User Manual

Instructions how to fill in Application Form - eMS

Version 0.2 of 15-05-2017

Table of Content

Disclaimer: This Technical Guidance is an help tool envisaged to provide additional assistance to the Applicants during project preparation phase and filling in the Application Form.

The Technical Guidance includes instructions on how to fill in the Application Form and in that respect contains parts/images of the Application Form within eMS.

In case of a discrepancy between the relevant sections of this Technical Guidance and Application Form in electronic Monitoring System (eMS), the Application Form in electronic Monitoring System (eMS) shall prevail.

---

1. Quick Guide for Applicants in eMS

The eMS (electronic Monitoring System) is a programme monitoring system with a communication portal, which allows Programme to collect and store all necessary project and programme information and beneficiaries to communicate with the programme bodies electronically via a secure online communication portal. Programme INTERACT has developed this software for the benefit of all cross border cooperation programmes.

Disclaimer: The eMS is a new system for both the programme and the applicants, and it is partially still under development. For that reason, during your work in the eMS, some technical glitches might occur. That is why we recommend to read carefully these instructions and to bear in mind general tips and tricks at the end of this section.

We also advise potential applicants not to wait for the last day of deadline for submission of applications to submit their Application in eMS, because of overconnections.

Technical information and system requirements

The eMS is a web application which can be accessed with recent versions of most common browsers (e.g. Internet Explorer 11, Firefox 35, Chrome 39).
The functionality of the system follows the common standards of web applications for entering and submitting form data.

Access and registration to eMS

The eMS system can be accessed on the following link: https://www.italy-albania-montenegro.eu clicking on "Ems Platform login section"

Figure 1 - eMS login Section

Registration
To use the eMS, you must first register by clicking the button Register on the login form (Figure 1). You will then be asked to provide a set of credentials.

Applicants are kindly requested **not to use private emails** (such as in gmail.com or others), but to use professional email addresses at the organization, for which the application is made.

Figure 2 - Registration form

The person registering in the eMS should be preferably the contact person of the institution. Automatically generated eMS notifications (i.e. on successful submission of the application) will be sent to the user's e-mail address registered within the eMS.

Username will be used to log in and submit the applications. It can be freely chosen by the applicant. Username is unique in the eMS – the eMS doesn't allow more than one applicant with the same username.

Email is the e-mail address of the Applicant. One e-mail address can be used per one username only. Once the Applicant registers, he/she will not be able to make new registration with different username by using the same e-mail address.

Password is used for the authorization of the Applicant, and it is required for the access to the system. Password must have 6-20 characters, can contain letters ('A'..'Z','a'..'z'), digits (0..9) or punctuation marks (.,/-) and must have at least one letter. In the case the password is forgotten it can be changed by clicking on Forgot Password on the Login form (Figure 1).

First name, Last name and Title are the personal data of the applicant, i.e. of the contact person filling in the application form.

Language is the programme's official language, and it is set to English. This cannot be changed.

After you submit the filled-in registration form, a confirmation e-mail is automatically sent to your e- mail address. Only after receiving your confirmation, you will be able to log-in to the eMS and apply your project proposal by filling-in and submitting the application form.

Dashboard

After logging in, you will enter the Dashboard. The main functions can be found on the left side menu, such as your Mailbox, Generated Files, User Account, managing applications, etc. The central part of the Dashboard shows any created and saved project proposals (My Projects), your mailbox and a calendar.
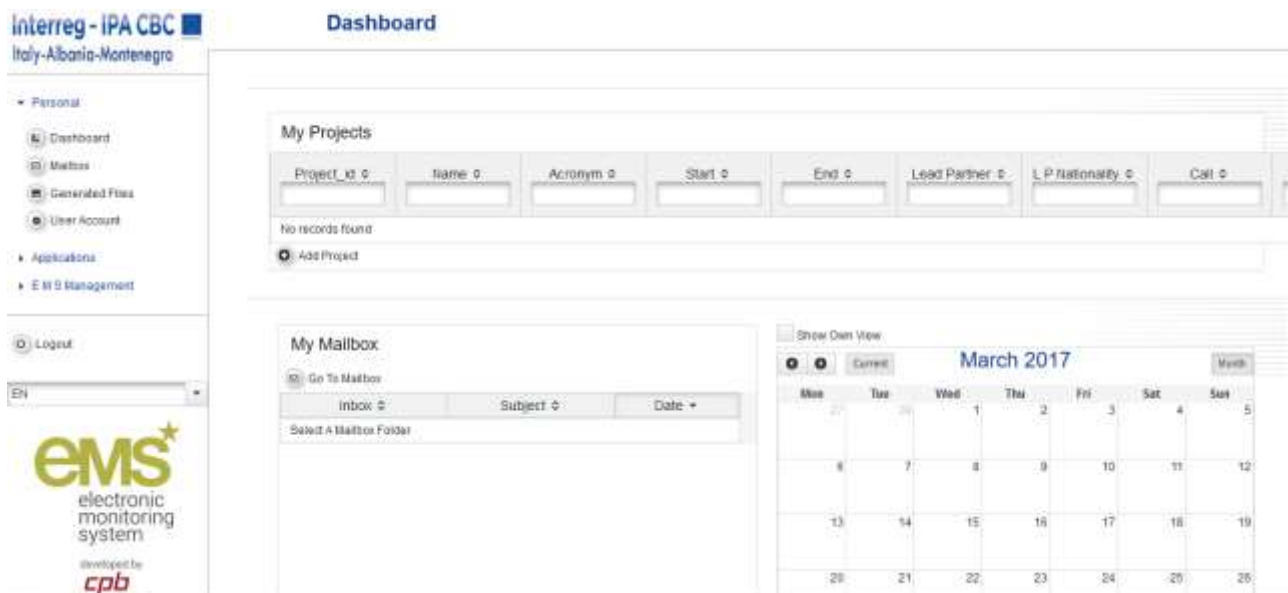
Figure 3 - eMS Dashboard

Getting started in the eMS

In order to correctly use this system, the applicants should have a good understanding of the main concepts used by the Interreg IPA CBC Programme Italy-Albania-Montenegro 2014-2020, described in the Cooperation Programme and Applicants Manual. These include but are not limited to the priority axes, programme specific objectives, the programme results to be achieved by achieving project outputs, the concept of cross-border cooperation, the expectations from the partnership and the project budget structure.

Steps in application submission process

The following figure presents all basic steps from creating application to submission of the application within the eMS:

Figure 4 - Steps in the application submission process

Creating an application

The term "Application" within the eMS refers to the project proposal. To create a new project proposal, click on Add project on the Dashboard or on the page Applications/My applications. You will be presented with the list of all available calls, among which you need to select the relevant call you wish to apply to, and click on the Apply button (Figure 5).

Figure 5 - Calls page

The eMS will open application form, which is divided into different tabs (Figure 6).

Figure 6 - Application Form

Project proposal is actually created in the eMS database only after the Applicant has successfully saved the application form for the first time by clicking on the Save button.

The applicant who creats the project proposal in the eMS is considered as the Lead Applicant (LA). LA is responsible for the submission of the application.

Assigning Users

When Application Form is opened, a list of menu options will be shown on the left side menu. As a Lead Applicant you will be able to grant the right to access the created application to your project partners involved in the project proposal.

Clicking on User Management menu option, you can see the form where you can grant the right to read (button Add For Reading) or edit (button Add For Modification) the application to the other project partners.

ATTENTION: Before obtaining the right to read/edit the application, a project partner need to be registered in the eMS (see section registration described before) and provide its user names to LP.

User Project Mapping

New User   Assigned User

[   ] | User Name | Role | Option |
                                              | | Applicant | |

(+) Add For Reading   (+) Add For Modification

Figure 7 – Assigning users

After granting access rights to other project partners, they will be allowed to access the project proposal. The eMS enables work in parallel on the Application Form. However, you need to make sure that you are not working in the same section or sub section simultaneously, as this might result in a loss of data.

Submitting the application

Complete the application form in all sections, attach all necessary supporting documents**, save your application regularly.**

Finally it is recommended to save it as a pdf file (menu option Save As Pdf File in the left side menu).

Before submission, the eMS requires that automatic check of the application has been performed. You can activate automatic check by clicking on left side menu option *Check Saved Project*. If any issues are found, such as missing or wrong data, you will be required to correct this before you can save and check it again. Only after all checks are passed, you will be able to submit your application by clicking left side menu option Submit checked project.

Keep attention: the system <u>does not check</u> for all errors and missing fields.

ATTENTION! After the submission of the Application, the Lead Applicant will receive an automatic email confirmation. Once submitted no modifications to the project proposal will be possible by the Lead Applicant or any of the partners.

Help and Technical Support

For any technical difficulties or problems you might experience with the eMS, please contact the programme to the following e-mail addresses: *js@italy-albania-montenegro.eu*

Please note that questions related to 1st Call for Proposals may be sent via e-mail no later than 7 days before the deadline for the submission of applications, indicating clearly the reference of the Call for Proposals.

General Tips and Tricks

ATTENTION!

- **Always remember to SAVE your data!**

Please read carefully the following instructions for filling-in the application form:

- At the first access you have to enter data in *Project identification and Project summary* sections. Than click *"CREATE"* at the bottom on the left side menu.

- The eMS does not provide any warning or request of confirmation before leaving a section of the application form or before logging out. Always remember to **save your data** before leaving a section in the application form (Save button on upper left corner or at the bottom of the page), otherwise data will be lost!

- When filling in longer sections, please remember to **regularly save data**, in order to avoid data loss in case of interruptions of the Internet connection or other technical issues.

- Certain fields are **mandatory**, and in these cases the page cannot be saved unless these fields contain data. The eMS will highlight missing fields at the top of the page.

- The eMS allows you to save your work and resume a data entry session **at any time**, before finally submitting an application or report to the programme.

- **As a general recommendation, please do not use the Enter key in the eMS forms as it may lead to unexpected results. Always use the commands provided by the eMS user interface.**

- Please note that certain text fields have a **limited number of characters**. If you try to input a longer text into such a field, you may experience that the text will be cut or that you may not be able to

paste the text. Also, usage of font styles other than regular (bold, italic or bold italic, underline) will decrease the number of available characters in the text field. Please be aware that the form itself will not be assessed, but the content of the Application Form.

2. Filling in the Application Form

2.1. Section: Project Summary

This section contains basic information about the project described in sub-sections *Project identification, Project summary, Project budget summary and Project outputs*.

The sub-section *Project identification* includes project title, acronym, number, name of the lead partner, project duration and drop-down menu for the selection of programme priority axis and specific objective.

The Project number is automatically generated once the Application was saved for the first time. **(Project Number 1st_Ord-X)**

The Project title should be short, straightforward and give a clear idea of what the project is about (recommended: no more than 200 characters).

Before assigning the acronym for the Project, it is advisable to check whether the acronym already exists in order to avoid duplication of names with other projects/initiatives. You can for example check at https://www.keep.eu/keep/search. Pay attention to existing copyrights linked to brands, products, trademarks, etc.

Figure 8 – Project Summary

Please note that each project has to select only one priority axis and one programme specific objective.

When defining the project duration in eMS, please ensure that the project starts on the first day of the starting month and ends on the last day of the closing month. **(max 24 months).** For the first call, we advise

to calculate about 6 months for the project assessment and contracting procedures to be finalised and the project to be able to start.

Number and project duration in months are automatically generated from the system; therefore the applicant does not need to fill in these boxes.

In sub-section Project summary, please provide a brief description of the project. The description must contain the following information:
- the common challenge of the programme area you are jointly tackling in your project;
- the overall objective of the project and the expected change your project will make to the current situation;
- the main outputs you will produce and who will benefit from them;
- the approach you plan to take and why is cross border approach needed what is new/original about it
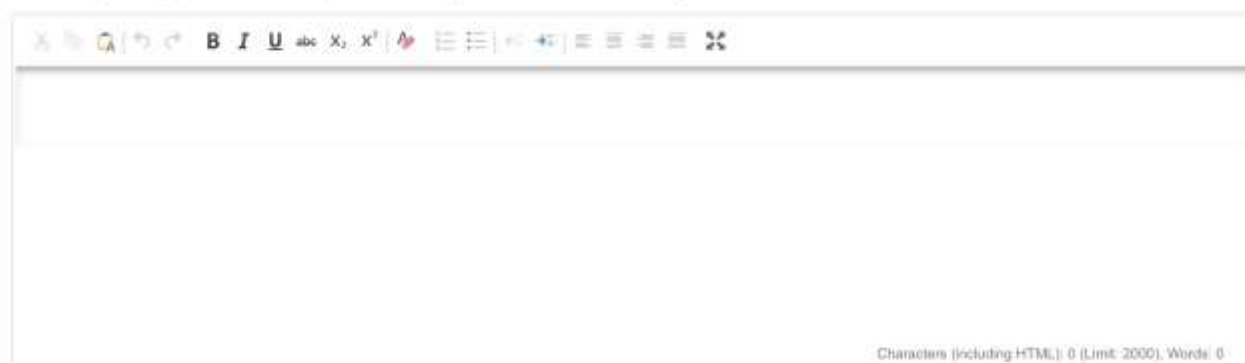
Figure 9 – Project Summary description

Sub-sections Project budget summary and Project outputs are automatically filled-in by the system; therefore the Applicant does not need to fill in these boxes.

Figure10 – Project Budget Summary and Project Outputs (automatically filled-in)

2.2.Section: Partner

This section consists of two sub-sections: Partners List and Partnership description.

In the sub-section Partners List all partners involved should be listed. (Partners and Associated Patners)

ATTENTION!
- In order to include additional partners in the Application, please remember that you have to be in the sub-section Partner List. Using the button **New partner** below Partners List, you can add new partners in the partnership. Using the button **New Associated partner** below Partners List, you can add new Associated partners in the partnership.
- Remember that no more 6 partners (included LP) can be considered elgible even if the platform gives you the possibility to add more then 6. (Please note that the eMs does not check the number and elegible area of partners)
- Remember that only 1 Associated partner (for each Partner) can be added.

Figure 11 – Partners List

Sub-section Partners List

By clicking the button View (in the last column) under each partner, the eMS opens a separate sheet for a partner. By opening the separate sheet, the Applicant is requested to fill in the following information for each partner: basic information, legal and financial information, contact person and legal representative and partner's competences, role in the project and EU/international experience.

Figure 12 – Project Partner information

In the part Legal and financial information please insert VAT number or any other identification number (e.g. registration number, Personal Identification Number (PIN), etc.) and **click** the button *I would like to receive pre-financing if you want to receive pre-financing.*
Please note that for the legal representative specific documentation shall be attached (see section below).

Legal And Financial Information

Type Of Partner

local public authority ▾

Legal Status

public ▾

Co Financing%

(max=85.00 %)

85.00%

☑
VAT number/other National identifying number

Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project?

yes ▾

☐ I Would Like To Receive Advanced Payment

Legal Representative

Title

Mr ▾

Name

Last Name

E-mail Address

Telephone

Contact Person

Title

Mr ▾

Name

Last Name

E-mail Address

Telephone

Figure 13 – Legal and financial information

Additionally, please explain the competences, the benefit description of each partner in relation to the proposed project.and UE/International project Experiences.

Competences

Which are the organisation's thematic competences and experiences relevant for the project? What is the main business of the organisation?

1500 Characters Remaining

Benefit Description

What is the partner's role (and responsibility) in the project? What is the expected benefit for the organisation from participating in the project? Is the organisation performing any economic activity within the project or as a result of it?

1500 Characters Remaining

EU/International Projects Experience

If applicable, describe the organisation's experience with EU co-financed or other international projects (both participation and their management). In case of lead partner, please describe your capacity to manage a cross border cooperation project.

1500 Characters Remaining

⊙ Remove Partner

⊟ Save

Figure 14 – Partner Information

Please note that information provided in this section will support the assessment of state aid relevance of each partner and its activities.

Sub-section Partnership description

In the sub-section Partnership description, please explain how the proposed composition of partners in the project (especially their role, responsibilities and involvement) will contribute to achieving the project results and objectives.

Figure 15 - Partnership description

Please note that you have to click the SAVE button on the left side of the eMS interface in order to save data in this sub-section.

2.3. Section: Project Description

Under Project Description of the application form applicants have to provide information about how well the project contributes to the objectives of the Interreg IPA Cross-border Cooperation Programme Italy-Albania-Montenegro 2014-2020.

In particular, this section includes the description of the key characteristics and strategic elements of the project, notably information on its relevance, focus and context.

Sub-section Project Relevance

Each project has to clearly contribute to the chosen programme specific objective, addressing development needs and territorial challenges that are shared across the regions participating the project. This means that the problems identified could be solved efficiently only by cross-border cooperation which leads to more efficient and, if applicable, innovative solutions.

This sub-section Project relevance consists of four text boxes: Territorial Challenge, Project Approach, Cooperation Reason and Cooperation Criteria.

Territorial Challenge (Max. 2000 characters in each box)
What are the common territorial challenges that will be tackled by the project?
Please describe the relevance of your project for the programme area in terms of common challenges and/or joint assets addressed. Please specify the situation for the territories participating in the project.
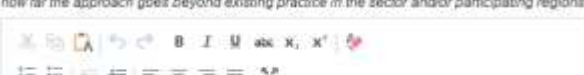
Project Approach(Max. 2000 characters in each box)

What is the <u>project's approach</u> in addressing these common challenges and/or joint assets and what is innovative about the approach the project takes?

Please describe new solutions that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime. Please explain how far the approach goes beyond existing practice in the sector and/or participating regions.

Cooperation Reason (Max. 2000 characters in each box)

Why is <u>cross border cooperation</u> needed to achieve the project's objectives and results?

Please explain why the project goals cannot be efficiently reached acting only on a national/regional/ local level and/or describe what benefits the project partners/target groups/project area gain in taking a cross border approach.

Cooperation Reason

Why is cross border cooperation needed to achieve the project's objectives and results?
Please explain why the project goals cannot be efficiently reached acting only on a national/regional/ local level and/or describe what benefits the project partners/target groups/project area gain in taking a cross border approach.
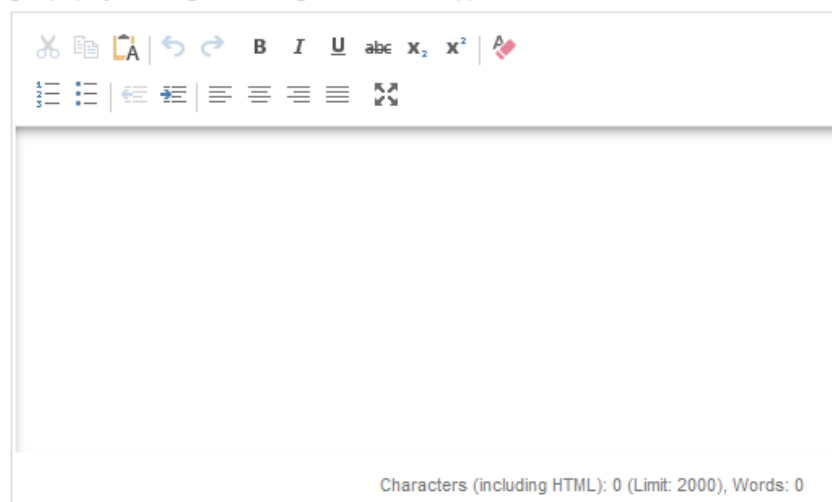
Characters (including HTML): 0 (Limit: 2000), Words: 0

Figure 17 – Cooperation Reason

Cooperation Criteria (Max. 300 characters in each box)

In this sub-section please select at least 3 cooperation criteria that apply to the project proposal. Joint Development and Joint Implementation are compulsory, as well as one of the remaining cooperation criteria, Joint Staffing or Joint Financing and describe how the selected cooperation criteria will be implemented.

- **Joint development** means that the project must be designed by representatives of all project partners. This means that project proposals must clearly integrate the ideas, priorities and actions of relevant stakeholders.
- **Joint implementation** means that activities must be carried out and coordinated by all project partners. It is not recommended that the same activities run in parallel.
- **Joint staffing** means that representatives of all project partners will be engaged as members of single project team within the same project. The project should not duplicate functions on either side of the border and project team members should work together on the project. Partners should not merely carry out activities in parallel without mutual coordination and exchange of information/tasks, etc.
- **Joint financing** means that there will be only one contract per project and therefore, there must be one joint project budget. This budget is divided between partners according to the activities carried out. There is also only one project bank account (held by the Lead Partner) and payments are made from the Programme to this account. The Lead Partner is responsible for administration and distribution of these funds and for reporting on their use. Co-financing should come from all project partners, thus illustrating the commitment by each partner to the joint project.

Cooperation Criteria

What is the degree of cross border cooperation within the partnership?
Please select at least 3 cooperation criteria that apply to the project and provide a brief explanation.

Joint Development

☐

300 Characters Remaining

Joint Implementation

☐

300 Characters Remaining

Joint Staffing

☐

300 Characters Remaining

Joint Financing

☐

300 Characters Remaining

Figure 18 – Cooperation Criteria

Sub-section Project Focus

The coherence of the projects objectives, activities, outputs and results with the programme specific objectives, outputs and results should be clearly described in this sub-section of the eMS.

The Applicant should define project intervention logic in a way to be clearly in line with the intervention logic of one of the programme priority axes. Please see the figure below:
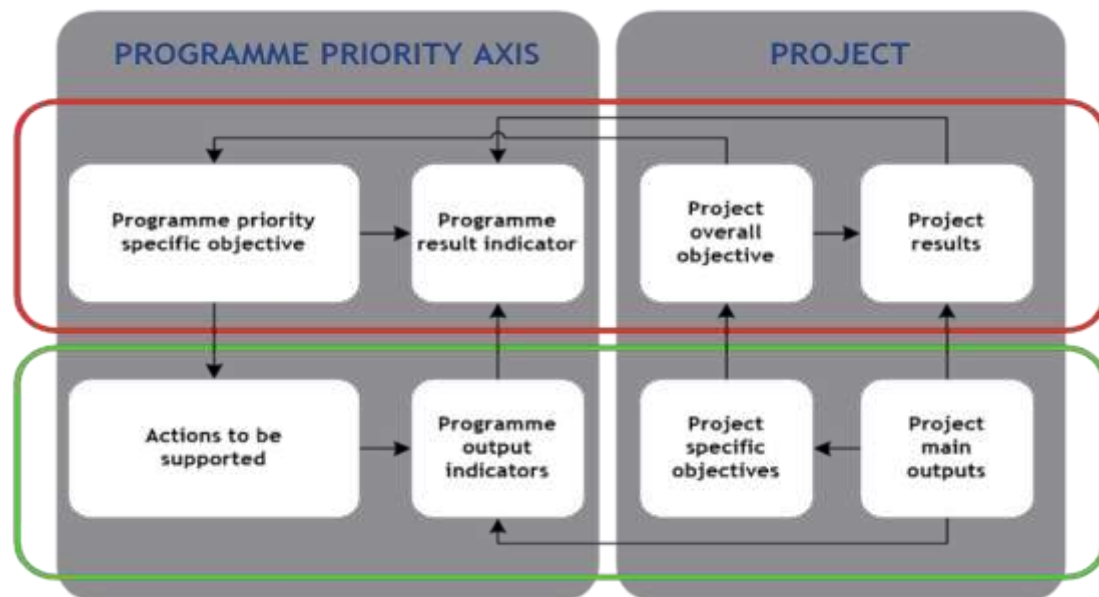
Figure 19 – Project intervention logic

Project main (overall) objective describes the strategic and long term change that the project seeks to achieve for the benefit of the target groups. Choose a programme priority specific objective to which the project contributes and describe its contribution. It is important to ensure consistency of project objectives with the programme priority specific objectives.

Project specific objectives need to show direct contribution to the project main (overall) objective. It should be possible, at least to some extent, to measure achievement of project specific objectives with project main outputs. Ideally a direct link should be established.

Project results represent the immediate benefit of the implementation of the project. They occur as a direct consequence of using the project main outputs.

Project main outputs have to refer to programme output indicators and they directly contribute to the achievement of the project result. Project outputs and programme output indicators need to have the same measurement unit, so that it is possible to aggregate them. An aggregation of project outputs based on programme output indicators is essential for the achievement of output targets set on the programme level.

The following section should be stated in the eMS:

Figure 20 – Project Focus

Project Objectives, Expected Results, and Main Output
State a clear, concise description of the project main objective. The project's main objective represents strategic and long term change/effect that the project seeks to achieve for the benefit of the target groups. It should be feasible and realistic to be achieved within the project's lifetime. Its contribution to the programme overall objective and the programme priority axis specific objective should be precisely presented.

Programme Results
In this part the direct link between programme and project result should be explained.
Select from the drop-down list of pre-defined Programme Result Indicators.
Please note that you can choose only one Programme Result Indicator per priority axis!

Project-Main Results
In this text box the main results that the project envisages to achieve should be indicated. The main results represent the direct change achieved by the project in the programme area. Explain the contribution of project's main results to the programme result indicator, possibly also indicating to what extent they will contribute to the programme result.

Project Specific Objectives
Please note that up to 3 Project Specific Objectives can be inserted per Application!

In the first text box please insert the title of the Project Specific Objective.
In the second text box a short explanation how specific objective is linked with the project main outputs, should be stated.
The specific objectives should contribute to the project main (overall) objective. They should be concrete, realistic and achievable.

Project Specific Objectives

Please provide a short explanation on the defined specific objectives?
Define max. 3 Specific Objectives of the Project

Project Specific Objective 1

Remove Project Specific Objective

Project Specific Objective Title

Project Specific Objective Explanation

1000 Characters Remaining

Project Specific Objective 2

Remove Project Specific Objective

Project Specific Objective Title

Project Specific Objective Explanation

1000 Characters Remaining

Project Specific Objective 3

Remove Project Specific Objective

Project Specific Objective Title

Project Specific Objective Explanation

1000 Characters Remaining

Figure 21 – Project Specific Objectives

Durability and Transferability of Main Outputs

In this text box, **Durability of Main Outputs and Results,** Please describe concrete measures (including institutional structures, financial resources, etc.) taken during and after project implementation to ensure and/or strengthen the durability of the project`s outputs and results. Explain how outputs will be further used once the project has been finalised and, if relevant, explain who will be responsible and/or who will be the owner of outputs. Please take care to ensure a link between this description and the one reported in Section „WorkPlan".

In this text box, **Transferability of Main Outputs and Results,** Please describe to what extent it will be possible to transfer the outputs and results to other organisations/regions/countries outside of the current partnership. Please take care to ensure a link between this description and the one reported in Section „WorkPlan".

Figure 22 –Durability & Trasferability Description

Sub-section Project context

The sub-section Project context concerns the project's contribution and coherence with relevant strategies and policies and it consists of the following text boxes: Project Context, EUSAIR Strategy, Synergies, Knowledge.

Project contribution to wider strategies and policies
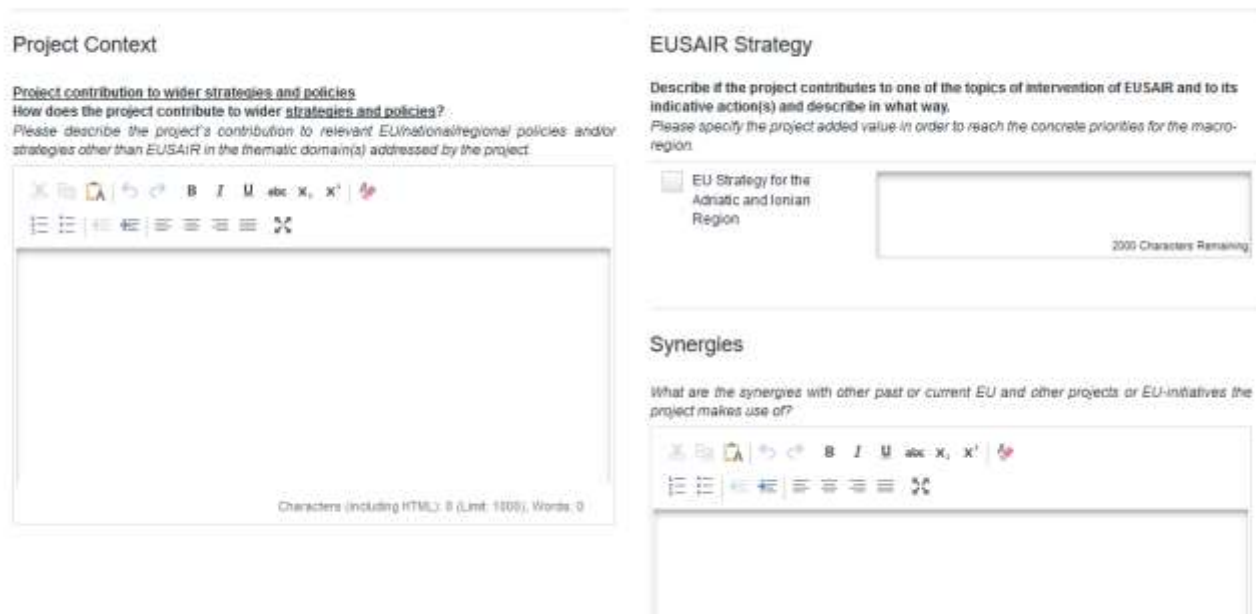**How does the project contribute to wider strategies and policies?**
Please describe the project`s contribution to relevant EU/national/regional policies and/or strategies other than EUSAIR in the thematic domain(s) addressed by the project.

EUSAIR
Describe if the project contributes to one of the topics of intervention of EUSAIR and to its indicative action(s) and describe in what way.
Please specify the project added value in order to reach the concrete priorities for the macro-region.

Figure 23 – Project Context

Synergies
What are the synergies with other past or current EU and other projects or EU-initiatives the project makes use of? In particular in case the partner participate in more than 5 project applications within this call, please provide additional information on the organization, coordination and synergies of activities, avoiding overlapping.

Knowledge
How does the project make use of building available knowledge?
Please describe the experiences/lessons learned the project drawn on, and other available knowledge the project capitalises on.

Figure 24 - Knowledge

Sub-section Horizontal principles

Figure 25 – Horizontal principles

A horizontal principle is a principle that must be integrated throughout the programme; therefore, every project approved by the Programme must contribute to the relevant horizontal principles. In this section, please specify which possible effects (positive, neutral or negative) the project will have on the respective horizontal principles. Determining effects is a form of self-assessment based on the questions relevant for each of the principles. When the type of expected effect is determined, please provide an explanation and describe in what way the project affects respective principle. Please also identify active measures to contribute to the principles. These measures concern project activities as well as the management of the partnership. In case the project could have negative effects concerning the respective principles, adequate mitigation measures have to be described in order to avoid occurrence of such negative effects. For example, if a project plans flood prevention infrastructure, special attention should be paid to the protection of existing habitat conditions in that area.

Sustainable development (environment)

It this text box, please describe the contribution to sustainable development and explain how the sustainability principle is included within the project and planned activities. Please also describe the environment effects the project is likely to have considering the following aspects: greenhouse gas emissions, climate and climate change, water, air, soil, biodiversity, fauna and flora, cultural and archaeological heritage and landscape, population and human health. Active measures contributing to this horizontal principle could be: planning interventions in flood-safe areas and preserving environmental values, using available solutions to reduce the carbon footprint associated to meetings, travel and accommodation, developing green events (reducing the consumption of material, opting for recyclable products, favour short supply chain, etc.), etc.

Equal opportunity and non-discrimination

In this text box, please describe how the project will contribute to the principle of equal opportunities and prevent discrimination of any kind (gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation) during the development and implementation phases of the project. All projects submitted under any priority axis are encouraged to incorporate measures for promoting equal opportunities and preventing any discrimination, taking into account the particular needs of the various target groups at risk of any kind of discrimination. Active measures contributing to this horizontal principle could be: ensuring accessibility for persons with disabilities, promoting the inclusion of minorities, using neutral language in the project communication, etc.

Equality between men and women

In this text box, please describe how the project will contribute to the principle of equality between men and women and prevent discrimination of any kind during the preparation, design and implementation of the project. Active measures contributing to this horizontal principle could be: integrating equal participation of women and men, promoting gender mainstreaming, etc.

Sub-section Project Risks

The sub-section Project Risks contains information about potential risks/threats/problems relevant for the

project accompanied by corresponding risk mitigation measures/solutions.

If the project involves investment, please note that it is obligatory to identify risks related to the envisaged investment.

Risks are internal or external events that may occur during project implementation and could threaten the achievement of project objectives and project as a whole. Please provide the description of each potential risk relevant for your project or threats/problems that can potentially become risks during project implementation. To identify risks you can look at possible sources of risk or at the threats/problems that can become risks. Sources include the team members, stakeholders, sub-contractors, target groups, etc.

For example, a risk could be withdrawal of a partner or a key change in policy that goes against what the project is trying to achieve. On the other hand, problems could be, for example, a change in the political environment or the loss of money through de-commitment.

Once a potential risk has been identified, add its title and qualify it according to its impact (from low to high) on the project and its probability of occurring (from not likely to very likely). Please also insert the start and end date of each risk (this may be closely linked to the project implementation period or work package/activity implementation period).

Figure 26– Project risks

Please also describe the solutions to avoid threats/problems and/or measures to reduce or mitigate the impact of the risks identified.

Finally, you can click the button *Add risk* to add a new risk or click the button *Delete risk* to remove the risk you added.
Please note that maximum 3 risks can to be identified within the project.

> TIP!
> We recommend to identify relevant risks through the risk analysis at one of the partner meetings during the project development stage taking into account that involvement of all partners in this process raises partners' awareness about possible risks and helps them to identify as many relevant risks as possible (especially with reference to different countries, legislation, sectors, and types of organizations involved).
> Basic risk management is important for every project, but the level of details needed varies depending on the size of the project and the number of risks and possible impacts on the achievement of the project objectives.

Sub-section Project Results Indicators

Additional Thematic Result Indicators (not compulsory)
Please indicate to which indicators the project results will contribute (selecting those indicators of relevance for the project scope and the planned achievements) and provide a quantification of the target together with a brief explanation specifying the expected contribution.

Figure 27 – Additional thematic indicators

Communication Result Indicators (not compulsory)

Please provide a quantification of the targets for each of the communication result indicators together with a brief explaination

<p style="text-align:center">Figure 28 – Communication Result indicators</p>

2.4. Section: Workplan

Section Workplan consists of the following sub-sections: Work package List, Target Groups and Periods.

The project work plan describes the activities which will be performed by the project in order to deliver the outputs necessary for achieving the project specific objectives. The sub-section Work package List is composed of 4 Work Packages typology which are predefined in the eMS among which three of them are mandatory (Management, Implementation and Communication work packages) to be filled in by the Applicant. In these work packages all activities referring to project management, implementation and communication have to be listed. Preparation & Closure work package is to be filled in by the Applicant, if applicable.

At the beginning of the sub-section Work package List, a work package overview list is displayed which is automatically filled in according to information included in the subsequent work packages description.
In the application form also the overall project time line in a Gantt chart is displayed. The chart is automatically generated on the basis of information inserted in the work plan and it visualises the timing of all work packages and project outputs, activities and deliverables.
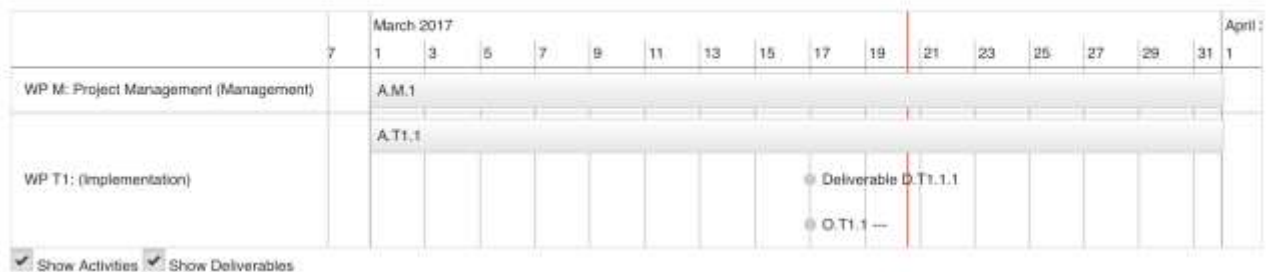
Figure 29 – Workpackages List and Timeline

In general, a work package is characterised by the following:
- Work package objective
- Clear roles and responsibilities of project partners
- Composed by a number of activities
- Must produce at least one project output (in case of WP T implementation)
- Defined by a start and end date
- Logical linkage with other work packages

Project glossary

Term	Definition
Project work package	A group of related project activities required to produce project main outputs.
Project activity	Specific task performed for which resources are used. Each work package (except for WP preparation) consists of activities. Activities have to lead to the development of one or more project outputs (WP T implementation).
Project outputs	The outcome of the activities funded, telling us what has actually been produced for the money given to the project. It should be captured by a programme output indicator, and directly contribute to the achievement of the project result.

Project deliverables	A side-product or service of the project activity that contributes to the development of a project's outputs.
Target groups	The target groups are those individuals and/or organisations positively affected by the activities and results of an operation, though not necessarily being directly involved in the operation.
Beneficiaries	Project partners directly benefitting from programme funds and implementing activities within the operation.

Figure 30 – Glossary of terms

WP Preparation & Closure

Please note that Work package "**Preparation & Closure**" is not mandatory to be filled in. In case project envisages preparatory/closure costs to be incurred, please note that only Lead Applicant (a partner that is envisaged to sign the Subsidy Contract with the Managing Authority) is entitled to apply for them within Application Form. **Therefore please insert them only for the lead applicant!**

WP	Title	Start date (month)	End date (month)	Budget (excluding the net revenues)
Preparation P	**Project preparation & Closure**	*Manually inserted from calendar*	*Manually inserted from calendar*	*Total budget* *Automatically Inserted from budget table*
Partners' involvement				
tickbox	*PP number, name, abbreviation* *Automatically inserted from section B*			
Summary				
Max 2000 characters ***PLEASE note that preparation & closure costs shall only be inserted in the External Expertise budget line*** NB. Remind to fill in start and end date only related to preparation activities. The period referred to closure activities, will be fixed by the MA/JS of the Programme • Please provide description of the activities implemented in project **preparation phase** which				

can be clearly linked to the planned (lump sum) expenditures, if applicable. A short justification of planned activities should be provided. Note that only Lead Applicant on behalf of the project partnership is entitled to request preparatory costs in the form of a lump sum in the total amount of up to EUR 10.000 per project. The applicants should estimate the total amount of preparatory costs based on the planned activities to be done during the preparation phase of the Project.

- Please provide description of the activities implemented in **project closure phase** which can be clearly linked to the planned (lump sum) expenditures, if applicable. A short justification of planned activities should be provided. Note that only Lead Applicant on behalf of the project partnership is entitled to request closure costs in the form of a lump sum in the total amount of up to EUR 5.000 per project. The Applicants should estimate the total amount of closure costs based on the planned activities to be done during the closure phase of the Project. Closure costs refer to activities of the preparation and submission of the final progress report. This amount aims to compensate the work related to the operation closure after the end date of the operation implementation period.

Figure 31 – WP Preparation & Closure

WP Management

The Work package Management **is mandatory** to be filled in by the Applicant. It includes project management and coordination activities.

WP	Title	Start date (month)	End date (month)	Budget (excluding the net revenues)
Management M	**Project management**	*Automatically inserted from A.1 project start)*	*Automatically inserted from A.1 project end)*	*Total budget* *Automatically Inserted from budget table*
Responsible partner		*Lead Partner automatically inserted from Part B*		
Partners' involvement				
tickbox	*PP number, name, abbreviation* *Automatically inserted from section B*			
tickbox	*PP number, name, abbreviation* *Automatically inserted from section B*			
tickbox	*PP number, name, abbreviation* *Automatically inserted from section B*			
tickbox	*PP number, name, abbreviation* *Automatically inserted from section B*			
Description Describe the WP objective and how the management on the strategic and operational level will be carried out in the project, specifically: - structure, responsibilities and procedures for the day-to-day management and co-ordination; - internal communication within the partnership; - reporting and evaluation procedures; - risk and quality management Indicate whether it is foreseen to outsource the project management.				
Max 2000 characters				

Figure 32 – WP Management

WP	Title	Start date (month)	End date (month)	Budget (excluding the net revenues)
Management M	**Project management**	*Automatically inserted from A.1 project start)*	*Automatically inserted from A.1 project end)*	*Total budget* *Automatically Inserted from budget table*
Responsible partner		*Lead Partner automatically inserted from Part B*		
Partners' involvement				
tickbox	*PP number, name, abbreviation* *Automatically inserted from section B*			
tickbox	*PP number, name, abbreviation* *Automatically inserted from section B*			
tickbox	*PP number, name, abbreviation* *Automatically inserted from section B*			
tickbox	*PP number, name, abbreviation* *Automatically inserted from section B*			
Description				
Describe the WP objective and how the management on the strategic and operational level will be carried out in the project, specifically: - structure, responsibilities and procedures for the day-to-day management and co-ordination; - internal communication within the partnership;				

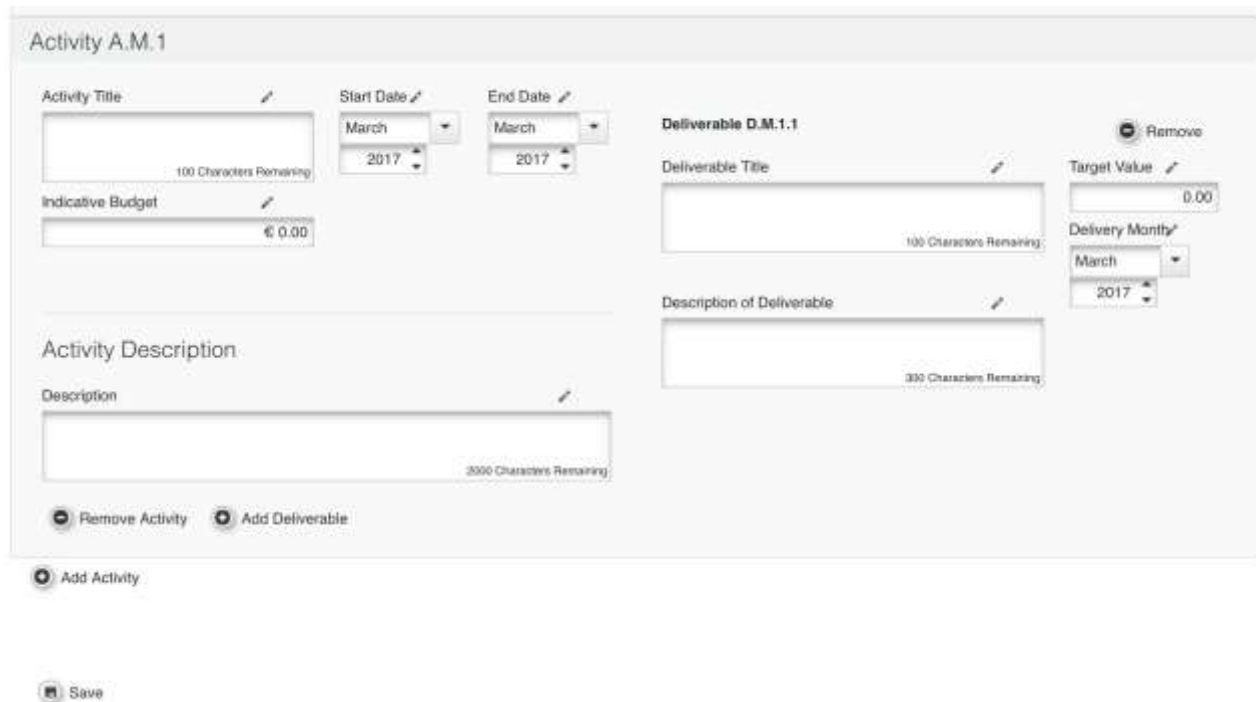|	
- reporting and evaluation procedures; - risk and quality management Indicate whether it is foreseen to outsource the project management.	
Max 2000 characters	

Figure 33 –Activity's description

WP Implementation T

At least one Work package Implementation is **mandatory** to be filled in by the Applicant. This Work package represents the activities that will be the core of the project (content-related activities) and which outputs will be delivered in order to achieve the project results and objectives.

WP Nr	Title	Start date (month)	End date (month)	Budget (excluding the net revenues)
Implementation T1 *(automatic numbering)*	*Max 100 characters*	*Automatically inserted from activities*	*Automatically inserted from activities*	*Total budget* *Automatically Inserted from budget table*
Responsible partner		*Drop-down list of project partners (PP number, abbreviation)*		

Partners' involvement	
tickbox	*PP number, name, abbreviation* *Automatically inserted from section B*
tickbox	*PP number, name, abbreviation* *Automatically inserted from section B*
tickbox	*PP number, name, abbreviation* *Automatically inserted from section B*
tickbox	*PP number, name, abbreviation* *Automatically inserted from section B*
Summary Implementation Description	
Provide a well-written summary of what will be done in this work package. Please explain what you want to achieve (outputs), why those outputs are relevant for reaching the project specific objectives and how you plan to get there (activities and deliverables). Please also describe how partners will be involved including, if applicable, also the involvement of associated partners.	
Max 2000 characters	

Figure 34 – WP implmentation detail

Main outputs
Please describe in more detail **the outputs of the project** that will be the outcome of the activities carried out

in this work package. Explain which activities will be taken to achieve an output. Each output should be linked to a programme output indicator (please ensure that it has the same measurement unit).				
Output title		**Please provide a brief description of the project output and give reference to the activity leading to it**	**Programme output indicator to which the output will contribute**	**Quantification/ target**	**Delivery date**
Output O.T1.1 (automatic numbering)	*Output 1 title Max 100 characters*	*Max. 500 characters*	*Drop-down list of programme output indicators*	*Number*	*Manually inserted from calendar*
Output O.T1.2 (automatic numbering)	*Output 2 title Max 100 characters*	*Max. 500 characters*	*Drop-down list of programme output indicators*	*Number*	*Manually inserted from calendar*
Output O.T1.n (automatic numbering)	*Output n title Max 100 characters*	*Max. 500 characters*	*Drop-down list of programme output indicators*	*Number*	*Manually inserted from calendar*

Figure 35 – Outputs description

Target Groups

Target Groups are the groups/entities/individuals and/or organisations positively affected by the activities and results of the project, (though not necessarily being directly involved in the Project). In this context, the target groups for the project outputs have to be chosen from a list of pre-defined target groups. It should be also described how those target groups and other stakeholders will be involved in the development of the foreseen outputs.

Target groups	
Who will use the outputs of this work package or the investment?	*Drop-down value list of pre-defined target groups (multiple selection possible)*
How will you involve those target groups (and other stakeholders) in the development of the outputs of this work package or the implementation of the investment?	*Max 1000 characters*

Figure 36 – Targetvgroups

Sustainability and Transferability of Work Package Outputs

Sustainability and transferability of work package outputs	
Sustainability (institutional, financial and political) How will the work package outputs be further used by project partners once the project has ended? Please describe concrete measures (including e.g. institutional structures, financial resources, policy improvements etc.) taken during and after project implementation to ensure the sustainability of the project outputs. If applicable, please consider also the involvement and roles of associated partners for this purpose. If relevant, please explain who will be responsible and/or the owner of the outputs.	*Max 2000 characters*
Transferability (linked to the WP Communication) Which work package outputs will be transferred to which additional target audiences during project lifetime and beyond? Why are these outputs the most relevant ones to be transferred? Please describe the additional target audiences (e.g. other organisations/regions/countries outside of the current	*Max 2000 characters*

partnership) and ensure links to the strategy of the communication work package.	

Figure 37 – Sustainability and Transferability of WP outputs

Activity

Applicant should define activities (representing specific task) to be performed and related resources envisaged to be used.

ATTENTION!

No restrictions are concerning the number of Activities and related Deliverables but,
- Number of activities need to be defined according to the specific need and objective of the project
- Number of Deliverables related to each activity needs to be defined according to the specific need of the Activity.

Activity A.T1.1 *(continuous, automatic number)*	*Activity title* *Max 100 characters*	*Start date* *Manually inserted from calendar*	*End date* *Manually inserted from calendar*	*Indicative budget* *Manually inserted*
Activity Description	*Max 2000 characters*			
Deliverables of activity T1.1				
D.T1.1.1 *(continuous, automatic number)*	*Deliverable Title* *Max 100 characters*	*Description of deliverable* *Max 300 characters*	*Target value*	*Delivery month Manually inserted from calendar*
D.T1.1.2	*Deliverable Title*	*Description of*	*Target Value*	*Delivery month Manually*

(continuous, automatic number)	Max 100 characters	deliverable Max300characters		inserted from calendar
….				

Figure 38 –Activity Description of WP implmentation

Investment Activities

There isn't a specific WP for Investment. Applicants need to insert possible investment into a specific WP Implementation.

NB. In case you will add an implementation WP related to an investment, we strongly recommend to fill in "the relevant sections**" of the specific Implementation WP, the following data:**

Justification
Pilot investments must have a demonstrating/model or pilot character and show a clear cross border effect being jointly strived for and evaluated by the partnership. Please therefore explain

- how the investment will contribute to achieving the project objectives and results
- the cross border relevance and added value of the investment and how it will contribute to mutual learning of the whole partnership and transfer of experience to other stakeholders
- who is benefitting (e.g. partners, regions, end-users etc.) from the investment and in which way

Location

Please indicate the location of investment at NUTS level and provide a short explanation

Risks associated with the investment

Please describe any potential risks associated with the investment, go/no-go decisions, etc.

Please also indicate if the investment might have any potential negative effects on the environment. If yes, please specify which mitigation measures are foreseen. Do not forget to link this risk to what foreseen in the Risk section "project risks

Investment documentation

If applicable, please specify the technical requirements and permissions (e.g. feasibility study, building permits) necessary for the realization of the investment according to the respective national legislation. Please indicate if they are already available or their expected time of availability.

Ownership and durability

Who owns the site where the investment is located? Who will retain ownership of the investment after the end of the project?

How will the investment be further used after the project end? Who will take care of maintenance of the investment?

Please describe concrete measures (including e.g. institutional structures, financial sources etc.) taken during and after project implementation to ensure the durability of the investment.

WP Communication

WP	Title	Start date **(month)**	End date **(month)**	Budget (excluding the net revenues)
Communication C	**Communication**	*Automatically inserted from activities*	*Automatically inserted from activities*	*Total budget* *Automatically inserted from budget table*
Partners' involvement				
Responsible partner		*Drop-down list*		
tickbox	*Partner number, name, abbreviation* *Automatically inserted from section B*			
tickbox	*Partner number, name, abbreviation* *Automatically inserted from section B*			
tickbox	*Partner number, name, abbreviation* *Automatically inserted from section B*			
tickbox	*Partner number, name, abbreviation* *Automatically inserted from section B*			
Summary description and objectives of the work package: objectives. Communication strategy, target groups, activities, deliverables, timing, and partners involvement.				

Max 2000 characters

Objectives

Project Objectives *Automatically inserted from section C*	Communication objectives What can communication do to increase the sustainability of the selected objective? Please choose at least one of the communication objective(s).	Approach/Tactics Briefly summarise your approach to reaching the communication objective: To which target audiences will the selected key output be transferred? Which communication tactic(s) will you use?
Project Objectives 1	*Drop-down (Multi-selection possible- up to two)* *Pre-defined communication objectives:* ● *Raise awareness* ● *Increase knowledge* ● *Increase attitude* ● *change behaviour*	*Max 750 characters*
	Pre-defined communication objectives: ● *Raise awareness* ● *Increase knowledge* ● *Increase attitude* ● *change behaviour*	*Max 750 characters*
Project Objectives 2	*Pre-defined communication objectives:* ● *Raise awareness* ● *Increase knowledge* ● *Increase attitude* ● *change behaviour*	*Max 750 characters*
	Pre-defined communication objectives: ● *Raise awareness* ● *Increase knowledge* ● *Increase attitude* ● *change behaviour*	*Max 750 characters*
Project Objectives n (up to 5)	*Pre-defined communication objectives:* ● *Raise awareness* ● *Increase knowledge* ● *Increase attitude* ● *change behaviour*	*Max 750 characters*
	Pre-defined communication objectives: ● *Raise awareness* ● *Increase knowledge* ● *Increase attitude* ● *change behaviour*	*Max 750 characters*

Activity A.C.1	*Activity title* *Drop-down (Mono-select 1)* *Pre-defined activity titles:* ● *Start-up activities including communication strategy and website*	*Start date* *Manually inserted from calendar*	*End date* *Manually inserted from calendar*	*Indicative budget* *Manually inserted*

	• *Media relations* • *Publications* • *Public events* • *Targeted events* • *Digital activities including social media and multimedia* • *Promotional materials*			
Activity Description	*Max 2000 characters*			
Deliverables of activity A.C.1				
D.C.1.1 (continuous, automatic number)	*Deliverable Title* *Max 100 characters*	*Description of deliverable* *Max 300 characters*	*Target value*	*Delivery month (XX.XXXX)*
D.C.1.2 (continuous, automatic number)	*Deliverable Title* *Max 100 characters*	*Description of deliverable* *Max300characters*	*Target Value*	*Delivery month (XX.XXXX)*
....				

Target Group

Under sub-section Target Groups a list of all the target groups which have been selected within the Implementation Work packages, is automatically displayed by the system. Those target groups which will be positively affected by the project should be further specified at the level of the entire project, including also an estimation of the target value envisaged to be achieved by the end of implementation period at the level of each target group.

Figure 39 – Target groups

Define Period

Please define time period of the project duration linked to reporting period. Each period will last maximum **sixth months**..

For example, if the project lasts 22 months, the Lead Applicant has to foresee 4 periods in the implementation phase.

"Reporting date" shall be 90 days after end date of each period, in order to allow the submission of partner progress report, the FLC validation and then the submission of the Project progress report by Lead Partner .

Figure 40 – Define Periods

2.5. Section: Project Budget

The budget of each partner is broken down: **per expenditure category, work package and reporting period.**

In order to fill-in the Project budget section applicants first have to fill-in the following sections of the application form:

- Section Project partners (minimum partner organization data should be entered),
- Section Workplan (minimum work packages and project start and end date should be defined).

To fill in the budget of the partner click on the "**Define Budget**" button in the sub-section Partner budget, and select the partner for which you want to enter the budget.

Figure 41 –Project budget

Following steps need to be taken when entering budget in sub-section Partner Budget:

STEP 1

Applicant can choose two option (Real Cost or Flat rate Cost).
In case of Flat rate option, you can enable Staff and Office and administrative flat rates under Budget flat rates (click the box marked in the figure below).

Figure 42 – Budget per partner – flat rate

Enabling this option, the flat rate for "Office and administration" expenditure category is automatically set at 15% of eligible direct Staff costs.

Then you can choose two options for "Staff Costs": Flat rate or Real Costs.

In case the partner decides to use flat rate option for staff costs, please click on the Flat rate Staff button. The flat rate for staff costs is set by the system at 20% of direct costs other than staff costs and Office & Administration.

> In other case (Real costs option), the partner should not click this button.

Figure 43 – Budget per partner – flat rate staff +O&A

Please note that, after the submission of the application form, **the partner will not have the possibility to change this option (flat rate into real costs or vice versa).**

> **ATTENTION!**
> *Please select flat rate option first (if applicable) and afterwards enter envisaged costs per each expenditure category (please see step 2 below). Otherwise, if the flat rate option is enabled after the costs are entered in the budget, the previously entered costs will be deleted from the budget.*

STEP 2

Provide the budget details. The budget per partner is displayed in three tables:
* The first table displaying expenditure categories per work packages;
* The second table displaying expenditure categories per reporting periods;
* The third table displaying reporting periods per work packages.

The costs budgeted for each partner need to be allocated per expenditure categories, work packages and periods. These three "dimensions" (expenditure categories, work packages, periods) are always reflected in each of these tables, even not fully displayed.

Any information entered in one table is automatically displayed in other two tables. Therefore, Applicants can only choose working on one table or shift from one to the other (not recommended).

Applicants are advised to use only one table to complete the budget, as the data will be reflected in other two tables.

Creating budget lines

By clicking on a button ⊕ a pop-up window will open for creating budget lines for each expenditure category. Applicant needs to provide the specific title/short description for each budget line
Please note that more detailed expenditure description in relation to the specific activity should be provided in the section Work plan, within related work package (activity).
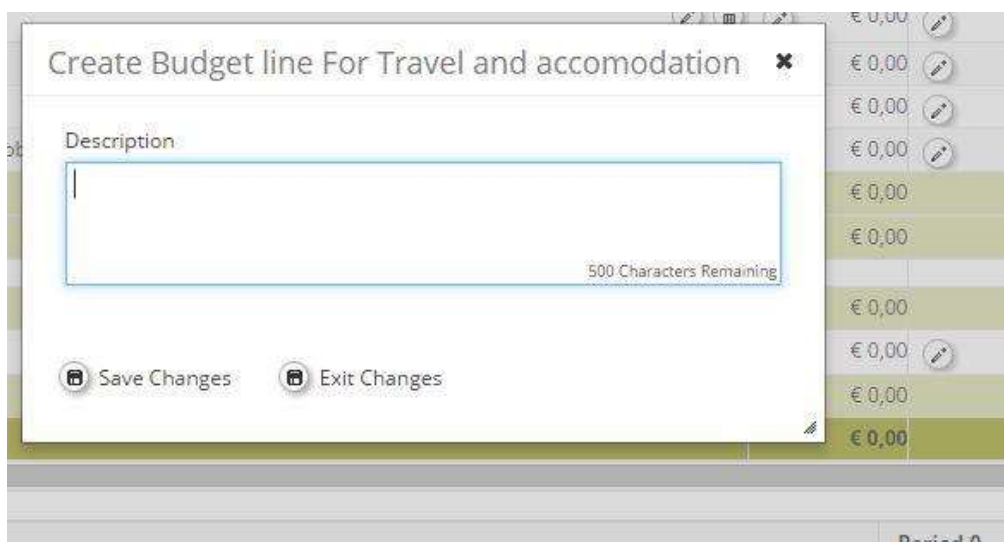

Figure 44 – Creating budget lines

ATTENTION!
In case applicant chooses flat rates for staff costs or/and office and administrative expenditure, creation of budget lines will not be available in eMS for those expenditure categories.

Entering/editing/removing information in the budget tables

Figure 45 – Budget per partner – suitable buttoms

To edit/update the budget line click on the [pencil] button (marked with the red arrow). It is also possible to remove a budget line with the button (marked with the blue arrow).

To enter the costs click on the [pencil] button marked with the green arrow. For example, in the table above "Expenditure categories per work packages", the applicant has to click the

[pencil] button under each budget line and corresponding to the relevant work package in order to fill in budget information.

A pop-up window will open where the Applicant has to fill in Unit type (e.g. *per km* for travel to meetings*, per piece* for computer equipment*, per service/per contract* for studies/trainings)*, Unit and Amount per Unit allocated to each reporting period for the chosen expenditure category and work package. Total costs will be automatically calculated by the system.

Justification for costs for each budget line needs to be inserted in the box Comment.

Figure 46 –Justification for costs

Expenditure category 1 Staff costs

Flat rate option
Applicant choosing the flat rate option for the reimbursement of staff costs cannot enter data in the budget tables, since the budget amount allocated to this expenditure category is automatically calculated by the system. The flat rate is set by the system at 20% of direct costs other than staff costs.

Real costs option
Applicant choosing the real costs option for reimbursement of staff costs needs to create a budget line for each staff member (we recommend that the title of the budget line is e.g. project manager, financial manager, communication officer, etc.) within the Work Package Management. Then, click ✎ button to enter Unit type, Unit and Amount per Unit for each staff member. Please pay attention to be coherent with the applicable parameters for similar job positions in the country concerned.

Expenditure category **2 Office and administrative expenditure**

If applicant choose "Office and administration flat rate" Applicant cannot enter data in these budget tables, since the budget amount allocated to this expenditure category is automatically calculated by the system. The flat rate is set by the system at 15% of staff costs.
In case of Real costs option, Applicant have to enter data in the specific budget tables lines.

Expenditure category **3 Travel and accommodation costs**

Please define the title of the budget line according to the list of elements which are provided for this expenditure category in Programme rules on eligibility of expenditures (e.g. daily allowances, accommodation costs, travel costs, etc.). Please note that Travel and accommodation costs should be planned for each Work Packages if needed.

Expenditure category **4 External expertise and services costs**

> *TIP! For WP C - Communication*
> *Please note that the title of the budget line and Unit type should correspond to the activities selected within Work Package Communication (e.g. if the selected activity for WP Communication is public events, the title of the budget line and unit type also have to be*

ATTENTION!

PREPARATION AND CLOSURE COSTS
The approved projects, for which the Subsidy Contract has been successfully signed with the MA, are entitled to receive reimbursement of their preparation costs in the form of a lump sum of EUR 10.000.
The lump sum is not automatically calculated by the eMS; so even if you see in "Period 0" the possibility to add staff, travel, etc, you have only open a separate subbudget line, within External Expertise and services costs, entitled "***Lump sum preparation costs***".
Please fill in related costs only in period 0 (preparation phase) within Work package Preparation. Justification of the requested lump sum should be provided in the box Comment.

In case of **closure costs** are envisaged in the Project budget, these should be also inserted in another separate subbudget line, within External expertise and services costs,entitled **"Lump sum closure costs"**. Please fill in related costs in period 0 (preparation phase) within Work package Preparation. Justification of the requested lump sum should be provided in the box Comment.

ATTENTION!
Even if the Platform indicates only the tag "Preparation" insert the budget line "closure costs" in this section.

NEW The lump sum for preparation and Closure costs, per project, can be requested only by the Lead Applicant. Lead Applicants have to insert more details under Work package Preparation & Closure.

Expenditure category **5 Equipment expenditure**

Costs under this expenditure category should be indicated under the specific Work Package depending of the specific use. Please note that similar equipment items should be grouped into one budget line (e.g. laptop, monitor and scanner should be grouped in one budget line entitled IT Equipment, etc.).

Expenditure category **6 Infrastructure and works**

Costs under this expenditure category should be inserted under the specific Work Package Implementation.
In case you will add an implementation WP related to an investment, costs related to Infrastructure and works have to be filled in this WP.

Please note that projects including infrastructure and works may include contingency as a separate sub budget line in the amount of up to 3% of costs for the infrastructure/works in question.

Expenditure category **7 Net revenues**

In case that the project is expected to generate revenues, the expected net revenues must be included under the relevant category available in the budget table. Please see *Programme and EU rules on eligibility of expenditures* for more details on costs for the above mentioned expenditure categories.

STEP 3
Once the total budget is filled in and the budget per each partner is completed, the Applicant must enter the contribution for each partner. To insert the contribution, select the relevant project partner in the sub-section Partner budget and click on "**Define contribution**" button.

Figure 47 – Define Contribution per partner

- For what concerns Italy, the national co-financing is guaranteed to public partners by **CIPE Resolution n. 10 of 28 of January 2015** according to Article 1 (paragraphs 240 and 241) of the Law n. 147/2013 as modified and integrated by Article 1 (paragraph 672) of the Law n. 190/2014.
- The national co-financing is not provided to eligible private partners, which have to contribute to project proposals with their **own resources**.
- Concerning Albania and Montenegro, the national co-financing has to be provided by the partners at the project level, with **own private/public resources** .

Procedure for Italian public partners

Add a new source of contribution, by clicking on the ⊕ button. Different sources of contribution are allowed.

Please fill in the source of the contribution (CIPE RESOLUTION 10/2015), its legal status (automatic public) and its amount as reported in the line "Partner Contribution"

The total amount of contribution under row Total within table Source of Contribution should correspond to the amount under row "Total target value".

ATTENTION: Please put the amount "0,00" in the column "Amount" of the first line, if the co-financing contribution totally come from the "rotary Fund" CIPE RESOLUTION 10/2015 (see picture below).

	Amount	Cofinancing Rate
Program Cofinancing	€ 134 869.50	85.00 %
Partner Contribution	€ 23 800.50	
Partner Total Eligible Budget	€ 158 670.00	

Source Of Contribution

Source Of Contribution	Legal Status	%of Total Partner Contribution	Amount	Options ⊕ Create Partner Contribution
1	public	0.00 %	€ 0.00	
CIPE Resol. 10/2015	automatic public ▼	100.00 %	€ 23 800.50	🗑 Delete Contribution
Sub Total Public Contribution		100.00 %	€ 23 800.50	
Sub Total Automtatic Public Contribution		100.00 %	€ 23 800.50	
Sub Total Private Contribution		0.00 %	€ 0.00	
Total			€ 23 800.50	
Total Target Value			€ 23 800.50	
Total Public Expenditure			€ 158 670.00	

🖫 Save

Figure 48 – Define Contribution per partner – Italian public partners

Procedure for private partners

No additional source of contribution need to be added; Please fill in the amount as reported in the line "Partner Contribution" in the section "Amount" as described in the picture below.

The total amount of contribution under row Total within table Source of Contribution should correspond to the amount under row "Total target value".

Figure 49 – Define Contribution per partner – private partners

Procedure for public partners (Albania & Montenegro)

Add a new source of contribution, by clicking on the ⊕ button. Different sources of contribution are allowed.

Please fill in the source of the contribution (Own Contribution) , its legal status (Private or public) and its amount as reported in the line "Partner Contribution"

The total amount of contribution under row Total within table Source of Contribution should correspond to the amount under row "Total target value" see picture below).

	Amount	Cofinancing Rate
Program Cofinancing	€ 183 481.00	85.00 %
Partner Contribution	€ 32 379.00	
Partner Total Eligible Budget	€ 215 860.00	

Source Of Contribution

Source Of Contribution	Legal Status	%of Total Partner Contribution	Amount
Ministry	public	0.00 %	€ 0.00
own contribution	public	100.00 %	€ 32 379.00
Sub Total Public Contribution		100.00 %	€ 32 379.00
Sub Total Automtatic Public Contribution		0.00 %	€ 0.00
Sub Total Private Contribution		0.00 %	€ 0.00
Total			€ 32 379.00
Total Target Value			€ 32 379.00
Total Public Expenditure			€ 215 860.00

Save

Figure 50 – Define Contribution per partner – public Albanian /Montenegrin partners

NEW **ATTENTION!! As indicated in the figure 50,** *Please select "Public" for public partners (Albania & Montenegro)*

2.6. Section: Activity Outside

In case of **activities envisaged to be implemented outside the programme area** please justify how these activities will benefit the Programme area (What are the benefits for the regions of the Programme area and why are those activities essential for the implementation of the project?). Activities described in this section may also include planned missions and/or events outside the Programme area.

Please insert the **Total Budget for Activities Outside** and the amount of IPA contribution (EUR) related to the activities planned to be performed outside the Programme area.

Figure 51 – Activities outside elible area

2.7. Section: Purchase Of Land

If applicable, please list any cost related to purchase of land. Describe how this cost will benefit the programme area and why it is essential for the implementation of the project. Remind that the purchase of land not built on and land built on shall not exceeded 10% of the total eligible expenditure for the operation concerned under IPA II cross-border cooperation assistance. For derelict sites, for sites formerly in industrial use which comprise buildings, and for operations concerning environmental conservation, this limit shall be increased to 15%. *If not applicable, please fill in "N/A" in this section*

Figure 52 – Purchase of land

2.8. Section: project Breakdown Budget

This section is not filled in by the Applicants, but automatically with the data entered at the partner level of the Project budget section. Each budget table under this section is calculated automatically and can also be exported as an Excel file.

3. Attachments

Uploaded file list (annexes attached to this application form)
List of obligatory annexes as defined in the applicants manual (chapter 16.2):
   a) Lead Partner (LP)/Partner (PP) Statement (template is provided as *annex A* of the applicants manual);
   b) Declaration of interest by each associated partners (if any) - template is provided as *annex A* of the applicants manual);

Attachments And Uploads
Attachments

+ Upload

Uploaded File List

Filename ⇕	Filetype ⇕	Date ⇕	User ⇕	Description	Options
No records found.					

Figure 52 – Attachments and uploads

Reminder:
Declarations signed by the legal representative/delegated person must be accompanied by:
   • a document attesting that he/she holds the power of signature and representation and
   • by a valid identity document (e.g. identity card, passport) copy.

The documents can be uploaded to the eMS in one or more files (**pdf format**). Zip format files and Video format files are not allowed.

   However, the maximum size of EACH uploaded pdf file cannot exceed 12 MB.

4. How to submit the Application Form

After you have filled in all the necessary fields in the Application form, in order to submit it, the entered data have to be checked first. First click the Save button to save all the entered data then click on the button "**Check Saved Project**".

> **ATTENTION!**
>
> **NOTE THAT, EVEN IF THE SYSTEM HAS A BUTTON FOR "CHECK SAVED PROJECT" , ONLY SOME MINIMUN REQUIREMENT ARE ATOMATICALLY CHECKED., PLEASE PAY ATTENTION TO FILL IN ALL THE SECTIONS BEFORE TO SUBMIT.**
>
> The System does not check for all errors and missing fields.

After the check a new button will appear - "**Submit Checked Project**". To submit the Application form, click on this button. If the check is unsuccessful, system will list the errors and missing data. Submission of the application will not be possible until it is corrected.

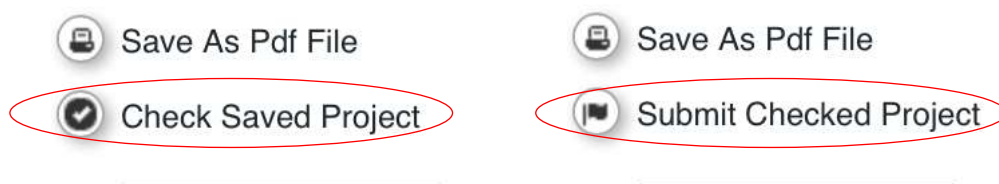After submission, the Contact person of the Lead Applicant will receive an automatic e-mail for confirmation into the Ems mailbox.

Figure 53 – Project submission