonstration of innovative policy approaches, technologies, methods and instruments;

(b) to contribute to consolidating the knowledge base for the development, assessment, monitoring and evaluation of environmental policy and legislation;

(c) to support the design and implementation of approaches to monitoring and assessment of the state of the environment and the factors, pressures and responses that impact on it;

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[7] Regulation (EC) n° 614/2007 of the European Parliament and of the Council of 23 May 2007, published in the Official Journal of the European Union L149 of 9 June 2007 http://eur-lex.europa.eu/LexUriServ/site/en/oj/2007/l_149/l_14920070609en00010016.pdf

[8] Only projects characterised by a ‘high’ degree of innovation can claim to be really innovative in this context (i.e. new technology or method, resulting from a study or research, which affects all or most of a production process or service).

[9] At the Göteborg European Council in June 2001, a strategy for sustainable development was agreed, by adding an environmental dimension to the Lisbon Strategy.

[10] Sixth Community Environmental Action Plan Decision 1600/2002/EC http://ec.europa.eu/environment/newprg/index.htm

(d) to facilitate the implementation of Community environment policy, with particular emphasis on implementation at local and regional level;

Taking into account the activities of the Environmental Technologies Action Plan[11] and the objectives of the Framework Programme for Competitiveness and Innovation, *LIFE+ Environment Policy & Governance* encourages proposals that lead to:

- the identification of promising environmental technologies/approaches *(or methods or processes)* and of the obstacles to their development leading to solutions to overcome those barriers.

In order to attain the best results projects should to the greatest extent:

- promote the widest possible application of scientifically verified technologies and/or *approaches* (i.e. network projects, dissemination of results by relevant bodies, etc.);
- integrate capacity building measures;
- involve public administrations in the diffusion of the technologies and/or *approaches* developed by the projects.

LIFE+ Environment Policy & Governance support will be allocated to the best proposals in terms of innovative solutions for important environmental issues, leading to viable as well as qualitatively and quantitatively measurable concrete results. Proposals must be highly visible and technically and financially sound. They should incorporate the dissemination of knowledge. The demonstration character is particularly important; projects must be implemented on a technical scale that allows evaluation of technical and economic viability of large scale introduction. *LIFE+ Environment Policy & Governance* is not directed at research or at investment in *existing* technology. LIFE+ aims to bridge the gap between research and development results and widespread implementation, and to improve innovative solutions with a public dimension. The proposal should not be driven by the desire to seek a competitive advantages, but environmental solutions which should be actively disseminated to and taken up by other public actors.

The Competitiveness Innovation Framework Programme[12] (CIP) finances market-oriented activities related to the take up of environmental technologies and eco-innovative activities by enterprises as well as promotion of new or integrated approaches to eco-innovation, such as environmentally friendly design of products, processes and services or environmental management. The CIP pays particular attention to small and medium-sized enterprises.

In this respect *LIFE + Environmental Policy and Governance* component marks the difference in respect to the CIP eco-innovation that covers market-oriented activities focused on competitiveness, which is a less important issue for the public sector[13].

[11] See COM(2004) 38 final, Brussels, 28.01.2004 'Stimulating Technologies for Sustainable Development: an Environmental Technologies Action Plan for the European Union'.

[12] For further information on the CIP programme: http://ec.europa.eu/cip/index_en.htm

[13] For example, if a proposal relates to application of EMAS and Eco-label by enterprises it should be financed by the CIP. If the project relates to the application (at an EU level) of EMAS or Eco-label by a public body or to the development of a policy it is eligible for LIFE+ funding. More information can be found at http://ec.europa.eu/ecoinnovation.

To better illustrate the difference between CIP and LIFE+, two theoretical examples of projects that would fall under these programmes are provided below:

(1) CIP project example

Project objective

The objective of the project is to enable a further **market uptake** within the EU of an innovative recycling technology for a certain type of waste. Within this project the proposer aims at **entering into the market** demonstrating the **economical feasibility** of this alternative type of recycling.

Means and actions

The new way of recycling creates a possibility for a widespread use across the EU. The market size is estimated at 800 ktons of waste per year, in North-West Europe alone, which currently ends up in a landfill. A **barrier** to market acceptance is represented by the limitations with respect to waste transportation distances, the marketing strategy, availability of waste material and the technology itself. Therefore, the applicant and its partners have developed a project in order **to conquer the market** and to replace environmentally unfriendly technologies of handling waste by an environmentally sound technology. An important element of the project is a business plan in order to **exploit and replicate** the recycling technology.

(2) LIFE+ project example

Project objective

The project aims to demonstrate a technically feasible alternative to incinerating a certain type of waste or depositing it in landfills. The proposed approach involves the construction of a **pilot plant** to **prototype and demonstrate** an innovative methodology to recycle the material into products. The project expects to achieve a recycling rate of 80,000 tonnes of waste per year, using a technology that can later be **easily transferred** to other countries in Europe facing the same **environmental problem**.

Means and actions

The project is a perfect way of **demonstrating** that environmental protection can be achieved at the same time by an **innovative** way of recycling, by making use of **newly developed** techniques and a unique **collaboration** between **public** and private actors. Dissemination also plays a very important role: in fact the project will communicate to **local communities** the importance of the results achieved by the project in order to make those results **sustainable** and **raise public awareness.**

In addition, *LIFE + Environmental Policy and Governance* supports projects for the development and implementation of Community objectives relating to the broad-based, harmonised, comprehensive and long-term monitoring of forests and environmental interactions.

Finally, the environmental component of the *7th Framework Programme for Research (FP7)* focuses on research, development and demonstration. Insofar that LIFE+ projects would innovate or be demonstration projects based on such earlier research, development or demonstration there would be little risk of overlap with the FP7.

Priority areas for LIFE+ Environment Policy and Governance

In accordance with Annex II of the LIFE+ Regulation, the priority areas for *LIFE+ Environment Policy & Governance* are as follows:

1. Principal objective "Climate change"
Stabilise greenhouse gas concentration at a level that prevents global warming above 2°C

Priority areas of action

- ensuring the implementation of EU commitments under UNFCCC Kyoto Protocol, and facilitating development of post 2012 implementation programme with a view on further reducing EU greenhouse gas emissions up to 2020;
- ensuring the adaptation of the EU economy and society, nature and biodiversity, water resources and human health to the adverse impacts of climate change (to a potential temperature increase of 2 °C resulting from increased greenhouse gas concentrations) and mitigating its impact;
- ensuring the implementation and use of market-based instruments in particular in order to achieve a cost-efficient emission reduction in a post 2012 framework.

The European Parliament has highlighted and awarded additional funds to the programme for 2009 for projects linked to the development of drought-tolerant crops, selection of forestry species and practices less vulnerable to storms and fires, and the development of spatial plans and corridors to help species migrate.

2. Principal objective "Water"
Contribute to an enhanced water quality by developing cost-effective measures to achieve good ecological status in view of developing the first river basin management plan under the Water Framework Directive (WFD)

Priority areas of action

- preparing the WFD programmes of measures and integrating measures from parent directives such as e.g. the Urban Waste-water Treatment Directive, the Bathing Water Directive, the Drinking Water directive, the Plant Protection Products and Nitrates Directive, the Flood Directive and the IPPC Directive;
- contributing to the effective implementation of the EU Marine Strategy.

3. Principal objective "Air"
Achieve levels of air quality that do not give rise to significant negative impacts on and risks to human health and the environment

Priority area of action

- implementing the Thematic Strategy on air pollution.

4. Principal objective "Soil"
Protecting and ensuring the sustainable use of soil by preserving soil functions, preventing threats to soil, mitigating their effects and restoring degraded soils.

Priority areas of action

- implementing the Thematic Strategy on the protection of soil;
- ensuring the protection and restoration of soil biodiversity.

5. Principal objective "Urban environment"
Contribute to improving the environmental performance of Europe's urban areas

Priority area of action

- contributing to a better implementation of existing EU environment policies and legislation at the local level by supporting and encouraging local authorities to adopt a more integrated approach to urban management, including the transport and energy sectors and green public procurement.

6. Principal objective "Noise"
Contribute to policy development and implementation on environmental noise

Priority areas of action

- to prevent and reduce the harmful effects from exposure to environmental noise.

7. Principal objective "Chemicals"
Improve the protection of environment and health from risks posed by chemicals by 2020 by implementing chemicals legislation, in particular the REACH Regulation and the thematic strategy on the sustainable use of pesticides

Priority areas of action

- enhancing science-policy integration and the transfer of results to provide a solid technical background in support of REACH[14];
- implementation of the thematic strategy on the sustainable use of pesticides[15].

8. Principal objective "Environment and health"
Develop the information base for policy on the environment and health (the Environment and Health Action Plan for 2004 to 2010)

Priority area of action

- human biomonitoring and data linkage on environment and health[16];
- protection of the ozone layer to reduce negative health and environmental impacts.

9. Principal objective "Waste and natural resources"
Develop and implement policies designed to ensure sustainable management and use of natural resources and waste, improving the environmental performances of products, sustainable production and consumption patterns, waste prevention, recovery and recycling

Contributing to the effective implementation of the Thematic Strategy on waste and natural resources

Priority areas of action

[14] This could also include support to other chemical safety legislation including promotion of non-animal testing.

[15] For example: Integrated pest management, strategies for plant protection in protected zones, good environmental practice.

[16] For example: communication and data interpretation on human bio-monitoring, pilot data linkage, air epidemiology.

- promoting sustainable use of natural resources, with a life-cycle approach, including environmental, social and economic aspects, in order to decouple environmental impact from economic growth;
- promoting waste prevention, recovery and recycling with a focus on life-cycle thinking, eco-design and the development of recycling markets;
- contributing to the implementation of Community policy and legislation on waste, in particular the Landfill Directive, the Waste Framework Directive, the Waste Shipment and POPs Regulations and the Directives on Waste Electrical and Electronic Equipment (WEEE), Restriction of the Use of Certain Hazardous Substances (RoHS), End-of-Life Vehicles (ELVs), Hazardous Waste, Waste Oils, PCBs and mining waste.

10. Principal objective “Forests”
Provide, especially through an EU coordination network, a concise and comprehensive basis for policy relevant information on forest in relation to climate change (impact on forest ecosystems, mitigation, substitution effects), biodiversity (baseline information and protected forest areas), forest fires, forest condition and the protective functions of forests (water, soil and infrastructure) as well as contributing to protect forests against fires

Priority area of action

- promoting the collection, analysis and dissemination of policy-relevant information concerning forests and interactions between forests and the environment;
- promoting harmonisation and effectiveness of forest monitoring activities and data collection systems and making use of synergies by creating links between monitoring mechanism established at regional, national, European and global level;
- stimulating synergies between specific forests related issues and environmental initiatives and legislation (e.g. EU soil strategy, Natura 2000, Water Framework Directive, etc.);
- contributing to sustainable forest management in particular by collecting data related to the improved Pan-European Indicators for Sustainable Forest Management as adopted by the MCPFE Expert Level Meeting 7-8 October 2002, Vienna, Austria;
- building capacities at national and Community level to allow for coordination and guidance on forest monitoring.

11. Principal objective “Innovation”
Contribute to developing and demonstrating innovative policy approaches, technologies, methods and instruments to assist implementation of the Environmental Technologies Action Plan (ETAP)

Priority areas of action

- promoting the identification, demonstration and dissemination of innovative technologies and practices, through actions complementary to those of the Competitiveness and Innovation Framework Programme.

12. Principal objective “Strategic approaches”
Promoting effective implementation and enforcement of EC environmental legislation and improving the knowledge base for environmental policy.

Improving the environmental performance of SMEs

Priority areas of action

- strengthening the knowledge base for policy making and implementation by building a Shared Environmental Information System (SEIS) and supporting the implementation of the Global Monitoring for Environment and Security initiative (GMES);

- implementing the Environmental Compliance Assistance Programme for SMEs (ECAP)[17].

Whilst any project dealing with the abovementioned priorities is welcome, for the 2009 call for proposals the European Commission would favour those dealing with climate change.

A project on any of these priority areas but that is essentially targeting awareness raising campaigns should be submitted under LIFE+ Information and Communication. The EC would, in particular, be interested to receive under LIFE+ Information and Communication, proposals that compile the techniques developed and results and lessons learnt from a significant number of previous LIFE projects for a specific theme/sector (e.g. waste water treatment, renewable energy production, management of farm waste) and actively transfer them to the corresponding key stakeholders that could usefully implement these techniques.

2.2 General principles of LIFE+ Environment Policy and Governance

Who may participate?

Proposals may be presented by legal entities established in the Member States of the European Union e.g. NGOs, private non commercial, industrial and commercial firms, local authorities, etc. Under *LIFE + Environmental Policy and Governance* the participation of public authorities at regional or local level is in particular encouraged.

Demonstration and/or innovation

LIFE+ Environmental Policy and Governance projects must either be demonstration or innovative projects. LIFE+ *Environmental Policy and Governance* projects must therefore have as an integral part of the project the evaluation and active dissemination of the results and lessons learnt.[18]

A **"demonstration"** project puts into practice, tests, evaluates and disseminates actions/methodologies that are to some degree new or unfamiliar in the project's specific context (geographical, environmental, socio-economical …), and that **should be more widely applied** elsewhere similar circumstances. The project must therefore be designed right from the start to demonstrate whether the techniques and methods used work or not in the project's context.

The proposal should therefore demonstrate that the necessary steps have been taken to ensure that the foundations of these hypotheses have been appropriately secured (i.e. the type and amount of previous research needed). As regards the demonstration scale, the project should be implemented on a technical scale that allows the evaluation of the technical and economic viability of the proposed pilot on a larger scale. The proposal must justify the choice of a particular scale for the project in the light of the above. In particular, for projects developing decision support systems, planning tools or the like, there has to be a specific project action implementing the tool to demonstrate its technical and economic viability and to enable a comparison with the baseline situation.

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[17] COM(2007)379. More information is available at http://ec.europa.eu/environment/sme

[18] Only projects for the "development and implementation of Community objectives relating to the broad-based, harmonised, comprehensive and long-term monitoring of forests and environmental interactions" are exempt from this rule (Article 3.2.d of the LIFE+ Regulation).

Monitoring, evaluation and active dissemination of the main project results and/or lessons learnt are an integral part of the project and its aftermath. A demonstration project therefore ultimately aims to encourage other stakeholders to use the techniques and methods demonstrated in the project.

An "**innovative**" project applies a technique or method that has not been applied / tested before or elsewhere and that offers potential environmental advantages compared to current best practice.

Where the proposed actions are presented as innovative, the level of innovation can be evaluated from different perspectives:

> a) relative to the technologies applied by the project (technological innovation) and,
>
> b) regarding the way technologies are implemented (innovation in processes or methods),

These different dimensions of innovative nature have to be compared with the state of the art at a 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. 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.

The monitoring, evaluation and active dissemination of the main project results and/or lessons learnt is an integral part of the project. An innovative project therefore aims to evaluate whether the innovative techniques and methods work or not. Moreover, it aims to inform other stakeholders of these results and to encourage them where appropriate to use the techniques and methods successfully tested in the project.

Note that the application of an established best practice action/methodology in a particular geographical region where it has not been applied before is not considered to be an "innovative" activity but a "demonstration" activity.

Recurring actions cannot be financed

The LIFE+ Regulation (Article 3.2) does not allow the financing of recurring activities.

A *recurring action* is understood in the context of this application guide as "any day to day operation". Any recurring monitoring or management action that was already carried out prior to the project and/or that needs to be continued after the end of the project (at the same level of intensity, using the same techniques and material…) can not be included in the proposal budget as it would query both the added value and the sustainability of the project. However, *recurring actions with a clear demonstration* value and/or *innovative recurring actions* may be considered as eligible for funding[19]. In such cases, the proposal must clearly explain the demonstration/innovation character.

Complementarity with other EC funding instruments

Applicants must take full note of the corresponding section in chapter 1 of the present guidelines. Since *LIFE+ Environmental Policy and Governance* projects must either be demonstration or innovative projects, it is understood that there should not generally be any significant high risk of overlap with the main scope of other EU funding instruments, except with the Competitiveness Innovation Framework Programme.

Since the Competitiveness Innovation Framework Programme[20] (CIP) will finance market oriented activities related to the take up of the environmental technologies and eco-innovative activities by enterprises as well as promotion of new or integrated approaches to eco-innovation, such as environmental management, environmentally friendly design of products, processes and services, *LIFE + Environmental Policy and Governance* will primarily focus on projects that are submitted by public sector applicants and that are not market oriented[21].

Maximum co-financing rates

The maximum rate of Community financial support for *Environment Policy & Governance* projects shall be 50% of the eligible costs of the proposal.

Eligibility of costs

Applicants should avoid presenting to *LIFE+ Environment Policy & Governance* costs related to any of the following activities or items since they are considered **ineligible** for financing (further ineligible costs are listed in Article 26 of the Common Provisions):

- research and development activities;
- studies not specifically addressing the objective aimed at by the proposal;
- costs for intellectual property right protection (e.g., patents);
- investments in major infrastructure or investments of a non-innovative nature, including activities already confirmed on an industrial scale;
- costs for EMAS and ECOLABEL registration procedures;
- land purchase or any other related costs.

To be considered **eligible**, costs must:

- be provided in the provisional budget of the proposal;

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[19] Some flexibility may be appropriate for projects clearly linked to the development and implementation of Community objectives relating to the broad based harmonised, comprehensive and long-term monitoring of forests and environmental interactions.

[20] For further information on the CIP programme: http://ec.europa.eu/cip/index_en.htm

[21] For example, if a proposal relates to application of EMAS and Eco-label by an individual enterprise or a group of enterprises it should be financed by the CIP. If the project relates to the application (at an EU level) of EMAS or Eco-label by a public body, to development of a policy or to a measure aimed at whole sector rather than individual enterprises it is eligible for LIFE+ funding.

- correspond to actions that are technically and financially coherent and feasible and providing value for money; and be directly linked to and necessary for carrying out the proposal covered by the decision;
- be actually **incurred during the project's lifetime**, as defined in the grant agreement, be recorded in the beneficiaries' accounts or tax documents, and be identifiable and controllable.

3. Conceiving a project proposal

When preparing your proposal, the following main types of eligible actions must be clearly distinguished:

- Preparatory actions,
- Implementation phase,
- Communication and dissemination actions (obligatory),
- Project management and monitoring (obligatory).

Preparatory actions

As a general principle, all preparatory actions must produce practical recommendations and/or information which can be implemented (either during the project or after the project) and be used without requiring further preparatory work. Furthermore, where preparatory actions do not lead to direct implementation during the project, the proposal must provide sufficient set of explanations, commitments and guarantees to show that their full implementation after the project is effectively ensured. Most projects include preparatory actions. Projects may not include preparatory actions that have been fully completed prior to the start of the project.

In general, and amongst others, preparatory actions:

- should not be research actions,
- should be of limited duration (i.e. should be significantly shorter than the project duration),
- should be clearly related to the objective(s) of the project

Preparatory actions should thus primarily remain restricted to the preparation of the actual implementation phase of the project (technical planning, permit procedures, stakeholder consultations, etc.).

Implementation phase

These are the core actions of the proposals; they should always be *innovative and/or demonstration actions*.

The actual impact of these actions must be *monitored* during the project.

Communication and dissemination actions (obligatory)

LIFE+ Environment Policy & Governance projects are innovative and/or demonstration projects (except where they concern the monitoring of forests). In all such cases they **must include a significant set of actions to disseminate the results of the project** so that the knowledge gained is actively communicated to those stakeholders that may best make use of it and apply the lessons from the project.

These typically include:

- information activities regarding the project to the general public and stakeholders aimed at facilitating the implementation of the project
- awareness and dissemination actions aimed at publicising the project and its results both to the general public and to other stakeholders that could usefully benefit from

the project's experience and implement themselves the innovative actions demonstrated in the project.

The range of possible actions is large (media work, organisation of events for the local community, didactic work with local schools, seminars, workshops, brochures, leaflets, newsletters, DVDs, technical publications, …), and those proposed should form a coherent package. To be effective, these actions should in general begin early on in the project. Each communication and dissemination action must clearly define and justify its target audience, and should be expected to have a significant impact. The organisation of large and costly scientific meetings or the financing of large-scale visitor infra-structures is not eligible.

Note that certain communication actions are obligatory (project web site, notice boards, …) and should therefore be explicitly foreseen in the proposal. See Article 13 of the Common Provisions: "Communication actions, …" for full details.

Please see also http://ec.europa.eu/environment/life/toolkit/comtools/index.htm for detailed advice on communication and dissemination actions.

Project management and monitoring (obligatory)

Every project proposal must contain an appropriate amount of both project management and monitoring actions. This typically involves at least all of the following actions and associated costs:

- Project management, activities undertaken by the beneficiaries for the management of the project (administrative, technical and financial aspects) and for meeting the LIFE+ reporting obligations. The technical project management may be partially outsourced. Outsourcing of project management is possible, provided the coordinating beneficiary retains full and day to day control of the project. The project management structure must be clearly presented (including an organigramme and details of the responsibilities of each person and organisation involved). It is strongly recommended that the project management staff has previous experience in project management.
- Monitoring and evaluating the effectiveness, the environmental benefit etc. of the main project actions.
- Where obligatory, the external audit and the bank guarantee.
- Training, workshops and meetings for the beneficiaries' staff, where these are required for the achievement of the project objectives.
- The participation in and the organisation of networking (for example, with other LIFE projects) and information platforms related to the project objectives (including at international level where justified).

It is strongly recommended that the project coordinator be full-time. If a coordinator or project manger also directly contributes to the implementation of certain actions, an appropriate part of his/her salary costs should be attributed to the estimated costs of those actions.

4. Technical application forms

The technical part of the *LIFE+ Environment Policy and Governance* application file consists of 3 parts (A, B and C) available for download as a single Word file.

Important note

All forms are mandatory and must be fully completed, except:

- the associated beneficiary declaration (form A4) and profile (form A5) if there are no associated beneficiaries,
- the co-financier profile (form A6) if there are no co-financiers,
- the box "State of the art and innovative aspects of the project" (on form B2), which does not need to be filled in for a proposal targeting forest monitoring,
- the box "Demonstration character" (on form B3), which does not need to be filled in for a proposal targeting forest monitoring.

Where forms are not obligatory or 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.

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 clarify it.

Expected start date: The earliest possible start date is the 1st September 2010. Please use the following format for all dates: DD/MM/YYYY.

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

Form A2

Short Name: The coordinating beneficiary should be identifiable throughout the technical proposal forms by its short name (max 25 characters).

Beneficiary number: The beneficiaries should be identifiable in the financial proposal forms FC and F1 – F7 by their beneficiary number. For the coordinating beneficiary, the beneficiary number is always 1, for the first associated beneficiary it is 2, etc.

Legal Name: The legal name is the name under which the coordinating beneficiary is officially registered (if applicable).

Legal Status: Select one of the following 3 choices: *Public body*, *Private commercial* or *Private non-commercial* (including NGOs). Indicate an "**X**" in the appropriate box. Further guidance on how to distinguish private organisations from public bodies can be found in section 5 of chapter 1 of the present guidelines.

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

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.

Country Code: Use the relevant country code as indicated at:
http://ec.europa.eu/eurostat/ramon/nuts/codelist_en.cfm?list=nuts

Title: Title commonly used in correspondence with the person in charge of proposal co-ordination. Example: Mr., Mrs., Ir., Dr., Prof.

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

Year: Provide the year for which the figures in this section are provided, e.g. '2006'. Information from the most recent accounting year should be provided.

Annual turnover: To be provided by all coordinating beneficiaries **other than "public bodies"** for which this type of information is available. If not applicable, please indicate **"N.A."**. Information from the most recent accounting year should be used. The figures should be given for the organisation as a whole and not just for the department carrying out the work. They must be expressed in Euros.

Annual Balance Sheet Total: (i.e. total of assets or total of liabilities): To be provided by **all non-public** coordinating beneficiaries for which this information is available. If not applicable, please write **"N.A."**. The figures should be given for the legal entity as a whole and not just for the department carrying out the work. Information from the most recent accounting year should be used. They must be expressed in Euros.

Number of employees: The figures should be for the legal organisation as a whole - not only for the department carrying out the work. The contribution of part-time staff should be accounted as the equivalent number of full-time staff (full-time equivalents).

Brief description of the activities of the coordinating beneficiary: 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 project.

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

Form A3

Before completing this form, please check that the coordinating 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/scadplus/leg/en/lvb/l34015.htm

3. Financial contribution of the coordinating beneficiary, actions in which it will participate: Amount to be provided in Euro (€). The amount indicated here must be identical with the amount indicated as coordinating beneficiary contribution in the financial forms **FA** and **FC.** This amount must be greater than 0€ and cannot include any funding specifically obtained for the project from other public or private sources (this is co-financing). List all the actions in the implementation of which the coordinating beneficiary will participate and indicate the total cost (in euros) of the coordinating beneficiary's part (this must be coherent with the costs indicated in forms C and in the financial form FB).

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.

Form A4

If the project foresees associated beneficiaries, this form becomes compulsory. Complete one form per associated beneficiary (A4/1, A4/2, A4/3, etc.).

Before completing this form, please check that the associated 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/scadplus/leg/en/lvb/l34015.htm

2. Financial contribution of the associated beneficiary, actions in which it will participate: Amount to be provided in Euro (€). The amount indicated here must be identical with the amount indicated as corresponding associated beneficiary contribution in the financial form **FC.** It must be greater than 0€ and cannot include any funding specifically obtained for the project from other public or private sources (this is co-financing). List all the actions in the implementation of which the associated beneficiary will participate and indicate the total cost (in euros) of the associated beneficiary's part (this must be coherent with the costs indicated in forms C and in the financial form FB).

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.

Form A5

If the project foresees associated beneficiaries, this form becomes compulsory. Complete one form per associated beneficiary (A5/1, A5/2, A5/3, etc.). **See instructions for form A2**

Form A6

Complete one form A6 per co-financier (A6/1, A6/2, A6/3, etc.).

We will contribute the following…": Provide this amount in Euro (€). Remember that the amount(s) indicated here must be consistent with the amount(s) indicated as co-financier's contribution(s) in the financial forms FA and FC.

Status of the financial commitment: please indicate either "*Confirmed*" or "*To be confirmed*" (only applicable if funding is conditional on project selection).

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.

Important note: If a coordinating/associated beneficiary also co-finances the project, it should only appear in the proposal with that single role of coordinating/associated beneficiary (with an indication in form A3/A4 of its overall financial contribution), and not also as a co-financer.

Form A7

Clear and complete answers must be provided to each question. **Applicants frequently underestimate the importance of this form**. LIFE+ projects **may not include** actions that fall within the main scope of other Community financial instruments (see "Complementarity with other EC-funding instruments" in the section on general principles). **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.

National authorities may be asked to review this declaration.

Part B – Objectives and expected results

<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 title**: see instructions on form A1.
- **Project objectives**: Please provide a detailed description of all project objectives, listing the 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**: 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 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.

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.

<u>Form B2</u>

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) *can not 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.

<u>Form B3</u>

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.

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.

<u>Form B4</u>

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.

<u>Form B5</u>

Expected constraints and risks related to the project implementation:

It is important that the proposal identifies 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.

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.

<u>Form B6</u>

Continuation and valorisation of the project 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

<u>Form C1 – Details of the proposed actions</u>

The forms C1 must be used to describe each of the actions proposed as precisely as possible. For each proposed action, give all the information required following the indicated order (what, how and where, reasons why it is necessary, etc.).

For any individual action described in the forms C1, it is obligatory to designate one single project participant (either the coordinating beneficiary or one of its associated beneficiaries) as the responsible body for implementing this action. If the same type of action is carried out by several project participants, it is advisable to split this action and to assign one separate action to each of the participants.

The following accompanying activities are considered obligatory and shall therefore be included as distinct actions on form C1:

- **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 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 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.
- **Monitoring:** LIFE+ projects shall include separate monitoring action(s) to measure and document the effectiveness of the project actions as compared to the initial situation, objectives and expected results. 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.
- **Audit:** Where required, 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".
- **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.

The following dissemination activities are also considered obligatory and shall be included as actions on form C1:

- **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 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 shall, if foreseen, be included as actions on form C1:

- **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 Community financial support.

Form C2 – Deliverable products and milestones of the project, and activity reports foreseen

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.

Activity reports foreseen: the 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", which shall also provide a self-assessment of the viability of the project. If the project lasts more than 24 months and requests a Community contribution in excess of €300.000, and if the beneficiary intends to ask for a mid-term payment, a more detailed "Mid-term report with payment request" has to be provided. 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 the Common Provisions, Article 12 for full details on the reporting obligations of the LIFE+ projects.

Form C3 - Timetable

In the table, please list all actions ordered by number and using their numbers and names. Please use the same number and title of action as presented in the project proposal (e.g. Action 1, Action 2…, etc.). For each project action, please tick the action's implementation period. Please ensure that the timetable is presented **on one page only**. You may use the 'landscape' page setup format as necessary.

When planning the implementation period of your project, please bear in mind that a LIFE+ 2009 project cannot start before 1 September 2010. Also, please add an appropriate safety margin at the end of the project, to allow for the inevitable unforeseen delays.

Part D – Output indicator forms

Introduction

All applicants are required to define output indicators in their proposal. For this purpose, applicants should follow the instructions provided below and complete the relevant tables with the output monitoring indicators that apply to their proposal. The output monitoring indicator tables are in application forms D1-D5.

Article 15 of the Regulation (CE) n. 614/2007 foresees an evaluation of the implementation of the LIFE+ programme through a regular monitoring. This evaluation will concur to assess "*the contribution, both specifically and in general, that actions and projects financed under this Regulation have made to the implementation, updating and development of Community environmental policy and legislation and the use made of the appropriations*".

In order to make this evaluation possible, the European Commission will regularly gather information and statistical data from the LIFE+ projects.

These information and data will essentially enable the evaluation of the concrete effects of the programme after its implementation in the fields of "Nature & Biodiversity", "Environment Policy & Governance" and "Information & Communication".

The information gathered from the beneficiaries in the framework of the monitoring of the LIFE+ programme with the help of the output indicator forms will be used exclusively for statistical purposes.

The Commission, in a different exercise, will evaluate the success of a project and the eligibility of its costs through the reports the beneficiary will provide and through the visits of the Commission staff and of the external team.

General guidance for completing the tables (forms D1-D5)

In order to be able to evaluate the contribution of the LIFE+ projects to the implementation of the programme, it is essential for the Commission to define both the initial situation (i.e. at the beginning of a LIFE+ project) and the situation after its implementation (i.e. after the end of a project).

Thus, the present tables will include information which should be compiled at the beginning of a LIFE+ project.

At the end of a project, the beneficiary will receive similar tables, which will be compiled with data describing the actual results of the measures implemented and enable a comparison with the initial situation.

Only the electronic version of the tables provided by the Commission should be used and the layout of these tables must remain unchanged (i.e. do not add lines or columns or modify the format).

Beneficiaries should fill in only the tables foreseen for the component of the programme corresponding to their project ("Nature", "Biodiversity", "Environment Policy & Governance" and "Information & Communication").

The tables for awareness-raising and communication are identical for all the components and should be completed by every beneficiary.

Beneficiaries should fill in only the items which are relevant to their project. For example, if a LIFE+ Nature project does not include any land purchase, the corresponding cell in the table should be left void.

Instructions for completing the tables for LIFE+ Environmental Policy & Governance (forms D1-D5)

Part 1 – Preparatory actions

Table 1
OUTPUTS
Types of preparatory actions planned

For every preparatory action, where applicable, indicate the number of measures you intend to implement during the project and the total budgeted cost.

Example: Your project foresees the preparation of one feasibility study, one market analysis and two monitoring campaigns (one *ex ante* and one *ex post)*.
The budgeted cost for these preparatory actions is 100.000 €.

Part 2 – Concrete actions

Table 2
OUTPUTS
Main project deliverables

Indicate here the number of practices, techniques and methods you will develop in the framework of your project.

Furthermore, indicate the number of deliverables linked to every item included in the table and the respective budgeted cost.

Example: Your project includes the development of one production technique for the reduction of the emissions of the pollutant X. This innovative technique will, as a consequence, bring about a change in the organisation of the production, which ends up in a new practice and in the construction of a pilot plant. The innovation will be implemented and the production will be controlled through new software.
The budgeted costs for the implementation of these actions are the following: Innovative technique 100.000 €, new practice 50.000 €, pilot plant 500.000 €, software 80.000 €.

Table 3
OUTPUTS
Training activities

Indicate the number of training sessions you plan to implement during your project, the number of persons to be trained, the total budgeted cost for these sessions.
Please note that all training sessions, both preparatory and linked to the implementation of concrete measures, must be included in the table.

Example: During your project, you intend to implement 10 training sessions. The expected number of attendants is 200 persons and the budgeted cost 10.000 €.

<u>Part 3 – Awareness-raising and communication (same form for all LIFE+ components)</u>

Table 4
OUTPUTS
Workshops, seminars and conferences

Indicate, for every type of action, the number of attendants expected, divided in the suggested categories (Local/Regional, National, EU/International and General public, specialised, very specialized) and the total budgeted cost.

Example: You plan to organise 3 <u>local</u> information meetings to which you expect an attendance of 250 citizens, which you would describe as 'General public', one <u>national</u> seminar aimed at the awareness-raising of institutional staff (expected 100 persons), which could be defined as 'Specialized', and one <u>international</u> scientific congress, in which you would like to gather 50 university experts ('Very specialized'). The total budgeted cost is 50.000 €.

Table 5
OUTPUTS
Media and other communication and dissemination work

Here you should indicate the number of articles, broadcasts, films etc. you expect as a result from your communication work in the frame of your project, together with the total budgeted cost for these actions. You should also indicate the average number of visitors per month you expect to your web-site during the lifetime of your project.

Example: Your project includes the production of one documentary and you expect that the national TV will broadcast it at least once during the project lifetime. Furthermore, you evaluate that your communication work through press releases will bring about at least ten national press articles. At the same time, you expect at least 300 visitors/month to your project web-site. These actions will cost 30.000 €.

Table 6
OUTPUTS
Publications

Here you should indicate the number of different publications (No. published) and the number of copies of each type of publication (No. of copies) you expect to produce during the lifetime of your project. Furthermore, fill in the language of each type of publication and the total budgeted cost.

Example: Your project includes the publication of two manuals and one scientific book, together with one poster to be distributed in local schools and two different kinds of leaflet to be mailed to the local population and distributed during a few events. The planned actions will cost 50.000 €.

Table 7
OUTPUTS
Educational activities

Fill in the table with your forecast of the number of students to be involved in your educational actions, divided into different levels of school (kindergarten and primary school, secondary school, higher education). Indicate the total budgeted cost for these actions.

Example: You plan to present your project to 250 students from a local secondary school. The total budgeted cost is 10.000 €.

<u>Note: should applicants require further guidance for completing the D forms, more detailed specific guidelines, with examples of filled-in tables, are available for consultation on the LIFE website, under the section Toolkit\Project management tools\Monitoring indicators.</u>

5. Financial application forms

The financial part of the *LIFE+ Environmental Policy and Governance* application file consists of 10 forms (FA, FB, FC, F1, F2, F3, F4, F5, F6 and F7). It is available for download as an Excel file.

<u>Important</u>: 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 Community contribution will be calculated on the basis of eligible costs.

<u>Cover page:</u>

Please fill in the acronym of your proposal as stated in the technical forms.

<u>Form FA - Budget breakdown and project funding</u>

This form is filled in automatically, based on the data provided in the other forms in this section, with the exception of the cost of overheads. **Please do not modify any other cell**.

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

Overheads are eligible at a flat rate of up to 7% of total eligible direct costs excluding land purchase (and the overheads themselves, which are indirect costs). The cell background will become red if the value entered exceeds this threshold. Applicants benefiting from an operating grant are not entitled to claim overheads.

<u>Form FB – Cost breakdown for actions</u>

For every action described in the technical forms C1, a detailed breakdown of costs should be provided on this form. Please use the same numbers and names for the actions as in forms **C1**.

This form is very useful in order to link technical outputs and costs. Particular attention should be given to the coherence of the presented costs with the costs included in forms F1-F7.

Depending on the number of actions, rows may have to be added on this table. Information should be consistent with the contents of the technical forms.

Form FC – Project funding breakdown

This form describes the funding of the project by the beneficiaries and/or co-financier(s), as well as the EC 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 EC co-financing and should not be included in the project's budget.

Beneficiary country: Select the country code of the beneficiary from the drop-down list.

Beneficiary N°: Please use the number given in the Beneficiary profiles in the *LIFE+* technical forms **A2** and **A5**.

Beneficiaries' short name: As in the *LIFE+* technical forms **A2** and **A5**.

Total costs of the actions in €: Indicate the total costs of the actions undertaken by the beneficiaries as in the *LIFE+* technical forms **A3** and **A4**.

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). The amount indicated here should be the same as in the *LIFE+* technical form **A3**.

Associated beneficiary contribution: Indicate the financial contribution from each associated beneficiary, as in the *LIFE+* technical form **A4.** 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 EC contribution requested: Specify the amount of financial Community contribution requested by the coordinating beneficiary and each of the associated beneficiaries. This amount must be in accordance with the Articles 24 and 25.2 of the Common Provisions.

Co-financier's name: As in the Co-Financier profile and commitment forms **A6.**

Amount of co-financing in €: Indicate the financial contribution of each co-financier as in the Co-Financier profile and commitment forms **A6.**

General remarks on the forms F1 – F7

All costs must be rounded to the nearest Euro and must exclude recoverable value-added tax (VAT) when the beneficiary can recover this cost from its national authorities.

Form F1 – Direct personnel costs

General: Article 5(5) of the Regulation states that civil servant's salary costs[22] may be funded only to the extent that they relate to the cost of project implementation activities that relevant the public body would not have carried out had the project concerned not been undertaken. The staff in question must be specifically seconded

[22] The definition of civil servant includes permanent employees from public bodies.

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 checked during both the selection phase and at the time of the final payment.

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.

Beneficiary N°: Please use the number given in the Coordinating beneficiary and Associated beneficiary profiles in the *LIFE*+ technical forms **A2** and **A5**.

Action N°: Please insert the number(s) of the action(s) in which each member of personnel will be involved.

Type of contract: Indicate the exact legal denomination of the type of contract, civil servant / permanent contract / temporary contract / service contract / etc. **and** whether it is part time or full time. Indicating both details is absolutely necessary. (Ex. Temporary contract/Full time)

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 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.

When reporting the costs, however, only actual incurred costs based on actual salaries, obligatory social charges and any other statutory cost can be used (estimations or payments based on the rates indicated in the proposal cannot be accepted).

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	215 days

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

Number of person-months: Is obtained by dividing the total number of person-days by the number of productive days per month. It should be rounded to the first decimal place.

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

% of Total personnel costs for project: Calculated automatically

Form F2 – Travel and subsistence costs

Note: Under this budget category applicants should foresee the travel costs for 2 people 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.

Beneficiary N°: Please use the number given in the Coordinating beneficiary and Associated beneficiary profiles in the *LIFE*+ technical forms **A2** and **A5**.

Action N°: Please insert the number(s) of the action(s) to which each cost is related.

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 the use of an organisation's own cars (in opposition to private cars) costs related to the use these are to be estimated at 0.22 € / 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 can be 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. However, transportation of materials, printing of dissemination materials and others, even if done by an external company, should be reported under other costs.

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 land purchase.

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.

Beneficiary N°: Please use the number given in the Coordinating beneficiary and Associated beneficiary profiles in the *LIFE+* technical forms **A2** and **A5**.

Action N°: Please insert the number(s) of the action(s) to which each cost is related.

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 more than one line for the description of the subcontract if necessary.

General comments on Forms F4.a, F4.b and F4.c - 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 EC 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.

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 projects (but not for 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

Beneficiary N°: Please use the number given in the Coordinating beneficiary and Associated beneficiary profiles in the *LIFE+* technical forms **A2** and **A5**.

Action N°: Please insert the number(s) of the action(s) to which each cost is related.

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

Beneficiary N°: Please use the number given in the Coordinating beneficiary and Associated beneficiary profiles in the *LIFE+* technical forms **A2** and **A5**.

Action N°: Please insert the number(s) of the action(s) to which each cost is related.

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+ Environmental Policy and Governance and 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/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 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.

Beneficiary N°: Please use the number given in the Coordinating Beneficiary and Associated Beneficiary profiles in the *LIFE+* technical forms **A2 and A5**.

Action N°: Please insert the number(s) of the action(s) to which each cost is related.

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 – Costs for land purchase or long-term lease of land/use rights

Costs for land purchase or long-term lease of lands/use rights are only eligible for Life+ Nature projects.

General: Please consult Article 35.1 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.

Beneficiary N°: Please use the number given in the Coordinating Beneficiary and Associated Beneficiary profiles in the *LIFE+* technical forms **A2** and **A5**.

Action N°: Please insert the number(s) of the action(s) to which each cost is related.

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. However, **general consumables/supplies** (as opposed to direct costs), such as telephone, communication costs, photocopies, etc. are covered by the overheads category.

Catering costs/meals/coffees related to dissemination activities, such as presentations of the project, workshops or conferences should be reported here. However, please note that if the whole organisation of the conference is subcontracted, the corresponding cost should all be budgeted under external assistance.

They must also be specifically related to the implementation of project actions (**general consumables/supplies**, such as office material, water, gas etc. are covered by the overheads category).

Beneficiary N°: Please use the number given in the Coordinating beneficiary and Associated beneficiary profiles in the *LIFE+* technical forms **A2** and **A5**.

Action N°: Please insert the number(s) of the action(s) to which each cost is related.

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.

<u>Form F7 – Other costs</u>

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 28.2 of the Common Provisions and to the evaluation guide for more information

Beneficiary N°: Please use the number given in the Coordinating beneficiary and Associated beneficiary profiles in the *LIFE+* technical forms **A2** and **A5**.

Action N°: Please insert the number(s) of the action(s) to which each cost is related.

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.

6. Admissibility checklist

A project may be declared inadmissible for one or more of the following reasons:

1. **Forms are partly or completely hand-written**
2. **Non-standard forms have been used**

   This does not refer to changes in font, size and layout, but to modifications of the format and content of the forms as presented in this application file.
3. **Obligatory forms or signatures are missing**

   Forms A1, A2, A3, A7, B1, B2, B3, B4, B5, B6, C1, C2, C3, D1, D2, D3, D4, D5, FA, FB, FC, F1, F2, F3, F4 a, b and c, F5, F6 and F7 are mandatory for all projects.

   If the project involves associated beneficiaries, forms A4 (associated beneficiary declaration) and A5 (associated beneficiary profile) are obligatory for each associated beneficiary.

   If the project involves co-financiers (other than the European Commission), a form A6 (co-financier profile and commitment) is obligatory for each co-financier.

   All mandatory signatures should be present.

   NB Where technical application forms are not obligatory or 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.
4. **The coordinating beneficiary is a private body, but has not submitted the obligatory balance sheet and profit and loss account and, where relevant, an audit report or auditor-certified balance sheet and profit and loss account.**
5. **The coordinating beneficiary is a public body, but has not submitted the obligatory public body declaration.**
6. **The coordinating beneficiary or any of the associated beneficiaries is not established in the European Union.**
7. **The project proposal was submitted to the European Commission after the deadline.**

Inadmissible proposals will not be assessed any further and will be rejected.

7. ANNEXES

ANNEX 1: list of national authorities for LIFE+

Member State	Name and address
Austria	**Nature & Biodiversity** • Burgenland Amt der Burgenländischen Landesregierung Abt. 5/III, Natur- und Umweltschutz Europaplatz 1 7000 Eisenstadt Tel +43 2682 600 2812 post.abteilung5@bgld.gv.at • Kärnten Amt der Kärntner Landesregierung Abteilung 20 Landesplanung Unterabteilung Naturschutz Wulfengasse 13 9021 Klagenfurt Tel +43 463 536 32041 post.abd20@ktn.gv.at • Oberösterreich Amt der OÖ Landesregierung Naturschutzabteilung Bahnhofplatz 1 4010 Linz Tel +43 732 7720 11877 n.post@ooe.gv.at • Niederösterreich Amt der NÖ Landesregierung Naturschutzabteilung Landhausplatz 1 3010 St. Pölten Tel +43 2742 9005 14243 post.ru5@noel.gv.at • Salzburg Amt der Salzburger Landesregierung Naturschutzabteilung Postfach 527 5010 Salzburg Tel +43 662 8042 5517 naturschutz@salzburg.gv.at • Steiermark

	Amt der Steiermärkischen Landesregierung Fachabteilung 13C Naturschutz Karmeliterplatz 2 8010 Graz Tel +43 316 877 2652 fa13c@stmk.gv.at • Tirol Amt der Tiroler Landesregierung Abteilung Umweltschutz Eduard Wallnöfer Platz 1 6020 Innsbruck Tel +43 512 508 4350 umweltschutz@tirol.gv.at • Vorarlberg Amt der Vorarlberger Landesregierung Abteilung Umweltschutz Jahnstrasse 13-15 6901 Bregenz Tel +43 5574 511 24505 umwelt@vorarlberg.at • Wien Amt der Wiener Landesregierung Wiener Umweltschutzabteilung - MA 22 Dresdner Strasse 45 1200 Wien Tel +43 1 4000 73565 / 73796 post@m22.magwien.gv.at • for general information on LIFE+ Nature and Biodiversity, please consult: Mr Gerhard SIGMUND-SCHWACH Federal Ministry of Agriculture, Forestry, Environment and Water Management Abteilung II/4 Stubenbastei 5 A – 1010 Vienna Tel +43 1 51522 1416 gerhard.sigmund-Schwach@lebensministerium.at **Environment Policy & Governance, Information & Communication** Ms. Margareta STUBENRAUCH Federal Ministry of Agriculture, Forestry, Environment and Water Management Abteilung V/8 Stubenbastei 5 A – 1010 Vienna Tel +43 1 51522 1311 Fax +43 1 51522 7301 margareta.stubenrauch@lebensministerium.at
Belgium	**Nature and Biodiversity**

	Ms Els MARTENS Agentschap voor Natuur en Bos Centrale Diensten Koning Albert II-laan 20 bus 8 1000 Brussel Tel +32 2 553 76 86 els.martens@lne.vlaanderen.be **Environment Policy & Governance, Information & Communication** Ms Herlinde VANHOUTTE – Mr Pierre BIOT Santé publique, sécurité de la chaîne alimentaire et environnement Direction Générale Environnement Affaires Multilatérales et Stratégiques place Victor Horta 40 bte 10 B-1060 Bruxelles Tel +32 2 524 96 14 – Tel +32 2 524 96 16 herlinde.vanhoutte@health.fgov.be pierre.biot@health.fgov.be
Bulgaria	**Nature and Biodiversity** Mr Kristio POPOV Senior expert National Nature Protection Service Directorate Ministry of Environment and Water 22 Maria Louisa Blvd BG-1000 Sofia Tel +359 2 940 6102 kpopov@moew.government.bg **Environment Policy & Governance** Ms Ganya HRISTOVA State Expert Strategy, EU Affairs Coordination and International Cooperation Directorate Ministry of Environment and Water 67 Gladston Street BG-1000 Sofia Tel +359 2 940 6245 ganyah@moew.government.bg **Information & Communication** Ms Nelly ILIEVA State Expert Strategy, EU Affairs Coordination and International Cooperation Directorate Ministry of Environment and Water 67 Gladston Street BG-1000 Sofia Tel +359 2 940 6299 IlievaNelly@moew.government.bg
Cyprus	Ms. Eleni STYLIANOPOULOU Environment Officer

	Environment Service Ministry of Agriculture, Natural Resources and Environment CY - 1411 Nicosia Tel +357 22 40 89 29 estylianopoulou@environment.moa.gov.cy
Czech Republic	Mr Michal PETRUS EU programmes Unit Head Senior Programme Officer for Environment Sector Department of EU Funds Ministry of the Environment of the Czech Republic Vrsovicka 65 CZ -100 10 Prague 10 Tel +420 267 122 898 Michal_Petrus@env.cz
Denmark	**Nature and Biodiversity, Information & Communication** Mr Olaf G. CHRISTIANI Management Division - Nature Management Section Danish Forest and Nature Agency Ministry of Environment Haraldsgade 53 DK - 2100 København Ø Tel + 45 72542207 sns@sns.dk **Environment Policy & Governance** Mr Gert SØNDERSKOV HANSEN Danish Environmental Protection Agency Ministry of Environment Strandgade 29 DK - 1401 København K Tel + 45 72544589 gesha@mst.dk Official e-mails should be sent to: mst@sns.dk
Estonia	Ms Annika VAHERSALU Senior Officer Foreign Financing Department Ministry of the Environment Narva mnt 7a EE - 15172 Tallinn tel +372 6262 961 annika.vahersalu@envir.ee
Finland	Mr Pekka HARJU-AUTTI Ministry of the Environment Kasarminkatu 25 FIN - 00023 Valtioneuvosto Tel +358 50 365 2359 (mobile) pekka.harju-autti@ymparisto.fi
France	Mr Nicolas SORNIN-PETIT Ministère de l'écologie, du développement et de l'aménagement durables Secrétariat général Service des affaires internationales

	Bureau des affaires européennes 20, avenue de Ségur F - 75007 Paris Tel +33 1 42 19 16 06 lifeplusfrance@ecologie.gouv.fr
Germany	**Nature and Biodiversity** Herr Holger GALAS Bundesministerium für Umwelt, Naturschutz und Reaktorsicherheit Robert-Schuman-Platz 3 D - 53175 Bonn +49 228 305 2623 holger.galas@bmu.bund.de Regional contact points Mr Bodo KRAUSS Ministerium für Ernährung und Ländlichen Raum Baden-Württemberg Referat 57 Kernerplatz 10 D - 70182 Stuttgart Tel.: +49 711 126 2351 Bodo.Krauss@mlr.bwl.de Mr Harald LIPPERT Bayerisches Staatsministerium für Umwelt und Gesundheit Rosenkavalierplatz 2 D - 81925 München Tel.: +49 89 9214 3207 harald.lippert@stmugv.bayern.de Mr Holger BRANDT Senatsverwaltung für Stadtentwicklung Berlin Referat I E 21 Am Köllnischen Park 3 D - 10179 Berlin Tel.: +49 30 9025 1123 Holger.Brandt@senstadt.berlin.de Ms Brigitta HAASE Ministerium für Ländliche Entwicklung, Umwelt und Verbraucherschutz des Landes Brandenburg Referat 43 Heinrich-Mann-Allee 103 D - 14473 Potsdam Tel.: +49 331 866 7178 brigitta.haase@mluv.brandenburg.de Mr Henrich KLUGKIST Senator für Umwelt, Bau, Verkehr und Europa der Freien Hansestadt Bremen Naturschutzabteilung Ansgaritorstraße 2 D - 28195 Bremen Tel.: +49 421 361 6660

	Henrich.Klugkist@umwelt.bremen.de Mr Volker SCHMÜLLING Hessisches Ministerium für Umwelt, ländlichen Raum und Verbraucherschutz Referat VI 7 A Mainzer Straße 82 D - 65189 Wiesbaden Tel.: +49 611 815 1676 volker.schmuelling@hmulv.hessen.de Mr Olaf OSTERMANN Ministerium für Landwirtschaft, Umwelt und Verbraucherschutz Mecklenburg-Vorpommern Abteilung Naturschutz und Landschaftspflege Paulshöher Weg 1 D – 19061 Schwerin Tel.: +49 385 588 6641 o.ostermann@lu.mv-regierung.de Ms Dr. Renate THOLE Niedersächsisches Ministerium für Umwelt und Klimaschutz Archivstraße 2 D - 30169 Hannover Tel.: +49 511 120 3280 renate.thole@mu.niedersachsen.de Ms Ingrid RUDOLPH Ministerium für Umwelt und Naturschutz, Landwirtschaft und Verbraucherschutz Nordrhein-Westfalen Referat III 5 Schwannstraße 3 D - 40476 Düsseldorf Tel.: +49 211 4566 547 Ingrid.Rudolph@munlv.nrw.de Mr Joachim GERSTNER Ministerium für Umwelt des Saarlandes Referat D/2 Keplerstraße 18 D - 66117 Saarbrücken Tel.: +49 681 501 4747 j.gerstner@umwelt.saarland.de Ms Karin APPLER Sächsisches Staatsministerium für Umwelt und Landwirtschaft Referat 23 Archivstraße 1 D - 01097 Dresden Tel.: +49 351 564 6851 Karin.Appler@smul.sachsen.de Ms Jutta HARTMANN / Ms Christine GUERKE Ministerium für Landwirtschaft und Umwelt des Landes Sachsen-Anhalt

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Ireland	Mr Brian EARLEY Sustainable Development Unit Room 251 Department of the Environment, Heritage & Local Government Custom House, Room 251 Dublin 1 Ireland Tel: +353 1 888 2486 brian.earley@environ.ie
Italy	Ms. Giuliana GASPARRINI Ministero dell'Ambiente e della Tutela del Territorio e del Mare Direzione per la Ricerca Ambientale e lo Sviluppo Direttore Divisione V Via Cristoforo Colombo 44 I - 00147 Roma Tel: +39 06 57228252 e-mail: lifeplus@minambiente.it

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Lithuania	Ms Sigita UMBRASAITÉ Chief Desk Office of the EU Funds Management A. Jaksto St 4/9 LT - 01105 Vilnius Tel +370 5 266 35 34 s.umbrasaite@am.lt
Luxembourg	Mr Frank WOLFF / Ms Sandra CELLINA Ministère de l'Environnement 18 Montée de la Pétrusse L - 2918 Luxembourg Tel +352 2478 6827 / +352 2478 6820 frank.wolff@mev.etat.lu / sandra.cellina@mev.etat.lu
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Netherlands	**Nature and Biodiversity** Ms. Maaike BELD SenterNovem Postbus 8242 NL - 3503 RE Utrecht Tel: +31 (30) 214 70 48 m.beld@senternovem.nl Ms Marjan VAN MEERLOO Ministerie van Landbouw, Natuur en Voedselkwaliteit Directie Natuur Postbus 20401 NL - 2500 EK Den Haag Tel: +31 (70) 378 43 64 m.van.meerloo@minlnv.nl **Environment Policy & Governance** Mr William Visser SenterNovem Postbus 8242 NL - 3503 RE Utrecht Tel: +31 (30) 239 37 50 w.visser@SenterNovem.nl Mr Just VAN LIDTH de JEUDE Ministerie van Volkshuisvesting, Ruimtelijke ordening en Milieu Directie Duurzame Industrie Postbus 30945

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ANNEX 2: Contact address of the European Commission

All LIFE+ project proposals must be submitted via the national competent authorities.

The national competent authorities must use the following address to submit the proposals to the European Commission:

LIFE+ 2009 call for proposals Avenue du Bourget, n° 1 (BU-9 2/1) B - 1140 Brussels BELGIUM

ANNEX 3: Calendar of the LIFE+ 2009 evaluation and selection procedure

Date or period	Activity
15/09/2009	Deadline for applicants to send proposals to Member State authorities
22/10/2009	Deadline for the Member States to forward proposals to the European Commission
October 2009 to April 2010	Admissibility, exclusion and eligibility, evaluation and revision of the proposals
July-August 2010	Signature of individual grant agreements
01/09/2010	Earliest possible starting date for the 2009 projects

ANNEX 4: Important links

a) *General documents for all applicants:*

- **Regulation 614/2007 of the European Parliament and the Council of 23/05/2007 (LIFE+)**
- **Link to the LIFE+ Communication toolbox**
- **National Annual Priorities**
- **Financial Regulation**

b) *LIFE+ Nature and Biodiversity:*

- **Commission Communication COM (2006) 216 final: Halting the loss of Biodiversity by 2010 – and beyond**
- **Council Directive 92/43/EEC on the conservation of natural habitats and of wild flora and fauna**
- **Council Directive 79/409/EEC on the conservation of wild birds**
- **List of priority bird species of Directive 79/409/EEC considered as priority for funding under LIFE+**