LIFE Climate Action

Guidelines for applicants 2014

The current guidelines apply to the preparation of project proposals to be submitted to the Contracting Authority under the LIFE sub-programme for Climate Action. They are intended to help the applicant prepare the content of the project proposal.

This document only applies to this first call for project proposals ("LIFE 2014"). Separate guidance documents are available on the LIFE web page for other components of the LIFE 2014 call.

The document LIFE Orientation Document (also available on the LIFE web page) provides guidance to applicants on how to identify the most suitable LIFE sub-programme and priority area under which they could submit their proposal. This document also discusses the distinctions between LIFE and other EU direct funding programmes.

The current guidelines are part of the call for proposals application package 2014 which also includes the following documents that should be carefully read before submitting a LIFE proposal:
- Guide for the evaluation of the LIFE sub-programme for Climate Action project proposals 2014
- Model LIFE Grant Agreement with Special and General Conditions

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 (EU) No 1293/2013 of the European Parliament and of the Council of 11 December 2013,[1] (hereinafter "the LIFE Regulation").

The LIFE Programme is structured in two sub-programmes: the sub-programme for environment and the sub-programme for climate action.

The **sub-programme for environment** covers three priority areas:

- *LIFE Environment and Resource Efficiency*
- *LIFE Nature and Biodiversity*
- *LIFE Environmental Governance and Information*

The thematic priorities for each priority area are further described in Annex III to the LIFE Regulation.

The **sub-programme for climate action** covers three priority areas:

- ***LIFE Climate Change Mitigation***
- ***LIFE Climate Change Adaptation***
- ***LIFE Climate Governance and Information***

The overall financial envelope for the implementation of the LIFE Programme is EUR 3.457 Billion, 75% of which is allocated to the sub-programme for environment (EUR 2,592,491,250) and 25% of which is allocated to the sub-programme Climate Action (EUR 864,163,750).

According to Article 17(4) of the LIFE Regulation, at least 81% of the total budget shall be allocated to projects supported by way of action grants or, where appropriate, financial instruments.

The first LIFE Multiannual Work Programme covering the period 2014-2017 foresees a budget of EUR 449.2 million for the sub-programme for climate action.[2] Of this, EUR 44.26 million will be made available for the 2014 call for proposals. In accordance with the Multiannual Work Programme, up to 10% will be available for governance and information,[3] with the rest allocated equally between mitigation and adaptation.[4] In the exceptional case,

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

2 Commission Implementing Decision of 19 March 2014 on the adoption of the LIFE multiannual work programme for 2014-2017, OJ L116 of 17.04.2014, p.1; http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014D0203&from=EN

3 EUR 3.75 million is available for capacity building

4 This allocation is indicative, and subject to the actual number of proposals under each priority area.

that there would not be a sufficient number of projects passing the quality threshold in one of these three broad categories the allocation of funds would be adjusted accordingly.

During the period 2014-2020, the Contracting Authority will launch one call for LIFE project proposals per year.

1.2 Action Grant Projects

Article 2 of the LIFE Regulation defines the various types of projects which may be supported by the LIFE 2014-2020 programme. While some of the project types (e.g. 'integrated projects' and 'capacity building projects') are new to LIFE, other project types are similar to those already supported by LIFE+ and previous LIFE programmes.

These "traditional" types of projects are:

- "pilot projects" means projects that apply a technique or method that has not been applied or tested before, or elsewhere, and that offer potential environmental or climate advantages compared to current best practice and that can subsequently be applied on a larger scale to similar situations;
- “demonstration projects” means projects that put into practice, test, evaluate and disseminate actions, methodologies or approaches that are new or unknown in the specific context of the project, such as the geographical, ecological, socio-economic context, and that could be applied elsewhere in similar circumstances;
- “best practice projects” means projects that apply appropriate, cost-effective, state-of-the-art techniques, methods and approaches taking into account the specific context of the project;
- "information, awareness and dissemination projects" means projects aimed at supporting communication, dissemination of information and awareness raising in the fields of the Sub-programmes Environment and Climate Action.

The following table summarizes which type of project may be submitted to which priority area within the sub-programme for Climate Action:

Priority Area	**Types of Action Grant Projects Eligible**
Mitigation	Best practice, demonstration, and pilot projects
Adaptation	Best practice, demonstration, and pilot projects
Goverance and Information	Information, awareness and dissemination projects

1.3 How, where and when to submit a proposal?

Applicants for LIFE funding for action grant projects must submit their proposals using the web tool eProposal available via the LIFE web page.

The application tool contains all administrative (A), technical (B and C) and financial (F) forms required, and functionalities to attach relevant documents (maps, photos, diagrams, graphs, mandatory administrative and financial annexes). For complete details regarding the use of the eProposal tool and the application forms, please refer to sections 3 and 4 of this document.

Applicants must submit their proposals to the Contracting Authority via eProposal before **16:00 Brussels local time** on **16 October 2014.**

For the proposals covered by these guidelines the Contracting Authority is the Executive Agency for Small and Medium-sized Enterprises (EASME) of the European Commission.

When preparing the proposal, the applicants may wish to consult the relevant LIFE National Contact Point; the complete list of the names and contact addresses of the national/regional authorities for LIFE in the Member States can be found on the LIFE website at

http://ec.europa.eu/environment/life/contact/nationalcontact/index.htm

1.4 How will LIFE projects be selected?

The technical methodology for the project selection procedure and the selection and award criteria are described in section 5 of the LIFE multiannual work programme for 2014-2017. For a detailed description of how this procedure will be implemented, please refer to the *'Guide for the evaluation of LIFE Climate Action project proposals 2014'*.

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 daily basis throughout the duration of the evaluation procedure.

The individual grant agreements are expected to be signed by the Contracting Authority in May/June 2015 (for a detailed timetable, see Annex 1).

The earliest possible starting date for projects is **16 July 2015**.

1.5 General Guidance to Applicants

The current chapter replies to some frequently asked questions on how to conceive a LIFE project proposal, applicable to all three priority areas of LIFE Climate Action. For specific guidelines, see section 2; for recommendation on how to fill in the technical and financial forms, please refer to sections 3 and 4 of this document.

1.5.1 In which language may the proposal be submitted?

The Contracting Authority strongly recommends that applicants fill in the technical part of the proposal in clear English, although proposals may be submitted in any of the official EU languages, except Irish or Maltese. Note that the grant agreement, project management, formal reporting and all communication with the Contracting Authority will have to be in English.

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

1.5.2 Who may submit a proposal?

A proposal may be submitted by any legal person registered in the European Union.

Applicants may fall into three types of beneficiaries: (1) *public bodies*, (2) *private commercial organisations* and (3) *private non-commercial organisations* (including NGOs).

The term "public bodies" is defined as referring to national public authorities, regardless of their form of organisation – central, regional or local structure – or the various bodies under their control, provided these operate on behalf of and under the responsibility of the national 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 applicable to bodies governed by public law and in the event the organisation stops its activities, its rights and obligations, liability and debts will be transferred to a public body. For a complete definition, please refer to the annex "Public body declaration", which must be completed by all beneficiaries which wish to be considered and treated as a 'public body'.

The applicant must show its legal status (by completing application form A2) confirming legal registration in the EU.

Please refer to the *'Guide for the evaluation of LIFE Climate Action project proposals 2014'* for full details regarding the compulsory administrative documents which are required with the proposal depending on the legal status of the coordinating beneficiary.

1.5.3 Who may participate in a project?

Once a proposal has been accepted for co-funding, the applicant will become the **coordinating beneficiary** who is legally and financially responsible for the implementation of the project. The coordinating beneficiary will be the <u>single point of contact for the Contracting Authority</u> 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 partnership agreements established with the associated beneficiaries (if there are any – see below). The coordinating beneficiary must be directly involved in the technical implementation of the project and in the dissemination of the project results.

The coordinating beneficiary must bear part of the project costs and must thus contribute financially to the project budget. It cannot therefore be reimbursed for 100% of the costs that it incurs.

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

An **associated beneficiary** may be legally registered outside the European Union, provided that the coordinating beneficiary is based in the EU. Any activities to be carried out outside the EU must be necessary to achieve EU climate objectives and to ensure the effectiveness of interventions carried out in the Member State territories to which the Treaties apply. The 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 also contribute financially to the project. Furthermore, it 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. A proposal that is submitted without any participant other than the coordinating beneficiary itself is still eligible. On the other hand, a beneficiary should not hesitate to associate other beneficiaries, if this would bring an added value to the project, such as when the partnership strengthens the feasibility or the demonstration character of the proposal, its European added value, its impacts and/or the transferability of its results and lessons learnt.

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

All associated beneficiaries must show their legal status (by completing application form A5), and provide full information on the Member State or third country in which they are registered. In addition all beneficiaries whether registered or not in the EU must declare that they are not in any of the situations foreseen under Article 106(1) and 107 of the EU Financial Regulation[5] (by signing the application form A3 or A4 – see instructions in section 4 of this document).

A **project co-financer** only contributes to the project with financial resources, has no technical responsibilities, and cannot benefit from the EU financial contribution. Furthermore,

[5] Regulation (EU, EURATOM) 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 and repealing Council Regulation (EC, Euratom) No 1605/2002, OJ L 298 of 26/10/2012, p.1.

it cannot act, in the context of the project, as a sub-contractor to any of the project's beneficiaries.

However, project proposals involving business-sector co-financing will be favourably considered during the evaluation process where this co-financing contributes to the expected sustainability of the project results.

For specific tasks of a fixed duration, a proposal may foresee the use of **sub-contractors**. Sub-contractors provide external services to the project beneficiaries who fully pay for the services provided. Beneficiaries may not act as sub-contractors. Sub-contractors should normally not be identified by name in the proposal; if they are, the General Conditions of the Model LIFE Grant Agreement must still be respected.

For a more detailed description of the respective rules related to the coordinating beneficiary, associated beneficiaries, co-financers and sub-contractors, please refer to the General Conditions of the Model LIFE Grant Agreement.

1.5.4 What is the optimal budget for a LIFE project?

There is no fixed minimum size for project budgets. While large ambitious projects (i.e. over EUR 5 million total costs) have been financed several times in the past, very small projects (i.e. below EUR 500,000 total costs) have seldom succeeded due to the limited output and consequently the low added value.

Large-scale 'flagship projects' with a budget of EUR 1.5 million, or more if duly justified based on their replicability and transferability potential, are strongly encouraged. Large-scale projects will help reaching sufficient scale and therefore enhance visibility and increase the chances of triggering replication of the same/similar measures.

LIFE+ Information and Communication projects have historically tended to have lower overall budgets than other LIFE projects. Applicants for Climate Action Information and Governance projects are therefore advised to ensure that the scale (and the budget) of the proposed actions is sufficiently large to ensure that the project achieves meaningful results with a significant EU added value.

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

For the duration of the first LIFE multiannual work programme for 2014-2017, the maximum EU co-financing rate for LIFE action grant projects is 60% of the total eligible project costs.

1.5.6 How much should project beneficiaries contribute to the project budget?

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

A proposal cannot be submitted if the financial contribution of any of the beneficiaries to the proposal budget is EUR 0.

Moreover, where public bodies are involved as coordinating and/or associated beneficiaries in a project, the sum of their financial contributions to the project budget must exceed (by at least 2%) the sum of their salary costs charged to the project for personnel who are not considered 'additional'. For details, please refer to section 4.3 of this document.

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

When preparing the project's time planning, beneficiaries should be aware that the expected date of the signature of the grant agreements for the LIFE 2014 projects will be May/June 2015. The earliest possible starting date for these projects is 16 July 2015. Any costs incurred before the project's starting date will not be considered eligible and cannot be included in the project budget.

There is no pre-determined project duration for a LIFE project. Generally speaking, the project duration must correspond to what is necessary to complete all of the project's actions and to reach all its objectives. Most projects last for 2–5 years. Longer project durations may be accepted in duly justified cases.

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

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.

1.5.8 Where can a LIFE project take place?

LIFE projects shall take place in the territory of the European Union Member States. The LIFE Programme may also finance activities outside the EU and in overseas countries and territories (OCTs), provided that the coordinating beneficiary is based in the EU and strong evidence is provided that the activities to be carried out outside the EU are necessary to achieve EU climate objectives and to ensure the effectiveness of interventions carried out in the Member State territories to which the Treaties apply.

The eligibility criteria formulated in European 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 EU's Financial Regulation.

1.5.9 Who should manage a LIFE project?

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

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

1.5.10 Outsourcing of project activities

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

The General Conditions of the Model LIFE Grant Agreement must be respected for any external assistance.

In line with Article 19 of the LIFE Regulation, beneficiaries (public and private) are strongly advised to use "green" procurement. 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

1.5.11 Under which conditions does LIFE favour transnational projects?

The LIFE Regulation indicates that, while selecting the projects to be co-funded, the Contracting Authority shall have special regard to transnational projects, when transnational cooperation is essential to guarantee climate objectives. A transnational proposal that provides sufficient arguments for an added value of the transnational approach will be considered for a higher scoring in the project selection process and will therefore have a higher chance of being selected for co-funding. This aspect will be carefully checked during the evaluation process, particularly under Award criterion 7.

1.5.12 How long should a LIFE proposal be?

A proposal should be as concise and clear as possible. Applicants should avoid voluminous proposals and should not provide excessively detailed descriptions of project areas, climate technologies not related to the proposal, etc.

Clear and detailed descriptions should, however, be provided for all project actions. Maps should be annexed wherever this would be useful to clarify the location of the proposed actions (note that they are obligatory in some cases).

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

1.5.13 Ongoing activities

Actions already ongoing before the start of the project are not eligible. Where actions to be undertaken in the project are significantly different from previous or ongoing activities in terms of frequency or intensity they are not considered ongoing. The applicant must provide adequate information in the proposal that allows to assess this aspect.

1.5.14 Long term sustainability of the project and its actions

LIFE projects represent a considerable investment, and the European Union attaches great importance to the long term sustainability of these investments. It is obligatory that throughout the duration of the project, the beneficiaries consider how these investments will be secured, maintained, developed and made use of or replicated after the end of the project. This should be built into the proposal. This aspect will be carefully checked during the evaluation process, particularly under Award criterion 6.

1.5.15 Replication and dissemination

LIFE projects are expected to be widely replicated and results disseminated in order to ensure a strong European added value beyond the investment into the LIFE project itself. The projects are required to be set up in such a way to ensure replicability and transferability of the core project actions and to pave the way for the actual replication and transfer of the main results throughout the duration of the project, so it can take place at the latest after the end of the project.

The replicable/transferable actions and results are to be identified at the project level and concrete replication/transfer actions/plans must be foreseen. Dissemination of results must be planned and carried out throughout the project also to ensure a wide knowledge of the actions and results. These aspects will be carefully checked during the evaluation process. This aspect will be carefully checked during the evaluation process, particularly under Award criterion 6.

1.5.16 Research activities

Whereas EU funding for research activities is provided under Horizon 2020 – the Framework Programme for Research and Innovation (2014–2020)[6], limited research aimed to improve and enhance the knowledge data underpinning the project may be carried out within a LIFE project. Research must be strictly limited and intrinsically related to the project's objectives and the applicant shall explain in detail how the proper implementation of the project relies on these research activities, showing that the existing scientific basis is insufficient, and how the additional knowledge will be used to implement the project actions. In such a case, scientific publications are considered important deliverables of the project.

1.5.17 Complementarity with other EU funding programmes

According to Article 8 of the LIFE Regulation, activities supported from the LIFE Programme must ensure consistency and synergies, and avoid overlap with other funding programmes of the Union. In particular, the Contracting Authority and the Member States must ensure coordination with the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development, the European Maritime and Fisheries Fund and Horizon 2020.

The LIFE Programme encourages the uptake of the results of environmental and climate-related research and innovation of Horizon 2020 in projects. Within this context, it offers co-

6 Regulation (EU) No 1290/2013 of the European Parliament and of the Council of 11 December 2013 laying down the rules for participation and dissemination in "Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020)" and repealing Regulation (EC) No 1906/2006 (OJ L 347, 20.12.2013, p. 81).

financing opportunities for projects with clear environmental and climate benefits that ensure synergies between the LIFE Programme and Horizon 2020.

It is thus essential that, prior to submitting their proposal to the Contracting Authority, beneficiaries check thoroughly whether the actions proposed under their project **in practice could be, or are, funded** through other EU funds to ensure that no double funding may take place.

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. The beneficiaries must also check that they are not receiving on-going operating grants from LIFE (or other EU programmes) that would lead to double financing.

In addition, at the project revision stage, the national authority may also be required to indicate the steps taken to ensure the coordination and complementarity of LIFE funding with other EU funding programmes. This aspect will be carefully checked during the evaluation process, particularly under Award criterion 7.

1.6 Additional elements to be considered when preparing the proposal

Efforts for reducing the project's "carbon footprint": You must explain how you intend to ensure that the "carbon footprint" of your project remains as low as it 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.

1.7 Personal Data Protection Clause

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

The same personal data of successful projects will be transferred to another database 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 list of successful beneficiaries and the relative amounts awarded to the projects selected will also be published in a public database called the Financial Transparency System[7].

[7] Financial Transparency System (FTS) - European Commission

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) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data will be respected by the 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.

2. LIFE Climate Action

2.1 What is LIFE Climate Action?

***LIFE Climate Action** aims specifically to fulfil the following general objectives as set out in Article 3 of the LIFE programme:*

- *to contribute to the shift towards a resource-efficient, low- carbon and climate- resilient economy;*
- *to improve the development, implementation and enforcement of Union climate policy and legislation;*
- *to act as a catalyst for, and promote, the integration and mainstreaming of climate objectives into other Union policies and public and private sector practice;*
- *to support better climate governance at all levels, including better involvement of civil society, NGOs and local actors.*

The European Union's environmental and climate policy and legislation have delivered substantial contributions towards addressing the problems of climate change. However, major challenges remain which, if left unaddressed will have significant consequences for Europe. Specific approaches are required to increase integration of climate-related objectives into Member State practices, to address uneven and inadequate implementation of climate-related legislation in the Member States, and to vastly improve dissemination and promotion of climate knowledge and the according policy goals. [8]

Projects under this call for proposals should **support the implementation of the EU's climate policy and prepare the EU for the climate action challenges** in the coming years and decades. The Commission Communication of 15 December 2011 entitled "A Roadmap for moving to a competitive low carbon economy in 2050" (the "Roadmap 2050") acknowledged that testing new approaches to climate change mitigation would remain essential for moving to a low-carbon economy. Effective uptake of adaptation to climate change, as a cross-cutting Union priority, also needs to be ensured as acknowledged in the Commission Communication "An EU Strategy on adaptation to climate change"[9]. The Resource Efficient Europe flagship initiative supports the shift towards a resource-efficient, low-carbon and climate resilient economy to achieve sustainable growth, providing a long-term framework for actions in many policy areas, including climate change and energy. In addition, improved governance, in particular through awareness raising and stakeholder involvement, is essential to deliver environmental objectives.

Therefore, the sub-programme for Climate Action requires **projects to contribute to one** of the following three priority areas:

- Climate Change Mitigation,
- Climate Change Adaptation and
- Climate Governance and Information.

It is encouraged, where relevant, for projects to contribute to **more than one of those priority areas** and to involve the participation of more than one Member State.[10] However,

[8] Recital (3) of Reg. No. 1293/2013
[9] COM/2013/0216 final
[10] Recital (18) of Reg. No. 1293/2013

projects must choose which priority area the project contributes most to and indicate this in the application.

Synergies with other environmental and climate policies should be a central theme of adaptation projects, e.g. climate change adaptation and biodiversity should be promoted, wherever relevant. The LIFE Regulation and, to a lesser extent, the EU Adaptation Strategy, highlight ecosystem-based approaches to adaptation. As this approach clearly results in synergies and multiple benefits, applicants should determine whether their proposal is geared, from its initial conception and design, towards adaptation to climate change or towards nature conservation, and thus apply for the relevant strand of the LIFE Programme. Examples of this may include proposals concerning peatland restoration, coastal realignment or river floodplain restoration.

Solutions, methods and approaches developed by projects under the LIFE sub-programme for Climate Action should be suitable to be up-scaled and supported by other Union funding programmes, as well as private investments and financial instruments, where applicable.

With a view to optimising the use of LIFE Programme resources, **synergies between actions under the LIFE sub-programme for Environment**, in particular to protect biodiversity, **and climate change mitigation and adaptation measures under the LIFE sub-programme for Climate Action**, for forests and soil, water scarcity and droughts, as well as management of flood risks, should be fostered. [11][12] Projects in one priority area that might undermine environmental or climate objectives in another priority area will not be funded unless this impact is clearly explained and justified in the proposal and the possible alternatives and mitigation and adaptation measures have been correctly planned if appropriate.

The experience of past LIFE programmes has highlighted the need to focus efforts on concrete environmental and climate policy priorities and areas for action. Those thematic priorities should not be exhaustive to allow applicants to submit proposals in other areas and to incorporate new ideas to react to new challenges.[13] Thematic priorities and project topics are not foreseen as part of action grants implemented under the LIFE sub-programme for Climate Action. However, in line with the general objective of the LIFE Regulation, the project applications are especially encouraged to address specific climate challenges **in each of the three priority areas, which are outlined below in the form of EU policy priorities.** It should be noted that these priorities may be altered each year. This aspect will be checked during the evaluation process, particularly under Award criterion 4.

The construction of large infrastructure is considered beyond the scope of the LIFE Programme and will therefore not be supported.

2.2 What are Climate Action projects?

According to the LIFE Regulation, *LIFE Climate Change Mitigation and Climate Change Adaptation* projects must be pilot, demonstration or best practise projects.

[11] Recital (16) of Reg. No. 1293/2013
[12] Recital (17) of Reg. No. 1293/2013
[13] Recital (36) of Reg. No. 1293/2013

A **pilot project** aims to assess the effectiveness of the method, to inform other stakeholders of the results and to encourage them where appropriate to use the techniques and methods successfully tested in the project.

For **demonstration projects** to achieve the required EU added value, they must be designed to demonstrate whether or not the target techniques and methods work in the project's context (geographical, ecological, socio-economical). A successful demonstration project is available to all potential stakeholders and aims to encourage other stakeholders to use the techniques and methods demonstrated in the project. Demonstration projects may have a higher EU added value if they take place on a national or transnational level, rather than on a local scale.

As regards the **demonstration scale**, the project should be implemented on a technical scale that allows the evaluation of the technical and economic viability of the proposed pilot on a larger scale. The proposal must justify the choice of scale for the project in the light of the above. In particular, for projects developing decision support systems, planning tools or the like, there has to be a specific project action implementing the tool to demonstrate its technical and economic viability and to enable a comparison with the baseline situation.

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

A **best practice project** is one that is available to all potential stakeholders to adopt and that illustrated how this can be done.

In order to achieve the required EU added value, the monitoring, evaluation and active dissemination of the main project results and/or lessons learnt is an integral part of the project and its follow up.

LIFE Climate Action "**Information, awareness and dissemination projects**" must especially serve one or more of the general objectives of the Climate governance and information priority area, in accordance with Article 16 of the LIFE regulation. The projects need to have a clear intended application of information, awareness and dissemination activities and need to clearly outline the intended improvements.

All projects need to contribute to the general objectives of the LIFE programme according to Article 1 of the LIFE Regulation. This means that the climate advantages demonstrated by the project need to have a clear intended application and a potential impact towards achieving a low emission and climate resilient society and/or the integration of climate objectives into the public and private sector.

2.3 Priority Area: Climate Change Mitigation

2.3.1 General scope and objectives

Climate Change Mitigation should contribute to the transition towards a low emission and climate-resilient economy. Testing new approaches to climate change mitigation will be one essential aspect for making this shift.

The priority area of Climate Change Mitigation has in particular the following specific objectives, as set out in Article 14 of the LIFE Regulation:

- to contribute to the implementation and development of Union policy and legislation on climate change mitigation, including mainstreaming across policy areas, in particular by developing, testing and demonstrating policy or management approaches, best practices and solutions for climate change mitigation;
- to improve the knowledge base for the development, assessment, monitoring, evaluation and implementation of effective climate change mitigation actions and measures and to enhance the capacity to apply that knowledge in practice;
- to facilitate the development and implementation of integrated approaches, such as for climate change mitigation strategies and action plans, at local, regional or national level;
- to contribute to the development and demonstration of innovative climate change mitigation technologies, systems, methods and instruments that are suitable for being replicated, transferred or mainstreamed.

2.3.2 Link to EU climate policy objectives

Climate Change Mitigation should contribute to the transition towards a low emission and climate-resilient economy. Testing and implementing innovative approaches to climate change mitigation will be one essential aspect for making this shift.

The priority area Climate Change Mitigation should contribute to the development and implementation of Union climate-related policy and legislation, in particular with regard to greenhouse gas monitoring and reporting, policies related to land use, land-use change and forestry, conservation of natural carbon sinks, energy/GHG intensive industrial production, the emissions trading system, Member States' effort to reduce greenhouse gas emissions, carbon capture and storage, renewable energy, energy efficiency, transport and fuels, ozone layer protection and fluorinated gases. The construction of carbon capture and storage infrastructure is considered beyond the scope of the LIFE Programme and is therefore not to be supported.

2.3.3 EU policy priorities for 2014

The management of **land-use, land-use change and forestry** (LULUCF) has a particular potential to make an important contribution to climate change mitigation, which is not yet fully explored. A key challenge for this sector still is collecting robust carbon data from forests and soils, and the development of robust, transparent rules that are practicable at an EU and global scale. Decision 529/2013 foresees that Member States will prepare Information on actions, which would set out measures to limit or reduce emissions and to maintain or increase removals and the monitoring and reporting methods to be taken to adopt common accounting rules. For this purpose, innovative solutions need to be tested and implemented taking particular account of their replicability and transferability across regions and Member States.

In the light of the increasing demand for renewable energy and the on-going debate on the conflict between use of land for food, for bio-energy and/or bio-materials, it is vital to ensure that **biomass is produced and used sustainably** and efficiently with respect to its whole life cycle, so as to minimise or avoid negative impacts on the environment and climate, and with due regard to the economic context of the various uses of biomass as a resource. A comprehensive assessment of the availability and use of sustainable biomass that is linked to concrete actions is also important, and may also be included as part of a project. Such land use measures and assessments would contribute to building a low-carbon economy.

The LIFE programme will furthermore support projects which tackle the climate change problems posed by **soil degradation** in its various forms. Past LIFE Environment projects have already focused on encouraging better farming practices that have the potential to increase carbon storage and levels of soil organic matter. However, the transition to a low emission society requires further effort. The effects of measures for enhanced soil organic matter and carbon storage need to be better addressed and more attention needs to be paid to the associated monitoring.

The **European Innovation Partnership (EIP) on Agriculture**, launched in February 2012, aims to foster a competitive and sustainable agriculture and forestry sector that "achieves more from less". It will contribute to ensuring a steady supply of food, feed and biomaterials, both existing and new ones, sustainable management of the essential natural resources on which farming depends, and working in harmony with the environment. To achieve this aim, the European Innovation Partnership on Agriculture will build bridges between research and practice (farmers, businesses, advisory services, NGOs, etc.). The LIFE programme could be used to support further action building upon the results of the EIP on Agriculture.

Projects with high replicability and transferability potential are encouraged. All projects must ensure that they do not reduce greenhouse gas emissions at the expense of biodiversity, excessive water consumption, higher flood risk, etc.

For the 2014 call for proposals for the priority area of climate change mitigation project proposals focusing on **synergies between environmental and climate actions associated with agriculture, forests and soils ("green sector"), including their monitoring** are strongly encouraged. Projects are in particular encouraged to address the **specific EU policy priorities listed below.**

Land use sector:

- Projects addressing the development and implementation of landscape and land management strategies and practices which limit or reduce emissions; particularly the transformation of areas of organic soils (drained peatbogs) or arid lands (with desertification process due to erosion and low organic matter).
- Local, regional or cross-regional projects which mainstream a range of emission reduction and resource efficiency measures across agriculture or land use sectors to incentivise behavioural change.

- Projects creating local, regional and cross-regional concepts for enhancing and maintaining carbon storage potential of soils.
- Projects that explore how (local, regional and cross-regional) communities can and should encourage relevant climate action where land-based emissions are (or will be) the main share of economy-wide emissions in the coming years and promote the results broadly.
- Projects which champion and promote possible new economic land use activities while maintaining land carbon storage capacity, e.g. paludiculture.
- 'Spin off projects' which focus on the mainstreaming of suitable low emission practices and methodologies which have not yet been taken up, e.g. by preparing and disseminating approaches to include said practices and methodologies under the Common Agricultural Policy, or the Cohesion/Structural Funds.

Greenhouse gas accounting of land use

- Local, regional and cross-regional projects which facilitate the monitoring and accounting of carbon stocks and fluxes for land resource managers.
- Projects that contribute to the preparation and/or maintenance of annual accounts of emissions and removals resulting from afforestation, reforestation, deforestation, forest management, cropland management, grazing land management, re-vegetation, wetland drainage or rewetting as stipulated in Decision 529/2013/EU on LULUCF accounting rules on greenhouse gas emissions and removals.
- Projects which improve the monitoring and communication about the loss of grasslands, degradation of former and existing peat lands, etc., as carbon stores .
- Projects which facilitate the inclusion of monitoring of potentials for carbon storage or emission saving into public spatial planning.
- Projects which achieve a better understanding of economic and social benefits of climate change mitigation actions, e.g. closed circle economic aspects, local value chains for agricultural products, feeding strategies for animals, job potentials in local communities, etc.

Sustainable use of solid biomass

- Projects which explore the local value-chain and facilitate a low-carbon production and transformation of biomass into long term carbon stores (material substitution).
- Projects which assess and implement the life cycle flows of carbon in biomass in important economic processing chains in the community, i.e. implementing the cascading principle.
- Projects which support the deployment of new approaches (e.g. model cities or regions) for producing, consuming and governing biomass in a sustainable way, with a transformational impact (i.e. a lasting behavioural change in the targeted sector or region).
- Projects which implement low-carbon forestry technologies into forestry and connected public and private sector practices with a transformational impact (i.e. a lasting behavioural change in the targeted sector or region).

Agriculture

- Projects which implement low emission farming practices with a transformational impact (i.e. a lasting behavioural change in the targeted sector or region). For example, projects which combine adaptation of grazing patterns, switch to different crops/animals, soil conservation techniques, drainage removal, etc. ideally combined with development of new products and markets to make the transformation viable for farmers.
- Projects which focus on new low-carbon woodland land use management systems and the application of agro-forestry systems with a transformational impact (i.e. a lasting behavioural change in the targeted sector or region).
- Projects which include carbon foot-printing or measurement (as a measure of sustainability and/or improvements in mitigation) in labelling and quality assurance schemes, e.g. products of geographical origin, organic farming products etc. or which support the sustainable use and/or protection of rare/local crop and animal genetic resources (adaptation benefit)
- Projects which provide for a comprehensive land-use analysis on farms and prepare and apply the incorporation of low emission practices in a broad geographical area, e.g. region, for example application of land-use calculators.
- Projects which analyse and develop improvements for existing climate measures, in particular under the Common Agricultural Policy, and prepare and facilitate the incorporation into future EU policy approaches, operational programmes or rural development programmes. This could for example be related to
  - land planning and management with regards to the potential carbon sequestration and carbon storage potentials,
  - improvements to impact and results of commitments under the Common Agricultural Policy's cross compliance,
  - the development of concepts for improved commitments under the climate payment scheme, e.g. conceptualisation of low emission and climate resilient ecological focus areas, alternatives to a simple protection scheme for high carbon grassland, low emission crop rotation or diversification systems, etc.
  - the development of new climate measures or specific climate sub-programmes under rural development programmes.

2.4 Priority Area "Climate Change Adaptation"

2.4.1 General scope and objectives

With a view to contributing to supporting efforts leading to increased resilience to climate change, the priority area Climate Change Adaptation has in particular the following specific objectives as set out in Article 15 of the LIFE Regulation:

- to contribute to the development and implementation of Union policy on climate change adaptation, including mainstreaming across policy areas, in particular by developing, testing and demonstrating policy or management approaches, best practices and solutions for climate change adaptation, including, where appropriate, ecosystem-based approaches;
- to improve the knowledge base for the development, assessment, monitoring, evaluation and implementation of effective climate change adaptation actions and measures, prioritising, where appropriate, those applying an ecosystem-based approach, and to enhance the capacity to apply that knowledge in practice;
- to facilitate the development and implementation of integrated approaches, such as for climate change adaptation strategies and action plans, at local, regional or national level, prioritising, where appropriate, ecosystem-based approaches;
- to contribute to the development and demonstration of innovative climate change adaptation technologies, systems, methods and instruments that are suitable for being replicated, transferred or mainstreamed.

2.4.2 Link to EU climate policy objectives

Adaptation is defined as the adjustment in natural or human systems in response to actual or expected climatic stimuli or their effects, which moderates harm or exploits beneficial opportunities (IPPC, 2007).

Many economic sectors are directly dependent on climatic conditions and are already facing the impact of climate change in areas such as agriculture, forestry, beach and snow tourism, health and fisheries. Major utilities, such as energy and water providers, are also affected. Ecosystems and the services they provide are suffering from the adverse impacts of climate change, which is accelerating the decline of biodiversity and reducing their ability to buffer natural extremes. Climatic changes will have consequences for the availability of basic natural resources (water, soil) leading to significant changes in conditions for agriculture and industrial production in some areas.

Objectives and priorities for funding adaptation to climate change are specified in the **EU Strategy on adaptation to climate change**[14], and in the LIFE Multiannual Work Programme 2014-2017.

The overall aim of the EU Adaptation Strategy is to contribute to a more climate-resilient Europe. This means enhancing the preparedness and capacity to respond to the impacts of

[14] Commission Communication COM(2013)216 final

climate change at local, regional, national and EU levels, developing a coherent approach and improving coordination.

In this first phase of the implementation of the EU Adaptation Strategy, promoting adaptation in the urban environment is a priority. In this context, on March 19, 2014, the European Commission launched a new urban adaptation initiative (**'Mayors Adapt'**)[15] within the Covenant of Mayors. It aims at promoting additional adaptation action in an urban context.

2.4.3 EU policy priorities for 2014

The **EU Adaptation Strategy** provides some concrete indications of the characteristics of projects sought and of specific project priorities. It states that LIFE funding for adaptation will give priority to projects that **address key cross-sectoral, trans-regional and/or cross-border issues**. Projects with demonstration and transferability potential will be encouraged, as will **green infrastructure** and **ecosystem-based approaches to adaptation**, and projects aiming to **promote innovative adaptation technologies**. In addition, the European Union will promote adaptation particularly in the following vulnerable areas:

- cross-border management of floods, fostering collaborative agreements based on the EU Floods Directive;
- trans-boundary coastal management, with emphasis on densely populated deltas and coastal cities;
- mainstreaming adaptation into urban land use planning, building layouts and natural resources management;
- mountain and island areas, with emphasis on sustainable and resilient agricultural, forestry and tourism sectors;
- sustainable management of water; combating desertification and forest fires in drought-prone areas.

Another key objective of the Adaptation Strategy is better informed decision making on adaptation by improving the knowledge base. While research projects will be funded mainly under Horizon 2020, LIFE projects may address knowledge gaps on damage and adaptation costs and benefits; regional and local-level analyses and risk assessments; frameworks, tools to support decision making and means of monitoring and evaluating past adaptation efforts if these are linked to implementation and replication.

The Strategy further states that the European Union will support the establishment of **vulnerability assessments and adaptation strategies**, including those with a cross-border nature.

Project proposals focusing on **urban adaptation** are actively encouraged. This focus will allow responding to several of the themes identified in the EU Adaptation Strategy, such as green infrastructure and ecosystem-based approaches to adaptation; innovative adaptation technologies; floods; water; elaboration and implementation of adaptation strategies and plans. In this context, actions as listed below are examples that would help contribute to meeting this important EU policy objective:

[15] The Mayors Adapt website: http://mayors-adapt.eu/

- developing and implementing local adaptation strategies and action plans, such as those linked to the urban adaptation initiative ('Mayors Adapt'[16]);
- low emission projects contributing at the same time to climate mitigation and adaptation as well as nature conservation and biodiversity objectives in urban areas;
- developing and deploying innovative adaptation technologies in urban areas, including in the water, energy and construction sectors;
- promoting and developing green infrastructure in cities, including combating the urban heat island effect (through green roofs or networks of green space as ventilation areas) and/or controlling flood risks (through multi-use retention areas).

16 http://mayors-adapt.eu/

2.5 Priority area "Climate Governance and Information"

2.5.1 General scope and objectives

LIFE Climate Governance and Information aims specifically at contributing to the development and implementation of EU climate policy and legislation. Projects financed must have a European added value and be complementary to actions that can be financed under other EU funds during the period 2014-2020.

The specific objectives of the priority area Climate Governance and Information as set out in Article 16 of the LIFE Regulation are in particular:

- to promote awareness raising on climate matters, including generating public and stakeholder support of Union policy- making in the field of the climate, and to promote knowledge on sustainable development;
- to support communication, management, and dissemination of information in the field of the climate and to facilitate knowledge sharing on successful climate solutions and practice, including by developing cooperation platforms among stakeholders and training;
- to promote and contribute to more effective compliance with and enforcement of Union climate legislation, in particular by promoting the development and dissemination of best practices and policy approaches;
- to promote better climate governance by broadening stakeholder involvement, including NGOs, in consultation on and implementation of policy.

2.5.2 Link to EU climate policy objectives

Full implementation of climate policy and legislation is inextricably linked to achieving better governance, mainstreaming climate action in other policies, improving stakeholder involvement and disseminating information.

Therefore, the priority area Climate Governance and Information will support projects that develop cooperation platforms and share best practices for more effective compliance, enforcement and mainstreaming, and that generate support from the public and stakeholders for the Union's policy-making efforts.[17] They should support improvements in the dissemination of knowledge and best practices in the implementation and mainstreaming of climate legislation, in awareness-raising, and in public participation and access to information.

To this end, the EU's policy approaches on climate change mitigation and adaptation as described in chapter 2.3 and 2.4 should supplement areas where best practices and well performing demonstration and pilot projects already exist but require a further effort in the uptake in order to achieve the transition to a low emission and climate resilient economy and society.

This also requires a deeper mainstreaming of climate action into the European Semester[18] which aims at better coordinating Member States economic policies with the view of boosting growth and jobs. 'Greening the European Semester' is about ensuring that Member States

[17] - Recital 21 of Reg. No. 1293/2013
[18] http://ec.europa.eu/economy_finance/economic_governance/the_european_semester/index_en.htm

macroeconomic policies are sustainable, not only economically and socially, but also from a climate policy perspective and contribute fully to the transition to a low emission and climate resilient economy.

Enhanced implementation and development of climate policies also requires transparency and accountability. A solid system for tracking progress through enhanced monitoring and reporting is therefore essential, as well as a robust evaluation of the effects of climate policies. A particular interest relates to the functioning of the EU ETS and its impacts and interaction with other policy tools. Broader and stronger networks of experts and wider dissemination of knowledge are therefore needed on emissions inventories, projections, monitoring and evaluation of policies and measures.

Even when information on climate risks and vulnerabilities exists, it is not always properly disseminated. As a result, investment and business decisions by EU citizens or the private sector do often not pay sufficient attention to current and projected climate change impacts. Therefore, there is a need to promote awareness-raising on adaptation, including indicators, risk communication and management.

2.5.3 EU policy priorities for 2014

The 2014 call for proposals for the priority area climate information and governance will **support actions associated with the climate change mitigation and climate change adaptation priority areas** as specified above by addressing the specific objectives on climate governance and information in accordance with these relevant themes.

In addition, the call for proposals will support specific projects which address information and governance in accordance to the following themes not already covered by mitigation or adaptation above. Each proposed project needs to provide clear evidence on its EU added value in terms of coverage, replicability, transferability or its transnational scope. In particular the following European policy priorities **listed below are encouraged:**

- Projects that develop best practices and raise awareness among Member States in the field of **climate policy evaluation** to support the development of cost-effective climate action both in the fields of mitigation and adaptation. Concerning adaptation this should include particularly **adaptation indicators, risk communication and management**.
- Projects for targeted audience (e.g. citizens, SMEs) raising awareness on **climate change vulnerabilities and climate change adaptation options**, including information actions aiming to raise awareness and understanding of adaptation strategies and on how they are applied in the local and regional context.
- Projects that share and develop expertise across Europe (for instance on how less environmentally harmful taxation/subsidies, energy efficiency and renewable policies, enabling legislative frameworks for private sector can contribute, inter alia, to restoring public finance, reducing energy dependency, accelerating innovation and creating jobs while reducing emissions) on the **challenges and opportunities related to the 2030 climate and energy policy objectives** and highlight the potential in the Member States for further **mainstreaming climate and energy into macro-economic policies**.

- Projects that develop publicly available and easily accessible data bases to **promote a deep analysis of the effects of the use of market-based instruments, to disseminate results of these evaluations and to stimulate discussion on the use of market-based instruments**, in particular the EU ETS.
- Exchange of best practices for enabling mechanisms, including public-private financing mechanisms, and innovative solutions which can be **scaled up and replicated in**
    - **industrial processes and products** across Europe and production methods to facilitate the low emission transition of industry, including energy intensive industries and the power sector,
    - transport and
    - building sectors.
- Projects that raise the capacity of e.g. local, regional and national authorities to facilitate the inclusion of **monitoring of potentials for carbon storage or emission saving into public spatial planning** and/or exchange and implement best practices on tools for **reporting, monitoring and evaluation of adaptation policies and measures** across Europe.

2.6 How to conceive a LIFE Climate Action project proposal?

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

- Preparatory actions (A Actions),
- Land purchase/lease of land and/or compensation payment for land use rights (B Actions),
- Concrete implementation actions (C Actions),
- Monitoring of the impact of the project actions (D Actions),
- Communication and dissemination actions (E Actions),
- Project management and monitoring of project progress (F Actions).

To be taken eligible for funding, all actions must meet each of the following conditions:

- the need of the action has to be well justified in view of the objectives of the project;
- the long-term sustainability of the investments must be guaranteed.

2.6.1 Maximum co-financing rates

For the duration of the first Multiannual Work Programme for 2014-2017, the maximum EU co-financing rate for *LIFE Climate Action* is 60% of the total eligible project costs.

2.6.2 Preparatory actions

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

Preparatory actions should:

- be clearly related to the objective(s) of the project;
- be significantly shorter than the project duration and end well before the end of the project;
- <u>not</u> be research actions, <u>unless</u> they fall under the exceptions described in point 1.5.16 of this Guide,

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

2.6.3 Land purchase / lease of land and/or compensation payment for use rights

In very specific cases, this may be applicable for the LIFE Climate Change Mitigation and Adaptation sub-programmes. In such instances, please refer to the Nature guidelines (Section 2.4.5).

2.6.4 Implementation actions (obligatory)

These are the core actions of the proposals; they should always be *pilot, demonstration and/or best practise actions,* or support communication, dissemination of information and awareness rising in the field of climate action.

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

2.6.5 Monitoring of the impact of the project actions (obligatory)

Each project will have to report on the outcomes and impact of the project taking into account the relevant outcome indicators listed in section 7.1 of the LIFE multiannual work programme for 2014-2017. The project proposal will therefore have to foresee monitoring actions that will facilitate this reporting, establishing baselines and monitoring the progress and results of all actions. All projects will have to include monitoring actions.

These monitoring activities are distinct from the monitoring of the project progress (F actions).

In particular, the implementation actions (C actions) must lead to a measurable improvement of the climate change objective 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 an appropriate amount of monitoring activities in order to measure the project's impact on the climate problem targeted.

Furthermore, *pilot/demonstration* projects must have a clear set of actions for evaluating the main project findings and outcomes, including the cost-efficient replicability or transferability of the actions and results and the measures taken to ensure the actual replication or transfer of successful pilot/demonstration actions. Also dissemination of the actions and results must be evaluated through a clear set of actions included in the project. Proposals that are insufficient in these respects will not be considered pilot/demonstration.

The proposal should specify a pre-identified set of **programme indicators** to be used to measure the output and impact of the project.

For further guidance, please consult the LIFE website at
http://ec.europa.eu/environment/life/toolkit/pmtools/lifeplus/monitoring.htm

The monitoring of the project impact on the climate change problem 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. At the end of the project, the beneficiaries should be able to quantify the progress achieved, in terms of impact on the targeted climate change problem.

Where relevant and applicable, socio-economic indicators should be included in project proposals. In addition, each proposal must include an action aimed to assess the **socio-economic impact** of the project actions on the local economy and population. This can take the form of a study consolidating the data and results over the project lifetime, to be delivered with the Final Report. Projects should aim to increase social awareness and acceptance of the benefits of protecting the environment against climate change. Examples of positive effects of the project are: direct or indirect employment growth, enhancement of other activities (e.g. ecotourism) aimed to develop supplementary income sources, offsetting social and economic isolation, raising the profile of the area/region, resulting in increasing the viability of the local community (especially in rural areas). For further guidance, please consult section 7.1 of the LIFE multiannual work programme and the LIFE website at: http://ec.europa.eu/environment/life/toolkit/pmtools/lifeplus/monitoring.htm

2.6.6 Indicators (obligatory)

Each proposal should identify **project specific indicators** to be used to measure the output and impact of the project. These indicators will also contribute to measure the performance of the programme. The indicators should be coherent with the climate problem addressed and the type of activities planned during the project. The initial situation from which the project starts should be used as a baseline and progress should be regularly evaluated against it.

Every project proposal submitted under LIFE Climate Action should therefore include c**limate change mitigation and adaptation indicators** tailored to the project's objectives and expected results and to the relevant performance indicators as laid down for the programme in the LIFE Regulation and the LIFE multiannual work programme for 2014-2017.[19] The project proposal should include expected outcomes (targets) for each indicator and project beneficiaries should report progress and results against the indicators during the project.

The list of indicators should be attached as an annex in eProposal.

The following table presents an **indicative list** of indicators for climate mitigation, adaptation and governance projects. Not all indicators will be applicable to all projects. Beneficiaries may select and adapt those indicators most relevant for their project and introduce other indicators, as they see relevant. Projects selected for co-funding may be required to report on additional indicators at a later stage in project implementation, for example, in accordance with the mid-term evaluation.

Tracking of climate-related expenditure and biodiversity expenditure

All expenditure of LIFE Climate Action projects will be tracked with 100% relevance towards the EU Multiannual Financial Framework climate expenditure objective. Necessary information for tracking of biodiversity-related expenditure of the Union budget will be requested from projects only at the stage of the revision phase, i.e. before the signature of the grant agreement.

[19] Commission Implementing Decision (2014/203/EU) of 19 March 2014 on the adoption of the LIFE multiannual work programme for 2014-2017, OJ L116 of 17.04.2014, p.1, pp. 52ff; http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014D0203&from=EN

Area	Performance indicator	Example of Indicator (absolute and relative[20])	(Yearly) absolute values (e.g. tons, m^2, m^3, ppm, kwh)	Relative values in % change of baseline
Climate change mitigation	Attributable climate improvements	Reduction in greenhouse gas emissions: - CO_2 - Methane - N_2O - Other	tons / year	in % change to baseline
		Increase in renewable energy generation / consumption	kwh / year	in % change to baseline
		Reduction in energy consumption / energy intensity	kwh / year kwh / unit produced	in % change to baseline
		Reforested area; increase in area under sustainable forest management	ha	in % change to baseline
		Increase in agriculture land used as carbon sink area	t CO2 y-1	in % change to baseline
	Suitability for replication or transfer	No. of activities promoting e.g. innovative technologies, systems and instruments and/or other best practice solutions for GHG emission reductions.		
		No. of replications and/or transfers of the project's results / findings		
	Synergies / Mainstreaming	No. of activities achieving synergies with, or mainstreamed into, other Union funding programmes, or integrated into		

20 Relative indicators always need to include the underlying absolute numbers used for their calculation in order to allow comparability across projects.

		public or private sector practice		
	Better governance	Number of interventions to improve governance, dissemination and awareness of climate change mitigation aspects		
Climate change adaptation	Attributable climate improvements	Area coverage and number of citizens reached under vulnerability assessments carried out	Area in ha	in % change to baseline (where available)
		Area coverage and number of citizens reached under adaptation strategies or action plans developed and/or implemented.	Area in ha, type of area (urban, rural, island, mountainous, etc.)	in % change to baseline (where available)
		Area coverage and number of citizens reached by floods/ coastal management plans, including transboundary,	Area in ha	in % change to baseline (where available)
		Number / % of infrastructure/property made climate resilient in the area covered		in % change to baseline (where available)
		Green infrastructure developed and/or restored to increase resilience	ha	
		Number and type of management schemes used to increase water efficiency use		
	Suitability for replication or transfer	No. of activities promoting e.g. innovative technologies, systems and instruments and/or other best practice solutions for climate resilience.		
	Synergies /	Number of municipalities incorporating		in % change to

	Mainstreaming	climate change adaptation measures into their development plans		baseline (where available)
	Better governance	Number of interventions to improve governance, dissemination and awareness of climate adaptation aspects		
Climate Governance and Information	Better governance	Number of staff trained		
		Number of media mentions / quotes		
		Number of potential audience reached through media		
		Number of citizens, enterprises, local authorities, registered non-governmental (NGO) and other civil society organisations reached		
		Number of adaptation policy indicators established		

2.6.7 Communication and dissemination actions (obligatory)

LIFE Climate Action projects can be pilot / demonstration / best practise / information, awareness and dissemination projects. They **must all include an appropriate set of actions to disseminate the results of the project** so that the knowledge gained is actively communicated to those targeted stakeholders that may best make use of it and apply the lessons from the project. Proposals that are insufficient in this respect will not be considered. A crucial element is active networking with, and dissemination to, other stakeholders that could apply the results.

Projects should therefore typically include 2 distinct types of communication actions:

- information and awareness raising activities regarding the project to the general public and stakeholders. These actions should in general begin early on in the project.
- more technical dissemination actions aimed at transferring the results and lessons learnt **to those stakeholders that could usefully benefit from the project's experience** and implement themselves the actions demonstrated in the project. These actions should in general begin only once the method/technique being tested has been evaluated. They should continue for a sufficiently long period so that the results and lessons learnt are extensively disseminated before the end of the project.

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

Note that certain communication actions are obligatory (project web site, notice boards …) and should therefore be explicitly foreseen in the proposal as separate actions. See General Conditions of the Model LIFE Agreement for full details of communication and dissemination requirements.

Please see also http://ec.europa.eu/environment/life/toolkit/comtools/index.htm for detailed advice on communication and dissemination actions and the guidelines on how to design a LIFE web-site.

2.6.8 Project management and monitoring of project progress (obligatory)

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

- Project management activities undertaken by the beneficiaries for the management of the project (administrative, technical and financial aspects) and for meeting the LIFE reporting obligations. The technical project management may be partially outsourced, 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 organigram and details of the responsibilities of each person and organisation involved). It is strongly recommended that the project management staff has previous experience in project management. It is **strongly recommended** that the project manager be full-time. If a coordinator or project manager also directly contributes to the implementation of certain actions, an appropriate part of his/her salary costs should be attributed to the estimated costs of those actions.

- Training, workshops and meetings for the beneficiaries' staff, where these are required for the achievement of the project objectives.
- **Obligatory action**: each proposal must include an action entitled "Networking with other LIFE and/or non-LIFE projects". This must include visits, meetings, exchange of information, and/or other such networking activities with an appropriate number of other relevant LIFE projects (ongoing or completed) as well as on request of the Contracting Authority. It may also include similar exchanges with other non-LIFE projects and/or participation in information platforms related to the project objectives (including at international level where justified).
- **Obligatory action**: each proposal must include an action to compile the information needed to complete the indicator tables (quantitative and qualitative) that must be submitted with the Mid-term and Final Reports. These indicators will contribute to evaluating the impact of the LIFE project in view of the overall objectives of the LIFE Programme, in line with the Regulation and the Multiannual Work Programme for 2014-2017. Templates of the tables will be made available in due course.

3. eProposal Tool

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

Please post your IT questions about eProposal to:

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

Please note that this Help Desk is only for IT questions related to the use of eProposal. All other questions about LIFE should be addressed by reading the documents included in the application package and, in case of need, by contacting the LIFE National Contact Point.

Please note that if you registered on eProposal for the 2012 or 2013 LIFE+ Calls for proposals, you may continue to use the same user credentials to register, and may skip steps 1 and 2. You may however be requested to change the password.

3.1 Step 1: Create your ECAS user ID and password (for all users)

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

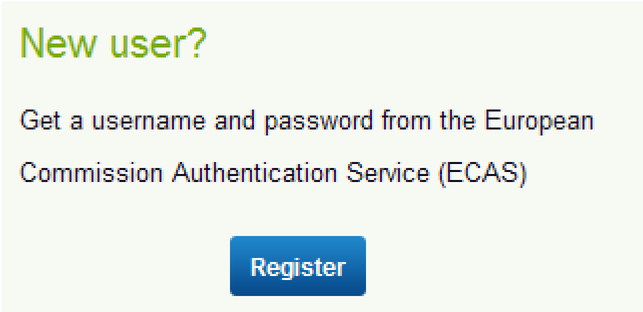
http://ec.europa.eu/environment/life/funding/life2014/index.htm

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

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

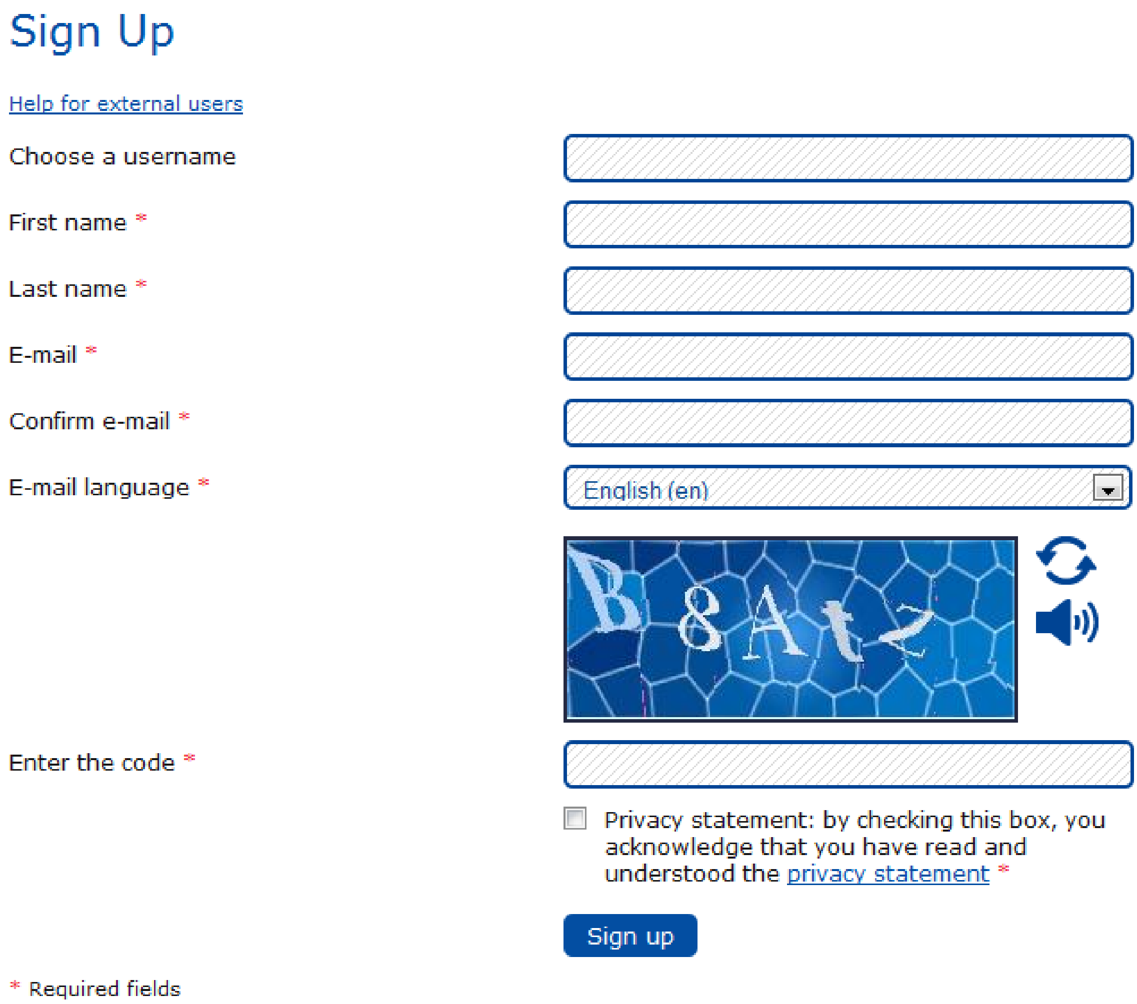
Once you have authenticated your identification, you do not have to re-enter your credentials (username and password) within the same browser session.

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



3.1.1 ECAS sign-up

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



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

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

Sign Up

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

3.1.2 Create your ECAS password

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

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

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

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

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

Once submitted, the following message should appear:

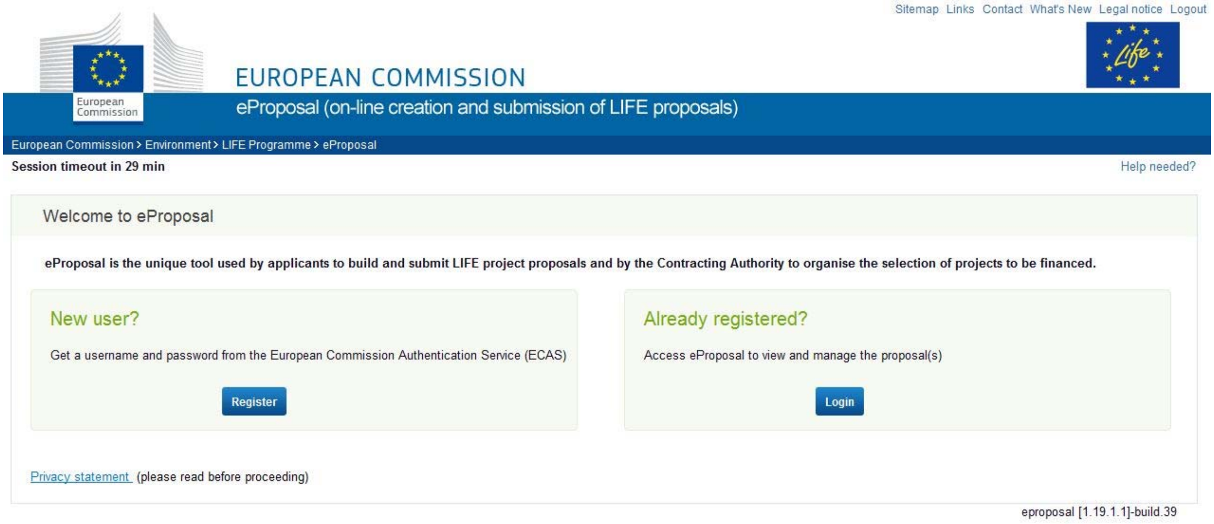
New password

Your ECAS password was successfully changed.

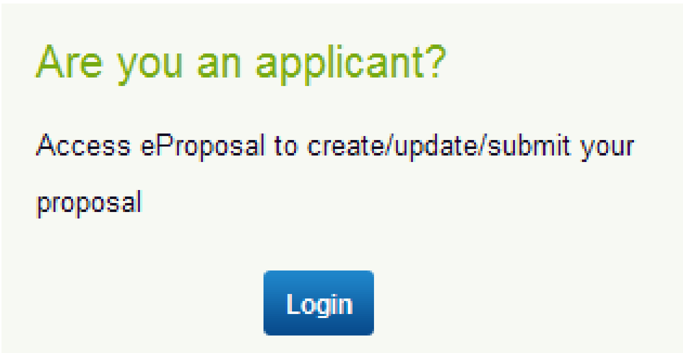
You may change your password or ask for it to be reset in case you forget it. We recommend you keep safely the user ID / e-mail address and password you used to register for registration and login to eProposal (Step 2).

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

Go to the LIFE eProposal Welcome Page

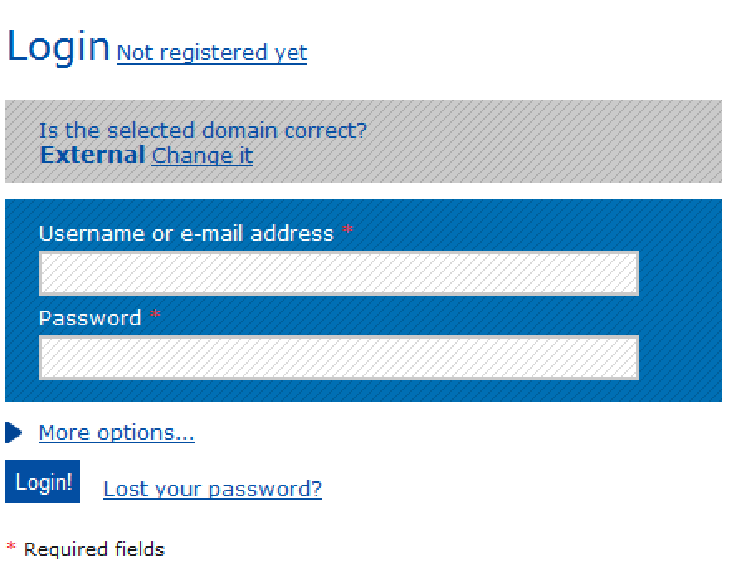


Click on the option 'Are you an applicant?'



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

You will be redirected to this page:



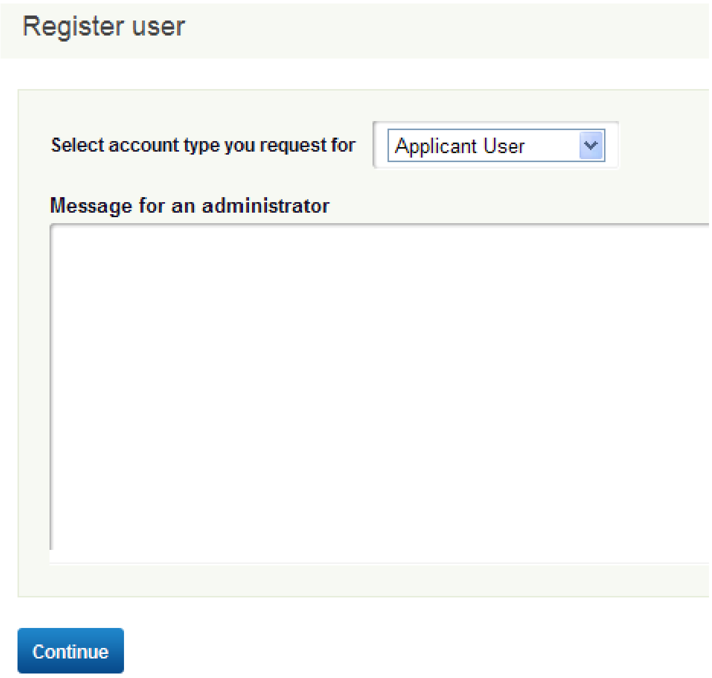
(1) Check that the domain selected is 'External' (if not, please change it to 'External' by using the 'Change it' link and when asked 'Where are you from?' please specify 'neither an institution nor a European body' + click on 'Select').

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

(3) Click on 'Login' button.

You are now in the LIFE eProposal tool.

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



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

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

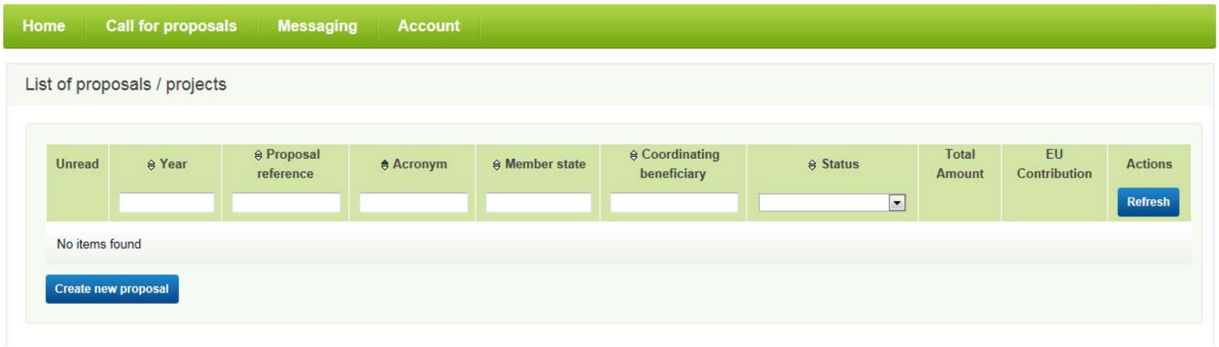
Once you are registered as a user, you will also see in the list of proposals any proposal you created (or were invited to see) during this LIFE Call or the 2012 and 2013 LIFE+ calls.

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

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

The 'coordinating applicant' will become the 'coordinating beneficiary' should the proposal be selected for LIFE co-financing.

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



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

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

Please note that for technical reasons it will not be possible to digitally 'recycle' proposals from the LIFE+ programme. You cannot generate a new 2014 proposal based on a LIFE+ proposal; you would need to download the old proposal and cut and paste the contents into the 2014 application forms.

3.3.1 Manage access rights (optional)

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

-view / edit the proposal;

-invite other users and grant them edit rights;

-submit the proposal.

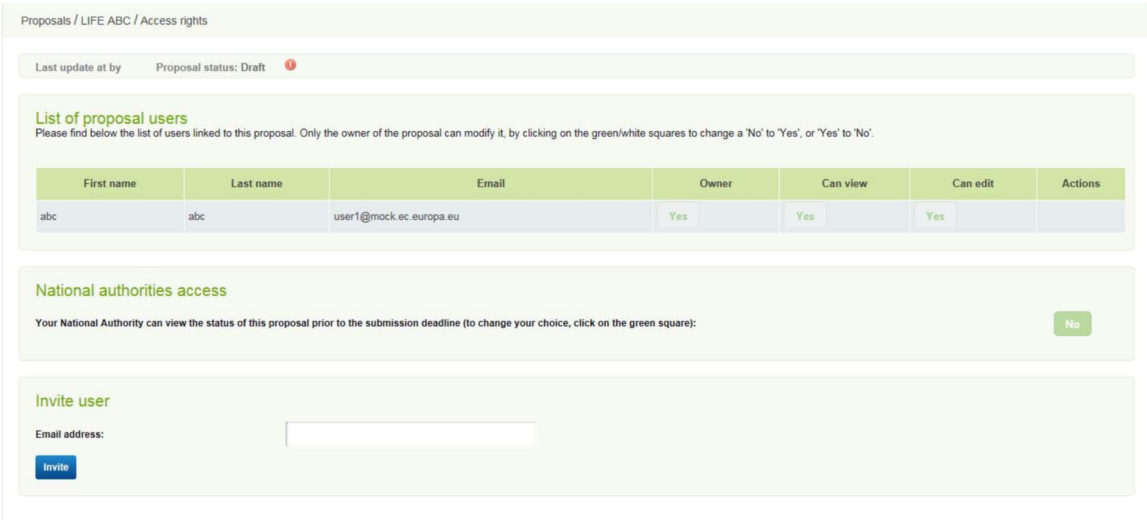
Management of access rights

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

(a) Select the proposal for which you want to give access rights to another user or invite an associated beneficiary;

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

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



Inviting another user (optional)

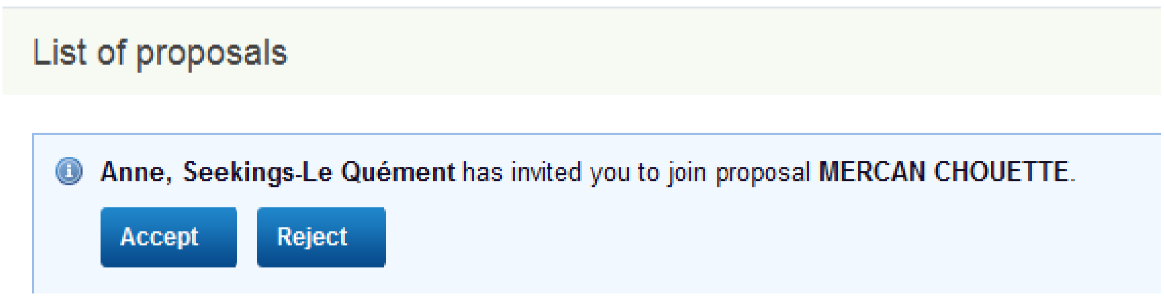
(c) In order to **invite** another user, the owner of the proposal (the coordinating applicant) must specify the e-mail address of the person to be invited in the bottom field of the screen 'List of proposal users'.

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

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

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

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



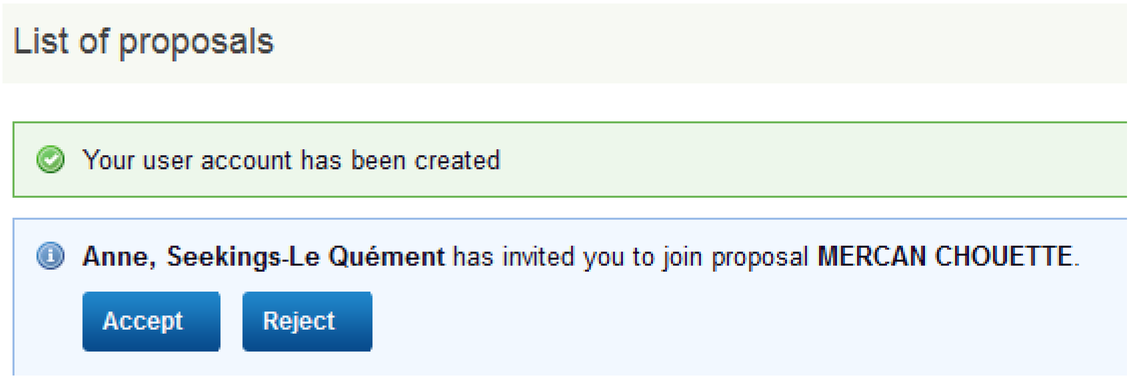
– If the invited user accepts the invitation, the proposal will appear in this user's list of proposals, and the user will be able to view it straight away. The owner of the proposal may then grant this user editing rights

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

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

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

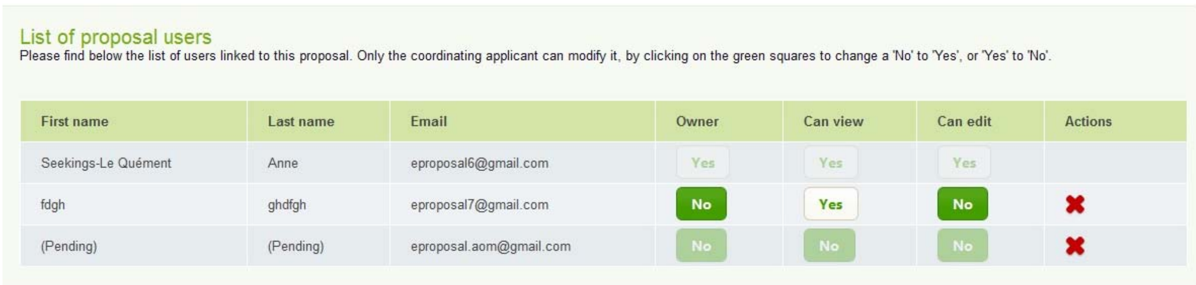
– The user logs on to eProposal: on the top of the first screen, both confirmation or registration and the invitation are visible. The user may accept or reject the invitation.



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

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

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



List of proposal users

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

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

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

User(s) who have accepted the invitation are listed and the squares in the columns 'Owner', 'Can view' and 'Can edit' are activated.
If the first and last names are still '(Pending)', it means that this (these) user(s) have not yet accepted the invitation.

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

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

Important: If a user has been granted editing rights, s/he will be able to perform exactly the same actions as the coordinating beneficiary, i.e. modify, delete, add technical and financial data, etc., but will not be able to submit the proposal and invite other users. The switch between edit and view modes for an associated applicant can be performed as many times as needed / wished by the coordinating beneficiary.

Changing owner

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

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

3.3.2 Validating and submitting a proposal

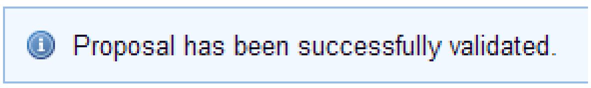
Please note that both steps are compulsory to ensure that the proposal is taken into consideration during the evaluation process!

Validation

After completing the proposal, click on the 'Validate' button available on form A1. A number of pre-defined verifications will be launched throughout the entire proposal, such as checks that mandatory fields are filled in and in the correct format, coherency between dates, consistency of various elements of the budget, etc.

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

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



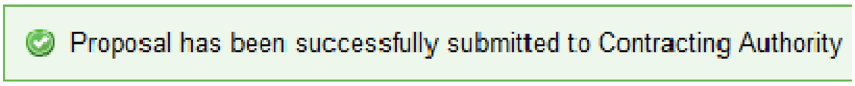
Please note that at this stage the proposal has NOT been submitted yet.

Upon successful validation of the proposal, eProposal will request the owner whether s/he wants to submit the proposal at that moment

Submission

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

After clicking on this button, you will receive the following message confirming that the proposal is successfully submitted:



The proposal can be modified, validated and (re)submitted as many times as needed until 16 October 2014 (16:00 Brussels time). Each subsequent submission overwrites the previously submitted version (earlier versions are not archived and are therefore not available anymore).

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

Each submitted proposal is automatically attributed a unique project reference code that includes the year of the call, the LIFE priority area and a sequential 6 digits number. All technical, financial and reporting forms will bear this code (e.g. 'Proposals / LIFE14CCM/FI/000001 LIFE Biomass / Financial Forms / **F1 – Direct personnel costs'**). This code will be referred to in all correspondence with the Contracting Authority during the selection procedure and during the project implementation, if the proposal is retained for LIFE co-financing. A proposal that has not been submitted yet does not carry a reference.

Important: proposals submitted can be modified and re-submitted until the submission deadline is reached. Only the final submitted version of the proposals will be evaluated by the Contracting Authority.

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

<u>The button 'Submit to Contracting Authority' will be deactivated at the submission deadline (16 October 2014 at 16:00 Brussels time). The Contracting Authority may not be held responsible for any problem caused by slow performance of the system or similar issues. Applicants should take the necessary steps to avoid "last minute" submissions.</u>

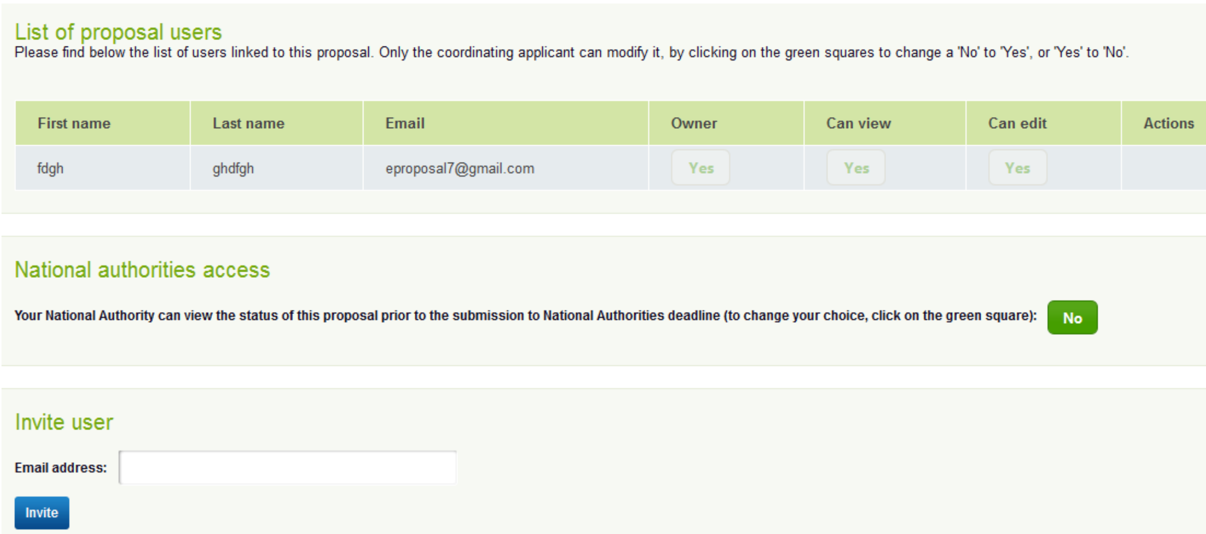
Please note that National Authorities can see that a proposal (identified by its reference, title, coordinating applicant, total costs and contribution requested) has been submitted, but cannot view the full proposal on-line until the submission deadline is reached, unless the coordinating applicant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

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

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

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

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



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

You may remove access authorisation at any point in time

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

3.3.3 Post-submission Communication

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

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

Who can use the Mailbox?

- the applicant: to read messages sent by the Contracting Authority or its Consultant and to reply to these messages and to initiate new messages addressed to the Contracting Authority or its Consultant;
- the Contracting Authority or its Consultant: to send messages to any proposal and to read Applicants' replies.
- National Authorities: to view correspondence for the proposals to which they have access (Applicant or Associated beneficiaries established in their Member State).

How do I read and send messages?

There are 2 options to access the messages:

- go to the List of proposals:

  if you have a new message for a particular proposal, the icon becomes visible in the 'Unread' column; click on it to access the mailbox directly

- if you have already opened a particular proposal, the "Mailbox" is available in the drop-down menu under 'Proposal'

These 2 options lead to the Thread list:

The proposal LIFE12 ENV/ES/000692 LIFE SMART FOREST has been submitted to NA on 26/09/2012 13:24:12 (Brussels time).

Create thread

Unread	Topic	Created at	Type	Phase	Status	Actions
1	Official letter	07/12/12 13:08	Rejection letter	Technical compliance check (SELTEC)	Open	
	New thread 1	07/12/12 11:29	Rejection letter	Technical compliance check (SELTEC)	Open	
1	Official EC letter	04/12/12 15:21	Rejection letter	Technical compliance check (SELTEC)	Open	

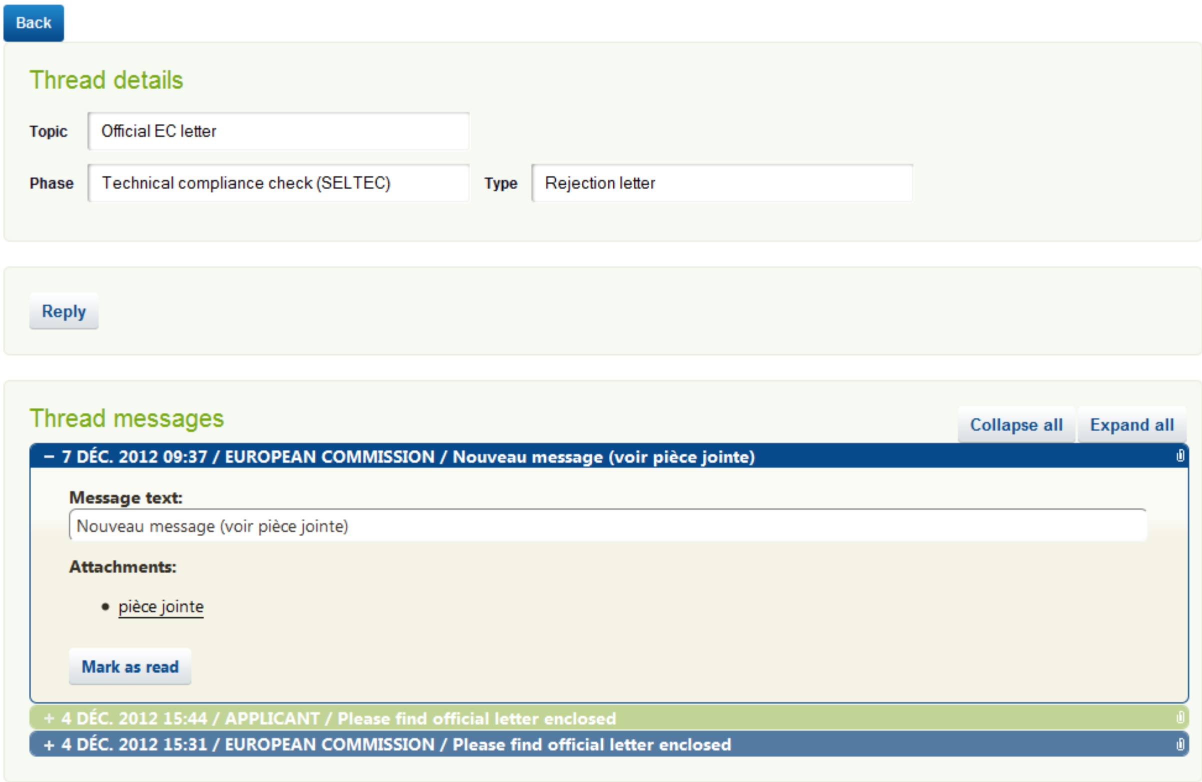
3 item(s) found

A thread groups all messages linked to the same 'Topic' (which is defined by the one who creates the thread), 'Phase' (the phase of the selection process to which this message is linked) and 'Type' (e.g.: rejection letter, question letter, instruction letter or 'Other').

Threads can be created and closed. Official threads (such as Rejection letter, Instructions letter, etc…) can only be created by the Contracting Authority. Applicants can create (and afterwards Close) 'Other' types of threads, using the button Create thread.

The Contracting Authority and its Consultant can close any type of thread.

When clicking on icon for a given thread, the Thread details appear:



This screen enables you to view all past correspondence (green colour is used for messages posted by applicants, blue colour for messages posted by the Contracting Authority and its consultant). The same colours appearing in a stronger shade indicate a new message, whereas a message in a lighter shade indicates that it has been marked as read.

When clicking on the **Reply** button, the Applicant has the possibility to define a new message (choosing the recipient: Contracting Authority or consultant and clicking on **Save**; if necessary attachment(s) of 2MB maximum size each may be uploaded; please use only generic formats to ensure readability by other users).

By clicking on **Ready to send** the Applicant may see the message about to be sent and check its content and list of attachments. To send the new message click on **Send**. To continue editing the message click on **Not ready to send**.

How will I be alerted if a new message is available?

Applicants will receive an e-mail notification message in the mailbox corresponding to the e-mail address indicated on form A2, informing that a new message is available in their Proposal Mailbox.

We advise applicants to regularly check the Proposal Mailbox in eProposal as notification messages may sometimes not reach the recipient (e.g. filtered as SPAM, mailbox changed, mailbox full, etc.).

Only coordinating applicants will receive notification messages.

3.3.4 Deleting a proposal

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

To delete a proposal:

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

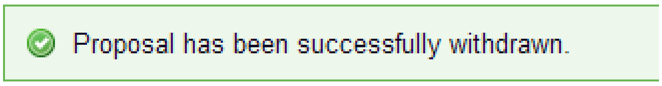
Please be aware that all the information entered in eProposal will be permanently deleted and therefore not retrievable anymore once you have deleted the proposal.

3.3.5 Withdrawal of a Proposal

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

To withdraw a proposal:

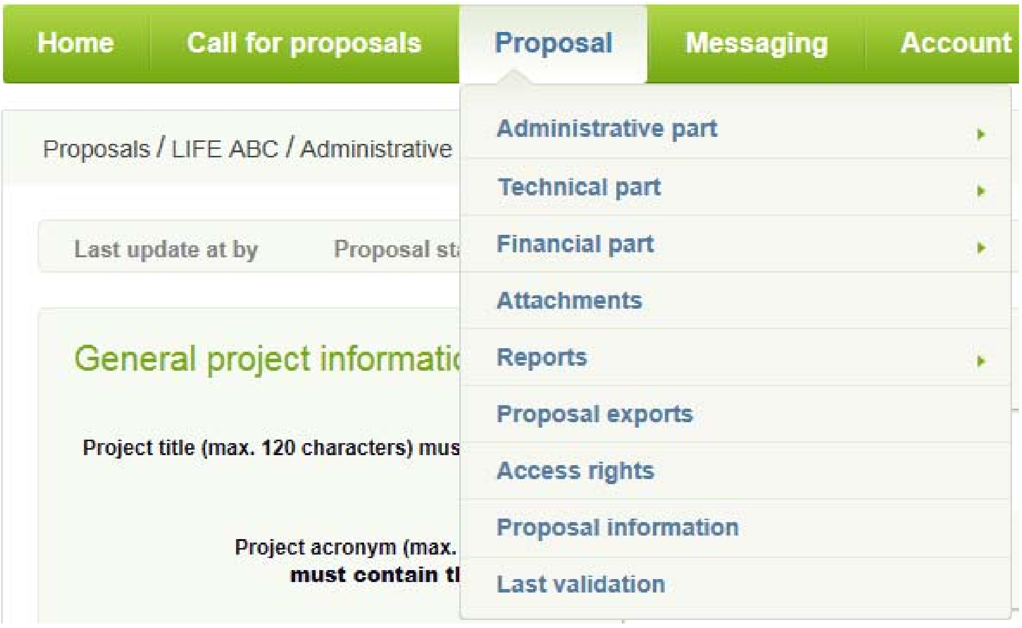
- Find it in your list of proposals;
- For that proposal, click on the Edit icon in the corresponding Actions column;
- In the proposal menu, choose the Withdrawal form. There you will be able to detail the reason(s) why you need to withdraw your proposal (for instance: expected financing did not materialise),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



4. Application forms

4.1 General rules

- In order to enter data into the proposal, use the 'Edit' mode; a 'View' mode is also available and you can switch from one mode to the other at any time during preparation of your proposal;
- You may introduce the information either directly into the textboxes or you may copy and paste information in simple text format; note that for security reasons, a text copied and pasted from a Word document or an html page may not be accepted entirely, therefore simple, basic text editors such as Notepad suit better for this purpose;
- **Always click on the 'Save' button before switching to another form**;
- All fields allow introducing a limited number of characters – these limits are clearly displayed. Please note that in order to ensure that the text input in large text fields can be printed in the pdf extract, only the following formatting may be used: bold, italics, underlined. Only simple lists (simple enumerations 1,2,3, A, B,C etc.; or bullet points) will appear correctly. If you need to insert tables, do not do so in text fields: please use the Add picture(s) functionality available at the end of most forms;
- Fields marked with a red asterisk are obligatory information and must be filled in. When validating the proposal, error messages will be displayed if mandatory fields have been left empty;
- The data between various technical and financial forms are intrinsically connected, this is why as a matter of principle the information will be introduced manually only once and then automatically transferred to other relevant forms across the application;
- Disabled fields cannot be filled in manually since the respective information will be extracted and/or calculated automatically from other forms;
- You will be allowed to insert objects (such as maps, graphs, tables, photos) in certain forms where the "Maps", "Pictures" or "Declaration" headings appear; you may only use png, jpg, tif, gif, bmp formats; pdf files may also be used if the file contains one single picture (nevertheless, if for technical reasons, the picture is not extracted from the file, try using any of the other 5 formats listed above); the maximum size accepted is 2MB;
- Enter all dates in DD/MM/YYYY format or use the calendar functionality where available;
- At any stage, you may view your proposal as a pdf document, by clicking the 'Request pdf' button available in the Proposal exports and Attachments sections of eProposal. Once the pdf version of your proposal has been created, you will receive an e-mail which will allow you to download it straight away, or to do so from the Proposal exports and Attachments sections of eProposal (remember to 'refresh' the page, press key F5);
- You may extract the content of your proposal in order to work off-line:
    - o B and C forms to an editable Word document, by clicking on the 'Download working copy' button available in the Proposal exports section;
    - o Financial forms and reports to an editable Excel document, by clicking on the 'Financial data export' button available in the Proposal exports and Attachments sections;
    - o Please note that these are only working documents to be used to prepare input in eProposal forms and fields. It is not possible to automatically transfer the Word text or the Excel data back into eProposal.
- All the content of a proposal can be edited / viewed using the Proposal menu available at the top of the screen.



4.2 Technical application forms

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

Where you have no specific information to put on certain parts of obligatory forms, you are advised to indicate "not applicable" or "none" or "no relevant information" or an equivalent indication. Do not leave empty parts in obligatory forms.

4.2.1 Administrative information (A forms)

Form A1 – General project information

Project title (max 120 characters): It should include the key elements and objective of the project, such as the climate objective targeted by the project. Note that the Contracting Authority may ask you to change the title in order to make it clearer. The title of the project must be in English, even if the proposal itself is submitted in a different language.

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

LIFE Programme priority area: Select the priority area from the drop-down menu.
Applicants must indicate whether the project is being submitted to the priority area Mitigation, Adaptation or Governance and Information.

Sector priority: Select the sector priority from the menu. If the proposal does not fit within the sectors that are listed, please select "Other". This information is used for statistics purposes only.

Expected start date: Type in the date in the format DD/MM/YYYY or use the calendar functionality. The earliest possible start date is 16 July 2014. The start date should be realistic. Please note that if you choose a late date the costs of participation in the kick-off meeting for all new projects may not be eligible.

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

Language of the proposal: Select the language from the drop-down menu. The Contracting Authority nevertheless strongly recommends that applicants fill in the technical part of the proposal in English.

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

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

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

- by default the eProposal tool selects the Member State where the coordinating beneficiary is legally registered (as per form A2). You may change it by using the 'Delete' and 'Add' buttons;
- to add a region, select the Member State, then the Region, and click on the Add button; at least one region must be selected.

If project actions will be implemented outside the EU, select the country from the drop-down list.

Member State	Selected regions	Actions
IT - Italy	All regions	✖
AT - Austria	All regions	Add

<u>**Form A2 – Coordinating beneficiary**</u>

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

E-mail: This e-mail address will be used by the Contracting Authority as the single contact point for all notifications of correspondence availability with the applicant during the evaluation procedure (see above Step 3 point c. "3. Post-submission Communication").

Legal name (max 200 characters): Provide the full name under which the beneficiary is officially registered.

Legal Status: Select one of the following 3 choices: *Public body*, *Private commercial* or *Private non-commercial* (including NGOs). Tick the appropriate box. Further guidance on how to distinguish private entities from public bodies can be found in section 1.5.2 of this document.

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

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

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

PIC Number (not compulsory): The PIC (Participant Identification Code) is a unique 9-digit code used for the identification of validated legal entities of projects funded under a number of EU programmes. While it is not mandatory to provide this number at the time of the proposal submission, applicants are invited to create it by following the instructions provided at the link[21]:

http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html

The PIC will have to be validated at a later stage for all proposals selected for LIFE co-financing. Note that beneficiaries whose PIC is already validated will not have to submit again their legal and supporting documents.

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

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

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

Telephone/Fax: Provide information for the contact person.

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

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

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

Website (max 250 characters): Provide the beneficiary's official website.

Brief description of the activities of the beneficiary (max 2000 characters): Please describe the entity, its legal status, its activities and its competence in nature / biodiversity conservation, particularly in relation to the proposed actions. The description given should enable the Contracting Authority to evaluate the technical reliability of the coordinating

[21] During the registration for the PIC number, applicants will be required to provide some information which is used only for Horizon 2020 Programme and is irrelevant for the LIFE Programme. Therefore, when completing Step 1 - Status of the Organisation and if you wish to participate as a beneficiary only in LIFE projects, choose the minimal status by ticking only the 'Legal person' box. Similarly, for the cost method section, select the indirect cost method 'standard flat rate'. Should you decide at a later moment to participate in a project financed under the Horizon 2020 Programme, you may change the related information anytime.

beneficiary, i.e. whether it has the necessary experience and expertise for a successful implementation of the proposed project.

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

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

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

Form A3 – Coordinating beneficiary declaration

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

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

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

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

Important:

Before completing this form, please check that the beneficiary does not fall into any of the situations listed in art. 106(1) and 107 of the Financial Regulation n° 966/2012 of 25 October 2012 (JO L 298 of 26/10/2012), reference:

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

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

When the form is completed, scan it as an image file (not as a .pdf file, see accepted formats under point 4.1 General rules), then upload it by using the 'Upload declaration' button.

Form A4 – Associated beneficiary declaration and Mandate

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

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

You need to manually fill in the following fields:

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

- The forename and surname of the legal representative of the future coordinating beneficiary of the project.
- 'At….on….': Indicate the place and the date of the signature.
- 'Signature': This form must be signed.
- 'Name(s) and status of signatory': The **name** and **status** of the person signing the form must be clearly indicated.

Form A5 – Associated beneficiary

Click on the 'Create Associated Beneficiary' button: fill-in all necessary information and click on 'Save' button. The Associated Beneficiary then appears in the list of Associated Beneficiaries.

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

If the associated beneficiary is not legally registered in the EU, select the country from the drop-down list.

Form A6 – Co-financiers

If a co-financer will contribute to the project, click on the 'Add Co-financier' button: fill-in all necessary information and click on 'Save' button. The Co-financier then appears in the list of Co-financiers.

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

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

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

When the form is completed, scan it as an image file (not as a .pdf file, see accepted formats under 4.1 Application forms – General rules), then upload it by using the 'Upload declaration' button.

Important note: A coordinating / associated beneficiary should only appear in the proposal with that single role of coordinating / associated beneficiary and not also as a co-financier. In case a coordinating / associated beneficiary wishes to be a net financial contributor to the project, they should still only submit forms A2/A3 or A4/A5 in which their financial contribution may be higher that their foreseen costs.

Form A7 – Other proposals submitted for European Union funding

Applicants should not underestimate the importance of this form: Clear and complete answers must be provided to each question (max 5000 characters for each question). LIFE projects should not finance actions that are better financed by other EU funding programmes (see, section 1.5.17). **Applicants must therefore verify this aspect carefully** and provide the fullest possible information in their answers. Supporting documents (e.g. extracts from the texts of the relevant programmes) should be provided (as far as possible and appropriate). Please also note point 1 of the declaration in form A3 that you have to sign; National Authorities may be asked to review this declaration.

4.2.2 Technical summary and overall context of the project (B forms)

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

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

- **Project objectives (max 2500 characters):** Please provide a detailed description of all project objectives, listing them by decreasing order of importance. Objectives should be phrased in terms of the project's contribution to the development and demonstration of policy approaches, technologies, methods and instruments; and in terms of its contribution to consolidating the knowledge base for the development, assessment, monitoring and evaluation of climate policy and legislation. These objectives must be realistic (be achievable within the timeframe of the project with the proposed budget and means) and clear (without ambiguity).
- **Actions and means involved (max 2500 characters)**: Please explain clearly what means will be utilised during the project to reach the objectives indicated above (financial means should not be indicated). Please ensure that there is a clear link between the proposed actions and means and the project's objectives.
- **Expected results (quantified as far as possible) (max 2500 characters)**: Please list the main results expected at the end of the project. These must directly relate to the climate objectives targeted and to the project's objectives. The expected results must be concrete, realistic and **quantified** as far as possible. Since the project's final achievements will be judged against its expected results, please make sure that the expected results are well defined and well quantified. Expected results should not be the project's objectives, but they should be *outputs* and quantified *achievements* allowing it to reach the objectives.
- **EU policy priorities**: Applicants are required to indicate whether the proposal addresses one of the EU policy priorities listed in section 2 of this document. If this is not the case, the applicant has to tick 'none'.
- **Reasons why the proposal falls under the selected EU policy priority (max 2,500 characters)**: The applicant has to explain in detail why he considers that the proposal falls under the selected EU policy priority.

<u>Form B2 – General character of the project</u>

- **Climate problem targeted and, if applicable, other environmental benefits:**

  Please provide a clear description of the climate problem targeted by your proposal, and how it relates to one or more of the three climate priority areas. Explain why you consider that this problem is related to European climate policy and legislation.

  For certain types of projects eligible under LIFE Climate Governance and Information there may not be a specific climate problem as the project proposal may relate to more general activities in support of effective control process as well as measures to promote compliance in relation to Union climate legislation, and in support of information systems and information tools on the implementation of Union climate legislation. In such cases where the "problem" relates to one of the above governance areas and not, strictly speaking, to a specific climate problem, the project proposal should specify and detail the climate governance problem targeted.

  If other environmental benefits are applicable, please provide a description of expected results and synergies with other policy areas, especially regarding ecosystem based adaptation projects and their scope to deliver biodiversity and nature conservation benefits and include appropriate indicators to measure output and impact.

- **Please <u>explain the project's best practice, demonstration or pilot character</u>**

  <u>For details, see section 1.2</u>**.**

State of the art and innovative aspects of the project:

Provide a description of the state of the art of the technique or method addressed and a description of the technical scale of the project (pilot scale, pre-industrial scale, first full-scale application). In the case of pilot/demonstration projects elaborate on the technical description of the processes or methods and / or proposed innovation(s), new elements, improvements and describe the previous research and experience carried out in preparation for the project implementation, including feasibility studies. In any case, describe the key climate benefits of the project and its objectives for replicability and transferability. Describe activities for monitoring / measurements and / or evaluation of the project.

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

N.B. Projects which involve pure research and development or merely preparatory activities (studies, surveys, etc.) cannot be considered innovative per se. Transfer of best practice cannot be considered innovative.

Form B3 – EU added value and socio-economic effects

EU added value: Please indicate whether and how your project contributes to the implementation and the development of the European Union climate legislation. Describe if it contributes to the integration of climate into other policies and/or if it contributes to sustainable development. The EU added value should be outlined in accordance with the following criteria:

- **Contribution to climate objectives**

  Outline the contribution to increased climate resilience and/or the reduction of greenhouse gas emissions. Projects need to demonstrate a transformative impact which should contribute to the shift towards a resource-efficient low-carbon economy.

- **Contribution to priority areas and EU policy priorities for 2014**

  Describe the extent and the quality of the contribution to the specific objectives of the priority areas and to the EU policy priorities

- **Replicability and transferability**

  Provide a summary of how the climate issue addressed by your project may be relevant and / or transferable to other locations in the EU. This should be expanded upon further below at action level, where concrete replication and transfer plans should be detailed.

- **Quality of multipurpose, synergies, integration as well as transnational, green procurement, uptake**

  If applicable, please provide a summary of whether your project includes a multi-purpose delivery mechanism which improves integration of specific environmental objectives in other policy areas or has synergies with the objectives of other Union policies. For example, regarding ecosystem-based adaptation projects, please provide a description of expected results and synergies with other policy areas, such as the scope to deliver biodiversity and nature conservation benefits.

  You should also provide here a clear description of the geographical scope of the project. A **transnational approach** and / or a **multinational partnership** may, if well justified here be also considered as EU added value. Other aspects including green public procurement could be mentioned here.

Socio-economic effects of the project and efforts for reducing the project's "carbon footprint":

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

Please also explain how you intend to ensure that the "carbon footprint" of your project remains as low as is reasonably possible. Any details of efforts to be made to reduce CO_2 emissions during a project's life shall be included here. Generally, this would mainly concern reduction of the project's carbon footprint during project management activities (reduction of travel, use of recycled paper etc.).

Form B4 – Stakeholders and target audience (max 12,000 characters)

Indicate the stakeholders the proposal intends to involve and how. Please indicate what kind of input you expect from them and how their involvement will be used and useful and/or needed for the project.

Describe target groups and methods for dissemination of knowledge. Comment on activities for general publicity and / or marketing of the concept during and after implementation. Please link this information with the actions you foresee in terms of replication and transferability of the results and include qualitative/quantitative data on target groups (e.g.: stakeholders actually or potentially interested in the project results, market analysis, etc.).

Please ensure a clear distinction between stakeholders and main target audiences:

- **"Main target audience**" refers to the audience (e.g. sections of the population, category of professionals, type of bodies or organisations, economic players, etc.) the project activities are targeting. These audiences must be defined as precisely as possible (both qualitatively and quantitatively) in the proposal and must be linked to the problem addressed by the project. Project monitoring activities must include the measurement of the impact of the project's activities on this target audience or on its activities (as appropriate, depending on the nature of the project). The selection of the target audience(s) must be justified in view of reaching the project's objectives. Quantitative and qualitative information should be provided wherever possible.

- **"Stakeholders**" refers to entities (e.g. organisations, authorities, persons, groups of persons, NGOs etc.) that have an interest in the issue targeted by the project. Project participants do not have to be listed in this section. Proper stakeholder consultation and/or involvement should be ensured during the project, as appropriate with respect to the nature of the project.

Form B5 – Expected constraints and risks (max 12,000 characters)

It is important that project applicants identify all possible **internal or external events** ("constraints and risks") that could have **major negative impacts** on the successful implementation of the project. Please list such constraints and risks, in decreasing order of importance, indicating one main constraint or risk per paragraph. Please also indicate any possible constraints and risks due to the **socio-economic environment**. For each constraint and risk identified, please indicate how you envisage overcoming it. Please ensure that the list is coherent with the "constraints and assumptions" indicated in form C1.

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

- Environmental Impact Assessment (EIA), according to the Directive 85/337/EEC (the EIA Directive), codified by Directive 2011/92/EU of 13 December 2011[22];
- Strategic Environmental Assessment (SEA), according to the Directive 2001/42/WE (the SEA Directive)[23];

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

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

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

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

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

Describe how the project will be continued after the end of the LIFE funding; what actions are required to consolidate the results in order to ensure the sustainability of the project results.

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

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

Please indicate what mechanisms will be put in place to ensure that this will be done. Please note that information provided in this section is indicative and will have to be updated during the project life.

In particular, please reply to the following questions:

- **Which actions will have to be carried out or continued after the end of the project? (max 5000 characters)** Please list such project actions indicating their reference (e.g. A1, A2…) and title.
- **How will this be achieved? Which resources will be necessary to carry out these actions? (max 5000 characters)** Please indicate how the above actions will be continued after the project, by whom, within what timeframe and with what financing.
- **To what extent will the results and lessons of the project be actively disseminated, transferred and/or replicated after the end of the project to those persons and / or organisations that could best make use of them? (Please identify these persons / organisations) (max. 5000 characters):** Please indicate how dissemination/replication activities will continue after the end of the project. Please list the persons / organisations that have been so far identified as targets for these dissemination activities.
- **How will the long-term sustainability of the project's concrete actions be assured? (max. 5,000 characters):** Please provide details.

4.2.3 Detailed technical description of the proposed actions (C forms)

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

A. Preparatory actions (if needed)
B. Purchase / lease of land and / or compensation payments for use rights
C. Implementation actions (obligatory)
D. Monitoring the impact of the project actions (obligatory)
E. Communication and dissemination of results (obligatory)
F. Project management and monitoring of the project progress (obligatory).

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

It is recommended that each action that is expected to have an important output for the project (e.g. design of the pilot, construction of the pilot, etc.) is presented as a **separate action**.

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

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

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

- **Name of the action (max 200 characters)**: Please ensure that the name is short and that it clearly reflects the objective of the action.
- **Beneficiary responsible for implementation:** Please indicate by selecting from the drop-down menu which of the project's beneficiaries will be in charge of the coordination of the implementation of this action. Should more than one beneficiary be implicated, please give full details of which beneficiary is responsible for what in the text field (max 500 characters) available under the drop down list.
- **Description (what, how, where and when) (max 10.000 characters)**: Please describe the content of the action indicating what will be done, using what means, on which location / site, with what duration and with what deadline.
- **Reasons why this action is necessary (max 2000 characters):** Please indicate why the action is necessary and how it will contribute to reaching the project's objectives. For actions implemented outside the EU, full details should be provided on why such actions are necessary to achieve EU climate objectives and to ensure the effectiveness of interventions carried out during the LIFE project in the Member State territories to which the Treaties apply.
- **Constraints and assumptions (max 2000 characters):** Please indicate what may prevent you from implementing the action as planned and what will be done to address this risk. Please ensure that these constraints and assumptions are in line with those indicated on Form B5.
- **Expected results (<u>quantitative</u> information as far as possible) (max 2000 characters):** Please indicate concisely what results will be achieved at the end of the action (e.g. xx ton of waste recycled or yy ton CO2 emissions avoided) and what deliverable products (e.g. guide) will be produced.
- **Indicators of progress (max 2000 characters):** Please indicate how progress of this action will be measured.
- **Cost estimation (max 2000 characters)**: Please summarise the methodology used for estimating the costs of the main expenditures in this action (e.g. no. days * average cost / day,). Please note that the total cost of the action as inserted in financial forms is displayed automatically (sum of the cost lines created in the F forms for that Action); when creating a new action, this value is by default 0 €. You must give details of the different calculations and estimations on which this total cost is based.
- **Deliverable products:** Please list all deliverable products associated with each action and the corresponding completion deadline (day/month/year) by using the 'Add' button. ***Deliverable products*** are all those **tangible** products that can be shipped (e.g. management plans, studies and other documents, software, videos, etc.). For each deliverable, please include the code of the associated action and the deadline for its completion (day/month/year). Please note that any deliverable product will have to be **submitted as a separate document** (bearing the LIFE logo) to the Commission together with an activity report.
- **Milestones:** Please list all project milestones associated with each action and the corresponding delivery / achievement deadline (day/month/year). ***Project milestones*** are defined as **key moments** during the implementation of the project e.g. "Nomination of the Project Manager", "Initial operation of prototype", "Final

conference", etc. The corresponding documents do not need to be submitted to the Contracting Authority. You will need to inform the Contracting Authority whether the milestone has been completed or not in the technical reports you will send to the Contracting Authority.

- **Timetable:** For each project action, please tick the corresponding implementation period. When planning the implementation period of your project, please bear in mind that a LIFE 2014 project cannot start before 16 July 2015. Also, please add an appropriate safety margin at the end of the project to allow for the inevitable unforeseen delays.

Form C0 – List of all actions

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

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

Form C1

A. Preparatory actions

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

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

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

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

It is particularly important that the description of each action clearly indicates how **each** of the eligibility conditions described in section 2.3.4 on land purchase is met.

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

C. Implementation actions (obligatory)

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

D. Monitoring of the impact of the project actions (obligatory)

All projects shall include separate impact monitoring action(s) to measure and document the effectiveness of the project actions as compared to the initial situation, objectives and expected results. Specific indicators must be identified (see section 2.6.6 for example). Regular reporting on monitoring should be foreseen. A distinct “monitoring” action with an individual budget should therefore be proposed. In the description of this action, the "monitoring protocol", the “monitoring indicators” and “sources of verification” should be identified and described.

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

An assessment of the **socio-economic impact** of the project actions on the local economy and population, as well as an assessment on the **ecosystem functions restoration,** are also obligatory and shall be included as separate actions. These can take the form of studies consolidating the data and results over the project lifetime, to be delivered with the Final Report.

E. Public awareness and dissemination of results (obligatory)

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

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

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

- **Notice boards** describing the project shall be displayed at strategic places accessible to the public. The LIFE logo should always appear on them.
- A description of the project shall be included in a newly-created or existing **website** (with the LIFE logo), and full details of its objectives, actions, progress and results should be provided. The web site shall be put on-line within 6 months after the project start and regularly updated during the project period and shall be maintained on-line during at least 5 years after the project's end.
- **Networking with other projects**: Networking with other projects (including LIFE III, LIFE+ and/or LIFE projects), information exchange activities etc., should be presented as one distinct E-category obligatory action with a separate budget.
- A **layman's report** shall be produced in paper and electronic format at the end of the project. It shall be presented in English and in the project's language. This report shall be 5 to 10 pages long and present the project, its objectives, its actions and its results to a general public.

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

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

F. Project management and monitoring of project progress (obligatory)

The applicant should list the different actions aiming at managing / operating the project and monitoring the progress of the project as well as quality control and risk management, including contingency planning.

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 will be charged for this to the project. Reporting should include the preparation of the inception report, the progress reports, the mid-term and final reports with payment requests.

Please include a **management chart** of the technical and administrative staff involved. This chart must provide evidence that the 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 the **previous project management experience** of the management staff.

Audit:

Where required (see General Conditions of the Model LIFE Grant Agreement), an independent auditor nominated by the coordinating beneficiary must verify the financial statements 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 General Conditions of the Model LIFE Grant Agreement. In the financial forms, the costs for the audit should be under the budget item “Other costs”.

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. For all projects, the After-LIFE Plan shall set out how the dissemination and communication of the results will continue after the end of the project. It should give details regarding what actions will be carried out, when, by whom, and using what sources of finance. A separate F-action for this plan should be added to the proposal and the plan must be added to the list of deliverables.

Indicators:

A distinct F-action must be included concerning the compilation of information needed to complete the indicator tables (quantitative and qualitative) to be submitted with the first Progress and Final Reports.

Form C2 Reporting schedule

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.

For projects not exceeding 24 months or having a Union contribution of 300.000 € or less, no mid-term reports will need to be submitted.

Note that the grant agreement, project management, formal reporting (excluding annexes or deliverables) and all communication with the Contracting Authority must be in English, even if the language of the project proposal is different. The costs for translation of reports (excluding annexes or deliverables) are therefore eligible.

For projects with a duration exceeding 24 months and requesting an EU contribution of more than € 300,000, if the coordinating beneficiary intends to ask for a second pre-financing, a more detailed "Mid-term report with payment request" has to be provided. .For projects with a duration exceeding 48 months and an EU contribution of more than € 4,000,000, if the coordinating beneficiary wishes to request a third pre-financing payment, second Mid-term Report has to be provided. The Mid-term report(s) are to be delivered, together with the requests for mid-term pre-financing, after the thresholds defined in the Special Conditions of the Model LIFE Grant Agreement.

One "Final Report with payment request" shall be submitted, not later than 3 months after the project end date. Additional "Progress reports" should also be foreseen in order to ensure that at least one report is received every 18 months (the reporting schedule may be modified during the revision phase). Please consult the General Conditions of the Model LIFE Grant Agreement for full details on reporting obligations of LIFE projects.

4.3 Financial application forms

<u>Important</u>: The project's budget may only include costs which are in accordance with Article II.19 of the General Conditions of the Model LIFE Grant Agreement. The EU contribution will be calculated on the basis of eligible costs. **<u>General remarks</u>**

- All costs must be rounded to the nearest Euro. Decimals cannot be entered in the forms.
- The coordinating beneficiary and associated beneficiaries, as well as other companies that are part of the same groups or holdings, cannot act as sub-contractors.
- Internal invoicing (i.e. costs that result from transactions between departments of a beneficiary) is only allowed if it excludes all elements of profit, VAT and overheads.
- All contracts attributed under any of the cost categories should respect the principle of absence of conflict of interest, regardless of the amount involved.
- Value added tax paid by the beneficiaries is eligible except for:
    - taxed activities or exempt activities with right of deduction;
    - activities engaged in as a public authority by the beneficiary where it is a State, regional or local government authority or another body governed by public law.
- For each cost line, select from the drop-down menus the short name of the beneficiary that will incur the respective cost and the number of the action to which the respective cost is related.
- To add a cost line use the 'Add' button, to delete a cost line use the 'Delete' button.
- All financial forms are tab activated: in order to create costs lines quickly, you may use the Tab key on your keyboard to move from one field to the next one, and then to the 'Add' button (then press the 'Enter' key: the cost line is added).

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

General: The salary costs of public body personnel may be funded only to the extent that they relate to the cost of project implementation activities that the relevant public body would not have carried out had the project concerned not been undertaken. The personnel in question, irrespective of whether they are working full or part time for the project, must be specifically seconded/assigned to a project; the individual assignment shall either take the format of a contractual document or that of a letter of assignment signed by the responsible service or authority of the relevant beneficiary.

Moreover, the sum of the public bodies' contributions (as coordinating beneficiary and / or associated beneficiary) to the project budget must exceed (by at least 2%) the sum of the salary costs charged to the project for personnel who are not considered 'additional'. This will be automatically checked under Report R4 – Compliance with 2% rule when your proposal is validated by eProposal prior to submission, but also both during both the selection phase and when calculating the final EU contribution at the end of the project.

The definition of 'additional' personnel costs include the costs of all personnel – permanent or temporary – of public bodies whose contracts or contract renewals:

- start on or after the start date of the project or on or after the date of signature of the grant agreement by the Contracting Authority in case this signature takes place before the project start date, and
- specifically mention the LIFE project

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

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

Important: The time which each employee spends working on the project shall be <u>recorded</u> on a timely basis (i.e. every day, every week) using time sheets or an equivalent <u>time registration system</u> established and certified regularly by each of the project beneficiaries, unless the employee is specifically assigned to the project full time as per Article II.19. of the General Conditions and Annex X (Financial and administrative guidelines) to the Model LIFE Grant Agreement or works less than 2 days per month on average for the LIFE project.

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

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

The total number of productive time 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 time 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 time	<u>215 days</u>

Please note that the rates indicated in the budget proposal must not be used when reporting the costs of the project; only the costs of the actual hours worked on the project may be charged. Any significant increases will have to be justified. Personnel costs shall be charged on the basis of hourly rates obtained by dividing the actual annual gross salary or wages plus obligatory social charges and any other statutory costs included in the remuneration of an employee by the actual total productive hours for that employee. In case the actual total productive hours for the employee are not recorded in a reliable time registration system a default value of 1720 productive hours shall be used.

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

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

Form F2 – Travel and subsistence costs

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

General: Only costs for travel and subsistence must be included here. Costs related to the attendance of conferences, such as conference fees, should be reported under "Other costs" (form F7). The cost of participation in a conference is only considered eligible if the project is presented at the conference. The number of participants in conferences is limited to those for whose attendance there is a valid technical justification.

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

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

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

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

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

In absence of internal rules governing the reimbursement of the use of an organisation's own cars (in opposition to private cars) costs related to the use of these are to be estimated at 0.25 € / km. If only costs for fuel are foreseen, they should also be listed here.

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

Form F3 – External assistance costs

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

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

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

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

Procedure: Specify the procedure foreseen to sub-contract the work, e.g. 'public tender', 'direct treaty', 'framework contract', etc. Subcontracts must be awarded in accordance with Articles II.9 and II.10 of the General Conditions of the Model LIFE Grant Agreement. **Description:** Provide a clear description of the subject of the service that will be subcontracted, e.g. 'carrying out impact assessment', 'maintenance of …', 'renting of …', 'consultancy on …', 'web page development', 'intra-muros assistance', 'organisation of dissemination event', etc. You may use maximum 200 characters for the description of the subcontract if necessary.

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

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

In the sub-categories equipment and infrastructure, you need to indicate the actual cost as well as the value of depreciation, in accordance with Article II.19.2 (c) of the General Conditions of the Model LIFE Grant Agreement. Only the depreciation is an eligible cost for the project and the EU co-financing will be calculated on the basis of this amount.

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

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

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

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

Exception: For prototypes, the eligible costs are equal to real costs under the conditions set up in Article II.19.2 (c) of the General Conditions of the Model LIFE Grant Agreement.

Form F4.a – Infrastructure costs

Procedure: Specify the procedure foreseen to sub-contract the work, e.g. 'public tender', 'direct treaty', 'framework contract', etc. Subcontracts must be awarded in accordance with Articles II.9 and II.10 of the General Conditions of the Model LIFE Grant Agreement.

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

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

NB: Projects dedicated to the construction of large infrastructure do not fall within the scope of the LIFE Programme and are therefore not eligible. A project is considered to be dedicated to the construction of large infrastructure if the cost of a "single item of infrastructure" exceeds € 500,000. A "single item of infrastructures" means all elements as described in form F4a that are physically bound to ensure the functionality of the infrastructural investment (e.g. for an eco-duct the bridge, barriers, signposting, etc.) Such amount may be exceptionally exceeded if full technical justification is provided in the proposal demonstrating the necessity of the infrastructure for ensuring an effective contribution to the objectives of Articles 14, 15 or 16 of the LIFE Regulation.

Form F4.b – Equipment costs

Procedure: Specify the procedure foreseen to sub-contract the work, e.g. 'public tender', 'direct treaty', 'framework contract', etc. Subcontracts must be awarded in accordance with Articles II.9 and II.10 of the General Conditions of the Model LIFE Grant Agreement.

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

Form F4.c – Prototype costs

A prototype is an infrastructure and/or equipment specifically created for the implementation of the project and that has never been commercialised and is not available as a serial product. It may not be used for commercial purposes during the life of the project. (See Article II.19.2 (c) of the General Conditions of the Model LIFE Grant Agreement for definition of prototype.) Durable goods acquired under the project can only be accepted in this cost category when they are essential to the pilot or demonstration aspects of the project.

Procedure: Specify the procedure foreseen to sub-contract the work, e.g. 'public tender', 'direct treaty', 'framework contract', etc. Subcontracts must be awarded in accordance with Articles II.9 and II.10 of the General Conditions of the Model LIFE Grant Agreement.

Description: Give a clear description of the prototype.

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

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

General: Please consult the General Conditions of the Model LIFE Grant Agreement for the rules concerning land purchase. If short-term lease would be appropriate for achieving the project objectives, those costs should be presented under external assistance.

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

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

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

Form F6 – Costs for consumables

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

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

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

Procedure: Specify the procedure foreseen, e.g. 'public tender', 'direct treaty', 'framework contract', etc. Subcontracts must be awarded in accordance with the General Conditions of the Model LIFE Grant Agreement.

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

Form F7 – Other costs

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

Auditor costs related to the auditing of the project's financial reports should always be placed under this budget category. For projects with more than one beneficiary, the total audit cost will be mentioned as one consolidated amount in the proposal, to be incurred by the coordinating beneficiary.

Costs for **translation** of reports, if needed, must always be reported in this category

The bank guarantee if required must always be reported in this category. Please refer to Article I.4.1 of the Special Conditions and Articles II.19.2 (e) and II.24.1 of the General Conditions of the Model LIFE Grant Agreement and to the Guide for the evaluation of LIFE project proposals 2014 for more information.

Procedure: Specify the procedure foreseen, e.g. 'public tender', 'direct treaty', 'framework contract', etc. Subcontracts must be awarded in accordance with Articles II.9 and II.10 of the General Conditions of the Model LIFE Grant Agreement.

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

Form F8 – Overheads

Overhead amount: (also referred to as "indirect costs") are eligible at a flat rate, which will be fixed in the grant agreement as a percentage of the total eligible direct costs of the entire project, excluding long-term lease of land/one-off compensations for land use rights (and excluding the overheads themselves, since they are indirect costs). In accordance with Article II 19.3 of the General Conditions for the Model LIFE Grant Agreement this percentage may not exceed 7%. A blocking error message will be displayed in Report R1 and when validating the proposal if this rule is not observed.

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

Form FC – Financial contributions

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

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

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

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

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

Amount of EU contribution requested: Specify the amount of financial EU contribution requested by the coordinating beneficiary and each of the associated beneficiaries. This amount must be in accordance with Articles II.19 and II.25 of the General Conditions of the Model LIFE Grant Agreement**.**

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

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

4.4 Reports

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

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

Report R1 – Budget

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

Reports R2 – Costs per Action

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

Report R3 – Profit rule per beneficiary

This report verifies that none of the beneficiaries receives a share of the EU contribution exceeding the costs it will incur (see the non-profit rule in Article II.25.3 of the General Conditions of the Model LIFE Grant Agreement).

Report R4 – Compliance with 2% rule

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

Report R5 – National allocation

This report shows the distribution of the EU contribution for the period 2014-2017 per Member States in which the beneficiaries are registered.

4.5 Attachments

Attachment type: Select from the drop-down menu.

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

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

Attach in this section the appropriate mandatory financial annexes, as explained in the document *'Guide for the evaluation of LIFE project proposals 2014'*. The templates of the 'Public body declaration' and 'Simplified Financial Statement' are provided in the application package available on the LIFE web page**.**

Attach also the list of indicators as an annex (see section 2.6)

5. Checklist

The questions below aim to help you check that your application is as well prepared as possible. Your answers should in all cases be "yes". However, the list of questions is not exhaustive and the questions do not provide all the detailed information necessary; please refer to the detailed information included in other sections of this document.

1. Have you checked whether your project fits with the requirements of a LIFE Climate Mitigation, Adaptation or Governance and Information project?
2. Are forms A3, A4 and A6 signed and dated?
3. Is form B1 at least in English?
4. Have you included a safety margin at the end of the project to allow for unforeseen delays?
5. Is the applicant legally registered in the EU?
6. Have you included the mandatory annexes (annual balance sheet and profit and loss account, audit report or auditor-certified balance sheet and profit and loss account, simplified financial statement for coordinating beneficiaries that are not public bodies; public body declaration for coordinating beneficiaries that are public bodies)?
7. For each action, have you detailed the expected results as far as possible in quantitative terms?
8. Does your project integrate monitoring, evaluation and active dissemination of the project's results and lessons learnt (see definitions of "demonstration" and "innovation")?
9. Have you excluded preparatory actions that do not produce practical recommendations?
10. Have you included a coherent package of communication and dissemination actions?
11. Have you included indicators and actions to monitor the impact of the project and its actions on the climate objectives targeted?
12. Is the project management team sufficient? Is an organigramme provided? Is there a full time project coordinator (not obligatory but strongly recommended)? Is there a financial coordinator (advisable)?
13. Have you excluded all actions that can be funded by other EU funds? In case of doubt, have you foreseen complementary actions or objectives?
14. Have you detailed your efforts towards carbon neutrality?
15. Have you and your associated beneficiaries read the General Conditions of the Model LIFE Grant Agreement in full?
16. For land purchase / compensation payments have you clearly explained how you meet all of the eligibility conditions?

ANNEXES

ANNEX 1: Calendar - LIFE 2014 evaluation and selection procedure

Date or period	Activity
16 October 2014	Deadline for applicants to submit proposals to Member State authorities
October 2014 to May 2015	Evaluation and revision of the proposals
May-June 2015	Signature of individual grant agreements
16 July 2015	Earliest possible starting date for the 2014 projects

ANNEX 2: Important links

a) *General documents for all applicants:*

- *LIFE Regulation*
  http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:L:2013:347:TOC
- LIFE Multiannual Work Programme 2014-2017:
  http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:JOL_2014_116_R_0001
- Link to the LIFE Communication toolbox
- Financial Regulation

b) *LIFE Climate Action:*

- *Communication on an EU Strategy on adaptation to climate change COM(2013)216*
- Guidelines on developing adaptation strategies SWD(2013)134
- EU Strategy on adaptation to climate change : rest of the package
- Climate-ADAPT, the European climate change adaptation platform: http://climate-adapt.eea.europa.eu/
- Mayors-ADAPT, the European Commission urban adaptation initiative within the Covenant of Mayors: http://mayors-adapt.eu/
- *Decision on land use, land-use change and forestry*
  http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32013D0529
- *Effort Sharing Decision*
  http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2009.140.01.0136.01.ENG
- *EU forest strategy*
  http://ec.europa.eu/agriculture/forest/strategy/index_en.htm
- *Rural Development*
  http://ec.europa.eu/agriculture/rural-development-2014-2020/index_en.htm
- *Agriculture*
  http://ec.europa.eu/agriculture/climate-change/index_en.htm
  http://ec.europa.eu/agriculture/cap-post-2013/index_en.htm