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# Guidance on Light Application Form

Monika Schönerklee-Grasser  
CENTRAL EUROPE Joint Secretariat

# Light application form (AF)



## Light application form (step 1)

- Goes beyond a mere expression of interest
- Comprehensive description of strategic project characteristics
- Focus on relevance, partnership and transnational cooperation character
- Binding elements (objectives, partnership, total budget)
- Leaving out details on budget and work plan
- Only scan of signed lead applicant declaration to be attached

2-step  
application  
procedure:  
Extract of full AF  
for step 1



Continuity of main contents to be ensured

Full application form (step 2)

# Application form - principles



## Application form

- structured in seven sections and several sub-sections
- to be completed in English, the programme working language
- basis for the quality assessment

→ If the project is selected for funding, the approved full application form becomes part of the subsidy contract

# Online submission system - eMS



Application form to be completed and submitted electronically via the electronic monitoring system of the programme (eMS)

<https://ems.interreg-central.eu/>



## Process

1. Registration by lead applicant (preferably contact person of lead applicant)
2. Creation of a new application by lead applicant
3. Possibility to give user rights to other registered users (project partners)
4. Filling-in of all sections of the application form  
(*Remember to save data before leaving a section!*)
5. Periodic check on completeness and correctness of inserted data
6. Final submission of application form by lead applicant (i.e. user who initially created the application) - cannot be changed afterwards



# Basic structure of the application form (light AF and full AF)



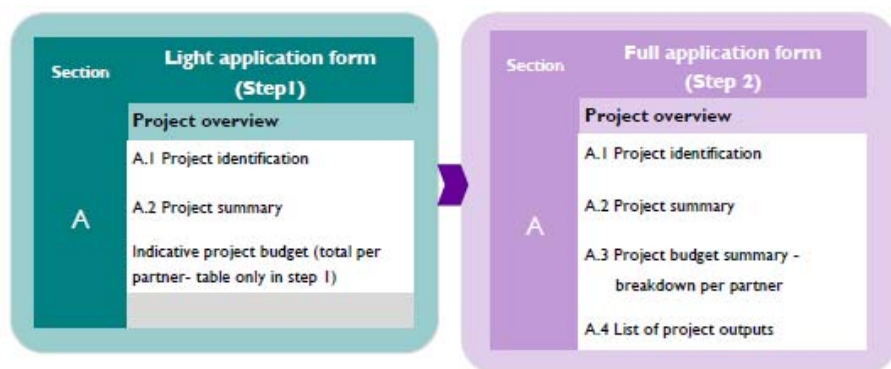
Light application form (Step 1)	
Section	Headers (Sub-sections)
A	Project overview
	A.1 Project identification
	A.2 Project summary
	Indicative project budget (total per partner - table only in step 1)
B	Project partners
	B.1 Lead partner/project partners
C	Project description
	C.1 Project relevance
	C.2 Project focus
	C.3 Project context
D	Work plan
	D.1 Summary description of thematic work packages
	D.3 Periods
E/F	Project budget
	Indicative project budget per partner (table only in step 1)
G	Annexes
	Lead applicant declaration

Full application form (Step 2)	
Section	Headers (Sub-sections)
A	Project overview
	A.1 Project identification
	A.2 Project summary
	A.3 Project budget summary - breakdown per partner
B	A.4 List of project outputs
	Project partners
B	B.1 Lead partner/project partners
	B.2 Associated partners (if applicable)
C	Project description
	C.1 Project relevance
	C.2 Project focus
	C.3 Project context
	C.4 Horizontal principles and additional indicators
D	Work plan (including timeline)
	D.1 Work package description
	D.2 Target groups
	D.3 Periods
	D.4 Activities outside the programme area
E/F	Project budget
	E Partner budget
	F Project budget overview
G	Annexes
	Lead applicant declaration
	Partner declarations
	Supporting documents for private lead applicants (if applicable)

## Continuity requirements:

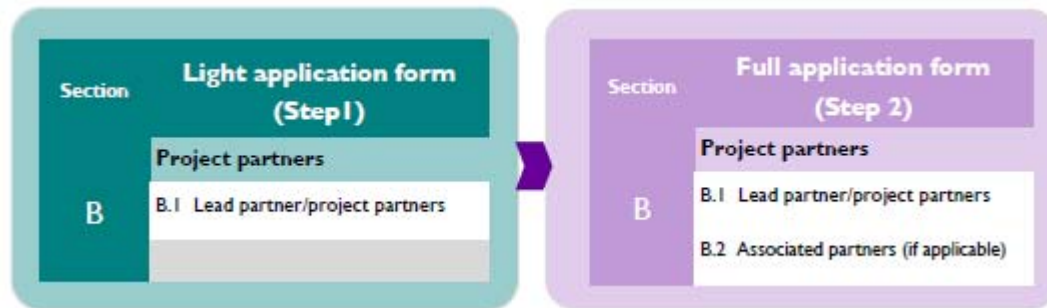
- Project objectives
- Partnership
  - No change of lead applicant
  - Limited flexibility of partner changes
- Total budget
  - Limited flexibility of total budget increase

# Light application form – section A



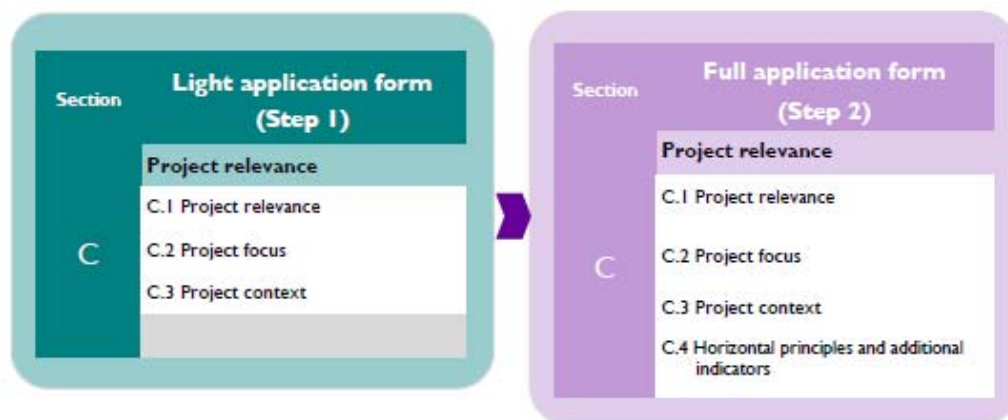
- **Project identification** (project title, acronym, duration and selection of programme priority axis and programme specific objective)
  - only one priority axis and one programme specific objective to be targeted
  - project title and acronym should be short and straightforward
  - check whether acronym already exists (e.g. copyrights, brands etc.)
  - project start date must be the first day of a month while the project end date must be the last day of a month
- **Summary** to be written in the style of a press release capturing the main features of the project

# Light application form – section B



- Information on partnership (lead partner, project partners):
  - Institution name (in original language, in English)
  - Address
  - Legal and financial information (legal status, type of partner, VAT or other national identifying number)
  - Legal representative and contact person
  - Competences (thematic competences, main field(s) of interest, main business and economic activities)
  - Role in the project (including responsibilities, benefit of project participation, economic activities carried out within the project)
  - EU/international projects experience (including management capacity)

# Light application form – section C



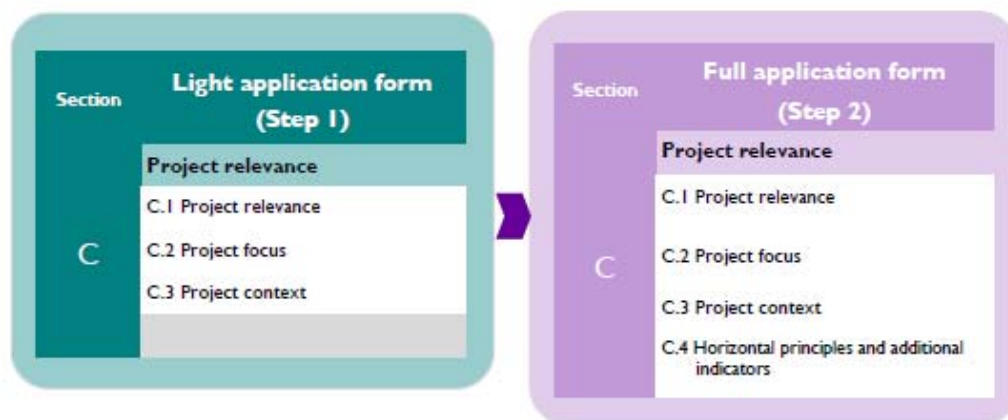
- **Project description** - How well does the project contribute to objectives of the programme?

## Project relevance

- territorial challenges addressed (including situation of the participating territories)
- project approach and innovativeness (going beyond existing practices in the sector and/or participating regions)
- need for transnational cooperation approach (including benefits for partners and target groups)



# Light application form – section C (continued)



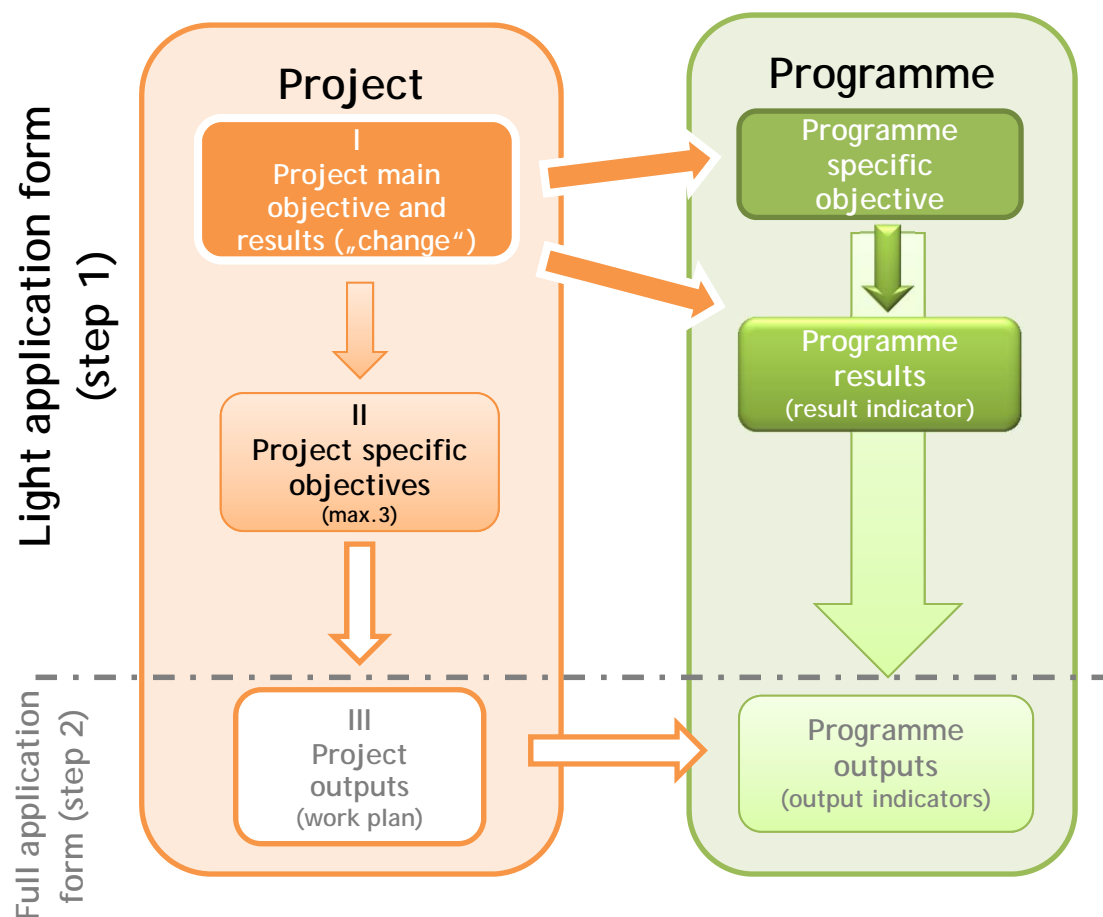
## Project focus

- Project intervention logic consists of:
  - project main objective ("*long-term strategic objective*")
  - expected results ("*change compared to initial situation*"), contribution to programme result indicator
  - project specific objectives (max. 3, "*immediate objective achieved within project lifetime*")
- Sustainability and transferability of project outputs and results
- Project context - link to the relevant existing policy framework (at EU, national, regional level)

# Light application form – section C (continued)



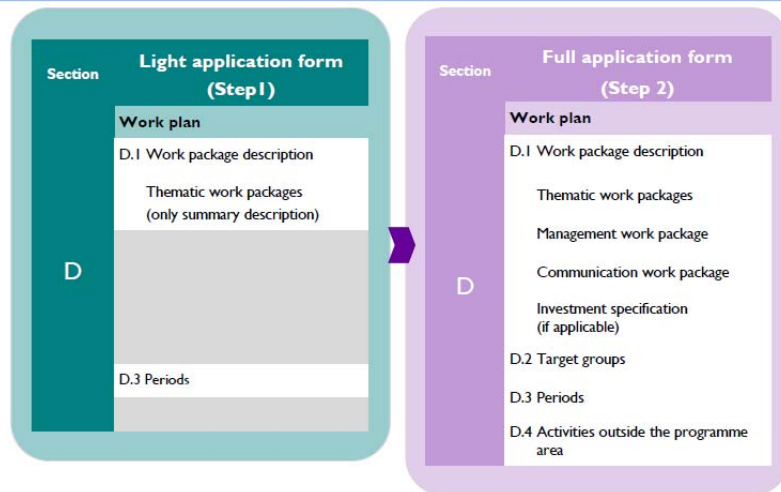
## How to build the project intervention logic



Project main and specific objectives shall be defined very carefully

→ *cannot be changed in step 2 of the call*

# Light application form – section D



Section	Light application form (Step 1)	Full application form (Step 2)
D	<b>Work plan</b> D.1 Work package description Thematic work packages (only summary description)	<b>Work plan</b> D.1 Work package description Thematic work packages Management work package Communication work package Investment specification (if applicable)
		D.2 Target groups
		D.3 Periods
		D.4 Activities outside the programme area

*Work packages “Management” and “Communication” only to be described in full application form (step 2)*

## Work plan

- composed of a set of work packages
- in the light application form only thematic work packages (max. 4) to be described:
  - work package title
  - summary description including work package objectives, activities and outputs, partners involvement and indicative budget (in % of the total project budget)

Periods – section is automatically completed by the system, out of technical reasons to be opened before entering budget data in section E/F

# Light application form – section D (continued)

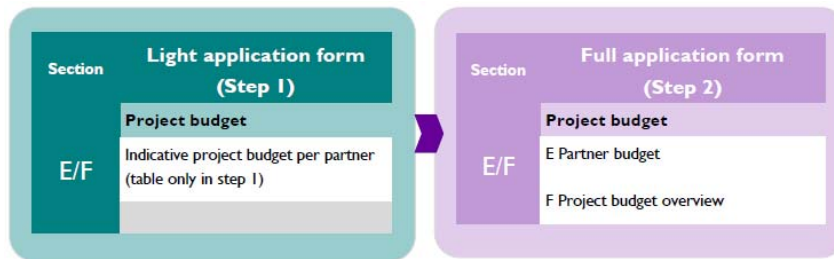


## Types of supported activities and outputs

- Emphasis on
  - Policy support related activities
  - Implementation-oriented activities
  - Capitalisation activities
  
- Types of activities are linked to typology of outputs:
  - Strategy/action plan
  - Tools
  - Pilot actions (including pilot investments)
  - Training

For the scope and meaning of the output types including examples of possible outputs - see application manual *Annex III: Typology of outputs and indicators*

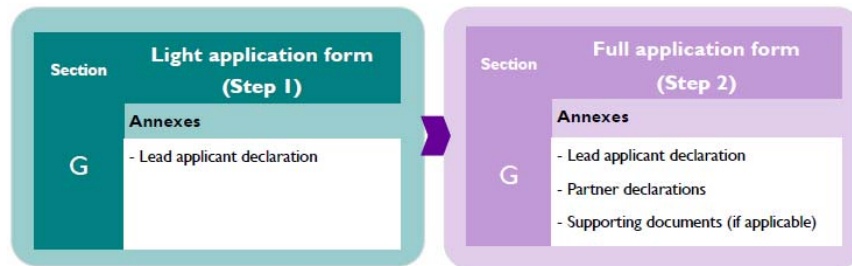
# Light application form – section E/F



## Project budget

- Indicative total budget for each project partner to be inserted
- Budget overview table (per partner) is displayed in section A
- *Only limited budget flexibility (20%) between step 1 and step 2 of the call, otherwise the application becomes non-eligible*

# Light application form – section G



## Annexes

- Lead applicant declaration – see template in annex V of the application manual
  - template to be filled in and signed by the legal representative (or delegated person) of the lead applicant
  - in case of signature by a delegated person, a document confirming the validity of such delegation has to be provided
  - to be uploaded in the eMS as scanned document

*In case of missing signature of the lead application declaration, the application becomes non-eligible*

# Contact



## Interreg CENTRAL EUROPE Programme

Joint secretariat

Kirchberggasse 33-35/11

1070 Vienna

Austria

Phone +43 (0) 1 8908 088 - 2403

Mail [info@interreg-central.eu](mailto:info@interreg-central.eu)

Web [www.interreg-central.eu](http://www.interreg-central.eu)

FB [www.facebook.com/CentralEuropeProgramme](https://www.facebook.com/CentralEuropeProgramme)

LinkedIn [www.linkedin.com/in/CentralEuropeProgramme](https://www.linkedin.com/in/CentralEuropeProgramme)

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