



LIFE+ Information and Communication

Guidelines for applicants 2012

Part 2 – Application forms

The current guidelines apply to the preparation of project proposals to be submitted to the European Commission under *LIFE+ Information and Communication*. They are intended to help applicants use eProposal in order to create and submit their proposal.

Table of contents

- 1. ePROPOSAL TOOL 3
 - 1.1. STEP 1: CREATE YOUR ECAS USER ID AND PASSWORD..... 3
 - 1.2. STEP 2: BUILD A PROJECT PROPOSAL 6
- 2. APPLICATION FORMS 12
 - 2.1 TECHNICAL APPLICATION FORMS 14
 - PART A – ADMINISTRATIVE INFORMATION 14
 - PART B – TECHNICAL SUMMARY AND OVERALL CONTEXT OF THE PROJECT..... 19
 - PART C – DETAILED TECHNICAL DESCRIPTION OF THE PROPOSED ACTIONS 22
 - 2.2 FINANCIAL APPLICATION FORMS 24
 - 2.3. REPORTS..... 30
 - 2.4. ATTACHMENTS..... 31
- 3. ADMISSIBILITY CHECKLIST..... 32

1. eProposal Tool

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

Please post your IT questions about eProposal to

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

Please note that this Help Desk is only for IT questions related to the use of eProposal. All other questions about LIFE+ should be addressed by reading the *Guidelines for applicants* and, in case of need, by contacting the National Focal Point.

1.1. Step 1: Create your ECAS user ID and password

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



Sitemap Links Contact What's New Legal notice Logout

EUROPEAN COMMISSION
eProposal (on-line creation and submission of LIFE+ proposals)

European Commission > Environment > LIFE Programme > eProposal

Welcome to eProposal

eProposal is the unique tool used by applicants to build and submit LIFE+ project proposals, by Member States to provide comments on individual project proposals and by the European Commission to organise the selection of projects to be financed

New user?
Get a username and password from the European Commission Authentication Service (ECAS)
[Register](#)

Are you an applicant?
Access eProposal to create/update/submit your proposal
[Login](#)

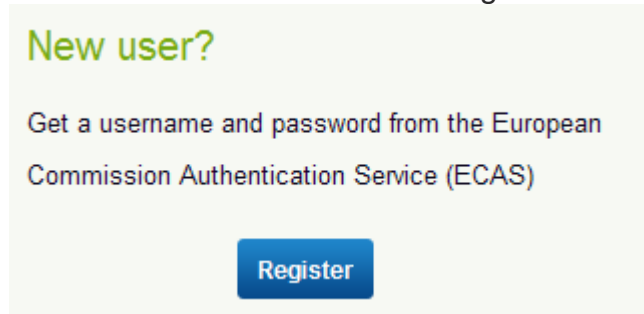
Are you a Member State reviewer?
Access granted only to users identified by their National Focal Point
[Login](#)

The eProposal web tool is best viewed using Internet Explorer 7 or Mozilla Firefox 3.

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

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

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



a. ECAS sign-up

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

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

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

ECAS (authenticates your identity on European Commission websites)

Sign Up

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

b. Create your ECAS password

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

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

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

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

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

Once submitted, the following message should appear:

ECAS (authenticates your identity on European Commission websites)

New password

Your ECAS password was successfully changed.

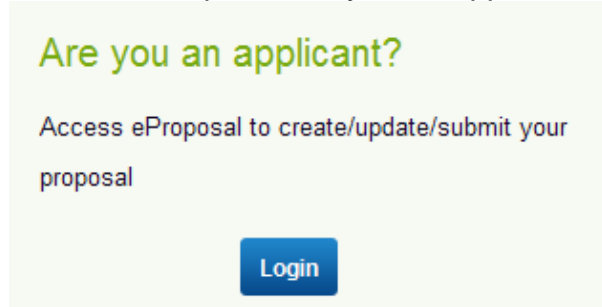
You may change your password or ask for it to be reset in case you forget it. We recommend you keep safely the user ID / e-mail address and password you used to register for registration and login to eProposal (Step 2).

1.2. Step 2: Build a project proposal

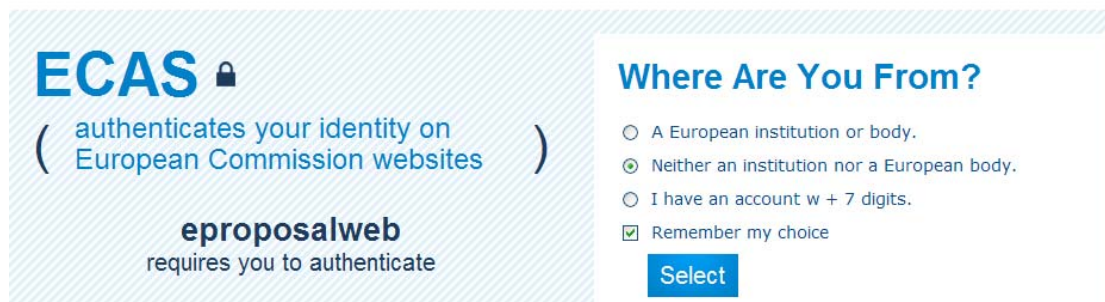
a. Register as a user (compulsory)

Go to the LIFE+ eProposal Welcome Page

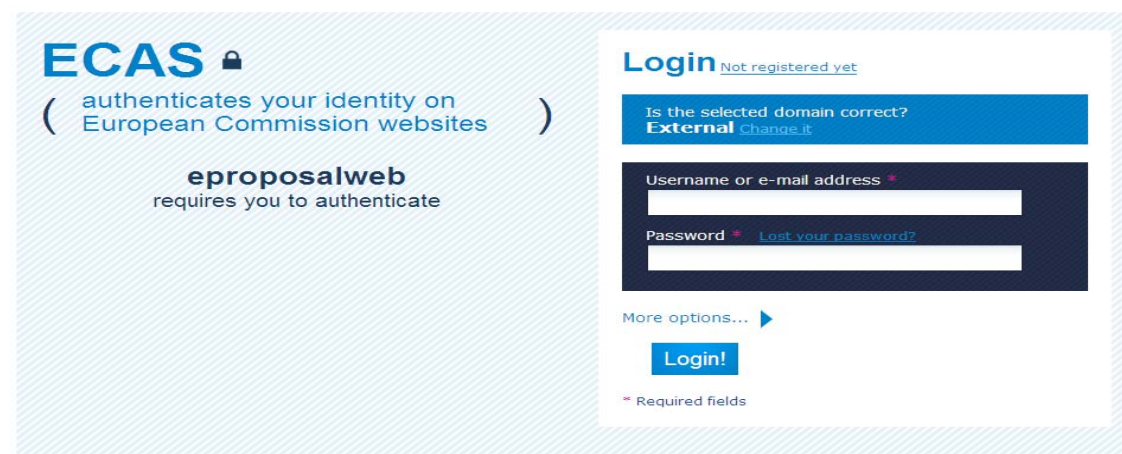
Click on the option 'Are you an applicant?'



You will be redirected to this page:



1. Check that the domain selected is 'External' (if not, please change it to 'External' by using the 'Change it' link and when asked 'Where are you from?', please specify 'Neither an institution nor a European body' + click on 'Select')
2. Enter your e-mail address and password (the one you created at Step 1)
3. Click on 'Login' button



You have now accessed the LIFE+ eProposal tool.

Please select the account type you request for i.e. **Applicant User**

Register user

Select account type you request for

Message for an administrator

[Continue](#)

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

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

b. Create a proposal (compulsory)

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

Call for proposals | Messaging | Account

List of proposals

✔ Your user account has been created

Proposal reference	Acronym	Member state	Coordinating beneficiary	
Refresh				

⊕ Proposal reference	⊕ Acronym	⊕ Member state	⊕ Coordinating beneficiary	Total Amount	EU Contribution	Actions
No items found						

[Create new proposal](#)

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

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

c. Add associated beneficiaries (optional)

A LIFE+ proposal created in eProposal does not include by default any associated beneficiary, who has to be invited by the coordinating beneficiary to join his / her proposal.

1. Associated beneficiaries must register in ECAS and eProposal (Steps 1 and 2a)
2. Then the coordinating beneficiary performs the following operations:
 - (a) Select the proposal for which you want to invite an associated beneficiary
 - (b) Go to Proposal Menu / Administrative part and select 'A5 – Associated beneficiaries'

Proposals / NewProject / Technical Forms / A5 - Associated beneficiaries

Short name	Edit right	
Save	Invite associated beneficiary	Switch to view mode

- (c) Click on 'Invite associated beneficiary' button. The following screen opens:

E-mail:

Content:

(d) Enter the e-mail of the associated beneficiary (who has already registered in eProposal), fill in the 'Content' field and click on the 'Invite' button. For the 'Content' field we suggest simple messages (e.g. 'You are invited to join LIFE+ project proposal 'name of the proposal)').

(e) You may invite as many associated beneficiaries as you wish, following the same procedure (substeps c and d)

3. The associated beneficiary performs the following operations:

(a) An invitation message is received in the e-mail address entered by the applicant (in Steps 1 and 2a)

(b) Login to eProposal (Step 2a), select the proposal which you are invited to join, then go to 'Messaging / Inbox messages' menu, open the invitation and accept it by clicking on the 'Accept' button

4. View / edit mode

Once the associated beneficiary has accepted an invitation to join a project proposal, he / she is automatically able to view it (in the 'List of proposals' menu).

The coordinating beneficiary may decide to grant editing rights to the associated beneficiary (beneficiaries). This enables the coordinating and associated beneficiaries to work in parallel on the same project proposal.

Important: If an associated beneficiary has been granted editing rights, he / she will be able to perform exactly the same actions as the coordinating beneficiary, i.e. modify, delete, add technical and financial data, etc. except to submit the proposal. If during the creation of a proposal, a coordinating beneficiary wishes to deny the edit rights given to an associated beneficiary, the 'Edit right' box on form 'A5 – Associated beneficiaries' has to be unchecked. The switch between edit and view modes for an associated applicant

can be performed as many times as needed / wished by the coordinating beneficiary.

d. Validate and Submit a proposal (compulsory)

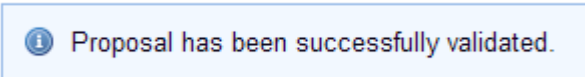
1. Validation


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

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

When editing the proposal and making various changes, you may see confirmation messages which do not affect the validation (e.g. 'Are you sure you want to change LIFE+ programme strand? Note that all information not fitting the new strand will be deleted').

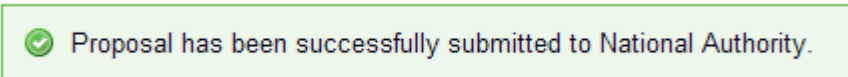
When the validation is performed without any blocking errors, you receive the following confirmation message:




 Proposal has been successfully validated.

2. Submission / Withdrawal

Once the proposal is validated and before the submission deadline, the coordinating beneficiary is invited to submit the proposal by clicking on the 'Submit to National Authority' button (this button becomes available only after the proposal has been validated and no more blocking validation errors are identified). You receive the following message confirming that the proposal is successfully submitted:



 Proposal has been successfully submitted to National Authority.

The proposal can be modified and submitted until 26/09/2012. Each subsequent submission overwrites the previously submitted version (earlier versions are not archived).

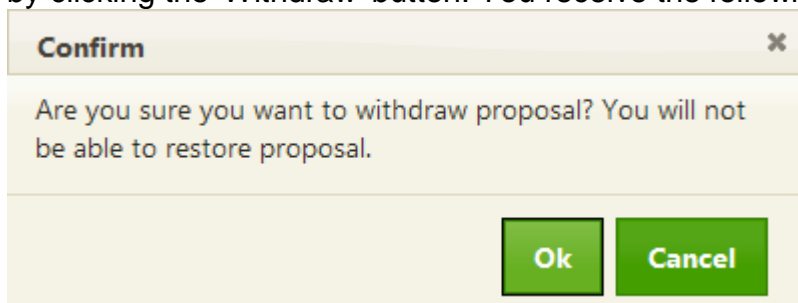
Please note that National Authorities can see that a proposal (identified by its reference, title, coordinating applicant, total costs and contribution requested) has been submitted, but cannot view the full proposal on-line until the submission deadline is reached.

The proposal will be automatically submitted to the national authority of the Member State in which the coordinating beneficiary is legally registered, who will forward it to the European Commission. However, national authorities of the Member States in which associated beneficiaries (if applicable) are legally registered, may also view the proposal.

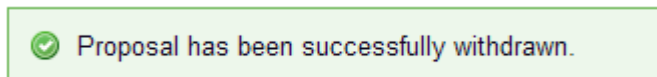
Each submitted proposal is being automatically attributed a unique project reference code which includes the year of the call, the LIFE+ strand and a sequential 6 digits number. All technical, financial and reporting forms will bear this code (e.g. 'Proposals / **LIFE12INF/FI/000001 LIFE Water Information** / Financial Forms / **F1 – Direct personnel costs**'). This code will be referred to in all correspondence with the European Commission during the selection procedure and during the project implementation, if the proposal is retained for LIFE+ co-financing. A proposal which has not been submitted yet does not carry a reference.

Important: proposals submitted can be modified until the submission deadline is reached. Only submitted proposals will be reviewed by Member States National Authorities and evaluated by the European Commission. Please make sure that you click on the 'Submit to National Authority' button prior to the submission deadline.

Applicants retain the right to withdraw their proposal at any moment after submission, by clicking the 'Withdraw' button. You receive the following message:



If you click on OK you will receive the following confirmation message:

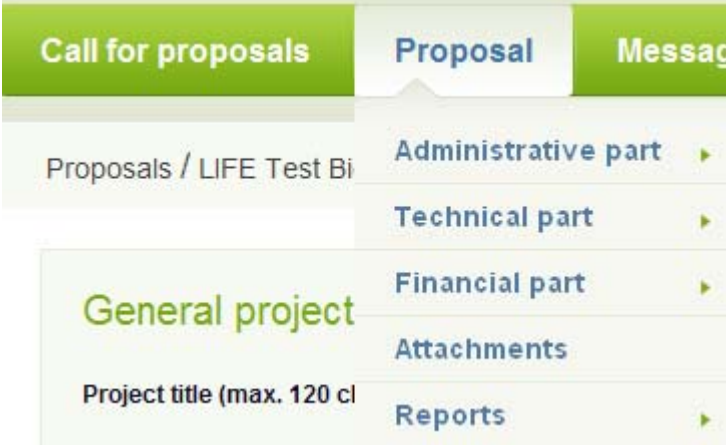


2. Application forms

General rules:

- In order to enter data into the proposal, use the 'Edit' mode; a 'View' mode is also available and you can switch from one mode to the other at any time during preparation of your proposal;
- You may introduce the information either directly into the textboxes or you may copy / paste information in simple text format;
- All fields allow introducing a limited number of characters – these limits are clearly displayed;
- The data between various technical and financial forms are intrinsically connected, this is why as a matter of principle the information will be introduced manually only once and then automatically transferred to other relevant forms across the application;
- Fields marked with a red asterisk * are related to obligatory information and must be filled in; when validating the proposal, error messages will be displayed if mandatory fields have been left empty;
- Disabled fields cannot be filled in manually since the respective information will be extracted / calculated automatically from other forms;
- You will be allowed to insert objects (such as maps, graphs, tables, photos) in certain forms where the "Maps", "Pictures" or "Declaration" headings appear; you may only use png, jpg, tif, gif, bmp formats; the maximum size acceptable is 500Kb; for technical reasons, pdf format cannot be used;
- Enter all dates in DD/MM/YYYY format or use the calendar functionality where available;
- At any stage, you may view your proposal as a pdf document, by clicking the 'Create pdf' button available on Form A1 and in the Attachments section of eProposal;
- **Click on 'Save' button before switching to another form;**
- You may extract the content of your proposal in order to work off-line:
 - B and C forms to an editable Word document, by clicking on the 'Download working copy' button available on Form A1;
 - F forms to an editable Excel document, by clicking on the 'Financial data export' button available in the Attachments section;Please note that these are only working documents to be used to prepare input in eProposal forms and fields.

- All the content of a proposal can be edited / viewed using the Proposal menu available at the top of the screen:



2.1 Technical application forms

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

Where you have no specific information to put on certain parts of obligatory forms (e.g. for "previous conservation efforts"), indicate "not applicable" or "none" or "no relevant information" or an equivalent indication. Do not leave empty parts in obligatory forms.

Part A – administrative information

Form A1 – General project information

Project title (max 120 characters): It should include the key elements and objective of the project. Note that the Commission may ask you to change the title in order to make it clearer. It is recommended to have the title of the project in English, even if the proposal itself is submitted in a different language.

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

LIFE+ Programme strand: Select from the drop-down menu

Expected start date: The earliest possible start date is the 01/07/2013. Please note that if you choose a late date the costs of participation in the kick-off meeting for all new projects may not be eligible.

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

Language of the proposal: Select from the drop-down menu


Click on the 'Next' button and fill in form A2.

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

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

- by default the eProposal tool selects the Member State where the coordinating beneficiary is legally registered (as per form A2). You may change it by using the 'Delete' and 'Add' buttons

- to add a region, select the Member State, then the Region, and click on the Add button

Member State	Selected regions	Actions
IT - Italy	All regions	
<input type="text" value="AT - Austria"/>	<input type="text" value="All regions"/>	<input type="button" value="Add"/>

Form A2 – Coordinating beneficiary

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

E-mail: This e-mail address will be used by the European Commission as the single contact point for all correspondence with the applicant during the evaluation procedure.

Legal name: Provide the full name under which the beneficiary is officially registered.

Legal Status: Select one of the following 3 choices: *Public body*, *Private commercial* or *Private non-commercial* (including NGOs). Tick the appropriate box. Further guidance on how to distinguish private organisations from public bodies can be found in section 1.5 of the document '*LIFE+ Information and Communication, Guidelines for applicants 2012, Part 1 – Content of the proposal*'.

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

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

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

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

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

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

Telephone / Fax: Provide information for the contact person.

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

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

Department / Service Name: Name of the department and / or service in the organisation, co-ordinating the proposal and for which the contact person is working. The address details given in the fields which follow must be for the department / service and not the legal address of the organisation.

Website: Provide the beneficiary's official website.

Brief description of the activities of the beneficiary: Please describe the organisation, its legal status, its activities and its competence in relation to the proposed actions. The description given should enable the Commission to evaluate the technical reliability of the coordinating beneficiary, i.e. whether it has the necessary experience and expertise for a successful implementation of the project.

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

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

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

Request for new coordinating beneficiary (optional):

This function may be used to transfer entirely the responsibility of the coordinating beneficiary regarding the proposal to another user.


1. This user must be registered in eProposal (Steps 1 and 2a)
2. Then the coordinating beneficiary performs the following operations:
 - a. Select the proposal for which you want to request a new coordinating beneficiary.
 - b. Go to Proposal Menu / Administrative part and select 'Request for new coordinating beneficiary'.
 - c. Enter the e-mail of the future coordinating beneficiary (who has already registered in eProposal) and click on 'Send request' button.

Proposals / bcth / Technical Forms / **Request for new coordinating beneficiary**

E-mail:

Send request

- d. The following confirmation message is displayed:

 Request has been sent

- e. The eProposal administrator receives the request from the 'would be' coordinating beneficiary and checks with the current coordinating beneficiary if this request is acceptable. The administrator either accepts or declines the request, informing the current coordinating beneficiary.
- f. If the administrator accepts:
 - i. the proposal becomes available for editing for the new coordinating beneficiary, who can then start working on it.
 - ii. The proposal disappears from the list of proposals of the former coordinating beneficiary. The only way to associate him / her again, is to invite him / her as associated beneficiary.

Form A3 – Coordinating beneficiary declaration

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

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

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

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

Important:

Before completing this form, please check that the beneficiary does not fall into any of the situations listed in Articles 93.1 and 94 of the Financial Regulation (EC) 1605/2002, reference: http://europa.eu/legislation_summaries/budget/l34015_en.htm

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

When the form is completed, scan it as an image file (not as a pdf file, see accepted formats under point 2. Application forms – General rules), then upload it by using the 'Upload declaration' button.

Form A4 – Associated beneficiary declaration

This form is available at the end of form A5 under the heading 'A4 – Associated Beneficiary declaration'; click on 'Generate declaration'.

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

Form A5 – Associated beneficiary

Once an associated beneficiary has accepted the invitation to join a proposal, the tool automatically creates a corresponding A5 form.

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

Form A6 – Co-financiers

Click on the 'Add Co-financier' button: fill-in all necessary information and click on 'Save' button. The Co-financier then appears in the list of Co-financiers.

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

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

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

When the form is completed, scan it as an image file (not as a pdf file, see accepted formats under 2. Application forms – General rules), then upload it by using the 'Upload declaration' button.

Important note: A coordinating / associated beneficiary should only appear in the proposal with that single role of coordinating / associated beneficiary and not also as a co-financier.

Form A7 – Other proposals submitted for European Union funding

Clear and complete answers must be provided to each question. **Applicants should not underestimate the importance of this form:** LIFE+ projects **may not include** actions that fall within the main scope of other EU financial instruments (see "Complementarity with other EU funding instruments" in the document '*LIFE+ Information and Communication, Guidelines for applicants 2012, Part 1 – Content of the proposal*'). **Applicants must therefore verify this aspect carefully** (please note point 1 of the declaration in form A3 that you have to sign) and provide the fullest possible information in their answers. Supporting documents (e.g. extracts from the texts of the relevant programmes) should be provided (as far as possible and appropriate).

National authorities may be asked to review this declaration.

Form A8 (only for projects aiming at contributing to forest fire prevention):

Before submitting their proposal to the Commission, applicants for projects aiming at contributing to forest fire prevention are requested to inform their competent forest fire national central authority in order to ensure consistency between actions financed at European Union level and national forest fire prevention policies. Form A8 pertains to this requirement and is obligatory.

Signature: The form **must be signed** and the signature **must** be dated. The **name** and **status** of the person signing the form must be clearly indicated.

Click on the 'New declaration' button: fill-in all necessary information and click on 'Add' button. The Declaration then appears in the list of A8 forms. Click on the 'Print' icon to generate the declaration, print, sign and scan it as an image file (not as a pdf file, see accepted format under point 2. Application forms – General rules). Then in the list of A8 forms, click on the 'Edit' button corresponding to the declaration, go to 'Declaration scanned image' at the bottom of the screen and upload it; click on the 'Save' button. You may delete it by clicking on the 'Remove' button.

Part B – Technical summary and overall context of the project

Form B1 – Summary description of the project (to be completed in English)

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

- **Project objectives and key messages to be passed on to the project's target audiences:** Provide a detailed list of all the objectives of your project by decreasing order of importance. These objectives must be realistic (be achievable within the timeframe of the project with the proposed budget and means) and clear (without ambiguity). Please indicate (preferably in bullet points) the key messages that you intent to communicate to the project's target audiences during the planned communication actions / awareness raising campaign. Please ensure that these messages are fully in line with the EU legislation and policy. Examples of such messages could be 'communicate / explain the requirements of the EU 'Birds' and 'Habitats' directives', 'communicate / explain best practices in terms of waste recycling in order to comply with the EU directive .../policy' etc.
- **Actions and means involved:** Please explain clearly what means will be utilised during the project to reach the objectives indicated above (financial means should not be indicated). Please ensure that there is a clear link between the proposed actions and means and the project's objectives. List the main project actions by order of their starting date and summarise for each what exactly will be done, how this will be done, where and by whom.
- **Expected results (quantified as far as possible):** Please list (preferably in bullet points) the main results and outputs expected at the end of the project. The expected results must be concrete, realistic and **quantified** as far as possible. Since the project's final achievements will be judged against its expected results, please make sure that the expected results are well defined and well quantified. Expected results should not be the project's objectives, but they should be *outputs* and quantified *achievements* allowing it to reach the objectives.
- **Climate change adaptation:** applicants are required to indicate whether their project can be considered as such by ticking the appropriate box. If this is the case, a comments box is displayed which has to be filled in. A climate change adaptation project is defined as a project where the main actions concern initiatives and measures that can be used to reduce the vulnerability of natural and human systems against actual or expected climate change effects.

If the project proposal is not presented in English, applicants may provide a summary description of the project in the language of the proposal as well. This is however optional. A separate form 'B1 – Summary description of the project (in language of proposal)' is available.

Form B2

Environmental problem:

Please provide a clear description of the environmental, nature protection or biodiversity conservation problem targeted by your proposal. Explain why you consider that this problem is related to European environmental policy and legislation. Please describe the state of this environmental problem, at the application submission date.

If applicable, please address the forest fire fighting issue here.

Preparatory work undertaken already (specifically for this project):

Describe any previous preparatory work already undertaken *directly* in preparation for the project implementation. Such work may include preparatory studies or other preliminary work or surveys.

Partnership technical capacity (including external assistance support):

Describe how the proposed partnership (composed of the coordinating beneficiary and the associated beneficiaries if relevant, with the support of external assistance if necessary) has the sufficient technical capacity to implement the project.

The partnership must have the relevant **environmental capacity / experience** in terms of knowledge of the specific environmental problem addressed by the project (e.g. nature and biodiversity, water, energy, waste and resources, etc.) and of the ways to solve it. The partnership must also have the **communication / training capacity / experience** to implement the proposed communication / awareness raising / training activities.

You may illustrate your statements with examples of successfully implemented projects in the field of environment and communication.

Form B3

EU added value of the project and its actions:

- Please describe how the proposed project actions are expected to contribute to the achievement of environmental objectives of EU importance (including, if relevant, the impact on matters relating to forest fire fighting).
- You should indicate how the solution proposed by your project to address the environmental problem may be relevant and / or transferable to other locations in the EU.
- You should also provide here a clear description of the geographical scope of the project. A **transnational approach** and / or a **multinational partnership** may, if well justified here, be considered as EU added value. As regards forest fire prevention activities, a transnational approach is encouraged.

Efforts for reducing the project's carbon footprint:

Explain how you intend to ensure that the "carbon footprint" of your project remains as low as is reasonably possible. Any details of efforts to be made to reduce CO₂ emissions during a project's life shall be included here. Generally, this would mainly concern reduction of the project's carbon footprint during project management activities (reduction of travel, use of recycled paper etc.).

Form B4

Stakeholders involved and target audiences of the project (other than project participants):

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

"**Stakeholders**" refers to entities (organisations, authorities, persons, groups of persons etc.) that have an interest in the issue targeted by the project. Project participants are inherently stakeholders and do not have to be listed in this section. Proper stakeholder consultation should be ensured during the project.

The "**Main target audiences**" represent the audiences (population, organisations, other bodies) the project activities are targeting. These audiences must be precisely defined (both qualitatively and quantitatively) in the proposal and must be directly concerned by or be responsible for the environmental issue addressed by the project. Project monitoring

activities must include the measurement of the impact of the project's activities on these target audiences. The selection of the target audiences must be justified, in view of reaching the project's objectives. Provide quantitative and qualitative information, wherever possible.

Form B5

Expected constraints and risks related to the project implementation and how they will be dealt with (contingency planning):

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

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

Form B6

Continuation and valorisation of the project results after the end of the project:

Describe how the project will be continued after the end of the LIFE+ funding, what actions are required to consolidate the results in order to ensure the sustainability of the project results. Please indicate what mechanisms will be put in place to ensure that this will be done. Please note that information provided in this section is indicative and will have to be updated during the project life.

In particular, please reply to the following questions:

- **Which actions will have to be carried out or continued after the end of the project?** Please list such project actions indicating their reference (e.g. A1, A2...) and title.
- **How will this be achieved, what resources will be necessary to carry out these actions?** Please indicate how the above actions will be continued after the project, by whom, within what timeframe and using with what financing.

Part C – Detailed technical description of the proposed actions

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

- A. Project management and monitoring of project progress (obligatory)
- B. Preparatory actions (if needed)
- C. Communication actions / awareness raising campaigns
- D. Training activities
- E. Monitoring of the project impact on the main target audiences and on the environmental problem / issue targeted (obligatory)
- F. Communication and dissemination of the project and its results (obligatory)

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

It is recommended that each action which is expected to have an important output for the project (e.g. preparation of a detailed communication plan, awareness raising events, etc.) is presented as a **separate action**.

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

The description of each action should clearly indicate the links with other actions (e.g. action C2 follows preparatory action B1 and will be followed by monitoring action E2) and should clearly (and in quantitative terms) indicate how it contributes to the project's overall objectives. There should be a **clear coherence between the technical description of the action and the financial resources allocated**.

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

- **Name of the action:** Please ensure that the name is short (maximum 200 characters) and that it clearly reflects the objective of the action.
- **Description and methods employed (what, how, where and when):** Please describe the content of the action indicating what will be done, how, using what means, where and when. Describe in details the content of the action. There must be a clear link between the action and the project's objectives.
- **Constraints and assumptions:** Please indicate what may prevent you from implementing the action as planned and what will be done to address this risk. Please ensure that these constraints and assumptions are in line with those indicated on Form B5.
- **Beneficiary responsible for implementation:** Please indicate by selecting from the drop-down menu which of the project's beneficiaries will be in charge of the implementation of this action. Should more than one beneficiary be implicated, please give full details of which beneficiary is responsible for what in the "**Description and methods employed (what, how, where and when)**" section.
- **Expected results (quantitative information as far as possible):** Please indicate (preferably in bullet points) what results will be achieved at the end of the action and what deliverable products will be produced. The expected results and outputs should be quantified and should be measurable as far as possible. Please indicate whether they will be used in other actions and how.

- **Indicators of progress:** Please indicate how progress in the implementation of this action will be measured.
- **Deliverable products:** Please list all deliverable products associated with each action and the corresponding completion deadline (day/month/year), by using the 'Add' button. **Deliverable products** are all those **tangible** products that can be shipped (e.g. communication plan, reports and other documents, promotional material, videos, etc). Please note that any deliverable product will have to be **submitted separately** (bearing the LIFE logo) to the Commission together with an activity report.
- **Milestones:** Please list all project milestones associated with each action and the corresponding delivery / achievement deadline (day/month/year). **Project milestones** are defined as **key moments** during the implementation of the project e.g. "Nomination of the Project Manager", "Launch of national campaign", "Conference", etc. Milestones (or corresponding documents) do not need to be submitted to the Commission. In a report, you would need to inform the Commission whether the milestone has been completed or not.
- **Timetable:** For each project action, please tick the corresponding implementation period. When planning the implementation period of your project, please bear in mind that a LIFE+ 2012 project cannot start before 01/07/2013. Also, please add an appropriate safety margin at the end of the project to allow for the inevitable unforeseen delays.

Form C0 – List of all actions

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

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

Form C2 Reporting schedule

Activity reports foreseen

The coordinating beneficiary shall report to the Commission about the technical and financial progress of the project. The project's achieved results and possible problems should be highlighted in these reports. The first report is the "Inception Report" (to be delivered within 9 months after the start date), which shall also provide a self-assessment of the viability of the project. If the project lasts more than 24 months and requests an EU contribution in excess of 300.000 €, and if the coordinating beneficiary intends to ask for a second pre-financing, a more detailed "Mid-term report with payment request" has to be provided. For projects with a duration exceeding 48 months and an EU contribution of more than 2.000.000 €, the coordinating beneficiary shall provide two mid-term reports, to be delivered, together with the requests for mid-term pre-financing, after the thresholds defined in Article 29.3 of the Common Provisions have been reached. One "Final Report with payment request" shall be submitted, not later than 3 months after the project end date. Additional "Progress reports" should also be foreseen in order to ensure that at least one report is received every 18 months (the reporting schedule may be modified during the revision phase). Please consult Article 12 of the Common Provisions for full details on reporting obligations of LIFE+ projects.

2.2 Financial application forms

Important: *The project's budget must include only costs which are in accordance with Article 25 of the Common Provisions.*

The coordinating beneficiary and associated beneficiaries, as well as other companies which are part of the same groups or holdings, cannot act as sub-contractors.

Internal invoicing (i.e. costs which result from transactions between departments of a beneficiary) is not allowed, unless it is possible to prove that such transactions represent the best value for money and exclude all elements of profit, VAT and overheads.

The EU contribution will be calculated on the basis of eligible costs.

General remarks on forms F1 – F8 and FC

All costs must be rounded to the nearest Euro. Decimals cannot be entered in the forms.

Costs must exclude recoverable value-added tax (VAT) when the beneficiary can recover it.

For each cost line, select from the drop-down menus the short name of the beneficiary that will incur the respective cost and the number of the action to which the respective cost is related.

To add a cost line use 'Add' button, to delete a cost line use 'Delete' button.

All financial forms are tab activated: in order to create costs lines quickly, you may use the Tab key on your keyboard to move from one field to the next one, and then to the 'Add' button (then press the 'Enter' key: the cost line is added).

Form F1 – Direct personnel costs

General: Article 5(5) of the LIFE+ Regulation states that civil servants' salary costs may be funded only to the extent that they relate to the cost of project implementation activities that the relevant public body would not have carried out had the project concerned not been undertaken. The staff in question must be specifically seconded to a project (i.e. their contracts / personnel files must show that the individuals concerned have been working for x weeks / months on the project).

Moreover, the sum of the public bodies' contributions (as coordinating beneficiary and / or associated beneficiary) to the project budget must exceed (by at least 2%) the sum of the salary costs of their staff charged to the project. This will be automatically checked under Report R4 – Compliance with 2% rule, but also both during the selection phase and when calculating the final EU contribution at the end of the project.

Only the cost of temporary personnel specifically recruited for the duration of the project and exclusively dedicated to its implementation shall not be taken into account in the calculation of the minimum amount of the public bodies' contribution mentioned above, on condition that:

(a) The contracts of such personnel do not begin before the date of signature of the grant agreement, nor finish after the end date of the project.

(b) The contracts mention the LIFE+ project specifically.

(c) The personnel concerned are employed exclusively for the implementation of tasks foreseen in the LIFE+ project.

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

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

Important: The time which each employee spends working on the project shall be recorded on a timely basis (i.e. every day, every week) using time sheets or an equivalent time registration system established and certified regularly by each of the project beneficiaries.

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

Daily rate: The daily rate charged for each member of personnel is calculated on the basis of gross salary or wages plus obligatory social charges, any other statutory cost but excluding any other costs. For the purpose of establishing the budget proposal, the salary may be calculated based on indicative average rates which are reasonable for the concerned category of personnel, sector, country, type of organisation, etc. Please take predictable salary increases into account when estimating the average daily rates for the project duration. Please note that any daily rate over 400 € should be justified.

The total number of person-days per year should be calculated on the basis of the total working hours / days according to national legislation, collective agreements, employment contracts, etc. An example for determining the total productive days per year could be as follows (provided what is established in the appropriate legislation):

Days/year	365 days
Less 52 weekends	104 days
Less annual holidays	21 days
Less statutory holidays	15 days
Less illness / other (when relevant)	10 days
= Total productive days	<u>215 days</u>

Please note that the rates indicated in the budget proposal must not be used when reporting the costs of the project. The rates reported will be based on actual costs incurred, i.e. the actual gross salary, obligatory social charges and any other statutory costs, and the actually productive working time for a given year.

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

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

Form F2 – Travel and subsistence costs

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

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

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

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

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

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

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

In absence of internal rules governing the reimbursement of the use of an organisation's own cars (in opposition to private cars) costs related to the use of these are to be estimated at 0,25 € / km. If only costs for fuel are foreseen, they should also be listed here.

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

Form F3 – External assistance costs

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

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

Costs related to the **purchase or leasing** (as opposed to renting) **of equipment and infrastructure** supplied under subcontract should be budgeted under those cost categories and not under external assistance.

Auditor costs related to the auditing of the project's financial reports should always be placed under this budget category. These costs will always be incurred solely by the coordinating beneficiary.

Procedure: Specify the procedure foreseen to sub-contract the work, e.g. 'public tender', 'direct treaty', 'framework contract', etc. Subcontracts must be awarded in accordance with Article 8.4 of the Common Provisions.

Description: Provide a clear description of the subject of the service that will be subcontracted, e.g. 'carrying out impact assessment', 'maintenance of ...', 'renting of ...', 'consultancy on ...', 'web page development', 'intra-muros assistance', 'organisation of dissemination event', etc. You may use maximum 200 characters for the description of the subcontract if necessary.

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

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

In the sub-categories equipment and infrastructure, you need to indicate the actual cost as well as the value of depreciation, in accordance with Article 25 of the Common Provisions. Only the depreciation is an eligible cost for the project and the EU co-financing will be calculated on the basis of this amount.

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

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

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

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

Form F4.a – Infrastructure costs

Procedure: Specify the procedure foreseen to sub-contract the work, e.g. 'public tender', 'direct treaty', 'framework contract', etc. Subcontracts must be awarded in accordance with Article 8.4 of the Common Provisions.

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

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

Investments in large-scale infrastructure are considered ineligible.

Form F4.b – Equipment costs

Procedure: Specify the procedure foreseen to sub-contract the work, e.g. 'public tender', 'direct treaty', 'framework contract', etc. Subcontracts must be awarded in accordance with Article 8.4 of the Common Provisions.

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

Form F6 – Costs for consumables

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

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

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

Procedure: Specify the procedure foreseen to sub-contract the work, e.g. 'public tender', 'direct treaty', 'framework contract', etc. Subcontracts must be awarded in accordance with Article 8.4 of the Common Provisions.

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

Form F7 – Other costs

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

The **bank guarantee shall always be reported in this category**. A bank guarantee covering the first pre-financing payment might be necessary. Please refer to Articles 25.1, 25.12 and 29.2 of the Common Provisions and to the evaluation guide for more information.

Procedure: Specify the procedure foreseen to sub-contract the work, e.g. 'public tender', 'direct treaty', 'framework contract', etc. Subcontracts must be awarded in accordance with Article 8.4 of the Common Provisions.

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

Form F8 – Overheads

Overhead amount: Indicate the general indirect costs (overheads) for each beneficiary. Applicants benefiting from an operating grant from the Commission (such as for example LIFE+ NGO calls) are not entitled to claim overheads.

Overheads are eligible at a flat rate of up to 7% of total eligible direct costs of the entire project, excluding land purchase / lease / one-off compensations (and the overheads themselves, which are indirect costs). A blocking error message will be displayed in Report R1 and when validating the proposal if this rule is not being observed.

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

Form FC – Financial contributions

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

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

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

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

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

Amount of EU contribution requested: Specify the amount of financial EU contribution requested by the coordinating beneficiary and each of the associated beneficiaries. This amount must be in accordance with Articles 24 and 25.2 of the Common Provisions.

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

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

2.3. Reports

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

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

Report R1 – Budget

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

Reports R2 – Costs per Action, R2a – Costs per Beneficiary, R2b – Costs per Action per Beneficiary, R2c – Costs per Beneficiary per Action

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

Report R3 – Profit rule per beneficiary

This report verifies that none of the beneficiaries receives a share of the EU contribution exceeding the costs it will incur. (see the non-profit rule in Articles 24.3 and 24.4 of the Common Provisions)

Report R4 – Compliance with 2% rule

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

Report R5 – National allocation

This report shows the distribution of the EU contribution per Member States in which the beneficiaries are registered. This report is particularly relevant for transnational projects.

2.4. Attachments

Attachment type: Select from the drop-down menu.

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

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

Attach in this section the appropriate mandatory financial annexes, as explained in the documents '*LIFE+ Information and Communication, Guidelines for applicants, Part 2, chapter 1.5*' and '*Guide for the evaluation of LIFE+ project proposals 2012*'. The templates of the 'Public body declaration' and 'Simplified Financial Statement' are provided in the application package.

3. Admissibility checklist

Please refer to the '*Guide for the evaluation of LIFE+ project proposals 2012*'.

Informal checklist for LIFE+ Information and Communication proposals

Note: The questions below aim to help you check that your application is as well prepared as possible. Your answers should in all cases be "yes". However, the list of questions is not exhaustive and the questions do not provide all the detailed information necessary (you must see the *Guidelines for applicants, Part 1 – Content of the proposal*).

1. Have you checked whether your project fits with the requirements of a LIFE+ Information and Communication project?
2. Are forms A3, A4 and A6 signed and dated?
3. For projects aiming at contributing to forest fire prevention, is form A8 signed and dated?
4. Is form B1 at least in English?
5. Have you included a safety margin at the end of the project to allow for unforeseen delays?
6. Are all beneficiaries legally registered in the EU?
7. Have you included the mandatory annexes (annual balance sheet and profit and loss account, audit report or auditor-certified balance sheet and profit and loss account, simplified financial statement for coordinating beneficiaries that are not public bodies; public body declaration for coordinating beneficiaries that are public bodies)?
8. For each action, have you detailed the expected results as far as possible in quantitative terms?
9. Have you excluded recurring activities?
10. Have you included actions to monitor the impact of the project and its actions on the target audience and on the environmental problem targeted?
11. Is the project management team sufficient? Is an organigramme provided? Is there a full-time project coordinator (not obligatory but strongly recommended)? Is there a financial coordinator?
12. Have you excluded all actions that can be funded by other EU funds? In case of doubt, have you foreseen complementary actions or objectives?
13. Have you detailed your efforts towards carbon neutrality?
14. Have you and your associated beneficiaries read the Common Provisions in full?
15. Do all actions take place in the European territory of the EU (or are covered by the exceptions foreseen)?