LIFE Capacity Building

Guidelines for applicants 2014

The current guidelines apply to the preparation of proposals to be submitted to the Contracting Authority for capacity-building projects as defined in article 2 and further described in article 19 (paragraphs 8 and 9) of the LIFE Regulation. They are intended to help the applicant prepare and submit the project proposal.

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The Financial Application Forms are contained in a separate file in Excel format.

Part 1: General Information

1. Introduction to LIFE

1.1 What is LIFE?

LIFE is the European **Programme for the Environment and Climate Action**, for the period from 1 January 2014 until 31 December 2020. The legal basis for LIFE is ***Regulation 1293/2013 of the European Parliament and of the Council of 11 December 2013***[1].

The LIFE Programme is structured in two sub-programmes: the sub-programme for Environment and the sub-programme for Climate Action. The overall financial envelope for the implementation of the LIFE Programme is EUR 3,456,655,000, 75% of which is allocated to the sub-programme Environment (EUR 2,592,491,250) and 25% of which is allocated to the sub-programme Climate Action.

1.2 What is LIFE Capacity Building?

According to Article 19(8) of the LIFE Regulation, those Member States which meet the eligibility criteria during the first multiannual work programme (covering the period 2014-2017) may each receive funding of up to one million Euro for one capacity-building project. The total budget available for this period is 15 million Euro.

The present call for capacity-building projects is the only call that will be launched for this type of project during the period 2014-2017.

Only national level public bodies responsible for implementation of LIFE in an eligible Member State in the European Union may apply for capacity-building projects. 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. The actions included in proposals for capacity-building projects must take place primarily within the territory of the Member State of the main applicant.

[1] Regulation (EU) No 1293/2013 of the European Parliament and of the Council of 11 December 2013, published in the Official Journal L 347/185 of 20 December 2013
http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:347:0185:0208:EN:PDF

1.3 Scope of Capacity Building projects to be co-financed under LIFE

Capacity-building projects provide financial support to activities required to build the capacity of Member States, including LIFE national or regional contact points, with a view to enabling Member States to participate more effectively in the LIFE Programme. Furthermore, they could support Member States to disseminate successful LIFE results in order to help potential applicants orient their actions and learn from this experience.

Experts may be procured to address ad-hoc gaps in technical and process capability. Experts may not be procured where their primary function is the drafting of proposals for submission under the annual LIFE calls for proposals.

1.4 How, where and when to submit a proposal?

LIFE applicants must submit their proposals using the forms included in this application guide and attaching all relevant documents.

Applications may be submitted on a rolling basis, to arrive at the following addresses no later than 16:00 Brussels local time on 30 September 2015:

By registered mail:	By private courier or delivered by hand:
CALL FOR PROPOSALS **"LIFE Capacity Building – Call 2014"** European Commission Executive Agency for Small and Medium-sized Enterprises (EASME), Unit B.3, COV 12/013 For the attention of Mrs Astrid GEIGER (Call coordinator **"LIFE Capacity Building – Call 2014"**) B – 1049 Brussels Belgium In this case, the evidence of delivery will be the date of dispatch on the deposit slip or postmark	CALL FOR PROPOSALS **"LIFE Capacity Building – Call 2014"** European Commission Executive Agency for Small and Medium-sized Enterprises (EASME), Unit B.3, COV 12/013 For the attention of Mrs Astrid GEIGER (Call coordinator **"LIFE Capacity Building – Call 2014"**) Avenue du Bourget 1 B-1140 Brussels (Evere) Belgium The Central Mail Sevice is open from 08.00 to 17.00 Monday to Thursday, and from 8.00 to 16.00 on Fridays. It is closed on Saturdays, Sundays and Commission holidays. In this case, the evidence of delivery will be the receipt of delivery, signed and dated by the central mail service.

Proposals must be placed inside two sealed envelopes. Both, the outer and inner envelopes should be addressed as indicated above. In addition, the inner envelope should be marked as follows:

Call for proposals "LIFE Capacity Building – Call 2014" "**NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT "** Executive Agency for Small and Medium-sized Enterprises (EASME) For the attention of Mrs Astrid GEIGER (Call coordinator) , Unit B.3, COV 12/013, 1049 Brussels

If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

Costs will be eligible retroactively as of the submission date of the proposal but not earlier than 1 July 2014 in case of successful evaluation and signature of the grant agreement (see also 1.8.6).

The proposal and all its annexes must be submitted as one complete printed version, containing all technical forms (i.e. A, B and C forms) and all financial forms (F forms). In addition, the proposal and all its obligatory annexes must be submitted on a CD-ROM or DVD, in an electronic format. The full title of the proposal should be clearly labelled on the CD-ROM/DVD.

On the CD-ROM/DVD, the proposal itself must be saved and submitted as **one** *"black and white only"* pdf document, including all technical forms (i.e. A, B and C forms) and all financial forms (F forms). These forms should be scanned 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 files scanned at a higher resolution in order to keep file sizes manageable, i.e. usually 10MB).

The electronic version of the proposal must be printable on a black-and-white printer, and in an A4 format. Where proposal forms are signed, beneficiaries are strongly advised to check whether the signatures are still identifiable on a printout of the form.

Note that applicants should retain the original Word and Excel files containing all of these forms, for possible use in preparation of the final grant agreements.

Additional documents/annexes, other than those required, submitted by applicants (e.g. brochures, CVs, additional information etc.) will not be evaluated and therefore applicants must not include any such material in the proposal.

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

Very important: Please note that the e-mail address specified by the applicant as the contact person's e-mail address in form A2 will be used by the Contracting Authority as the single contact point for all correspondence with the applicant during the evaluation procedure. It should therefore correspond to an e-mail account which is valid, active and checked on a regular basis throughout the duration of the evaluation procedure.

1.5. How to complete a LIFE Capacity Building project proposal?

As a general principle, all actions included in the project must be new and additional to the work undertaken by the applicant already. Actions must be clearly related to the objective(s), and be completed within the duration of the project.

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

A. Implementation actions,
B. Monitoring of the impact of the project actions,
C. Communication and dissemination actions,
D. Project management and quality control.

All staff costs will need to be attributed to these action types, including those of the project manager.

A. Implementation actions

These are the core actions through which the project will increase the capacity of the entity responsible at national level for implementation of the LIFE programme in the target EU Member State.

Actions may include (this is not an exhaustive list):

- preparation of technical documents (blueprints, preparation of inventories…), administrative or legal procedures needed to be carried out (consultation, call for tender, deliberations, training etc.).
- recruitment of new personnel for LIFE national or regional contact points;
- Training, workshops and meetings for the beneficiaries' staff, where these are required for the achievement of the project objectives.

- exchange and secondment programmes between public authorities in Member States, in particular 'best in class' exchange activities;
- The participation in and the organisation of networking (for example, with the competent authorities for LIFE in other Member States).
- facilitating exchanges of experience and best practices and promoting the dissemination and use of results of projects under the LIFE Programme;
- 'train the trainer' approaches;
- information activities to the general public and stakeholders aimed at facilitating the implementation of the LIFE programme.
- Translation costs
- helpdesk consultation regarding suitability of (draft) proposals
- financial/technical training on project management of ongoing projects
- promotion of joint projects to increase transitional scope, e.g. the establishment of a European LIFE network with other national authorities running capacity-building projects
- feedback on specific sectors/clusters with a view to future potential LIFE funding
- work with INEA, EEN and similar networks

Actions shall be complementary to activities **already planned/carried out** by National Contact Points as well as to on-going/future activities funded by national funds or other EU funding programmes, in particular Structural Funds.

Actions may not include (this is not an exhaustive list):

- research activities
- land purchase or lease
- activities to develop applications for specific projects
- activities to manage or provide technical assistance to ongoing LIFE projects

B. Monitoring of the impact of project actions

All projects will have to include monitoring actions to assess the actual impact of the implementation actions.

The implementation actions must lead to a measurable improvement of the capacity targeted by the project. Monitoring these effects should take place throughout the project and its results should be evaluated on a regular basis. In this regard, every project proposal must contain monitoring activities in order to measure the project's impact on the capacity problem targeted. Specific indicators must be used to measure the impact of the project, which should be coherent with the capacity weaknesses addressed and the type of activities planned during the project. The initial situation from which the project starts should be presented in the project application (see form B2a) and progress should be formally evaluated against it half-way through the project, at the end and two years after the end of the project. The monitoring of the project impact on the capacity level should allow the project management either to confirm the adequacy of the developed means to address the specific problems and threats, or to question these means and alternatively develop new ones. A change in the work programme, however, would be subject to approval of the contracting authority. At the end of the project, the beneficiaries should be able to quantify the progress achieved, in terms of impact on the capacity of the beneficiary country to access LIFE funds. They should also be able to document the project's impact on the integration, complementarity, synergies and replicability of the LIFE programme into policies, economic activities and other programmes.

A preliminary list of indicators is provided below and should be tailored to the project's objectives so that each objective is covered by at least one indicator:

Area	**Indicator**
Human resources	Number of new staff/personnel recruited
	Other, additional persons working on the Capacity Building project
	Number and level of staff/personnel trained
	Number of best practice exchanges organised between Member States (including number of participants)
	Number of staff participating in exchange and secondment programmes between Member States
Proposals	Number of (draft) proposals that consulted helpdesk
	Number of participants in financial/technical training offered
	Number of project proposals submitted as compared to previous years
	Number of successful proposals as compared to previous years
	Proportion of multinational consortia
Dissemination activities	Number of (specialised) media mentions / quotes
	Number of potential beneficiaries reached through (specialised) media
	Number of citizens, enterprises, local authorities, registered non-governmental (NGO) and other civil society organisations reached
Integration, complementation, synergies and replicability	Number of cases where results from LIFE projects were integrated into policies, economic activities and other programmes
	Number of proposals combining LIFE funding with other complementary funding programmes
	Number of projects with policy uptake
	Number of projects with dedicated action on (transnational) replication of project results

In the application forms, you are asked to provide data of a baseline as compared to what you want to achieve during the project. For some indicators this comparison is obligatory, for others it is of benefit if you are able to provide the data. Please note that indicators might be slightly revised during project revisions.

C. Communication and dissemination actions

Communication and dissemination actions should aim at facilitating the implementation of the LIFE programme, at increasing the capacity of the targeted Member State, and at informing the general public and stakeholders about the activities of the project.
The range of possible actions is large (media work, didactic work with local schools, seminars, workshops, brochures, leaflets, newsletters, DVDs, technical publications…), and those proposed should form a coherent package.

These actions typically include:

- **Media work** (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, publications, films, 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.

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 meetings or the financing of large-scale visitor infrastructures is only eligible if well-justified.

Note that a project web site is obligatory and should therefore be explicitly foreseen in the proposal. It could be integrated, if justified and distinguishable, in the well-established website of the applicant if existing. It should be maintained for the second programming period (until 2020).

D. Project management and quality control

Every project proposal must contain an appropriate amount of both project management and quality control 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, provided the coordinating beneficiary retains full and day to day control of the project. The proposal should clearly describe how this control will be guaranteed. The project management structure must be clearly presented (including an organigramme and details of the responsibilities of each function and organisation involved, and including how and by whom decisions on the project will be made during the project period as well as how and by whom the project management will be controlled). It is required that the project management staff has previous experience in project management.

- Quality control: it should be described, how the output and quality of contributions (e.g. of actions/brochures/reports) will be guaranteed.
- Commissioning of the obligatory external audit.

It is strongly recommended that the project coordinator be working full-time on only this project.

1.6 Administrative and financial information to be provided

Beneficiaries of LIFE projects may include: (1) *public bodies*, (2) *private commercial organisations* and (3) *private non-commercial organisations* (including NGOs). However, the coordinating beneficiary has to be a public body (see also point 1.2).

The term "public bodies" is defined as referring to national public authorities, regardless of their form of organisation – central, regional or local structure – and the various bodies under their control, provided these operate on behalf of and under the responsibility of the national public authority concerned. In the case of entities registered as private law bodies wishing to be considered for the purpose of this call as equivalent to "public law bodies", they should provide evidence proving that they comply with all criteria applying to bodies governed by public law and in the event the entity stops its activities, its rights and obligations, liability and debts will be transferred to a public body. For a complete definition, please refer to form A3b ("Public body declaration"). For capacity-building projects, applicants must demonstrate that they are public bodies by providing this "Public body declaration", fully completed, with a dated signature.

All applicants and associated beneficiaries must show their legal status (by completing application forms A2 or A5). In addition they must declare that they are not in any of the situations foreseen under art. 106(1) and 107 of the Financial Regulation n° 966/2012 of 25 October 2012 (JO L 298 of 26/10/2012)[2] (by signing the application form A3 or A4 – instructions for this are given in part 2 of these Guidelines).

1.7 How will LIFE Capacity Building projects be selected?

The Executive Agency for Small and Medium-sized Enterprises (EASME) is responsible for the evaluation procedure.

Applications for capacity-building projects will follow a fast-track award procedure. Considering the fact that pursuant to Article 19 (8) capacity-building projects can only be

[2] http://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1401265528476&uri=CELEX:32012R0966

allocated to a predefined number of Member States and one project per (eligible) Member State can be subsidised, there is no competition between Member States. Only one proposal per Member State can be submitted, and it is up to the Member States themselves to control this: the national authorities responsible for LIFE need to ensure coordination of different proposals from their country, if necessary, and ensure that maximum 1 proposal for the period 2014-2017 is being submitted. If more than 1 are being submitted at the same time, none of them will be evaluated and the Member State will be requested to submit anew.

Applications will be assessed on a rolling basis as they are received. Applications must be submitted before 30 September 2015 in order to be considered for the financing period 2014-2017.

Applications will be assessed to ensure compliance with the eligibility and selection criteria and with award thresholds listed below.

Grants will be signed upon successful conclusion of the evaluation process.

1.7.1 Eligibility and selection criteria

The applicant has to fulfil the following eligibility criteria:

– The applicant is a Member State (represented by an entity (a public body) responsible at national level for implementation of LIFE in an eligible Member State) for which the GDP per capita in 2012 was not above 105 % of the Union average,

  and either:

  - the average absorption level of the indicative national allocation for the years 2010, 2011 and 2012, as established under Article 6 of Regulation (EC) No 614/2007, is below 70 % or
  - the GDP per capita in 2012 was below 90 % of the Union average, or
  - accession to the Union was after 1 January 2013.

– The application contains a **capacity-building plan**, in which the Member State **commits**:

  - to maintain resources dedicated to the LIFE Programme, including staffing levels, at levels no lower than those in place in 2012 for the duration of the present MAWP;
  - to not apply for more than one capacity-building project at the same time nor for any further capacity-building project for the period 2014-2017, if the capacity-building project is granted.

Please see the applications forms, in particular A6, B2b and all C-Forms

The proposals must also demonstrate that the projects are of Union interest by making a significant contribution to the achievement of one of the general objectives of the LIFE Programme set out in Article 3.

1.7.2 Who may submit a proposal for a Capacity Building Project?

A proposal may be submitted (i.e. coordinated) only by an entity responsible at national level for implementation of the LIFE programme in an EU Member State.

Furthermore, all projects to be funded by LIFE must satisfy the eligibility criteria based on the definitions set out in Article 2 of the LIFE Regulation, and the award of projects shall be subject to the projects meeting minimum quality requirements in conformity with the relevant provisions of Regulation (EU, Euratom) No 966/2012 of 25 October 2012 (JO L 298 of 26/10/2012)[3].

The eligibility criteria formulated in Commission notice Nr.2013/C-205/05 (OJEU C-205 of 19/07/2013, pp. 9-11), concerning the eligibility of Israeli entities and their activities in the territories occupied by Israel since June 1967 for grants, prizes and financial instruments funded by the EU from 2014 onwards, shall apply for all actions under this call for proposals, including with respect to third parties referred to in article 137 of the Financial Regulation.

1.7.3 Award criteria

The merit of all eligible proposals will be evaluated and scored according to the following award criteria and scoring system:

Award criteria	**Minimum pass score***	**Maximum score**
Technical coherence and quality	15	30
Financial coherence and quality	10	20
Comprehensiveness of the approach in relation to the identified weaknesses leading to the Member State's low participation in LIFE+ 2010-2012 programmes	15	30
Presentation of the expected improvement of the ability to promote integration, complementarity, synergies and replicability of the LIFE Programme into policies, economic activities and other programmes	10	20
Overall (pass) scores**	**55**	**100**

*A project proposal has to reach at least the minimum pass score for each award criterion.

**The sum of scores for all criteria has to be equivalent to 55 points or more.

- **Technical coherence and quality** in capacity-building projects refers to the proposed interventions in order to develop the Member State's capacity to submit successful applications for funding for projects under the sub-programmes for Environment and Climate Action. Projects must be technically coherent and sound in the proposed implementation.

[3] http://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1401265528476&uri=CELEX:32012R0966

– **Financial coherence and quality** in capacity-building projects refers to ensuring a cost-effective approach, being financially sound and coherent with the technical and organisational requirements of the action.

1.8 General recommendations

1.8.1. In which language may the proposal be submitted?

The Contracting Authority recommends that applicants fill in the technical part of the proposal only in clear English even though it may be submitted in any of the official EU languages, except Irish or Maltese. Note, that revisions, communication with and reporting to the contracting Authority will have to be in English only. Also, the contract will be signed in English.

Form B1a ("Summary description of the project") and B2c ("Improved Capacity") must always be submitted in English. Should the proposal not be written in English, all chapters should also be summarised in English.

1.8.2. Who are the project beneficiaries?

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

The coordinating beneficiary receives the EU financial contribution from the Contracting Authority and ensures its distribution as specified in the contract or 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.

In addition to the coordinating beneficiary, a LIFE proposal may also involve one or more associated beneficiaries.

An **associated beneficiary** must always contribute technically to the proposal and hence be responsible for the implementation of one or several project actions. An associated beneficiary must provide the beneficiary with all the necessary documents required for the fulfilment of its reporting obligations to the Contracting Authority.

There is no obligation to involve associated beneficiaries in a LIFE proposal, similarly not for capacity-building projects. On the other hand, a beneficiary should not hesitate to associate other beneficiaries if this would bring an added value to the project.

None of the beneficiaries can act, in the context of the project, as a sub-contractor to one of the other beneficiaries, including the coordinator.

Attention: the total cost of the project should be higher than the total eligible cost of the project, meaning that the remaining (ineligible) cost must be contributed by the concerned beneficiary (or any other source of finance). (see also section 1.8.4).

Public undertakings whose capital is publicly owned, who are considered an instrument or a technical service of a public administration, and who are under control of the administration, but are in effect separate legal entities, must become beneficiaries if a public administration intends to entrust the implementation of certain project actions to the undertaking. This is the case for example in Spain for "empresas públicas" such as TRAGSA, or EGMASA and in Greece for regional development agencies.

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 unless they are considered an affiliated entity to a project beneficiary; otherwise, even if they are named, the related Article of the Common Provisions still has to be respected (see also 1.8.8 for further details on external assistance/subcontracting).

1.8.4. What is the maximum rate of EU co-financing under LIFE?

The maximum EU co-financing rate for LIFE capacity-building projects is 100% of the total eligible project costs (as per article 20 ((1) (C) (IV) of the LIFE Regulation). However, certain project costs, including overheads or costs of public staff already responsible (see explanations to form F1 below), are not considered eligible costs. These must be described in the total costs, and own contributions or other sources of finance must cover such project costs.

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

The coordinating beneficiary and (where applicable) any associated beneficiaries are expected to provide a financial contribution to the project budget, covering the non-eligible project costs like overheads. A proposal cannot be submitted if the financial contribution of any of the beneficiaries (or of additional sources of finance) to the total proposal budget is EUR 0.

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

The earliest possible starting date for projects is the 1 July 2014 or the submission date of the project proposal (if after 1 July 2014).

Any costs incurred before the project's starting date will not be considered eligible and cannot be included in the project budget. Costs for project proposals that are not evaluated successfully are at the full risk of the proposers.

The project duration must correspond to what is necessary to complete all of the project's actions and to reach all its objectives. A capacity-building project would be expected to last between 2 and maximum 4 years.

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.

1.8.7. Where can a LIFE Capacity Building project take place?

Capacity-building projects will usually take place on the territory of the European Union Member State in which the applicant is established. However, transnational actions such as exchanges or secondment programmes with bodies in other EU Member States are encouraged if they contribute to increase the capacity of the applicant's Member State to submit successful LIFE proposals. Related travel costs need to be in line with the objectives of the actions proposed.

1.8.8. Subcontracting of project activities/External assistance

The beneficiaries should have the financial and operational 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 (including any outsourcing of the project management) must be awarded in accordance with the applicable rules on public tendering and in conformity with EU Directives on public tendering procedures.

For amounts exceeding EUR 130,000, private beneficiaries must 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.

Green procurement: all beneficiaries (public and private) are strongly invited to carefully consider the possibility to "green" their procurement activities. The European Commission has established a toolkit for this purpose. More information can be found at http://ec.europa.eu/environment/gpp/toolkit_en.htm

1.8.9. Of what length should a LIFE proposal be?

A proposal should be as concise and clear as possible, so please stick to the maximum page numbers indicated in the application forms. Clear and detailed descriptions should be provided for all project actions. A proposal will be assessed on its quality and not on its length.

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

1.8.10. Complementarity with other EU funding programmes must be ensured

According to Article 8 of the LIFE Regulation, support from the LIFE Programme should be "complementary to other financial instruments of the Union" and overlap between the LIFE Programme and other Union policies and funding programmes should be avoided. 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 and the Horizon 2020 Programme. Double-financing is, of course, not allowed.

The beneficiaries must inform the Contracting Authority about any related funding they have received from the EU budget, as well as any related ongoing applications for funding from the EU budget (see application forms A6).

1.8.11. Efforts for reducing the project's "carbon footprint"

You should aim to keep the "carbon footprint" of your 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.

1.9 Personal Data Protection Clause

The personal data supplied with your proposal, notably the name, address and other contact information of the beneficiaries will be transferred to a database called Butler, which will be made available to the EU Institutions and agencies 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 Contracting Authority, 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"[4] will be respected by the Contracting Authority 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.

1.10 Useful links

LIFE Regulation: Regulation (EU) No 1293/2013 of the European Parliament and of the Council of 11 December 2013 published in the Official Journal L 347/185 OF 20 December 2013:

http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2013.347.01.0185.01.ENG

LIFE Multi-annual Workprogramme 2014–2017:

http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:JOL_2014_116_R_0001

Financial Regulation:

http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32012R0966

[4] OJ L 008, 12.1.2001

Part 2: Completing the Application

There are 4 sets of application forms: A, B, C (technical forms) and F (financial forms). The financial forms are in a separate Excel file.

Whenever several copies of one form 2014-X needs to be produced, please use the following naming convention per page: 2014-X/1; 2014-X/2 etc.

Technical application forms

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

While filling in the technical forms A – C, please respect the standard A4 format.

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

- if there are no associated beneficiaries, the associated beneficiary declaration (form A4) and profile (form A5);

Where forms are not obligatory or where you have no specific information to put on certain parts of obligatory forms (e.g. for "who will use durable goods after the end of the project"), you are **strongly advised** to indicate "not applicable" or "no relevant information" or an equivalent indication.

A Forms – Administrative information

Form A1

Project title (max 120 characters): It should include the key elements and objective of the project, such as the name of the Member States and the words 'capacity building'. Note that the Contracting Authority may ask you to change the title in order to make it clearer.

Project acronym (max 25 characters)

Project location: The actions in capacity-building projects should normally take place in the Member State of the applicant. In case a significant amount of work is proposed to take place in another Member State this should be explicitly justified in the capacity-building strategy (form B2b)

Expected start and end date: The start date cannot be before 1 July 2014 and the earliest possible start date is the date of proposal submission. Please use the following format for all dates: DD/MM/YYYY. A project is expected to last between 2 and maximum 4 years.

List of beneficiaries: please list here the coordinator and all associated beneficiaries with their full name in English.

Budget and requested EU funding: Please include here the final budget figures fully corresponding to the financial application forms.

Form A2

Legal Name: The legal name is the official of name of the applicant, who will become the coordinating beneficiary.

Short Name (max 10 characters)**:** The coordinating beneficiary should be identifiable throughout the technical proposal forms and the financial proposal forms (FC and F1 – F7) by its short name.

Legal Status: Only Public bodies may submit applications for capacity-building projects. Associated beneficiaries do not have to be public bodies.

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

Legal Registration Number: If applicable, provide the entity's legal national registration number or code.

Member State: Use the relevant Member State code as indicated at:

http://epp.eurostat.ec.europa.eu/portal/page/portal/nuts_nomenclature/correspondence_tables/national_structures_eu

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

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

Department/Service Name: Name of the department and/or service in the entity, 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 entity.

Brief description of the activities of the beneficiary: Please describe the entity, its legal status, its activities and its competence, particularly in relation to the implementation of LIFE in your Member State. The description given should enable the Contracting Authority to evaluate the technical reliability of the coordinating beneficiary, i.e. whether it has the necessary experience, expertise and mandate for a successful implementation and follow-up of the project.

Form A3a

Before completing this form, please check that the beneficiary does not fall into any of the situations listed in Articles 106(1) and 107 of Council Regulation No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (OJ L298 of 26.10.2012); see http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:298:0001:0096:EN:PDF.

Financial contribution of the 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 to the beneficiary's 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 beneficiary will participate. Indicate the total cost (in Euro) of the beneficiary's part: this amount must be coherent with the costs indicated in forms C and in the financial form FB; it must cover the total costs including infrastructure and equipment costs before depreciation, costs of pre-existing staff, and overheads. Furthermore, the sum of the estimated total costs mentioned in forms A3 and A4 must equal the total cost of the project as shown in forms A1 and FA.

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

<u>Form A3b</u>

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

<u>Form A4</u>

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

For completing this form, please **see instructions for form A3a.**

<u>Form A5</u>

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

Legal Status: Select one of the following 3 choices: *Public body*, *Private commercial* or *Private non*-commercial (including NGOs). Tick the appropriate box. Further guidance on how to distinguish private entities from public bodies can be found in section 1.5 of this document.

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

<u>Form A6</u>

Other proposals submitted for European Union Funding <u>(max. 1.5 pages)</u>

Clear and complete answers must be provided to each question. LIFE projects **should not finance** actions that are better financed by other EU funding programmes (see

"Complementarity with other EU funding programmes" 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 information as complete as possible in their answers. Supporting documents (e.g. extracts from the texts of the relevant programmes) should be provided (as far as possible and appropriate).

Obligatory commitments

You must commit as indicated below – please tick accordingly in the application forms:

- to not apply for more than one capacity-building project at the same time nor for any a further LIFE capacity-building project in the period 2014-2017, if this capacity-building project is granted.[5]
- to maintain resources dedicated to the LIFE Programme, including staffing levels, at levels no lower than those in place in 2012 for the duration of the present MAWP (2014-2017); This means, that only costs for new staff and for new, improved or changed actions (as compared to 2012) are eligible for funding.

B Forms – Technical summary and overall context of the project

Form B1a – Summary description of the project (to be completed in English, max. 1.5 pages)

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

- **Project title:** see instructions for form A1.
- **Abstract/Summary:** Please provide a detailed overview of all project objectives, listing them by decreasing order of importance. These objectives must be realistic (be achievable within the timeframe of the project with the proposed budget and means/actions), clear (without ambiguity), and should directly address the problems and weaknesses identified in form B2a.
- **Strategic vision**: Please, create a comprehensive vision and understanding of how the capacity of your Member State, including LIFE national or regional contact points will be increased, with a view to enabling your Member State to participate more effectively in the LIFE Programme.
- **Expected results**: Please list the main results expected at the end of the project. These must directly relate to an improved capacity of the target Member State to implement the LIFE programme.

B1b - Specific project indicators quantified

Please complete as much as possible the indicator list proposed in the application forms, with quantifications as compared to the baseline (beginning of the project). The list should be tailored to the project's specific objectives so that each objective is covered by at least one

[5] Member States need to ensure coordination of different proposals from their country, if necessary, and ensure that maximum 1 proposal for the period 2014-2017 is being submitted. If more than 1 are being submitted at the same time, none of them will be evaluated and the Member State will be requested to submit anew.

indicator. For each indicator, please provide an explanation, how you calculated the outcome.

Form B2a – Description of the present implementation of LIFE in the target Member State (max. 1.5 pages)

You should paint a picture of the present system for implementation of LIFE in your Member State. It should describe the functioning of the system and quantify the resources available. It should explain how the integration, complementarity, synergies and replicability of the LIFE programme into policies, economic activities and other programmes is organised, and particularly identify the present weaknesses that have led to a low participation in LIFE+ 2010-2012 calls. This should be reflected in the specific indicators chosen for the project.

Form B2b – Capacity Building Plan – description of new elements (max. 2 pages)

This form serves to describe the new approach, vision and elements that will steer the planned evolution of your project and that are different from the present implementation of LIFE (see B2a). This plan should make explicit reference to the weaknesses identified in form B2a and explain how these weaknesses will be corrected, you may make reference to the actions listed in C0. This should be the guiding line for the detailed actions that will be undertaken, and it can be presented in the form of bullet points.

Form B2c – Capacity Building Plan –Improved capacity (max. 1 page)

This form must be completed in English and should explain explicitly how the project will improve the capacity of your Member State:

- to submit successful applications for funding for projects under both LIFE sub-programmes, and particularly to increase the relative share of successful applications originating from Member States with ongoing or finalised capacity-building projects compared to uptake between 2010 and 2012 by, at the very least, five percent, and
- to promote integration, complementarity, synergies and replicability of the LIFE programme into policies, economic activities and other programmes.

You should predict the improvement during the project and the means to achieve the intended improvement. Whenever appropriate, make a link to the indicators defined in B1b.

Note that these are two of the criteria on which the project application will be assessed.

Form B3- Efforts for reducing the project's "carbon footprint" (max. ¼ page)

Please explain how you intend to ensure that the "carbon footprint" of your project remains as low as is reasonably possible.

Form B4 – Expected constraints and risks related to the project implementation (max. 2 pages)

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

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

Form B5 – Continuation/valorisation of the project's results after the end of the project (max. 1.5 pages)

A LIFE capacity-building project is intended to result in a durable improvement to the capacity of your Member State to implement the LIFE Programme.

Describe how the project will be continued after the end of the LIFE funding, and what actions are required to consolidate the results in order to ensure that the improved capacity of your Member State in implementation of the LIFE Programme will be maintained. 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, on the basis of the project results.

In particular, please reply to the following questions:

- **Which actions will have to be carried out or continued after the end of the project?** Please list such project actions indicating their reference (e.g. A1, A2…) and title.
- **How will this be achieved, what resources will be necessary to carry out these actions?** Please indicate how the above actions will be continued after the project, by whom, within what timeframe and with what financing.
- **How, when and by whom will the equipment acquired be used after the project end**: Please list the main pieces of equipment to be purchased under the project and provide details on their utilisation after the end of the project.

C Forms – Detailed technical description of the proposed actions

Under this part, the applicant must list **all the actions which will be implemented under the project**. There are 4 types of actions:

A. Implementation actions
B. Monitoring the impact of the project actions
C. Actions for communication and for dissemination
D. Project management and monitoring of project progress.

In form C0, under each type of action (A, B, C, D), the applicant must list the different actions: A1, A2 …, B1, B2 … C1, C2 … etc. Please ensure that the name of the action is short (maximum 1 line). It is recommended that each action which is expected to have an important output for the project (e.g. preparation of an action plan, recruitment of new staff, etc.) is presented as a **separate action**. Do not divide actions into sub-actions.

The description of each action in the form C1.x should clearly (and in quantitative terms) indicate how it contributes to the project's overall objectives. There should be a **clear coherence between the technical forms and the financial forms.**

For each type of action (A, B, C, D), the applicant should provide the following information (within the page limits specified!):

- **Introduction/Summary/Objectives** (max ½ page): Please give a brief overview of the respective type of action and describe the objectives.
- **Expected Results** (max. 1 page): Please indicate concisely what results will be achieved at the end of this type of action (e.g. five new staff members trained). As much as possible, please provide <u>quantitative</u> information.
- **Cost justification**: Please transfer the total costs and hours foreseen to implement this action from the financial forms F 1-F7 here and explain how you have calculated them (e.g. tasks of subcontractor in addition to the beneficiary and why special expertise is needed, reasons for the amounts and destination of trips, the need for equipment and the difference of costs to general overhead costs). Please verify that the costs indicated here are consistent with the data on the financial forms.
- **Description of the specific tasks** and action, involved beneficiaries and reasons for these tasks and actions (what, how, where and when): **This will be the main description of your project: Please include a description of all actions listed in form C0.** Please use the same number and title of action as presented there (e.g. A1, C2 …etc.). Describe exactly what will be done, using what means, on which location/site, with what duration and with what deadline, and their necessity. Specify always the beneficiary responsible for the implementation of the actions.
- **Deliverables and Milestones (quantitative information as far as possible):**
    - **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. brochures, studies and other documents, software, videos, etc). For each deliverable, please include the number of the associated action (e.g. A1, C5 etc.) 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 Contracting Authority 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 steps** during the implementation of the project e.g. “Completion of new recruitment”. Milestones (or corresponding documents) do not need to be submitted to the Contracting Authority. In a report, you would need to inform the Contracting Authority whether the milestone has been completed or not.

Please find below some further specifications related to the different types of action (A, B, C and D)

Form C0 – Capacity Building Plan - List of all actions

Please list all the actions foreseen in the project, per type of action (A, B, C, D)

- **Action number**: Indicate the number of each action, i.e. the letter of the type of action + its number, e.g. A1, A2,…, C1, C2,…
- **Name of the action**: Please ensure that the name is short (maximum 1 line) and that it is explanatory for the action.

Forms C1: THE CAPACITY BUILDING PLAN - DETAILS OF PROPOSED ACTIONS

Form C1a – A. Implementation actions (A-Actions)

Please follow the given structure to elaborate your implementation actions.

Besides that, please note that the output of each A action should be specified in the 'expected results' section. It should be **concrete, measurable (**quantified when possible) **and with a clear benefit** for the capacity of the target Member State to implement LIFE, including its integration into other policies and instruments. This benefit should be **measurable** and should be measured and evaluated under **monitoring actions(s) proposed in form C1b**. Please ensure, that you include here the necessary actions that will help you to achieve the project specific indicators as specified in Form B1b.

Communication and dissemination actions, even though part of the implementation, need to be described in Form C1c – C.

If the beneficiaries need to **purchase equipment** for project purposes, these items should be listed, described and justified in detail under the heading "Cost justification".

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

Form C1b – B. Monitoring of the impact of the project actions

All projects shall include separate impact monitoring actions to measure and document the effectiveness of the project implementation actions as compared to the initial situation, objectives and expected results. Please follow the given structure to elaborate your monitoring actions and explain, how you will monitor and measure the specific project indicators as elaborated in form B1b (including the data collection). You may include references to the other Action types (A, C and D). Regular reporting on the monitoring actions should be foreseen together with the progress and mid-term reports. A report on results and impacts achieved needs to be delivered half way through the project (in order to fine-tune the actions, if necessary), and at the end of the project.

Form C1c – C. Actions for communication and for dissemination

Please follow the given structure to elaborate your communication and dissemination actions. For each action, please specify and justify the target audience. If an action involves conferences, workshops or meetings (e.g. with potential applicants), you should estimate how many meetings, where, when, who will attend, what will be discussed, how many persons are expected and how this will contribute to meeting the objectives of the project. If an action concerns brochures, leaflets, publications..., specify how many copies, how many pages (size, colour...), to whom they will be distributed and when. Should an action concern a film, specify the format, duration, number of copies, where it will be shown and to whom, etc. Should an action concern visitor access, specify what will be done, where, how many visitors, how this will help the project, etc. Should beneficiaries plan to present the project results in national / international events (conferences, congresses), explain the relevance and added value for the project clearly.

All actions should specify the expected results in qualitative and quantitative terms (e.g. improved understanding of LIFE in the private sector, 2500 persons informed, 3000 newsletters circulated…), indicating how this serves the project's objectives.

If networking actions are needed, please describe them similarly, so that their purpose and outcome gets clear.

The following dissemination activity is considered obligatory and shall be included among the actions on form C1c:

- 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.

Form C1d – D. Project management and quality control

Please follow the given structure to elaborate your project management and quality control actions. Before the introduction, please include a **management chart** of the technical and administrative staff involved. This chart must provide evidence that the coordinating beneficiary (Project Manager) has a clear authority and an efficient control of the project management staff, even if part of the project management would be outsourced. Explain if the management staff has **previous project management experience**.

The applicant should list the different actions aiming at managing/operating the project and guaranteeing a good quality and avoidance of risks.

Overall project management:

Each project must include one or several distinct actions named "Project management by (name of the beneficiary in charge)". This/these action(s) should include a description of the project management **staff** and describe management and reporting duties of the project beneficiaries. The management should be described, even if no costs are charged for this to the project – please indicate clearly whether this is the case including the amount of these costs. Reporting should include the preparation of the mid-term and final reports (the latter two accompanied by their payment requests) and, if required, of the progress reports.

“**After-LIFE Plan**”: The coordinating beneficiary must produce an “After-LIFE Plan” as a separate chapter of the final report. It shall be presented in the beneficiary’s language and (optionally) in English, in paper and electronic format. This plan shall set out how the actions initiated in your LIFE project will continue and develop in the years that follow the end of the project, and how the longer term capacity to implement the LIFE programme will be assured. It should give details regarding what actions will be carried out, when, by whom, and using what sources of finance.

Activity reports foreseen: The coordinating beneficiary shall report to the Contracting Authority about the technical and financial progress of the project. The project's achieved results and possible problems should be highlighted in these reports which should be in line with the reporting schedule. One "Mid-term report with payment request" should be submitted at the mid-term of the project. One "Final Report with payment request" shall be submitted, not later than 3 months after the project end date. Additionally, in order to ensure that at least one report is received every 18 months, "Progress reports" might have to be foreseen (the reporting schedule may be modified during the revision phase).

Audit: If the Union funding requested by the coordinating beneficiary is larger than 300.000€, an audit certificate shall be produced by an approved auditor or, in case of public bodies, by a competent and independent public officer. This certificate shall be provided to the Contracting Authority 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”.

Form C2 - Timetable

In the table, please list all actions ordered by number and using their numbers and names as presented in the project proposal (e.g. A1, A2 …etc.). For each project action, please tick the action's implementation period.

When planning the implementation period of your project, please bear in mind that a LIFE 2014 capacity-building project cannot start before 1 July 2014 or, if submitted after 1 July 2014 it cannot start before the date of submission of the proposal. Also, please add an appropriate safety margin at the end of the project, to allow for the inevitable unforeseen delays.

Financial application forms

The financial part of the *LIFE Capacity Building* 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.

The EU contribution will be calculated on the basis of eligible costs. However, all project costs, including ineligible costs such as overhead and existing personnel, must be described in these financial forms. Only costs incurred during the lifetime of the project should be included. In case the signature date is before the start date, the legal obligation to pay for project costs may be contracted between the date of signature and the start date of the project.

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.

Cover page:

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

Form FA - Budget breakdown and project funding

This form is filled in automatically, based on the data provided in the other forms in this section. No cell can be modified.

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, and pre-existing staff costs are non-eligible project costs. They should therefore appear as part of the total project costs, but not as part of the eligible costs. For what concerns the costs of durable goods, only the depreciated amount can be claimed and only a maximum of 50% of its real costs.

Form FB – Cost breakdown for action types

For every action type (A, B, C, D) described in the technical forms C0, a detailed breakdown of the total projects costs (including non-eligible costs such as overheads and pre-existing staff) should be provided on this form.

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

The overheads cell is filled in automatically, based on the data provided in form F7.

Form FC – Project funding breakdown

This form describes the funding of the project by the beneficiary/ies, as well as the EU contribution requested per beneficiary.

Goods or services which are to be provided **"in kind"**, i.e. for which there is no cash-flow foreseen, should not be included in the project's budget.

Beneficiary country: Include the Member State code of the beneficiary (see instructions for form A2 above for choosing the correct code).

Beneficiary short name: Please use the short name given in the Coordinating beneficiary and Associated beneficiary profiles 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**. These amounts must include infrastructure, equipment costs before depreciation, pre-existing staff and overheads. The sum of beneficiaries' "total costs of the actions" must equal the total cost of the project as shown in form FA and in the technical form A1.

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. Any other entity providing funds to the project should become an associated beneficiary. 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.

Amount of EU contribution requested: Specify the amount of EU financial contribution requested by the coordinating beneficiary and each of the associated beneficiaries.

General remarks on the forms F1 – F8

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

Form F1 – Direct personnel costs

General: The costs of any public staff which is already responsible, prior to the start date of the project, for tasks related to the implementation of the LIFE programme, are not eligible for EU co-financing. (They should be included in total project costs, but not as an eligible expense.)

However, in view of article 19(9)(a) of the LIFE Regulation, the cost of new personnel (whether permanent or temporary, full-time or part-time) is an eligible cost; furthermore, in view of the definition of a capacity-building project, these costs are not subject to the conditions mentioned in recital 38 of the LIFE Regulation[6].

New personnel is defined as personnel whose contracts:

[6] http://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1396615646363&uri=CELEX:32013R1293

(a) do not begin before the date of signature of the grant agreement, or whose contractual responsibilities were previously unrelated to implementation of the LIFE programme; and

(b) mention (including through amendment) responsibilities related to the implementation of the LIFE programme in the target Member State specifically.

Beneficiary short name: Please use the short name given in the Coordinating beneficiary and Associated beneficiary profiles in the LIFE technical forms **A2** and **A5**.

Type of Action: For each beneficiary, please insert the action type(s) in which each member of personnel (as defined in the column called "Category/Role in the project") will be involved.

Type of contract: full time or part 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.

Start date of contract: Indicate the exact start date of the contract.

Category/Role in the project: You should identify each professional category in a clear and unambiguous manner to enable the Contracting Authority 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, /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. Costs might need to be substantiated by salary slips during the revision phase.

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

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.

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

Eligible Direct personnel costs: Please include here only those costs of the "total direct personnel costs", which are considered eligible direct personnel costs.

Form F2 – Travel and subsistence costs

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 short name: Please use the short name given in the Coordinating beneficiary and Associated beneficiary profiles in the LIFE technical forms **A2** and **A5**.

Type of action: Please insert the type of the action 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.

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'). Identify the number of trips foreseen and the number of people who will be travelling as well as the duration of the travel in days.

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

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

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

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

Form F3 – External assistance costs

General: External assistance costs refer to sub-contracting costs: services/works carried out by external companies or persons. Renting of equipment is also included here. <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 could 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.

Costs related to the **purchase or leasing** (as opposed to renting) **of equipment** supplied under subcontract should be budgeted under the cost category of "Durable Goods/ Equipment costs" and not under external assistance.

Beneficiary short name: Please use the short name given in the Coordinating beneficiary and Associated beneficiary profiles in the LIFE technical forms **A2** and **A5**.

Action type: Please insert the type(s) of action (A, B, C, D) 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.

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.

Form F4 – Durable Goods - Equipment costs

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

You need to indicate the actual cost as well as the value of depreciation. <u>Only the depreciation is an eligible cost for the project and the EU co-financing will be calculated on the basis of this amount.</u>

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

Beneficiary short name: Please use the short name given in the Coordinating beneficiary and Associated beneficiary profiles in the LIFE technical forms **A2** and **A5**.

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

Procedure: Specify the procedure foreseen to procure the equipment, e.g. 'public tender', 'direct treaty', 'framework contract', etc.

Description: Provide a clear description of each item, e.g. laptop, if needed for campaigning, a vehicle needed for a mobile information campaign, 'database software (off-the-shelf or developed under sub-contract)', etc.

Actual cost: Full cost of the 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 50% of the actual cost for equipment.

Form F5 – 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 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 (which is not an eligible project cost).

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/subcontracting.

Costs 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 short name: Please use the short name given in the Coordinating beneficiary and Associated beneficiary profiles in the LIFE technical forms **A2** and **A5**.

Type of action: Please insert the type of the action to which each cost is related.

Procedure: Specify the procedure foreseen to procure the work, e.g. 'public tender', 'direct treaty', 'framework contract', etc.

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

Form F6 – Other costs

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

Beneficiary short name: Please use the short name given in the Coordinating beneficiary and Associated beneficiary profiles in the LIFE technical forms **A2** and **A5**.

Type of action: Please insert the type of the action to which each cost is related.

Procedure: Specify the procedure foreseen to procure the work, e.g. 'public tender', 'direct treaty', 'framework contract', etc.

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

Form F7 – Overheads

Beneficiary short name: Please use the short name given in the Coordinating Beneficiary and Associated beneficiary profiles in the LIFE technical forms **A2** and **A5**.

Overhead amount: Indicate the general indirect costs (overheads).

Note that Overheads are not eligible for EU co-financing, but should be included here as part of the overall/total project costs.

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**

    All Forms are mandatory for all projects except forms A4 and A5, which only have to be submitted for projects with associated beneficiaries. In this case, they need to be completed by each associated beneficiary.

    All mandatory signatures should be present.

4. **The coordinating beneficiary is not an entity responsible for the implementation of LIFE in an eligible Member State of the European Union.**
5. **The project proposal was submitted to the Contracting Authority after the final deadline of 30 September 2015.**

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

Informal additional checklist for Capacity Building proposals

1. In case some forms or sections are blank, have you indicated "not applicable", "no relevant information" or an equivalent mention?
2. Is the start date not earlier than 01/07/2014?
3. Have you included a safety margin at the end of the project to allow for unforeseen delays?
4. Have you determined whether any associated beneficiaries are "public bodies" or "private commercial organisations" or "private non-commercial organisations (including NGOs)"?
5. For each action have you detailed the expected results as far as possible in quantitative terms?
6. Have you excluded preparatory actions that do not produce practical recommendations?
7. Have you included a coherent package of communication and dissemination actions?
8. Have you included indicators and actions to monitor the impact of the project and its actions on the capacity of your Member State to implement LIFE?
9. Is the project management team sufficient? Is an organigramme provided? Is there a full time project coordinator (not obligatory but strongly recommended)? Is there a financial coordinator?
10. Have you excluded all actions that are more appropriately funded by other EU funds? In case of doubt, have you foreseen complementary actions or objectives?
11. Have you detailed your efforts towards carbon neutrality?
12. Have you and your associated beneficiaries read the Common Provisions in full?
13. Is your application on a CD-ROM/DVD in the correct file format? Don't forget the financial forms and obligatory annexes (where required)!
14. Do you clearly justify any actions that do not take place in your Member State?