



Step 2 of the Application Procedure

GUIDANCE for filling in the Application Form (AF)

Only successful candidates of "STEP 1" of the application procedure are invited to submit this document

PROJECT TITLE: <i>This information will be</i>	<p style="text-align: center;">- MACROS ACTIVATION-</p> <p>The macros are to be activated on the Excel Application Form. The activation is important as it enables the savings of the financial data.</p> <p>There are 2 ways to activate the macros: + as you open the Excel file a window opens, simply click "enable the macros"; OR + in the "tools" section (upper menu) scroll down to "macros", then to "security", the "medium level" is to be selected. The document should then be <u>saved</u>. After this, when opening the saved version of the document, the macros are activated.</p>	
ACRONYM: <i>This information will be</i>		
LEAD PARTNER: <i>This information will be</i>		
PRIORITY AXIS: <i>This information will be transferred automatically from section 1.2</i>		
DATE OF SUBMISSION TO THE JTS:		<i>Will be filled in by the JTS</i>
PROJECT REFERENCE NUMBER:		<i>Will be filled in by the JTS</i>

1. PROJECT APPLICATION

1.1 PROJECT TITLE AND ACRONYM

Project title:

- Warning- The number of characters is limited in the different fields of the AF. If you exceed the limitation, a window will appear. To reduce your text click on "RETRY" (by clicking on "CANCEL" your text will be completely erased).

Please state the official full title of the project that should reveal its content and be, if possible, coherent with the title of the EoI. Please consider that the field is limited to 250 characters.

Acronym:

*Please give an **acronym** (short name) to which the project can be referred to. It should allow an easy identification of the project based upon the project title. The use of an acronym or short name is necessary for an efficient communication and administration. Please make sure that the acronym has less than 20 characters.*

Reference number EoI:

Please have a look on the letter informing on the pre-selection, you will find the reference number there.

1.2 PRIORITY AXIS

Priority concerned:

Please select from the drop-down menu.

Please be aware that a change of the priority results in a change of the predefined indicators in section 3.14.

1.3 EXECUTIVE PROJECT SUMMARY

Please be aware that this information is automatically transferred to the website.

Please, give a very short comprehensive overview of your project. Clearly indicate the background (project challenges), the objectives, the main activities and the expected outputs and results. In case of approval this information will be used to present your project on the programme website. Please note that you will be required to provide more detailed information about the contents of your project in other sections of the Application Form, therefore preferably you should fill in this part after the entire form is filled in. Please consider that the field is limited to 1000 characters.

1.4 BUDGET OVERVIEW (in Euro)

Total project costs:

This information will be transferred automatically from section 6.1

Total ERDF funds applied for:

This information will be transferred automatically from section 6.1

1.5 TIME SCHEDULE

Starting date of the project preparation:

This information will be transferred automatically from section 4.1

Starting date of the project implementation:

This information will be transferred automatically from section 4.1

Closure date of the project implementation:

This information will be transferred automatically from section 4.1

Total project duration:

This information will be transferred automatically from section 4.1

1.6 KEY WORDS FOR THE IDENTIFICATION OF THE MAIN TOPICS

Please select at least two key words.

Key word 1:

Key word 2:

Key word 3:

Key word 4:

1.7 GEOGRAPHICAL AREA COVERED BY THE PROJECT ACTIVITIES

NUTS II regions of the programme area - EU Member States			
Austria	AT11	Burgenland	Please select the regions by using "X".
	AT12	Niederösterreich	
	AT13	Wien	
	AT21	Kärnten	
	AT22	Steiermark	
	AT31	Oberösterreich	
	AT32	Salzburg	
	AT33	Tirol	
	AT34	Vorarlberg	
France	FR42	Alsace	
	FR43	Franche-Comté	
	FR71	Rhône-Alpes	
	FR82	Provence-Alpes-Côte d'Azur	
Germany	DE13	Freiburg	
	DE14	Tübingen	
	DE21	Oberbayern	
	DE27	Schwaben	
Italy	ITC1	Piemonte	
	ITC2	Valle d'Aosta	
	ITC3	Liguria	
	ITC4	Lombardia	
	ITD1	Provincia Autonoma di Bolzano	
	ITD2	Provincia Autonoma di Trento	
	ITD3	Veneto	
	ITD4	Friuli Venezia Giulia	
Slovenia	SI00	whole country	

NUTS II regions of the programme area - Non EU Member States			
Liechtenstein	LI00	whole country	Please select the regions by using "X".
Switzerland	CH01	Région Lémanique	
	CH02	Espace Mittelland	
	CH03	Nordwestschweiz	
	CH04	Zürich	
	CH05	Ostschweiz	
	CH06	Zentralschweiz	
	CH07	Ticino	

NUTS II regions outside the programme area			
Please select the EU Member State	Please indicate the NUTS code	Please indicate the name of the region concerned .	Please select the regions by using "X".
	You can find a list of these NUTS codes at the following address: http://ec.europa.eu/eurostat/ramon/nuts/codelist_en.cfm?list=nuts		

2. PROJECT PARTICIPANTS

2.1 TOTAL NUMBER OF PARTICIPANTS IN THE PROJECT (including LP)

Number of participants from EU Member States		
Austria	<i>This information will be transferred automatically from sections 2.3-2.5</i>	participant(s)
France		participant(s)
Germany		participant(s)
Italy		participant(s)
Slovenia		participant(s)

Number of participants from Non EU Member States		
Liechtenstein	<i>This information will be transferred automatically from sections 2.3 and 2.6</i>	participant(s)
Switzerland		participant(s)

Total of project participants	<i>This figure will be calculated automatically</i>
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Lead Partner comes from a EU Member State?	<i>This information will be transferred automatically from section 2.3.</i>
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2.2 STRUCTURE OF THE PARTNERSHIP

Please present and justify the composition of the partnership in relation to the objectives and envisaged results of the project. Demonstrate the relevance of the partnership and the ability of the partners to perform joint transnational actions and achieve the expected results.

Present as well the organisation of the partnership (e.g. Project Steering Committee, Technical Committee, Advisory Board) as well as cooperation with experts from different fields and/or project observers.

Insert the project observers, if any, (like relevant national institutions, NGOs, international organisations etc.) involved in the project. Remember that any listed observers need to sign a declaration which is part of the application package.

Note: there shall be a real participation and commitment of the partners in the WPs, i.e. WPs and/or budget shall not be concentrated in the hands of only few partners. Therefore if there are any imbalances in the partnership as regards transnationality, cross-sectorality or vertical representation the reasons should be justified and clearly explained with regard to the project description.

(Please consider that this section is limited to 2000 characters.)

2.3 LEAD PARTNER (LP)

This section needs to be filled in any case independent from the nationality of the Lead Partner.

Official name of the institution and the involved department (in original language):	<i>Please make sure that you follow a harmonised way when indicating this information (especially if your institution is participating in more than one project of the Alpine Space Programme).</i>		
Official English translation of the name of the institution and the involved department (if available):			
Acronym (to be filled in):	<i>The acronym is the LP's name abbreviation. It is obligatory to fill in this cell as it linked to the financial section.</i>		
Typology:			
Legal status:	<i>Please indicate here whether your institution is to be considered as public or private according to Factsheet 2.1 of the PIH</i>		
Official address: Street and Number	<i>Please indicate the address carefully.</i>		
Post code		Town/City	
Location according NUTS II	<i>Select the country first</i> ➡	Country	
Homepage			
Responsible: Last Name	<i>Please make sure that the person indicated here is legally empowered</i>		
First Name	<i>to represent the institution. It should furthermore be the person signing</i>		
Position	<i>the partnership agreement and then later on the subsidy contract.</i>		
Telephone No		Fax No	
E-mail	<i>Please insert the e-mail of the person responsible of the project, it will be used by the programme for any official communication. No general e-mail address (e.g. info@asp.org) should be inserted.</i>		
Contact person: Last Name	<i>Please make sure that the person indicated here is actually involved in</i>		
First Name	<i>the operative implementation of the project.</i>		
Position			
Telephone No		Fax No	
E-mail	<i>Please insert the e-mail of the contact person of the project, it will be used by the programme for any official communication. No general e-mail address (e.g. info@asp.org) should be inserted.</i>		
Foreseen externalisation of PM:	<i>PM stands for "Project Management". Indicate here in the drop-down menu whether an externalisation of the PM is foreseen. The contact data will have to be communicated through reporting procedures.</i>		

2.4 ERDF - LEAD PARTNER

This section needs to be filled in if the Lead Partner comes from a NON EU Member State. In this case section 2.3 will inform about the technical Lead Partner, whereas this section will contain data of the ERDF Lead Partner.

Official name of the institution and the involved department (in original language):	<i>Please make sure that you follow a harmonised way when indicating this information (especially if your institution is participating in more than one project of the Alpine Space Programme).</i>		
Official English translation of the name of the institution and the involved department (if available):			
Acronym (to be filled in):	<i>The acronym is the ERDF LP's name abbreviation. It is obligatory to fill in this cell as it linked to the financial section.</i>		
Typology:			
Legal status:	<i>Please indicate here whether your institution is to be considered as public or private according to fact sheet 2.1 of the PIH.</i>		
Official address: Street and Number	<i>Please indicate the address carefully.</i>		
Post code		Town/City	
Location according NUTS II	<i>Select the country first ==></i>	Country	
Homepage			
Responsible: Last Name	<i>Please make sure that the person indicated here is legally empowered</i>		
First Name	<i>to represent the institution. It should furthermore be the person signing</i>		
Position	<i>the partnership agreement and then later on the subsidy contract.</i>		
Telephone No		Fax No	
E-mail	<i>Please insert the e-mail of the person responsible of the project, it will be used by the Programme for any official communication. No general e-mail address (e.g. info@asp.org) should be inserted.</i>		
Contact person: Last Name	<i>Please make sure that the person indicated here is actually involved in</i>		
First Name	<i>the operative implementation of the project.</i>		
Position			
Telephone No		Fax No	
E-mail	<i>Please insert the e-mail of the person responsible of the project, it will be used by the Programme for any official communication. No general e-mail address (e.g. info@asp.org) should be inserted.</i>		
Foreseen externalisation of PM:	<i>PM stands for "Project Management". Please indicate here by selecting from the drop-down menu whether an externalisation of the PM is foreseen. The contact data will have to be communicated through reporting procedures.</i>		

2.5 PROJECT PARTNERS EU

Project Partner 1

Official name of the institution and the involved department (in original language):

For the following cells of Project Partners 1,2,3 etc please refer to the guidance of 2.3 Lead Partner or 2.4 ERDF-Lead Partner

Official English translation of the name of the institution and the involved department (if available):

Acronym (to be filled in for each PP):

Obligatory (see 2.3 LP)

Typology:

Legal status:

Official address:

Street and Number

Post code

Town/City

Location according NUTS II

Country

Homepage

Responsible:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Contact person:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Foreseen externalisation of PM:

Project Partner 2

Official name of the institution and the involved department (in original language):

Official English translation of the name of the institution and the involved department (if available):

Acronym (to be filled in for each PP):

Typology:

Legal status:

Official address:

Street and Number

Post code

Town/City

Location according NUTS II

Country

Homepage

Responsible:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Contact person:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Foreseen externalisation of PM:

Project Partner 3

Official name of the institution and the involved department (in original language):

Official English translation of the name of the institution and the involved department (if available):

Acronym (to be filled in for each PP):

Typology:

Legal status:

Official address:

Street and Number

Post code

Town/City

Location according NUTS II

Country

Homepage

Responsible:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Contact person:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Foreseen externalisation of PM:

Project Partner 4

Official name of the institution and the involved department (in original language):

Official English translation of the name of the institution and the involved department (if available):

Acronym (to be filled in for each PP):

Typology:

Legal status:

Official address:

Street and Number

Post code

Town/City

Location according NUTS II

Country

Homepage

Responsible:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Contact person:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Foreseen externalisation of PM:

Project Partner 5

Official name of the institution and the involved department (in original language):

Official English translation of the name of the institution and the involved department (if available):

Acronym (to be filled in for each PP):

Typology:

Legal status:

Official address:

Street and Number

Post code

Town/City

Location according NUTS II

Country

Homepage

Responsible:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Contact person:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Foreseen externalisation of PM:

Project Partner 6

Official name of the institution and the involved department (in original language):

Official English translation of the name of the institution and the involved department (if available):

Acronym (to be filled in for each PP):

Typology:

Legal status:

Official address:

Street and Number

Post code

Town/City

Location according NUTS II

Country

Homepage

Responsible:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Contact person:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Foreseen externalisation of PM:

Project Partner 7

Official name of the institution and the involved department (in original language):

Official English translation of the name of the institution and the involved department (if available):

Acronym (to be filled in for each PP):

Typology:

Legal status:

Official address:

Street and Number

Post code

Town/City

Location according NUTS II

Country

Homepage

Responsible:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Contact person:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Foreseen externalisation of PM:

Project Partner 8

Official name of the institution and the involved department (in original language):

Official English translation of the name of the institution and the involved department (if available):

Acronym (to be filled in for each PP):

Typology:

Legal status:

Official address:

Street and Number

Post code

Town/City

Location according NUTS II

Country

Homepage

Responsible:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Contact person:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Foreseen externalisation of PM:

Project Partner 9

Official name of the institution and the involved department (in original language):

Official English translation of the name of the institution and the involved department (if available):

Acronym (to be filled in for each PP):

Typology:

Legal status:

Official address:

Street and Number

Post code

Town/City

Location according NUTS II

Country

Homepage

Responsible:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Contact person:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Foreseen externalisation of PM:

Project Partner 10

Official name of the institution and the involved department (in original language):

Official English translation of the name of the institution and the involved department (if available):

Acronym (to be filled in for each PP):

Typology:

Legal status:

Official address:

Street and Number

Post code

Town/City

Location according NUTS II

Country

Homepage

Responsible:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Contact person:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Foreseen externalisation of PM:

Project Partner 11

Official name of the institution and the involved department (in original language):

Official English translation of the name of the institution and the involved department (if available):

Acronym (to be filled in for each PP):

Typology:

Legal status:

Official address:

Street and Number

Post code

Town/City

Location according NUTS II

Country

Homepage

Responsible:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Contact person:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Foreseen externalisation of PM:

Project Partner 12

Official name of the institution and the involved department (in original language):

Official English translation of the name of the institution and the involved department (if available):

Acronym (to be filled in for each PP):

Typology:

Legal status:

Official address:

Street and Number

Post code

Town/City

Location according NUTS II

Country

Homepage

Responsible:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Contact person:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Foreseen externalisation of PM:

Project Partner 13

Official name of the institution and the involved department (in original language):

Official English translation of the name of the institution and the involved department (if available):

Acronym (to be filled in for each PP):

Typology:

Legal status:

Official address:

Street and Number

Post code

Town/City

Location according NUTS II

Country

Homepage

Responsible:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Contact person:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Foreseen externalisation of PM:

Project Partner 14

Official name of the institution and the involved department (in original language):

Official English translation of the name of the institution and the involved department (if available):

Acronym (to be filled in for each PP):

Typology:

Legal status:

Official address:

Street and Number

Post code

Town/City

Location according NUTS II

Country

Homepage

Responsible:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Contact person:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Foreseen externalisation of PM:

Project Partner 15

Official name of the institution and the involved department (in original language):

No additional PPs are possible! 15 EU Project Partners is the maximum authorised.

Official English translation of the name of the institution and the involved department (if available):

Acronym (to be filled in for each PP):

Typology:

Legal status:

Official address:

Street and Number

Post code

Town/City

Location according NUTS II

Country

Homepage

Responsible:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Contact person:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Foreseen externalisation of PM:

☐

2.6 PROJECT PARTNERS NON-EU

Project Partner 1

Official name of the institution and the involved department (in original language):

For the following cells of Project Partners 1,2,3 etc please refer to the guidance of 2.3 Lead Partner or 2.4 ERDF Lead Partner

Official English translation of the name of the institution and the involved department (if available):

Acronym (to be filled in for each PP):

Obligatory (see 2.3 LP)

Typology:

Legal status:

Official address:

Street and Number

Post code

Town/City

Location according NUTS II

Country

Homepage

Responsible:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Contact person:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Foreseen externalisation of PM:

Project Partner 2

Official name of the institution and the involved department (in original language):

Official English translation of the name of the institution and the involved department (if available):

Acronym (to be filled in for each PP):

Typology:

Legal status:

Official address:

Street and Number

Post code

Town/City

Location according NUTS II

Country

Homepage

Responsible:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Contact person:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Foreseen externalisation of PM:

Project Partner 3

Official name of the institution and the involved department (in original language):

Official English translation of the name of the institution and the involved department (if available):

Acronym (to be filled in for each PP):

Typology:

Legal status:

Official address:

Street and Number

Post code

Town/City

Location according NUTS II

Country

Homepage

Responsible:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Contact person:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Foreseen externalisation of PM:

Project Partner 4

Official name of the institution and the involved department (in original language):

Official English translation of the name of the institution and the involved department (if available):

Acronym (to be filled in for each PP):

Typology:

Legal status:

Official address:

Street and Number

Post code

Town/City

Location according NUTS II

Country

Homepage

Responsible:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Contact person:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Foreseen externalisation of PM:

Project Partner 5

Official name of the institution and the involved department (in original language):

Official English translation of the name of the institution and the involved department (if available):

Acronym (to be filled in for each PP):

Typology:

Legal status:

Official address:

Street and Number

Post code

Town/City

Location according NUTS II

Country

Homepage

Responsible:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Contact person:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Foreseen externalisation of PM:

Project Partner 6

Official name of the institution and the involved department (in original language):

Official English translation of the name of the institution and the involved department (if available):

Acronym (to be filled in for each PP):

Typology:

Legal status:

Official address:

Street and Number

Post code

Town/City

Location according NUTS II

Country

Homepage

Responsible:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Contact person:

Last Name

First Name

Position

Telephone No

Fax No

E-mail

Foreseen externalisation of PM:

Project Partner 7

Official name of the institution and the involved department (in original language):

Official English translation of the name of the institution and the involved department (if available):

Acronym (to be filled in for each PP):

Typology:

Legal status:

Official address:

Street and Number

Post code

Location according NUTS II

Homepage

Town/City

Country

Responsible:

Last Name

First Name

Position

Telephone No

E-mail

Fax No

Contact person:

Last Name

First Name

Position

Telephone No

E-mail

Fax No

Foreseen externalisation of PM:

Project Partner 8

Official name of the institution and the involved department (in original language):

No additional PPs are possible! 8 Non- EU Project Partners is the maximum authorised.

Official English translation of the name of the institution and the involved department (if available):

Acronym (to be filled in for each PP):

Typology:

Legal status:

Official address:

Street and Number

Post code

Location according NUTS II

Homepage

Town/City

Country

Responsible:

Last Name

First Name

Position

Telephone No

E-mail

Fax No

Contact person:

Last Name

First Name

Position

Telephone No

E-mail

Fax No

Foreseen externalisation of PM:

3. PROJECT DESCRIPTION

3.1 PROBLEMS TO BE ADDRESSED

The problem or challenge and its severity, addressed in this project proposal shall be fully described here. Justify in which way the Alpine Space is particularly affected by the problem or challenge addressed. The relevance of the topic and the added value for the cooperation area shall be here demonstrated. (Field limited to 2000 characters)

3.2 OBJECTIVES OF THE PROJECT

The project objectives should meet the programme objectives (see Operational Programme chapter 2), the ToRs (Terms of Reference of the call for project applicants) and operate for achieving strategically important aims at several territorial levels, such as the EU, the programme area, participating states and regions.

Define precisely the objectives of the project and describe their relevance and consistency in relation to the problem mentioned above in 3.1. Please consider, whenever possible, quantifying your objective(s) (e.g. "increase the share of public transport users by 10% in 2 years in the targeted areas")

(Field limited to 2000 characters)

3.3 REASONS FOR TRANSNATIONAL APPROACH

Why can the problem identified be better addressed at transnational level than at national, regional or local level? Describe the benefits and advantages of a transnational approach for the project and for the planned objectives. The genuine transnational character and the transnational added value shall be explicated here below. (Field limited to 1000 characters)

3.4 METHODOLOGICAL APPROACH

Please describe the methodological approach used to achieve the objectives of the project. Focus on the way the project makes steps from data to concrete actions or from the actual state of the art to the objectives foreseen (e.g. the chain knowledge exchange-tools-strategy-actions-results- potential investments' preparation should be presented). Describe the key actions to be undertaken to reach your objectives (cross reference with Section 4). (Field limited to 1000 characters)

3.5 RESULTS AND EFFECTS OF THE PROJECT

3.5.1 EXPECTED RESULTS

Define clearly the expected joint results of the project. Results are the immediate advantages of carrying out activities (e.g. number of regional policy changes, number of integrated energy plans ready for implementation, number of risk prevention measures adopted etc.). Quantify the expected results each time it is appropriate. (Field limited to 1500 characters)

3.5.2 USE OF RESULTS

*Please list the target group(s), political/decision making bodies, the end users of the project results and explain why they are the ones to be addressed.
The strategy and means foreseen to ensure the results' transfer to the policy level and the dissemination in general shall be clearly described here.*

Please note that the dissemination and transfer of project results also constitute a main part of the project's communication strategy as set out in WP 3. When filling in WP 3, please do not copy/paste the content of this section, but point out the essentials. (Field limited to 1000 characters)

3.5.3 SUSTAINABILITY OF RESULTS AND LONG LASTING EFFECTS OF THE PROJECT

Describe here the long lasting effects of the project results. Present how the sustainability of results will be ensured and monitored (by which means and initiatives; by whom). (Field limited to 1000 characters)

3.6 POSSIBLE INTERNAL OR EXTERNAL CONSTRAINTS DURING AND AFTER PROJECT IMPLEMENTATION

Give information, if relevant on the identified factors which could endanger the implementation and/or finalisation of the project. If no constraints have been identified, please write down, that no constraints have been identified. (Field limited to 1000 characters)

3.7 COHERENCE WITH THE PROGRAMME

3.7.1 COHERENCE WITH THE PROGRAMME OBJECTIVES

Demonstrate in which way the project is aligned and coherent with the objectives of the Alpine Space Programme (see Operational Programme chapter 2.2).
Moreover, demonstrate in which way the project is aligned with and meets the Terms of Reference (ToRs) of the call. (Field limited to 1000 characters)

3.7.2 REFERENCE TO THE GUIDING PRINCIPLE "INTEGRATED APPROACH"

Please refer to the guiding principles presented in the Operational Programme (OP) chapter 2.3.2.
(Field limited to 750 characters)

3.7.3 REFERENCE TO THE GUIDING PRINCIPLE "INNOVATIVE APPROACH"

Please refer to the guiding principles presented in the OP chapter 2.3.2.
(Field limited to 750 characters)

3.7.4 REFERENCE TO THE GUIDING PRINCIPLES OF "EQUAL OPPORTUNITY" AND "SUSTAINABLE DEVELOPMENT"

Please refer to the guiding principles presented in the OP chapter 2.3.2.
(Field limited to 750 characters)

3.7.5 REFERENCE TO THE GUIDING PRINCIPLE "MOUNTAIN-ORIENTED APPROACH"

Please refer to the guiding principles presented in the OP chapter 2.3.2.
(Field limited to 750 characters)

3.8 GEOGRAPHICAL FLEXIBILITY

3.8.1 ADDED VALUE OF THE PARTICIPATION OF THE PP LOCATED OUTSIDE THE COOPERATION AREA

Please describe the added value of the participation of the Project Partner (PP) here. Consider that the ERDF funds dedicated to the PP located outside the area are limited to 20% of the ERDF budget of the project. Refer to Factsheet 2.4. Further information shall be inserted in the table section 6.3. (Field limited to 750 characters)

3.8.2 ADDED VALUE OF THE IMPLEMENTATION OF ACTIVITIES OUTSIDE THE EU

Please describe the added value of the implementation of the of activities outside the EU here. Consider that the ERDF funds dedicated to the actions located outside the EU territory are limited to 10% of the ERDF budget of the project. Refer to Factsheet 2.4. Further information shall be inserted in the table section 6.3. (Field limited to 750 characters)

3.9 CATEGORIES OF EXPENDITURE

Category of expenditure concerned:

Categories of expenditure are necessary for programme administration. Please select the most relevant for your project from the drop-down menu.

3.10 PARTICIPATION IN PREVIOUS PROJECTS UNDER THE INTERREG IIIB PROGRAMME "ALPINE SPACE" 2000-2006 OR THE EUROPEAN TERRITORIAL COOPERATION PROGRAMME "ALPINE SPACE" 2007-2013

Please insert information on the participation in previously approved projects under INTERREG IIIB or European Territorial Cooperation Programme Alpine Space 2007-2013. The information can be presented briefly by listing the name of the PP and the concerned project. Please be aware that this question applies to each and every single project partner. (Field limited to 500 characters)

3.11 USE OF RESULTS OF PREVIOUS PROJECTS UNDER THE INTERREG IIIB PROGRAMME "ALPINE SPACE" 2000-2006 OR THE EUROPEAN TERRITORIAL COOPERATION PROGRAMME "ALPINE SPACE" 2007-2013

The results and experience of previous projects shall be exploited as mentioned in the OP chapter 2.3.1 "capitalisation of results" page 47 . If it is the case, mention the names of the projects or programmes having links to your project. It is not penalising if the project proposal is not connected to already implemented projects. Please insert information on the use of results of the above mentioned projects/programmes by listing the name of the project and the related result(s).

Note: this question applies to each and every single PP.

(Field limited to 1000 characters)

3.12 COOPERATION WITH RUNNING OR APPLYING PROJECTS OF THE EUROPEAN TERRITORIAL COOPERATION PROGRAMME "ALPINE SPACE" 2007-2013

Please describe well the links and synergies with other projects. List only the project(s) specifically relevant for the topic of the current project.

Note: this question applies to each and every single PP.

(Field limited to 1000 characters)

3.13 LINKS AND SYNERGIES TO OTHER RELEVANT EUROPEAN OR INTERNATIONAL PROJECTS OR PROGRAMMES

Please list the links to other relevant projects or programmes (e.g. EU Mainstream Objective 1 & 2; European Territorial Cooperation; Regions for Economic Change; Other EU programmes and initiatives).
International contributions other than EU funds are allowed for funding projects. Please specify in this section from which other funds the project is benefiting from (e.g. UNESCO/other funds) and indicate the amount. This contribution shall be shown in the financial tables of the Application Form (included under "National public funds"). Remember that the project, in whole or in part, should not benefit from any other EU funding during the programming period.
Note: this question applies to each and every single PP.
(Field limited to 1000 characters)

3.14 INDICATORS

Output indicators	Target value
Indicators of the chosen Programme priority will be listed here.	Insert a number ≥ 0
Indicators of the chosen Programme priority will be listed here.	
Indicators of the chosen Programme priority will be listed here.	
Indicators of the chosen Programme priority will be listed here.	
Indicators of the chosen Programme priority will be listed here.	
Indicators of the chosen Programme priority will be listed here.	
Result indicators	Target value
Indicators of the chosen Programme priority will be listed here.	Insert a number ≥ 0
Indicators of the chosen Programme priority will be listed here.	
Does your project unlock public investments other than the project co-financing?	Please select from the drop-down menu.
Does your project unlock private investments other than the project co-financing?	Please select from the drop-down menu.
Project specific indicators	Target value
In case you want to further specify the indicators, you can list one project specific output indicator and one project specific result indicator here.	Insert a number ≥ 0
Do not copy the pre-defined indicators listed above and feel free to leave this sub-section empty in case you do not want to define any project specific indicators.	
I&P Indicators	Target value
Number of media appearance (printed press, radio, TV)	Insert a number ≥ 0
Number of participants to public project events	
Number of produced and disseminated project publications	

Work Packages

In order to ease the management of the project, applicants are asked to divide the project into components – **Work Packages** (WPs). A WP is a cluster of actions within the project, which are interlinked thematically (e.g. activities contributing to the achievement of the same expected result(s)).

In this section "4. Work Plan", you should define up to eight WPs by which you plan to realise the objectives of the project (the first three WPs have been predefined by the programme, please consider that WP1 is not obligatory).

Please indicate titles for the WPs not pre-defined. The title should preferably reflect the focus of the WP (e.g. Environmental Analysis).

Please make sure that the compatibility of the WP with the overall aim of the project is visible and that there is a clear linkage between the WPs.

Each WP should contain a comprehensible presentation of the planned **actions** (maximum 5 per WP) in the context of the entire WP. The different actions allow an easy understanding on the progress of the WP which can be checked over the implementation period (please fill in the foreseen timetables carefully).

The main planned **outputs** of the activities (concrete products, services, deliverables) within the WP are to be indicated and quantified. Please explain to what extent the outputs to be achieved within the WP are in line with the strategic focus of the WP and the expected results.

Insert each partner's **activities** and contribution to the WP. The budget share, ERDF and CTA related to each single WP shall be specified.

4. WORK PLAN

4.1 WORKPACKAGE (WP) PLAN

These costs cover the **preparation activities** and meetings held before the operative phase of the project (cost categories "staff" and "external experts and services") - not obligatory. Content work related to the project implementation (e.g. studies) is not eligible.

WP 1	Project Preparation		The first written contact (FWC) is the first official contact the project had with an Alpine Space Programme body (e.g. submission of a project idea to the JTS). The starting date of implementation cannot be before this date.	
TIMEFRAME:	First written contact:		The starting date of implementation defines the starting date of eligibility (from that date on expenses can be co-funded).	
	Starting date of implementation:			
	Closure date of implementation:			
WP BUDGET:	Total project costs:			This information will be transferred automatically from section 6.2
	ERDF:			
WP RESPONSIBLE:		Please select from the drop-down menu.		
COMMON TRANSNATIONAL ACTIVITY:	Implementation of CTA foreseen:			
	Number of CTAs foreseen (max 3):			
	CTA 1:	Please summarise in a few words the content of the CTA.	Implementing PP:	Please select from the drop-down menu the PP that will implement the CTA.
			CTA budget:	Please indicate the planned budget
			Common Transnational Activities (CTA) are those activities carried out by a single partner to the benefit of the whole project partnership, and whose costs are shared by all or some PPs. See Factsheet 6.6.	
ACTIONS WITHIN THIS WP:	Action 1.1:	The actions are the transnational cumulative activities of the PPs involved in this WP (e.g. Coordination of activities of several centres of excellence and SME).		
	Action 1.2:			
	Action 1.3:			
	Action 1.4:			
	Action 1.5:			
EXPECTED OUTPUTS:	Outputs are the products of the actions (e.g. number of events for SME, innovative public transport models, kilometres of riverbed cleaned). Please quantify each time it is appropriate. (Field limited to 500 characters)			
DETAILED ACTIVITIES OF SINGLE PP:	Activities are the actions of the single PPs. The activities should be localised (e.g. action of 1 centre of excellence with SME on national/regional or local level). (Field limited to 750 characters)			
	(Field limited to 750 characters)			
	(Field limited to 750 characters)			
DURATION - WP 1				
Year				
Month				
Action 1.1	As soon the timeframe and the actions above are indicated, the cells will turn green and the heading will be generated. Please fill in this green cells carefully by using "x" for each month in which activities shall be implemented.			
Action 1.2				
Action 1.3				
Action 1.4				
Action 1.5				
Total				

WP 2	Project Management		Obligatory Work Package to be filled in.									
TIMEFRAME:	Starting date of implementation:											
	Closure date of implementation:											
WP BUDGET:	Total project costs:											
	ERDF:											
WP RESPONSIBLE:												
COMMON TRANSNATIONAL ACTIVITY:	Implementation of CTA foreseen:											
	Number of CTAs foreseen (max 3):											
	CTA 1:		Implementing PP:		CTA budget:							
ACTIONS WITHIN THIS WP:	Action 2.1:	The actions are the transnational cumulative activities of the PPs involved in this WP (e.g. Coordination of activities of several centres of excellence and SME).										
	Action 2.2:											
	Action 2.3:											
	Action 2.4:											
	Action 2.5:											
EXPECTED OUTPUTS:	Outputs are the products of the actions (e.g. number of events for SME, innovative public transport models, kilometres of riverbed cleaned). Please quantify each time it is appropriate. (Field limited to 500 characters)											
DETAILED ACTIVITIES OF SINGLE PP:	Activities are the actions of the single PPs. The activities should be localised (e.g. action of 1 centre of excellence with SME on national/regional or local level). (Field limited to 750 characters)											
	(Field limited to 750 characters)											
	(Field limited to 750 characters)											
DURATION - WP 2												
Year												
Month												
Action 2.1												
Action 2.2												
Action 2.3												
Action 2.4												
Action 2.5												
Total												

WP 3	Information and Publicity (I&P)		Obligatory Work Package to be filled in. Please make sure this WP is in line with the programme's requirements as outlined in Factsheet 6.7 "Information and Publicity". There you can also find further guidance to fill in the right information below.			
TIMEFRAME:	Starting date of implementation:					
	Closure date of implementation:					
WP BUDGET:	Total project costs:					
	ERDF:					
WP RESPONSIBLE:						
LINKAGE TO OTHER WP:			Note: as you can see under "expected outputs", it is requested to keep the website online for 2 years after project closure. This expiry date shall not be taken into account for the calculation of the closure date of implementation.			
COMMUNICATION STRATEGY:	<p>Who do you want to reach and why?</p> <p>- Define your communication objectives: they should be both <u>general</u> (e.g. to raise awareness of the general public on the project and the added value of transnational cooperation, to disseminate project results), and also <u>project specific</u> (e.g. inform the general public on project activities).</p> <p>- Identify your target groups: Who do you want to reach with the objectives described above? Who is interested in/will use your results? Note: in addition to project specific target groups, the I&P activities shall also be addressed to the media and the general public.</p> <p>Note: One of your main objective should be to widely disseminate and transfer your project results (as already described in part 3.5.2 of this Application Form). However you should demonstrate that I&P is an integrated part of your project through the whole project cycle and does not only start in the final project phase with the dissemination of results. (Field limited to 1000 characters)</p>					
DISSEMINATION PLAN:	<p>How do you intend to reach the objectives and target groups described above?</p> <p>Describe your communication activities and channels.</p> <p>Try to make clear how you tailor activities to your target groups.</p> <p>(Field limited to 1000 characters)</p>					
COMMON TRANSNATIONAL ACTIVITY:	Implementation of CTA foreseen:					
	Number of CTAs foreseen (max 3):					
	CTA 1:		Implementing PP:		CTA budget:	
ACTIONS WITHIN THIS WP:	Action 3.1:	The actions are the transnational cumulative activities of the PPs involved in this WP (e.g. PR campaign/I&P strategy through press conferences in each region).				
	Action 3.2:					
	Action 3.3:					
	Action 3.4:					
	Action 3.5:					
EXPECTED OUTPUTS:	Visual identity: (obligatory: project logo)	A minimum requirement is to create and use a professional project logo. A corporate design/visual identity is highly recommended to increase the project's visibility.				
	Project website: (obligatory)	A website at least in English should be set up and on-line for 2 years after project closure.				
	Publications: (obligatory: project result booklet)	The production and dissemination of a printed booklet containing the main project results at least in English language is obligatory.				
	Public events: (obligatory: final event)	It is obligatory to organise at least 1 public final event at least in English. If you plan a kick off event, it is recommended to open it for the media and the public too.				
	Media communication: (highly recommended)	Please be aware that regular communication with the media is highly recommended (e.g. through press releases, press field trips or press conferences, direct briefings etc.).				

DETAILED ACTIVITIES OF SINGLE PP:	<i>The activities are carried out by the single PPs. (e.g. press conferences in the different PPs region for the PR campaign/I&P strategy action). (Field limited to 750 characters)</i>																													
	<i>(Field limited to 750 characters)</i>																													
	<i>(Field limited to 750 characters)</i>																													
DURATION - WP 3																														
Year																														
Month																														
Action 3.1																														
Action 3.2																														
Action 3.3																														
Action 3.4																														
Action 3.5																														
Total																														

WP 4	Please insert the title here. It should reflect the content of the WP.									
TIMEFRAME:	Starting date of implementation:					WP4 to WP8 are Content Work Packages. At least 3 should be filled in.				
	Closure date of implementation:									
WP BUDGET:	Total project costs:									
	ERDF:									
WP RESPONSIBLE:										
CONTRIBUTION TO THE PROJECT'S MAIN OBJECTIVES:	(Field limited to 500 characters)									
LINKAGE TO OTHER WP:	(Field limited to 500 characters)									
COMMON TRANSNATIONAL ACTIVITY:	Implementation of CTA foreseen:									
	Number of CTAs foreseen (max 3):									
	CTA 1:				Implementing PP:				CTA budget:	
ACTIONS WITHIN THIS WP:	Action 4.1:	The actions are the transnational cumulative activities of the PPs involved in this WP (e.g. Coordination of activities of several centres of excellence and SME).								
	Action 4.2:									
	Action 4.3:									
	Action 4.4:									
	Action 4.5:									
EXPECTED OUTPUTS:	Outputs are the products of the actions (e.g. number of events for SME, innovative public transport models, kilometres of riverbed cleaned). Please quantify each time it is appropriate. (Field limited to 500 characters)									
DETAILED ACTIVITIES OF SINGLE PP:	The activities are carried out by the single PPs. The activities should be localised (e.g. action of 1 centre of excellence with SME on national/regional or local level). If relevant, indicate here the pilot activities. (Field limited to 750 characters)									
	(Field limited to 750 characters)									
	(Field limited to 750 characters) Please note that when submitting the 1st Progress Report (PR1) of your project, the forms "Pilot Activities" will have to be filled in with complementary information on the pilots and their location.									
DURATION - WP 4										
Year										
Month										
Action 4.1										
Action 4.2										
Action 4.3										
Action 4.4										
Action 4.5										
Total										

WP 5										
TIMEFRAME:	Starting date of implementation:									
	Closure date of implementation:									
WP BUDGET:	Total project costs:									
	ERDF:									
WP RESPONSIBLE:										
CONTRIBUTION TO THE PROJECT'S MAIN OBJECTIVES:	(Field limited to 500 characters)									
LINKAGE TO OTHER WP:	(Field limited to 500 characters)									
COMMON TRANSNATIONAL ACTIVITY:	Implementation of CTA foreseen:									
	Number of CTAs foreseen (max 3):									
	CTA 1:				Implementing PP:				CTA budget:	
ACTIONS WITHIN THIS WP:	Action 5.1:	The actions are the transnational cumulative activities of the PPs involved in this WP (e.g. Coordination of activities of several centres of excellence and SME).								
	Action 5.2:									
	Action 5.3:									
	Action 5.4:									
	Action 5.5:									
EXPECTED OUTPUTS:	Outputs are the products of the actions (e.g. number of events for SMEs, innovative public transport models, kilometres of riverbed cleaned). Please quantify each time it is appropriate. (Field limited to 500 characters)									
DETAILED ACTIVITIES OF SINGLE PP:	The activities are carried out by the single PPs. The activities should be localised (e.g. action of 1 centre of excellence with SME on national/regional or local level). If relevant, indicate here the pilot activities. (Field limited to 750 characters)									
	(Field limited to 750 characters)									
	(Field limited to 750 characters)									
	<div style="border: 1px solid black; padding: 5px;"> Please note that when submitting the 1st Progress Report (PR1) of your project, the forms "Pilot Activities" will have to be filled in with complementary information on the pilots and their location. </div>									
DURATION - WP 5										
Year										
Month										
Action 5.1										
Action 5.2										
Action 5.3										
Action 5.4										
Action 5.5										
Total										

WP 6										
TIMEFRAME:	Starting date of implementation:									
	Closure date of implementation:									
WP BUDGET:	Total project costs:									
	ERDF:									
WP RESPONSIBLE:										
CONTRIBUTION TO THE PROJECT'S MAIN OBJECTIVES:	(Field limited to 500 characters)									
LINKAGE TO OTHER WP:	(Field limited to 500 characters)									
COMMON TRANSNATIONAL ACTIVITY:	Implementation of CTA foreseen:									
	Number of CTAs foreseen (max 3):									
	CTA 1:		Implementing PP:		CTA budget:					
ACTIONS WITHIN THIS WP:	Action 6.1:	The actions are the transnational cumulative activities of the PPs involved in this WP (e.g. Coordination of activities of several centres of excellence and SME).								
	Action 6.2:									
	Action 6.3:									
	Action 6.4:									
	Action 6.5:									
EXPECTED OUTPUTS:	Outputs are the products of the actions (e.g. number of events for SMEs, innovative public transport models, kilometres of riverbed cleaned). Please quantify each time it is appropriate. (Field limited to 500 characters)									
DETAILED ACTIVITIES OF SINGLE PP:	The activities are carried out by the single PPs. The activities should be localised (e.g. action of 1 centre of excellence with SME on national/regional or local level). If relevant, indicate here the pilot activities. (Field limited to 750 characters)									
	(Field limited to 750 characters)									
	(Field limited to 750 characters)									
	<div style="border: 1px solid black; padding: 5px;"> Please note that when submitting the 1st Progress Report (PR1) of your project, the forms "Pilot Activities" will have to be filled in with complementary information on the pilots and their location. </div>									
DURATION - WP 6										
Year										
Month										
Action 6.1										
Action 6.2										
Action 6.3										
Action 6.4										
Action 6.5										
Total										

WP 7										
TIMEFRAME:	Starting date of implementation:									
	Closure date of implementation:									
WP BUDGET:	Total project costs:									
	ERDF:									
WP RESPONSIBLE:										
CONTRIBUTION TO THE PROJECT'S MAIN OBJECTIVES:	(Field limited to 500 characters)									
LINKAGE TO OTHER WP:	(Field limited to 500 characters)									
COMMON TRANSNATIONAL ACTIVITY:	Implementation of CTA foreseen:									
	Number of CTAs foreseen (max 3):									
	CTA 1:		Implementing PP:		CTA budget:					
ACTIONS WITHIN THIS WP:	Action 7.1:	The actions are the transnational cumulative activities of the PPs involved in this WP (e.g. Coordination of activities of several centres of excellence and SME).								
	Action 7.2:									
	Action 7.3:									
	Action 7.4:									
	Action 7.5:									
EXPECTED OUTPUTS:	Outputs are the products of the actions (e.g. number of events for SMEs, innovative public transport models, kilometres of riverbed cleaned). Please quantify each time it is appropriate. (Field limited to 500 characters)									
DETAILED ACTIVITIES OF SINGLE PP:	The activities are carried out by the single PPs. The activities should be localised (e.g. action of 1 centre of excellence with SME on national/regional or local level). If relevant, indicate here the pilot activities. (Field limited to 750 characters)									
	(Field limited to 750 characters)									
	(Field limited to 750 characters)									
<div style="border: 1px solid black; padding: 5px;"> Please note that when submitting the 1st Progress Report (PR1) of your project, the forms "Pilot Activities" will have to be filled in with complementary information on the pilots and their location. </div>										
DURATION - WP 7										
Year										
Month										
Action 7.1										
Action 7.2										
Action 7.3										
Action 7.4										
Action 7.5										
Total										

WP 8										
TIMEFRAME:	Starting date of implementation:									
	Closure date of implementation:									
WP BUDGET:	Total project costs:									
	ERDF:									
WP RESPONSIBLE:										
CONTRIBUTION TO THE PROJECT'S MAIN OBJECTIVES:	(Field limited to 500 characters)									
LINKAGE TO OTHER WP:	(Field limited to 500 characters)									
COMMON TRANSNATIONAL ACTIVITY:	Implementation of CTA foreseen:									
	Number of CTAs foreseen (max 3):									
	CTA 1:		Implementing PP:		CTA budget:					
ACTIONS WITHIN THIS WP:	Action 8.1:	The actions are the transnational cumulative activities of the PPs involved in this WP (e.g. Coordination of activities of several centres of excellence and SME).								
	Action 8.2:									
	Action 8.3:									
	Action 8.4:									
	Action 8.5:									
EXPECTED OUTPUTS:	Outputs are the products of the actions (e.g. number of events for SMEs, innovative public transport models, kilometres of riverbed cleaned). Please quantify each time it is appropriate. (Field limited to 500 characters)									
DETAILED ACTIVITIES OF SINGLE PP:	The activities are carried out by the single PPs. The activities should be localised (e.g. action of 1 centre of excellence with SME on national/regional or local level). If relevant, indicate here the pilot activities. (Field limited to 750 characters)									
	(Field limited to 750 characters)									
	(Field limited to 750 characters)									
	Please note that when submitting the 1st Progress Report (PR1) of your project, the forms "Pilot Activities" will have to be filled in with complementary information on the pilots and their location.									
DURATION - WP 8										
Year										
Month										
Action 8.1										
Action 8.2										
Action 8.3										
Action 8.4										
Action 8.5										
Total										

4.2 MILESTONE PLAN

DESCRIPTION OF MILESTONE		DATE OF PLANNED ACHIEVEMENT	
<p>Milestones are linked with content objectives and overall project results. The project should have up to 3 milestones in its whole duration period (start/end date of project are not milestones). Please remember that a milestone is an objective in time (milestones are not linked with administration fulfillments and reporting deadlines set by the Programme). Please give a short description (up to 250 characters) and insert the foreseen date of achievement.</p>			

5. TIME SCHEDULE

This section is generated automatically from the data inserted in section 4.

	2007												2008												2009											
Title of WP	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
WP 1 Project Preparation																																				
WP 2 Project Management																																				
WP 3 Information and Publicity (I&P)																																				
WP 4																																				
WP 5																																				
WP 6																																				
WP 7																																				
WP 8																																				
	2010												2011												2012											
Title of WP	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
WP 1 Project Preparation																																				
WP 2 Project Management																																				
WP 3 Information and Publicity (I&P)																																				
WP 4																																				
WP 5																																				
WP 6																																				
WP 7																																				
WP 8																																				
	2013												2014																							
Title of WP	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12												
WP 1 Project Preparation																																				
WP 2 Project Management																																				
WP 3 Information and Publicity (I&P)																																				
WP 4																																				
WP 5																																				
WP 6																																				
WP 7																																				
WP 8																																				

6. PROJECT FINANCING

This amount shall include public funds coming from local, regional and national level.

6.1 FUNDING OVERVIEW AND COST CATEGORY SPLIT DOWN

Please be aware that you can only fill in this section after completing Section 2 (when you have defined the acronyms for the participating partners). In case the figures you typed in turn red, this means wrong/incoherent figures have been indicated. Please make the necessary corrections.

	Planned total costs (a)	Planned revenues (b)	Planned funds EU-PP				Planned funds non EU-PP (f)	% of project funds
			Total (c)	ERDF (d)	National public (e)	Co-funding rate		
LP	0	0	0	0	0		0	
Staff	(c) is the result of (a)-(b). It has to be coherent with (d)+(e) and the total of the cost categories.		0	Indicate the national public funds first . It will then be checked automatically that the co-funding rate does not exceed 76%.			0	
External experts & services			0				0	
Investment			0				0	
General expenses			0				0	
Financial charges & guarantee costs			0				0	
PP 1 Obligatory (see 2.3 LP)	0	0	0	0	0		0	
Staff			0	0	0		0	
External experts & services			0				0	
Investment			0				0	
General expenses			0				0	
Financial charges & guarantee costs			0	0	0		0	
Non EU PP 1	0	0	0	0	0		0	
Staff			0	0	0		0	
External experts & services			0	0	0		0	
Investment			0	0	0		0	
General expenses			0	0	0		0	
Financial charges & guarantee costs			0	0	0		0	
Total	0	0	0	0	0		0	
Staff	0	0	0	0	0		0	
External experts & services	0	0	0	0	0		0	
Investment	0	0	0	0	0		0	
General expenses	0	0	0	0	0		0	
Financial charges & guarantee costs	0	0	0	0	0		0	

(f) is the result of (a)-(b). It has to be coherent with the total of the cost categories.

6.2 OVERVIEW PER REPORTING PERIOD

This table will be the basis for the monitoring of the financial performance of the project. Please make sure that the indications are coherent with the work plan (section 4) and time schedule (section 5). Only the cells in green shall be filled in. All other cells will be filled in automatically or are not relevant for your project. In case that the figures you typed in turn red, this means wrong/incoherent figures have been indicated (the total of the indicated funds per PP has to be in line with the indicated total funds in section 6.1.) Please make the necessary corrections.

	RP 1		RP 2		RP 3		RP 4		RP 5		TOTAL		
	Total funds	ERDF	Total funds	ERDF	Total funds	ERDF	Total funds	ERDF	Total funds	ERDF	Total funds	ERDF	% of budget
	The periods will be indicated automatically on the basis of the defined time schedule in section 5.												
WP 1 Project Preparation	0	0	0	0	0	0	0	0	0	0	0	0	
LP											0	0	
PP 1 Obligatory (see 2.3 LP)											0	0	
Non EU PP 1											0	0	
WP 2 Project Management	0	0	0	0	0	0	0	0	0	0	0	0	
LP											0	0	
PP 1 Obligatory (see 2.3 LP)											0	0	
Non EU PP 1											0	0	
WP 3 Information and Publicity	0	0	0	0	0	0	0	0	0	0	0	0	
LP											0	0	
PP 1 Obligatory (see 2.3 LP)											0	0	
Non EU PP 1											0	0	
WP 4	0	0	0	0	0	0	0	0	0	0	0	0	
LP											0	0	
PP 1 Obligatory (see 2.3 LP)											0	0	
Non EU PP 1											0	0	
WP 5	0	0	0	0	0	0	0	0	0	0	0	0	
LP											0	0	
PP 1 Obligatory (see 2.3 LP)											0	0	
											0	0	
Non EU PP 1											0	0	
WP 6	0	0	0	0	0	0	0	0	0	0	0	0	
LP											0	0	
PP 1 Obligatory (see 2.3 LP)											0	0	
											0	0	
Non EU PP 1											0	0	
WP 7	0	0	0	0	0	0	0	0	0	0	0	0	
LP											0	0	
PP 1 Obligatory (see 2.3 LP)											0	0	
											0	0	
Non EU PP 1											0	0	
WP 8	0	0	0	0	0	0	0	0	0	0	0	0	
LP											0	0	
PP 1 Obligatory (see 2.3 LP)											0	0	
											0	0	
Non EU PP 1											0	0	
All WP	0	0	0	0	0	0	0	0	0	0	0	0	
LP	0	0	0	0	0	0	0	0	0	0	0	0	
PP 1 Obligatory (see 2.3 LP)	0	0	0	0	0	0	0	0	0	0	0	0	

	RP 1		RP 2		RP 3		RP 4		RP 5		TOTAL		
	Total funds	ERDF	Total funds	ERDF	Total funds	ERDF	Total funds	ERDF	Total funds	ERDF	Total funds	ERDF	% of budget
	<i>The periods will be indicated automatically on the basis of the defined time schedule in section 5.</i>												
Non EU PP 1	0	0	0	0	0	0	0	0	0	0	0	0	

6.3 OVERVIEW ON PLANNED ACTIVITIES IMPLEMENTED OUTSIDE THE EU THAT SHALL BE COFUNDED

Please indicate the total funds dedicated to this activity here. The ERDF funds will be generated automatically on the basis of the PP's co-funding rate calculated in section 6.1.

Description of Activities	Location of Implementation	Implementing PP		Concerned WP	Total funds	ERDF
Please describe here the activities that will be implemented outside. (Field limited to 130 characters)	Please indicate here the location of implementation as detailed as possible (at least NUTS III level).		Please select the PP (from the drop-down menu) which will implement the activity.	Please select the WP (from the drop-down menu) the activity belongs to.		
<div>This table shall be compatible with section 3.8.2. Do list only activities in the territory, but do not insert travels (e.g. to conferences). Note - any activities implemented by PPs coming from Switzerland or Liechtenstein are not to be listed here as such expenditures cannot be covered by ERDF.</div>						
TOTAL					0	0

6.4 OVERVIEW ON INVESTMENTS

Please indicate the total funds dedicated to the investment here. The ERDF funds will be generated automatically on the basis of the PP's co-funding rate calculated in section 6.1. Please consider that this figure will be counterchecked with the one indicated under the cost category "investments" in section 6.1. In case of any incoherencies the total will turn red. In that case please revise the indications correspondingly.

Description of Investment	Location of Implementation	Implementing PP		Concerned WP	Total funds	ERDF
Please describe here in detail the investment. For more details on the kind of investments that can be co-funded, please have a look on chapter 3 of the Eligibility Rules.	Please indicate here the location of implementation as detailed as possible (at least NUTS III level).		Please select the PP (from the drop-down menu) which will implement the activity.	Please select the WP (from the drop-down menu) the activity belongs to.		
TOTAL					0	0

7. ADDITIONAL INFORMATION

*If you have any additional information you consider relevant please feel free to insert it in this cell.
Note that this cell can remain empty.*

8. CONFIRMATION AND SIGNATURE

By signing the Application Form (AF), the Lead Partner (LP) confirms that the information in the AF is to the best of one's knowledge accurate and true.

By signing the AF, the LP confirms that the project, in whole or in part, has not and will not receive any other EU funding during the programming period.

By signing the AF, the LP confirms that it has carefully studied the relevant programme documents (Operational Programme (OP), Programme Implementation Handbook (PIH)) so that the LP is well informed about their content, especially the eligibility rules, the conditions for co-funding, the LP's obligations and the Managing Authority's (MA) right to withdraw from the subsidy contract.

By signing the AF, the LP takes note of the fact that the application will no longer be processed if the LP does not provide for any additional information requested by the Joint Technical Secretariat (JTS) or the MA.

By signing the AF, the LP confirms that the project partners listed in the AF are committed to take part in the project's activities and funding and that the LP as well as the project partners will obey the provisions of the relevant national and EU-regulations, especially regarding structural funds, public procurement, state aid as well as the specific provisions of the programme (OP, PIH).

Place and date:				
Signature of LP:	Stamp of LP:			
Name of signing person:				
Position of signing person:				

9. CHECK LIST

Please make sure that you can confirm the following:

I am aware that no additional documents other than the officially requested will be taken into account when assessing the project.	
The costs indicated in the sections 6 of the Application Form match (no figures are highlighted in red colour).	If you can answer all by "Yes", your application is then ready to be submitted.
Each PP has had at least one confirmed contact with its ACP.	
An electronic version of the Application Form will be provided within the fixed deadline to the JTS via upload through the programme website.	
A signed and stamped paper version will be submitted by the LP to the JTS via post. The package will be post-marked before the final deadline of the call for proposals.	