INTERREGV A Italy – Croatia CBC Programme

**Restricted Call for proposals (IT-HR Clusters)**

**Off-line template**

**of**

**Application Form**

Version n. 1 of 26th October 2021

Off-line application form intends to provide information to the applicants about the contents of the online application form to be filled in via SIU SYSTEM. It provides complementary information to Factsheet n. 4 “Project Application” and is for information purposes only.

Please consider that **the SIU system does not provide any check on the English spelling thus Lead Applicants are warmly invited to write their AF with a word processor that provides a language check** (e.g., the off-line AF provided by the Programme) and then copy-paste the boxes from the word document to the SIU system. Most of all, the Croatian LA should pay attention to the special characters, e.g., letters with diacritical marks, in the copy-paste operation. Once information is included in the SIU system, it is important to **SAVE each page** (by clicking the confirm/save button at the bottom of each page) before moving on to a different page/section. **Please pay attention that a page can be saved only when all of the compulsory fields (identified by an asterisk) are filled in.**

|  |
| --- |
| **STARTING PAGE** |
| **Type of request** | *(select “Application” from the drop-down list)* |
| **Call for proposals** | *(search function)* |
| **Priority Axis** | *(drop-down list)* |

|  |
| --- |
| **APPLICATION DATA Section A** |
| **Specific Objective** | *(drop-down list)* |
| **Cluster**  | *(drop-down list)* |

|  |
| --- |
| **LEAD APPLICANT DATA** **Section B** |
| **The lead applicant is***(IT/HR-Other)* | *(drop-down list)*  |
| **Tax number**  | *[Max 11 characters]* |
| **Type of Body** *(Public-Body governed by public law/Private)* | *(drop-down list)* |
| **Implementing Unit[[1]](#footnote-1)**  | *[Max 200 characters]* |
| **VAT exempted** *(Yes/Partially/No)*  | *(drop-down list)* |
| **VAT number**  | *[11 characters]* |
| **Name**  | *[Max 200 characters]* |
| **Name in English** | *[Max 200 characters]* |
| **Legal form** | *(drop-down list)* |
| **Classification of economic activity***(The classification proposed is* [*NACE*](http://ec.europa.eu/eurostat/statistics-explained/index.php/Glossary%3AStatistical_classification_of_economic_activities_in_the_European_Community_%28NACE%29)*)* | *(search function)* |
| **Exempted from Chamber of commerce registration** | [ ]  *(flag)* |
| **Registered in Chamber of commerce special section** | *(only for Italian bodies - flag)* |
| **Chamber of commerce registration place[[2]](#footnote-2)** | *(drop-down list for ITA) [Max 200 characters for HR]* |
| **Chamber of commerce registration number[[3]](#footnote-3)** | *[Max 16 characters]* |
| **Chamber of commerce registration date[[4]](#footnote-4)** | *DD/MM/YYYY* |
| **Economic administrative index number (REA)***(Only for Italian bodies)* | *[Max 16 characters]* |
| **REA registration date***(Only for Italian bodies)* | *DD/MM/YYYY* |
| **Legal seat** |
| **Country of the Legal seat** | *(search function)* |
| **Municipality**  | *(search function)* |
| **Town** | *[Max 200 characters]* |
| **ZIP code** | *[5 characters]* |
| **Province/County** | *(search function)* |
| **Address** | *[Max 200 characters]* |
| **IPA code** *Public Administration electronic invoice code**(Only for Italian bodies)* | *[Max 20 characters]* |
| **Email of the Lead Applicant** | *[Max 200 characters]* |
| **Phone** | *[Max 200 characters]* |
| **Fax** | *[Max 200 characters]* |
| **Certified Email (PEC)**  | *[Max 200 characters]* |

|  |
| --- |
| **LEAD APPLICANT DATA** **Section B - Other data** |
|  |
| **Standard or Standard+ Acronym** | *Indicate the project in which you participated as LP or PP from the drop-down list. Only after confirmation by the CONFIRM button at the end of the page, the fields will be filled in automatically* |
| **If the LP/PP brings experience of other Standard or Standard + projects, please indicate them:** | *(Max 200 characters)* |
| **De minimis aid:***(Yes/No)* | *(drop-down list)* |
| **Specify the reason for the presence of a de minimis aid:***(Please describe the reasons why de minimis aid should be considered)* | *[Max 3000 characters]* |
| **Please specify your status** *(Public/ Body governed by public law (Directive 2014/24 EU)* | *(automatically filled in by the system)* |
| **Assimilated Partner** *(No/Yes)* | *(automatically filled in by the system)*  |
| **Reasons to be considered Assimilated***(Please describe the reasons why your Institution is Assimilated in terms of competence and relevance)* | *(automatically filled in by the system]* |
| **National co-financing***(Public/Private)* | *(automatically filled in by the system]* |
| **National co-financing description***(Please indicate the source of co-financing)* | *(automatically filled in by the system]* |
| **Is VAT recoverable?***(No/Partially/Yes)* | *(automatically filled in by the system]* |
| **Details on VAT recovery** | *(automatically filled in by the system]* |

|  |
| --- |
| **LEAD APPLICANT DATA** **Section B –Department*****(to be filled in only in case the LA is acting as “Department“ as defined in the Call Announcement)*** |
| **Department name[[5]](#footnote-5)** | *[Max 200 characters]* |
| **Country** | *(search function)* |
| **Municipality**  | *(search function)* |
| **Town** | *[Max 200 characters]* |
| **Province/County** | *[Max 200 characters]* |
| **Address** | *[Max 200 characters]* |
| **ZIP code** | *(search function)* |
| **Phone** | *[Max 200 characters]* |
| **Email** | *[Max 200 characters]* |
| **Certified Email (PEC)**  | *[Max 200 characters]* |

|  |
| --- |
| **LEGAL REPRESENTATIVE**  **Section C**  |
| **The legal representative is:***(IT/HR-Other)* | *(drop-down list)* |
| **Personal tax number of the legal representative** | *[Max 16 characters]* |
| **First name** | *[Max 200 characters]* |
| **Last name** | *[Max 200 characters]* |
| **Personal Data** |
| **Gender** *(Male/Female)* | *(drop-down list)* |
| **Date of birth** | *DD/MM/YYYY* |
| **Country of birth** | *(search function)* |
| **Place of birth (Municipality)** | *(search function)* |
| **Place of birth (Province)***(County of birth in case of Croatian applicants)* | *(search function)* |
| **Residence information** |
| **Country of residence** | *(search function)]* |
| **Municipality** | *(search function)* |
| **Province/County**  | *(search function)* |
| **Town**  | *[Max 200 characters]* |
| **ZIP code** | *[Max 5 characters]* |
| **Address** | *[Max 200 characters]* |
| **In charge of legal representation since** | *DD/MM/YYYY* |
| **Email** | *[Max 100 characters]* |
| **Phone** | *[Max 100 characters]* |

|  |
| --- |
| **PERSON IN CHARGE OF SIGNATURE**  **Section D*****(to be filled in only if different from Legal Representative)*** |
| **The person in charge of signature is***(IT/HR-Other)* | *(drop-down list)*  |
| **Personal tax number of the person in charge of signature** | *[Max 16 characters]* |
| **Last name**  | *[Max 200 characters]* |
| **First name** | *[Max 200 characters]* |
| **Role** | *[Max 200 characters]* |

|  |
| --- |
| **PARTNERS**  **Section E [to be replicated for each partner]**  |
| **The partner is***(IT/HR-Other)* | (*drop-down list)* |
| **Project partner number** | *[Number]* |
| **Tax number** | *[Max 11 characters]* |
| **Type of Body** *(Public-Body governed by public law/Private)* | *(drop-down list)* |
| **Implementing Unit[[6]](#footnote-6)***(Only for Public bodies or Bodies governed by public law)* | *[Max 200 characters]* |
| **VAT exempted** *(Yes/Partially/No)*  | *(drop-down list)* |
| **VAT number**  | *[Max 200 characters]* |
| **Name**  | *[Max 200 characters]* |
| **Name in English** | *[Max 200 characters]* |
| **Legal form** | *(drop-down list)* |
| **Classification of economic activity***The classification proposed is* [*NACE*](http://ec.europa.eu/eurostat/statistics-explained/index.php/Glossary%3AStatistical_classification_of_economic_activities_in_the_European_Community_%28NACE%29) | *(search function)* |
| **Exempted from Chamber of commerce registration** | [ ]  *(flag)* |
| **Registered in chamber of commerce special section***(Only for Italian bodies)* | [ ]  *(flag)* |
| **Chamber of commerce registration place[[7]](#footnote-7)** | *(drop-down list for ITA) [Max 200 characters for HR]* |
| **Chamber of commerce registration number[[8]](#footnote-8)** | *[Max 200 characters]* |
| **Chamber of commerce registration date[[9]](#footnote-9)** | *DD/MM/YYYY* |
| **Economic administrative index number (REA)***(Only for Italian bodies)* | *[Max 200 characters]* |
| **REA registration date***(Only for Italian bodies)* | *DD/MM/YYYY* |
| **Legal seat**  |
| **Country of the Legal seat** | *(search function)* |
| **Municipality**  | *(search function)* |
| **Town** | *[Max 200 characters]* |
| **ZIP code** | *[Max 5 characters]* |
| **Province/County** | *(search function)* |
| **Address** | *[Max 200 characters]* |
| **IPA code** *Public Administration electronic invoice code**(Only for Italian bodies)* | *[Max 20 characters]* |
| **Email of the partner** | *[Max 200 characters]* |
| **Phone** | *[Max 200 characters]* |
| **Fax** | *[Max 200 characters]* |
| **Certified Email (PEC)**  | *[Max 200 characters]* |

|  |
| --- |
| **PARTNERS Section E –Department*****(to be filled in only in case the PP is acting as “Department“ as defined in the Call Announcement)*** |
| **Department name[[10]](#footnote-10)** | *[Max 200 characters]* |
| **Country** | *(search function)* |
| **Municipality**  | *(search function)* |
| **Town** | *[Max 200 characters]* |
| **Province/County** | *[Max 200 characters]* |
| **Address** | *[Max 200 characters]* |
| **ZIP code** | *(search function)* |
| **Phone** | *[Max 200 characters]* |
| **Email** | *[Max 200 characters]* |
| **Certified Email (PEC)**  | *[Max 200 characters]* |

|  |
| --- |
| **PARTNERS Section E - Other data**  |
| **Standard or Standard+ acronym** | *Indicate the project in which you participated as LP or PPs from the drop-down list. Only after confirmation by the CONFIRM button at the end of the page, the fields will be filled in automatically* |
| **If the LP/PP brings experience of other Standard or Standard + projects, please indicate them:** | *[Max 200 characters]* |
| **De minimis aid:***(Yes/No)* | *(drop-down list)* |
| **Specify the reason for the presence of a de minimis aid:***(Please describe the reasons why de minimis aid should be considered)* | *[Max 3000 characters]* |
| **Please specify your status** *(Public/ Body governed by public law (Directive 2014/24 EU)*  | *(automatically filled in by the system)* |
| **Assimilated Partner** *(No/Yes)* | *(automatically filled in by the system)*  |
| **Reasons to be considered Assimilated***(Please describe the reasons why your Institution is Assimilated in terms of competence and relevance).* | *(automatically filled in by the system)*  |
| **National co-financing***(Public/ Private)* | *(automatically filled in by the system)*  |
| **National co-financing description***(Please indicate the source of co-financing)* | *(automatically filled in by the system)*  |
| **Is VAT recoverable?** *(No/Yes)* | *(automatically filled in by the system)*  |
| **Details on VAT recovery** | *(automatically filled in by the system)*  |

|  |
| --- |
| **PARTNERS**  **Section E - Legal Representative**  |
| **The legal representative is***(IT/HR-Other)* | *(drop-down list)* |
| **Personal tax number**  | *[Max 200 characters]* |
| **Last name** | *[Max 200 characters]* |
| **First name** | *[Max 200 characters]* |
| **Email** | *[Max 200 characters]* |
| **Phone** | *[Max 200 characters]* |

|  |
| --- |
| **PARTNERS Section E - Person in charge of signature** ***(to be filled in only if different from Legal representative)*** |
| **The person in charge of signature is***(IT/HR-Other)* | *(drop-down list)* |
| **Personal tax number of the person in charge of signature** | *[Max 16 characters]* |
| **Last name**  | *[Max 200 characters]* |
| **First name** | *[Max 200 characters]* |
| **Role** | *[Max 200 characters]* |

|  |
| --- |
| **PROJECT KEY DATA**  **Section F**  |
| **Project acronym** | *[Max 15 characters]* |
| **Project title***(in English)* | *[Max 100 characters]* |
| **Start date***This field will be automatically completed by the system once the work plan is filled in.* | *DD/MM/YYYY* |
| **End date***This field will be automatically completed by the system once the work plan is filled in.* | *DD/MM/YYYY* |
| **Description***Please provide an abstract of the project*  |
| *[Max 1300 characters]* |
| **Project Relevance** |
| **Cluster approach** |
| *[Max 2500 characters]* |
| **Project Focus** |
| **Programme specific objective**  | *(automatically filled in by the system)* |
| **Programme result indicator**  | *(automatically filled in by the system)* |
| **Project overall objective** |
| *[Max 1000 characters]* |
| **Project results**  |
| *[Max 1500 characters]* |
| **Project specific objective 1-3 title***Define at least 1 and maximum 3 project specific objectives (this box can be replicated up to three specific objectives)*  |
| *[Max 100 characters]* |
| **Project specific objective 1-3 description***Please describe each project specific objective (this box can be replicated up to three specific objectives).*  |
| *[Max 1500 characters for each specific objective]* |
| **Outputs and results transferability**  |
| *[Max 750 characters]* |
| **Intervention field***Please select the appropriate option* |
| *(drop-down list)* |
| **Economic *activity****Please select the appropriate activity for the project* |
| *(drop-down list)* |
| **Project Context** |
| **Coherence with EUSAIR***Please indicate if the project contributes to EUSAIR macro-regional strategy.* | [ ]  *(flag)*  |
| **EUSAIR description***Please describe in what way the project contributes to the above mentioned macro-regional strategy also indicating at least Pillars and Topics of EUSAIR Action Plan with which the project mainly comply.* |
| *[Max 1000 characters]* |
| **Coherence with EUSALP***Please indicate if the project contributes to the above mentioned macro-regional strategy* | [ ]  *(flag)* |
| **Coherence with EUSDR***Please indicate if the project contributes to the above mentioned macro-regional strategy* | [ ]  *(flag)* |
| **Synergies** *What are the synergies with past or current EU and other projects or initiatives the project makes use of?*  |
| *[Max 2500 characters]* |
| **Build on knowledge** |
| *[Max 2500 characters]* |
| **Cooperation Criteria****Please confirm which of the following cooperation criteria apply to your project. For more information, please refer to Factsheet n.1 “Introduction and background”.** |
| **Joint development** | [ ]  *(flag)* |
| **Joint development description** *Please describe how this cooperation criteria will apply to your project and describe how you will fulfil it.*  |
| *[Max 500 characters]* |
| **Joint implementation**  | [ ]  *(flag)* |
| **Joint implementation description** *Please describe how this cooperation criteria will apply to your project and describe how you will fulfil it.*  |
| *[Max 500 characters]* |
| **Joint staffing** | [ ]  *(flag)* |
| **Joint staffing description** *Please describe how this cooperation criteria will apply to your project and describe how you will fulfil it.*  |
| *[Max 500 characters]* |
| **Joint financing** | [ ]  *(flag)* |
| **Joint financing description** *Please describe how this cooperation criteria will apply to your project and describe how you will fulfil it.*  |
| *[Max 500 characters]* |
| **Contact Person** |
| **First name of the project contact person***Please insert here the contact details of the contact person of the project (Lead Partner – Project Manager)* | *[Max 200 characters]* |
| **Last name of the project contact person** | *[Max 200 characters]* |
| **Body/Institution** | *[Max 200 characters]* |
| **Phone** | *[Max 200 characters]* |
| **Email** | *[Max 200 characters]* |

|  |
| --- |
| **PROJECT KEY DATA Section F – Programme output indicator** |
| **Programme output indicator***Please select one of the Programme output indicators from the drop-down list.* | *(drop-down list)* |
| **Output indicator target** | *(Max 200 characters]* |

|  |
| --- |
| **PROJECT KEY DATA Section F – Programme output indicator - Project main output** |
| **Project main outputs description***For each selected Programme output indicator, please describe the project main outputs, include their target values and their relation to the selected Programme output indicator.* |
| *[Max 1000 characters]* |

|  |
| --- |
| **PROJECT KEY DATA Section F – Cluster Indicator** |
| **Cluster indicator***Please select at least one Cluster indicator to which the project main outputs will contribute.* | *(drop-down list)* |
| **Output indicator target** | *(Max 200 characters]* |

|  |
| --- |
| **PROJECT KEY DATA Section F – Cluster indicator – Project main output** |
| **Project main outputs description***For each selected Cluster indicator, please describe the project main outputs, include their target values and their relation to the selected Cluster indicator.* |
| *(Max 500 characters)* |

|  |
| --- |
| **PROJECT KEY DATA Section F – Target groups** |
| **Target groups***Please select from the list one of the target groups addressed by your project main outputs.* | *(drop-down list)* |
| **Target value***Please indicate the total number of organisations/people of the selected target group you will reach in your project.* |
| *[Insert number]* |
| **Description of the Target groups***Please further specify the target group selected and describe how you will address it.* |
| *[Max 500 characters]* |

|  |
| --- |
| **COMMUNICATON APPROACH** **Section G** |
| **Title of communication objective***Please define up to three communication objectives* | **Description***What can communications do to reach a specific project objective?* | **Target group of Communication** | **Tactics/Approach***How do you plan to reach your target groups?* |
| *[Max 200 characters]* | *[Max 1000 characters]* | *[Max 1000 characters]* | *[Max 1500 characters]* |
| *[Max 200 characters]* | *[Max 1000 characters]* | *[Max 1000 characters]* | *[Max 1500 characters]* |
| *[Max 200 characters]* | *[Max 1000 characters]* | *[Max 1000 characters]* | *[Max 1500 characters]* |

|  |
| --- |
| **BUDGET GENERAL INFORMATION Section H****Section H is designed to gather important information on the Project’s budget. Therefore, it has to be completed before starting to build the budget.** |
| **Does the project opt for the flat-rate (40%) financing for costs other than staff costs?***(Yes/No)* | *(drop-down list)* |
| **Does the project opt for staff simplified cost option (20% of external expertise and services/travel and accommodation costs)?***(Yes/No)* | *(drop-down list)*  |
| **Does the project require office and administration costs? (15% of staff costs)?***(Yes/No)* | *(drop-down list)*  |
| **Evidence of Net revenues***(Yes/No)* | *(drop-down list)* |
| **Activities outside the Programme Area** *(Yes/No)* | *(drop-down list)*  |
| **Activities description***(If previous question was answered Yes)* | *[Max 500 characters]* |
| **Total ERDF amount estimated***(If question before the previous one was answered Yes)* | *[Max 200 characters]* |

|  |
| --- |
| **BUDGET GENERAL INFORMATION Section H - Net revenues** |
| **WP***Please select the Work Package to which the amount of the net revenues refers to.* |
| *(drop-down list)*  |
| **Partner***Please select the partner to which the amount of the net revenues refers to.*  |
| *(drop-down list)* |
| **Amount of net revenues***Please insert the amount of the net revenues.* |
| *[EUR]* |

|  |
| --- |
| **PROJECT Section I** |
| **PROJECT Section I – Project Locations** |
| **Province/County** *Please insert here the provinces interested by the project (it is possible to add as many locations as wanted) and specify the main location by ticking the related box* |
| *(search function)* |
| **Municipality** *Please insert here the municipalities interested by the project* |
| *(search function)* |
| **For each location please indicate:**  |
| **Address** | *[Max 200 characters]* |
| **Civic number** | *[Max 200 characters]* |
| **ZIP code** | *[Max 5 characters]* |
| **Town** | *[Max 200 characters]* |

|  |
| --- |
| **PROJECT Section I – Project Workplan [to be replicated for each WP]** |

**1. WP1**

|  |  |  |
| --- | --- | --- |
| **Type of WP** | **Project management and coordination of activities** | **Mandatory** |
| **WP Nr** | **WP title** | **WP budget** | **WP responsible partner** |
| **1** | **Project management and coordination of activities** |  |  |
| **Description***Please provide here a summary description of activities to be carried out and of contribution of each partner. Please also describe the potential risks identified and the related mitigation measures foreseen.* |
| *[Max 2000 characters]* |
| **WP expected outputs***This field has to be filled in only for WP3 Clustering thematic activities. Please list the WP’s main expected outputs.* |
| *[Max 2000 characters]* |
| **Durability of WP outputs***This field has to be filled in only for WP3 Clustering thematic activities. Please describe concrete measures (including institutional structures, financial resources etc.) taken during and after project implementation to ensure and/or strengthen the durability of WP project outputs. If relevant, explain who will be responsible and/or who will be the owner of the mentioned outputs* |
| *[Max 1000 characters]* |
| **Transferability of WP outputs***This field has to be filled in only for WP3 Clustering thematic activities. Please describe to what extent it will be possible to transfer the outputs of the WP to other organisations/regions/countries outside of the current partnership.* |
| *[Max 1000 characters]* |
| **Activity 1.1** | **Day-to-day project management, coordination and internal communication** | Start date*(DD/MM/YYYY)* | End date*(DD/MM/YYYY)* |
| Activity description *[Max 1000 characters]* |
| Activity budget |
| Location of the activityChoose the locations where the activity will be implemented from the list of project’s locations. It is possible to select one or more location among those previously inserted in the column “Project locations”. | *(search function)* |
| *Deliverables* | Deliverables’ description *[Max 1500 characters]* |
| **Activity 1.2** | **Financial management** | Start date*(DD/MM/YYYY)* | End date*(DD/MM/YYYY)* |
| Activity description *[Max 1000 characters]* |
| Activity budget |
| Location of the activity | *(search function)* |
| *Deliverables* | Deliverables’ description *[Max 1500 characters]* |

**2. WP2**

|  |  |  |
| --- | --- | --- |
| **Type of WP** | **Communication activities** | **Mandatory** |
| **WP Nr** | **WP title** | **WP budget** | **WP responsible partner** |
| **2** | **Communication activities** |  |  |
| **Description*****Please provide here a summary description of activities to be carried out and contribution of each partner.*** |
| *[Max 2000 characters]* |
| **WP expected outputs***This field has to be filled in only for WP3 Clustering thematic activities. Please list the WP’s main expected outputs.* |
| *[Max 2000 characters]* |
| **Durability of WP outputs***This field has to be filled in only for WP3 Clustering thematic activities. Please describe concrete measures (including institutional structures, financial resources etc.) taken during and after project implementation to ensure and/or strengthen the durability of WP project outputs. If relevant, explain who will be responsible and/or who will be the owner of the mentioned outputs* |
| *[Max 1000 characters]* |
| **Transferability of WP outputs***This field has to be filled in only for WP3 Clustering thematic activities. Please describe to what extent it will be possible to transfer the outputs of the WP to other organisations/regions/countries outside of the current partnership.* |
| *[Max 1000 characters]* |
| **Activity 2.1** | **Online and offline events** | Start date*(DD/MM/YYYY)* | End date*(DD/MM/YYYY)* |
| Activity description *[Max 1000 characters]* |
| Activity budget |
| Location of the activityChoose the locations where the activity will be implemented from the list of project’s locations. It is possible to select one or more location among those previously inserted in the column “Project locations”. | *(search function)* |
| *Deliverables*  | Deliverables’ description *[Max 1500 characters]* |
| **Activity 2.2** | **Promotional campaigns and media relations** | Start date*(DD/MM/YYYY)* | End date*(DD/MM/YYYY)* |
| Activity description *[Max 1000 characters]* |
| Activity budget |
| Location of the activity | *(search function)* |
| *Deliverables* | Deliverables’ description *[Max 1500 characters]* |
| **Activity 2.3** | **Digital and web-based activities** | Start date*(DD/MM/YYYY)* | End date*(DD/MM/YYYY)* |
| Activity description *[Max 1000 characters]* |
| Activity budget |
| Location of the activity | *(search function)* |
| *Deliverables* | Deliverables’ description *[Max 1500 characters]* |

**3. WP3**

|  |  |  |
| --- | --- | --- |
| **Type of WP** | **Project implementation** | **WP3 Mandatory**  |
| **WP Nr** | **WP title** | **WP budget** | **WP responsible partner** |
| **3** | *Clustering thematic activities* |  |  |
| **Description***Please provide here a summary description of activities carried out and contribution of each partner. Describe the objective of the work package(s), how partners will be involved (who will do what), who will use the main outputs delivered and how you will involve target groups (and other stakeholders) in the development of the main outputs.* |
| *[Max 2000 characters]* |
| **WP expected outputs***This field has to be filled in only for WP3 Clustering thematic activities. Please list the WP’s main expected outputs.*  |
| *[Max 2000 characters]* |
| **Durability of WP outputs***This field has to be filled in only for WP3 Clustering thematic activities. Please describe concrete measures (including institutional structures, financial resources etc.) taken during and after project implementation to ensure and/or strengthen the durability of WP project outputs. If relevant, explain who will be responsible and/or who will be the owner of the mentioned outputs.* |
| *[Max 1000 characters]* |
| **Transferability of WP outputs***This field has to be filled in only for WP3 Clustering thematic activities. Please describe to what extent it will be possible to transfer the outputs of the WP to other organisations/regions/countries outside of the current partnership.* |
| *[Max 1000 characters]* |
| **Activity 3.1** | **Exchange and exploitation of projects’ results** | Start date*(DD/MM/YYYY)* | End date*(DD/MM/YYYY)* |
| Activity description[[11]](#footnote-11) *[Max 1000 characters]* |
| Activity budget |
| Location of the activity | *(search function)* |
| *Deliverables* | Deliverables’ description *[Max 1500 characters]* |
| **Activity 3.2** | **Contributions to the next programming period** | Start date*(DD/MM/YYYY)* | End date*(DD/MM/YYYY)* |
| Activity description *[Max 1000 characters]* |
| Activity budget |
| Location of the activity | *(search function)* |
| *Deliverables* | Deliverables’ description *[Max 1500 characters]* |
| **Activity 3.3** | **Awareness raising and engagement** | Start date*(DD/MM/YYYY)* | End date*(DD/MM/YYYY)* |
| Activity description *[Max 1000 characters]* |
| Activity budget |
| Location of the activity | *(search function)* |
| *Deliverables* | Deliverables’ description *[Max 1500 characters]* |

|  |
| --- |
| **PROJECT Section I – Project Budget [to be repeated for each partner]** |
| In order to fill-in the budget section applicants **first** have to fill-in the following **sections of the SIU system**:A – APPLICATION DATAB – LEAD APPLICANT DATAE – PARTNERSF – PROJECT KEY DATAH – BUDGET GENERAL INFORMATIONI – PROJECT – Column “Project locations” – Column “Project workplan”In particular the part dedicated to the workplan shall be clearly defined in terms of WPs and Activities envisaged for each WP, as the association of costs is made at the level of Activities.**All amounts of the budget shall be budgeted by rounding figures, without decimals (i.e.: ",00").****For further information on how to design a sound budget please see the “budget tool” available on the Programme’s website.** |

|  |
| --- |
| **FINANCIAL PLAN Section J – Financial Plan** |
| In this section the amounts to be paid out within each reporting period have to be indicated. The reporting periods are automatically displayed by the System.

|  |  |  |
| --- | --- | --- |
| Reporting period | Total amount | Link to partner and WP |
| Please select the concerned reporting period  | Please insert the amount | Please select the concerned partner | Please select the concerned WP |

 |

|  |
| --- |
| **STATEMENTS Section K – STATEMENTS** |
| I confirm that no expenditure related to the project proposal has been, is or will be funded by any other EU or national funding instrument |
| I state that the project proposal is not considered to have effect on Natural Habitat “Natura 2000” sites |
| 1.1 I state that, in case the project proposal is tackling aquaculture, reference to Marine Strategy Directive (2008/56/EC) is ensured |
| 2.1 I state that, in case the project proposal targets flood protection and water management, requirements of Water Framework Directive (2000/60/EC), RBMPs & FRMP under Directive 2007/60/EC are respected |
| 3.1 I state that, in case of project proposal promoting tourism in protected habitats (reference to caves), an environmental impact assessment is going to be performed or has been already performed |
| 3.3 I state that, in case the project proposal tackles issues related to birds and other threatened or endemic animal and plant species, reference to Birds and Habitats Directives is ensured |
| 3.3 I state that, in case the project proposal tackles issues related to fish species, reference to Common Fisheries Policy is ensured |
| 3.3 I state that, in case the project proposal tackles sea environment, reference to Marine Strategy Directive (2008/56/EC) is ensured |
| 3.3 I state that, in case the project proposal targets water management, the requirements of Water Framework Directive (2000/60/EC) RBMPs & FRMP under Directive 2007/60/EC are respected |
| 3.3 I state that, in case the project proposal targets water-related activities, the requirements of Water Framework Directive (2000/60/EC) RBMPs & FRMP under Directive 2007/60/EC are respected |
| 4.1 When relevant: I state that the project proposal takes into account the Air Quality Plans (in which transport measures play a key role) under Directive 2008/50/EC |
| 4.1 When relevant: I state that the project proposal does contribute to the National Air Pollution Control Programmes for reaching National Emission Ceilings or emission ceilings under the Gothenburg Protocol |

|  |
| --- |
| **COMMITMENTS Section L – COMMITMENTS** |
| I commit to respect the horizontal principles (equal opportunities and non-discrimination, equality between men and women and sustainable development) |
| 1.1 I commit to address and take into consideration the principles of environmental sustainability |
| 3.1 I commit to address and take into consideration the principles of environmental sustainability |
| 4.1 I commit to address and take into consideration the principles of environmental sustainability |
| 4.1 I commit that, in case the project proposal modifies the hydromorphological characteristics of a water body causing deterioration of the status, the appropriate analyses as required by Article 4(7) of Water Framework Directive are planned to be carried out as early as possible in the planning process (analysis of alternatives or better environmental options, the set-up of the necessary mitigation measures, and a justification of the importance of the project for overriding public interest) |

1. The LA here shall insert the name of the internal office/unit/division. The “Implementing Unit” and the “Department” shall coincide. [↑](#footnote-ref-1)
2. For Croatian LA, the data refer to the registration at the Commercial Court in Croatia. [↑](#footnote-ref-2)
3. See above. [↑](#footnote-ref-3)
4. See above. [↑](#footnote-ref-4)
5. In case of universities participating as Assimilated Partners (Lead Applicant), the Department shall coincide with the Branch Office located in the Programme Area implementing the project. [↑](#footnote-ref-5)
6. The Partner here shall insert the name of the internal office/unit/division acting as Partner. In case of universities participating as Assimilated Partners (Project Partners), the Implementing Unit shall coincide with the Branch Office located in the Programme Area implementing the project. [↑](#footnote-ref-6)
7. For Croatian PP, the data refer to the registration at the Commercial Court in Croatia. [↑](#footnote-ref-7)
8. See above. [↑](#footnote-ref-8)
9. See above. [↑](#footnote-ref-9)
10. In case of universities participating as Assimilated Partners (Project Partner), the Department shall coincide with the Branch Office located in the Programme Area implementing the project. [↑](#footnote-ref-10)
11. If it is planned to enter agreements under Public Law (in accordance with Directive 2014/24/EU), applicants have to provide here information about: the typology of the agreement, the law or regulation concerning the agreement, the subject to be involved by the agreement, the planned activities to be carried out and the dedicated budget (to be allocated to the external expertise and services budget line). [↑](#footnote-ref-11)