INTERREGV A Italy – Croatia CBC Programme

**Strategic Calls for proposals**

**Off-line template**

**of**

**Application Form**

Version n. 1 of 17th September 2019

Off-line application form intends to provide information to the applicants on the content of the on line application form to be filled in via SIU SYSTEM. It is for information purpose only, this document provides complementary information to factsheet n. 4 “project application”.

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. accented letters, 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 to a different page/section. **Please pay attention that a page can be saved only when all the compulsory fields (identified by an asterisk) are compiled.**

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

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

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| **LEAD APPLICANT DATA** **Section B** | |
| **The lead applicant is**  *(IT/HR-Other)* | *(drop-down list)* |
| **Tax number** | *[11 (HR) or 16 (IT) 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:Statistical_classification_of_economic_activities_in_the_European_Community_(NACE))*)* | *(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[[5]](#footnote-5)*  *(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]* |

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| **LEAD APPLICANT DATA** **Section B - Other data** | |
| **Please specify your status**  *(Public/ Body governed by public law (Directive 2014/24 EU)* | *(drop-down list)* |
| **Assimilated Partner**  *(No/Yes)* | *(drop-down list)* |
| **Reasons to be considered Assimilated**  *(Please describe the reasons why your Institution is Assimilated in terms of competence and relevance).* | *[Max 3000 characters]* |
| **Partner category**  ***(Please indicate the partner category)*** | *(drop-down list)* |
| **Associated partner:**  *(Please indicate if the partner is an associated partner, who will not fill the budget)* | *(flag)* |
| **PP who reports the expenses of associated partner (Tax Number):**  *(Please indicate the PP linked to the associated partner)* | *[Max 11 characters]* |
| **Reason to be considered Associated:**  *(Please describe the reasons why your Institution is an associated partner).* | *[Max 3000 characters]* |
| **National co-financing**  *(Public/Private)* | *(drop-down list)* |
| **National co-financing description**  *(Please indicate the source of co-financing)* | *[Max 500 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]* |
| **Is VAT recoverable?**  *(No/Partially/Yes)* | *(drop down list)* |
| **Details on VAT recovery** | *[Max 500 characters]* |
| **Competence** | *[Max 1000 characters]* |
| **Organisational structure and resources** | *[Max 1000 characters]* |
| **Expertise in EU/International projects** | *[Max 1000 characters]* |
| **Benefits on participation** | *[Max 1000 characters]* |

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| **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[[6]](#footnote-6)** | *[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]* |
| **Fax** | *[Max 200 characters]* |
| **Email** | *[Max 200 characters]* |

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| **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]* |

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| **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]* |

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| **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[[7]](#footnote-7)**  *(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:Statistical_classification_of_economic_activities_in_the_European_Community_(NACE)) | *(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[[8]](#footnote-8)** | *(drop-down list for ITA) [Max 200 characters for HR]* |
| **Chamber of commerce registration number[[9]](#footnote-9)** | *[Max 200 characters]* |
| **Chamber of commerce registration date[[10]](#footnote-10)** | *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[[11]](#footnote-11)*  *(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]* |

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| **PARTNERS Section E - Other data** | |
| **Please specify your status**  *(Public/ Body governed by public law (Directive 2014/24 EU)* | *(drop-down list)* |
| **Assimilated Partner**  *(No/Yes)* | *(drop-down list)* |
| **Reasons to be considered Assimilated**  *(Please describe the reasons why your Institution is Assimilated in terms of competence and relevance).* | *[Max 3000 characters]* |
| **Partner category**  ***(Please indicate the partner category)*** | *(drop-down list)* |
| **Associated partner:**  *(Please indicate if the partner is an associated partner, who will not fill the budget)* | *(flag)* |
| **PP who reports the expenses of associated partner (Tax Number):**  *(Please indicate the PP linked to the associated partner)* | *[Max 11 characters]* |
| **Reason to be considered Associated:**  *(Please describe the reasons why your Institution is an associated partner).* | *[Max 3000 characters]* |
| **National co-financing**  *(Public/ Private)* | *(drop-down list) -* |
| **National co-financing description**  *(Please indicate the source of co-financing)* | *[Max 500 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]* |
| **Is VAT recoverable?**  *(No/Yes)* | *(drop down list)* |
| **Details on VAT recovery** | *[Max 500 characters]* |
| **Competence** | *[Max 1000 characters]* |
| **Organisational structure and resources** | *[Max 1000 characters]* |
| **Expertise in EU/International projects** | *[Max 1000 characters]* |
| **Benefits on participation** | *[Max 1000 characters]* |

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| **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]* |

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| **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]* |

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| **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* |
| **Project description**  *Please provide an abstract of the project* | | |
| *[Max 1300 characters]* | | |
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| **Project Relevance** | | |
| **Territorial challenges tackled**  *Please describe the relevance of your project for the Programme area in terms of common challenges and opportunities addressed.* | | |
| *[Max 2500 characters]* | | |
| **Project approach** | | |
| *[Max 2500 characters]* | | |
| **Cooperation need** | | |
| *[Max 2500 characters]* | | |
| **Project Focus** | | |
| **Programme specific objective** | *(drop-down list)* | |
| **Programme result indicator** | *(drop-down list)* | |
| **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 durability** | | |
| *[Max 750 characters]* | | |
| **Outputs and results transferability** | | |
| *[Max 750 characters]* | | |
| **Intervention field**  *Please select the appropriate option* | | |
| *(drop-down list)* | | |
| ***Economic activity***  *Please select the appropriate actvity 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)* | |
| **Coherence with relevant policies and plans (e.g. S3, RBMP, MSP, ICM, Urban and Regional Mobility plans)**  *Please indicate if the project contributes to the above mentioned policies and plans.* | *(flag)* | |
| **Description of the coherence with relevant policies and plans** | | |
| *[Max 1000 characters]* | | |
| **Synergies**  *What are the synergies with past or current EU and other projects or initiatives the project makes use of?* | | |
| *[Max 2500 characters]* | | |
| **Building on existing knowledge**  *“Standard”: How does the project build on available knowledge? Please describe in details the experiences/lessons learned/achieved outputs the project draws on, and other available knowledge the project capitalises on.*  *“Standard +“: Please describe if the project proposal also makes use of existing knowledge and practices other than those of the original capitalized project****.*** | | |
| *[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]* | | |
| **Horizontal Principles**  **Please confirm that your project proposal complies with the horizontal principles and for each of them describe how you will fulfil it.** | | |
| **Sustainable development**  *Tick the box to confirm that your project proposal complies with this horizontal principle* | *(flag)* | |
| **Sustainable development description** |  | |
| *[Max 750 characters]* | | |
| **Equal opportunities and non-discrimination**  *Tick the box to confirm that your project proposal complies with this horizontal principle* | *(flag)* | |
| **Equal opportunities and non-discrimination description**  *Please describe how your project proposal contributes to this horizontal principle.* | | |
| *[Max 750 characters]* | | |
| **Equality between men and women**  *Tick the box to confirm that your project proposal complies with this horizontal principle* | *(flag)* | |
| **Equality between men and women description**  *Please describe how your project proposal contributes to this horizontal principle.* | | |
| *[Max 750 characters]* | | |
| **NATURA 2000** | | |
| **Project with likely effect on natural habitat Natura 2000 sites**  *(No/Yes)* | *(drop-down list)* | |
| **Only soft intangible measures are concerned**  *(No/Yes)* | *(drop-down list)* | |
| **Justification**  *If your answer is "Yes" to the previous question please describe the intangible measures.* | *[Max 750 characters]* | |
| **Contact Person** | | |
| **Last 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]* | |
| **First name of the project contact person** | *[Max 200 characters]* | |
| **Body / Institution** | *[Max 200 characters]* | |
| **Phone** | *[Max 200 characters]* | |
| **Email** | *[Max 200 characters]* | |

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| **PROJECT KEY DATA Section F – Programme output indicator** | |
| **Programme output indicator related**  *Please select at least all the compulsory Programme output indicator to which the project main outputs will contribute.* | *(drop-down list)* |
| **Project main outputs description**  *For each selected Programme output indicator, please describe the project main outputs, include their target value and their relation to the selected Programme output indicator.* | |
| *[Max 1000 characters]* | |

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| **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 value and their relation to the selected Programme output indicator.* |
| *[Max 1000 characters]* |

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| **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]* | |

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| **PROJECT KEY DATA Section F – Natura 2000 sites involved** | |
| **Natura 2000 sites involved**  *If natural habitat Natura 2000 are involved please select from the list.* | *(drop-down list)* |

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| **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]* |

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| **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 staff simplified cost option?**  *(Yes/No)* | *(drop-down list)* |
| **Does the project require office and administration costs? (15% of staff costs)?**  *(Yes/No)* | *(drop-down list)* |
| **Does the project include small scale infrastructures?**  *(Yes/No)* | *(drop-down list)* |
| **Evidence of net revenue**  *(Yes/No)* | *(drop-down list)* |
| **Activities outside the Programme Area**  *(Yes/No)* | *(drop-down list)* |

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| **BUDGET GENERAL INFORMATION Section H - Infrastructures list** | |
| **Title**  *Please insert the name of the infrastructure* | |
| *[Max 100 characters]* | |
| **Infrastructure description**  *Please give a short description of the infrastructure planned. Explain the need for infrastructure to achieve project objectives and results. Describe who is benefiting (e.g. partners, regions, end-users etc.) from this infrastructure and in what way. Please include the answer to the following questions: Who will retain ownership of the infrastructure at the end of the project? Who will take care of maintenance of the infrastructure? How will this be done? NB. Take note of rules governing ownership of outputs linked to items of infrastructures in line with Art 71 CPR.* | |
| *[Max 1000 characters]* | |
| **Justification**  *Please give a short description of the reasons why the infrastructure is needed, including the cross-border relevance of the infrastructure* | |
| *[Max 1500 characters]* | |
| **Risk associated**  *Please give a description of the risks associated with the investment, go/no-go decisions, etc. (if any)* | |
| *[Max 750 characters]* | |
| **Start date of works**  *(as it is reported on the infrastructure's official working plan documentation)* | *DD/MM/YYYY* |
| **Delivery date**  *(as it is reported on the infrastructure's official working plan documentation)* | *DD/MM/YYYY* |
| **Documentation**  *Please list all technical requirements and permissions (e.g. building permits) required for the infrastructure according to the respective national legislation. In case they are not already available indicate when do you expect them to be available* | |
| *[Max 1500 characters]* | |
| **Ownership**  *If an infrastructure consists of unmovable items, also the related site must be in the property of the partner or the partner must have set in place long-term legally binding arrangements in order to fulfil durability (including maintenance) requirements as provided for in Factsheet n. 3 “Project Development” on the ownership of infrastructure where it is stated that “Ownership of infrastructures realised within the project must remain with the concerned beneficiaries either for at least five years following the final payment to the beneficiary or for a different period of time if required by a specific legislation (e.g.: State Aid)”.* | |
| *(drop-down list)* | |
| **WP related**  *Please select here among the planned WPs the main one in which the infrastructure is planned.* | |
| *(drop-down list)* | |
| **Budget**  *Please insert here only the total amount planned to set up the infrastructure. The allocation of such costs to WPs and Partners has to be done in Section G – Project when filling-in the budget.* | |
| *[Max 10 characters]* | |
| **For each infrastructure inserted it will be necessary to complete the boxes “Locations” and “Involved partners”** | |
| **Locations**  *Please add here among the locations inserted at project level (this field can be compiled only after inserting all the project locations in Section I), those where the infrastructure of the relevant construction works are planned, selecting one main location and in case other locations among those inserted.* | |
| *(search function)* | |
| **Involved partners**  *Please add here among the Partners of the project those that are involved – as they have planned a budget for this scope - in the implementation and set up of the infrastructure and/or its relevant construction works. Please tick the main partner among those inserted.* | |
| *(search function)* | |

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| **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]* |

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| **Activities outside the Programme area description** |
| **Activities outside the Programme area description**  *If applicable, please list activities to be carried out outside Programme area (Rome, Zagreb, Brussels and rest of the world), not related to publicity and capacity building.*  *Describe how these activities will benefit the Programme area and why are essential for the achievement of the results of the Project What is the added value of activities to be carried out outside (the Union part of) programme area? If applicable, please list the relevant activities and describe how they will benefit the programme area.* |
| *[Max 1000 characters]* |
| **Total budget (ERDF) of activities to be carried out outside Programme area (Rome, Zagreb, Brussels and rest of the world)** |
| *[EUR]* |

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

**1. WP0**

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| **Type of WP** | | **Project preparation** | | | **Optional** | | |
| **WP Nr** | | **WP title** | | | **WP budget** | | **WP responsible partner** |
| **0** | | **Project preparation** | | |  | |  |
| **Description**  *Please provide here a summary description of activities carried out and contribution of each partner* | | | | | | | |
| *[Max 2000 characters]* | | | | | | | |
| **Activity 0.1** | Activity title *[Max 100 characters]* | | Start date[[12]](#footnote-12)  *(DD/MM/YYYY)* | | | End date[[13]](#footnote-13)  *(DD/MM/YYYY)* | |
| Activity description *[Max 1000 characters]* | | | | | | |
| Location of the activity  Choose 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* | Deliverable description  *[Max 1500 characters]* | | | | | | |

**2. WP1**

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| **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]* | | | | | | | |
| **Activity 1.1** | | **Start-up activities** | | Start date  *(DD/MM/YYYY)* | | End date  *(DD/MM/YYYY)* | |
| Activity description *[Max 1000 characters]* | | | | | |
| Activity budget | | | | | |
| Location of the activity  Choose 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** | | **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 activity | | *(search function)* | | | |
| *Deliverables* | | Deliverables description  *[Max 1500 characters]* | | | | | |
| **Activity 1.3** | | **Steering and monitoring of the project implementation** | | 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 1.4** | | **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]* | | | | | |

**3. WP2**

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| **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]* | | | | | |
| **Activity 2.1** | **Start-up activities** | Start date  *(DD/MM/YYYY)* | | End date  *(DD/MM/YYYY)* | |
| Activity description *[Max 1000 characters]* | | | | |
| Activity budget | | | | |
| Location of the activity  Choose 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.n**  **(other activities can be added if needed)** | Activity title *[Max 100 characters]* | 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]* | | | | |

**4. WP3/WP4/WP5/WP6**

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| --- | --- | --- | --- | --- | --- |
| **Type of WP** | **Project implementation** | | **WP3 Mandatory** | | |
| **WP Nr** | **WP title** | | **WP budget** | | **WP responsible partner** |
| **3/4/5/6** | *[Max 100 characters]* | |  | |  |
| **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 WP(s) Implementation. Please list the WP’s main expected outputs.* | | | | | |
| *[Max 2000 characters]* | | | | | |
| **Durability of WP outputs**  *This field has to be filled in only for WP(s) Implementation. 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 WP(s) Implementation. 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 n....**  **(other activities can be added if needed)** | Activity title *[Max 100 characters]* | Start date  *(DD/MM/YYYY)* | | End date  *(DD/MM/YYYY)* | |
| Activity description[[14]](#footnote-14) *[Max 1000 characters]* | | | | |
| Activity budget | | | | |
| Location of the activity | *(search function)* | | | |
| *Deliverables* | Deliverables description  *[Max 1500 characters]* | | | | |

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| **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 DATA  B – LEAD APPLICANT DATA  E – PARTNERS  F – PROJECT KEY DATA  H – BUDGET GENERAL INFORMATION  I – 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.** |

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| **FINANCIAL PLAN Section J – Financial Plan** |
| In this section have to be indicated the amounts to be paid out within each reporting period, consisting of six-months and 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 | |

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| **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 |
| For projects likely to have a significant effect on natural habitat Natura 2000 sites: I state that not only soft measures are planned within the project and that the assessment of project implications for the site according to Habitat Directive is available |
| For projects likely to have a significant effect on natural habitat Natura 2000 sites: I state that only soft measures are planned within the project |
| In case of small scale infrastructures and construction works I state that all the necessary authorisations/assessments and permits are available |
| 1.1 – I state that, in case the project proposal is tackling aquaculture, reference to Marine Strategy Directive (2008/56/EC) is ensured |
| 1.1 - I state that, in case the project proposal involves building constructions and renovation, Directive 2010/31/EU is respected |
| 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 the project proposal involves building constructions and renovation, Directive 2010/31/EU is 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 |
| 3.2 - 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 |
| 3.2 - I state that, in case the project proposal tackles issues related to fish species, reference to Common Fisheries Policy is ensured |
| 3.2 - I state that, in case the project proposal tackles sea environment, reference to Marine Strategy Directive (2008/56/EC) is ensured |
| 3.2 - 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 - I state that, in case the project proposal includes actions related to the construction or reconstruction of the sea port infrastructure, the requirements of Water Framework Directive are respected |
| 4.1 - Project proposals involving building constructions and renovation: respect of Directive 2010/31/EU is included |
| 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 |

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| **COMMITMENTS Section L – COMMITMENTS** |
| I commit to respect of the horizontal principles (equal opportunities and non-discrimination, equality between men and women and sustainable development) |
| For projects likely to have a significant effect on natural habitat Natura 2000 sites: I state that not only soft measures are planned within the project and I commit to making available all the necessary assessments for the site according to Habitat Directive, not available at the moment of the application, at least within 1 month after the closure of the Call |
| In case of small scale infrastructures and construction works I commit to making available all the necessary authorisations/assessments and permits, not available at the moment of the application, at least within 1 month after the closure of the Call |
| 1.1 – I commit to address and take into consideration the principles of environmental sustainability |
| 1.1 – I commit to respect Directive 2012/27/EU in purchasing products within the project proposal (applicable to central government authorities only) |
| 2.1 - I commit to respect Directive 2012/27/EU in purchasing products within the project proposal (applicable to central government authorities only) |
| 3.1 - I commit to address and take into consideration the principles of environmental sustainability |
| 3.1 - I commit to respect Directive 2012/27/EU in purchasing products within the project proposal (applicable to central government authorities only) |
| 4.1 - I commit to address and take into consideration the principles of environmental sustainability |
| 4.1 - I commit to respect Directive 2012/27/EU in purchasing products within the project proposal (applicable to central government authorities only) |
| 4.1 I commit that, in case the project proposal modifies the hydro morphological 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. Annex D of the Implementation Decree, see Law 244/2007, art. 213. [↑](#footnote-ref-5)
6. 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-6)
7. 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-7)
8. For Croatian PP, the data refer to the registration at the Commercial Court in Croatia. [↑](#footnote-ref-8)
9. See above. [↑](#footnote-ref-9)
10. See above. [↑](#footnote-ref-10)
11. Annex D of the Implementation Decree, see Law 244/2007, art. 213. [↑](#footnote-ref-11)
12. Activity 0.1 shall have a starting date not earlier than 15/12/2015. [↑](#footnote-ref-12)
13. Activity 0.1 shall have an ending date not later than the call for proposals’ ending date. [↑](#footnote-ref-13)
14. 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-14)