Interreg
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Italy – Croatia

INTERREG ITALY-CROATIA PROGRAMME 2021 – 2027

Guidelines for Applicants

1st Call for Proposals

(Version 1.0 – 17th November 2022)

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Use of Jems

During the 2021-2027 programming period, Interreg Italy-Croatia Programme will use **Joint Electronic Monitoring System (Jems)** as its monitoring system. Therefore, project proposals can only be drafted and submitted through Jems.

These Guidelines provide a step-by-step guidance on how to fill-in the Application Form (hereinafter: AF) by using Jems and should be used side by side with the ***Programme Implementation Manual*** and the **AF Offline template** (in which the number of characters of the AF fields is also specified).

/!\ POINT OF ATTENTION:

- Applicants are recommended to be **clear and concise** in the descriptions included in the AF.
- The number of characters displayed in the Standard and Small-scale AF is the same, but for **Small-scale projects**, due to their nature and minor complexity, it is not necessary to insert very long texts in the descriptions.

Jems is a web-based monitoring system developed by Interact for Interreg programmes and it shall be accessed through a web browser. The following web browsers are supported:

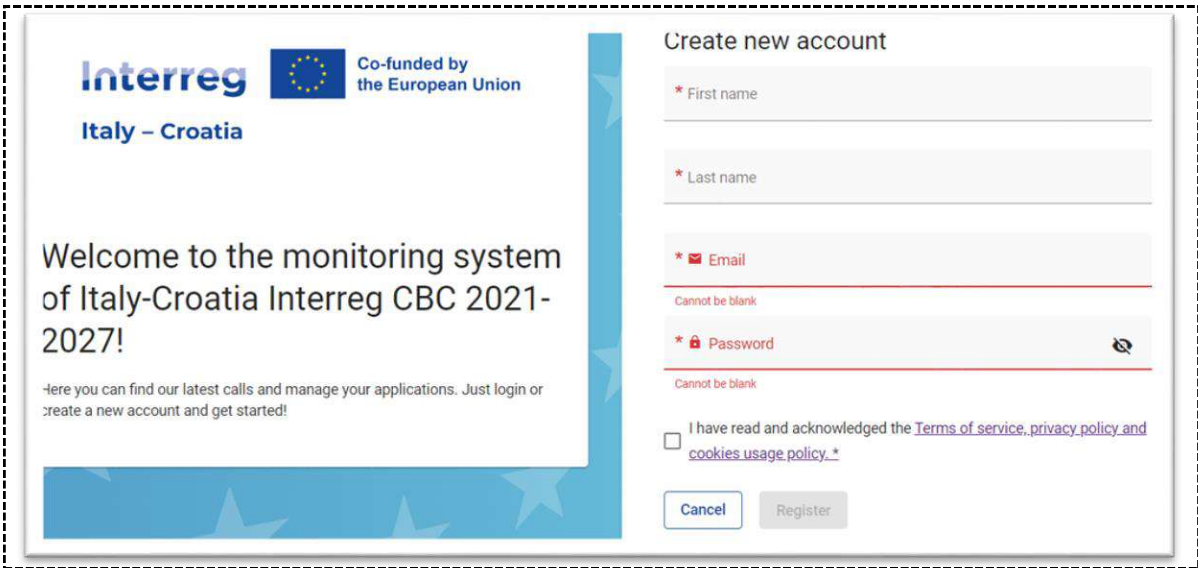
- Google Chrome (recommended by the developers)
- Mozilla Firefox
- Microsoft Edge

If you experience technical issues, please check if your browser is up to date.

Access and registration

The Jems homepage of Interreg Italy – Croatia Programme can be found at the following link https://jems.italy-croatia.eu
To access the Jems platform, each applicant must register by clicking on “Create account” on the homepage and providing a set of credentials.

In the registration form, fill in the following information (all fields marked with **"*"** are mandatory):



- ✓ **First name / Last name:** personal information of the user that will fill in the application form for the partner.
- ✓ **Email:** the email address of the applicant – it will be used to log in and notifications will be addressed to it.

/!\ POINT OF ATTENTION:

The **email used** to access Jems **must include the institutional domain after the @**, while it is strongly recommended to have the name and last name of the person who is filling in the AF in the first part of the email, e.g., name.lastname@regione.veneto.it.

✓ **Password:** password which will be used to access Jems.

The minimum length of the password is **10 characters**. It should contain at least one upper case letter, one lower case letter, one digit and one special character (!.,;?-_+%&=#@*:~).

After all the mandatory information has been inserted, the "**Register**" button will become active. Following the registration, a **confirmation email is automatically sent** to the email address provided in the "Create new account" form.

- **Only after confirmation, the applicant will be able to log into the platform and create an Application Form.**
- In case you do not receive an email confirmation, please check your spam folder and, if needed, ask the **IT-HR Jems Helpdesk** for assistance by using the following email address: **jems.italy-croatia@regione.veneto.it**.

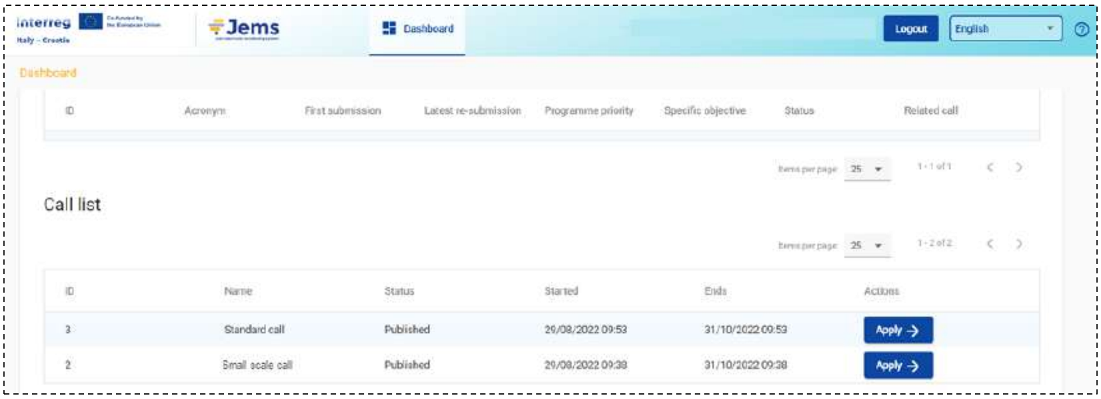
Start a new project application

After logging in, you will be landed directly on the **Dashboard** as a start page, or you can click the Dashboard in the top menu bar to access it.

The central part of the Dashboard contains two sections:

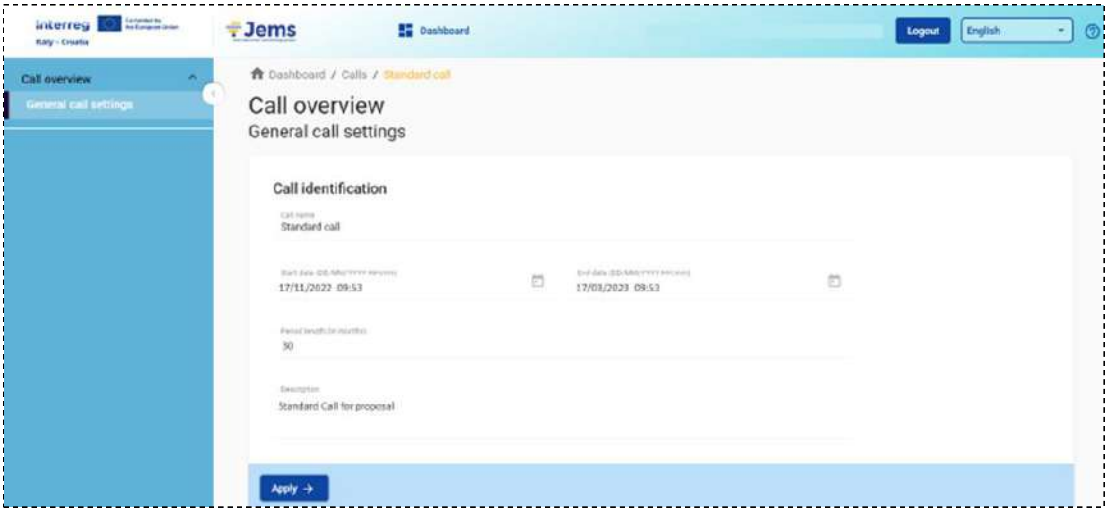
✓ "My application", where all already generated applications can be found and accessed by clicking on them

✓ "Call list", where a list of all Programme's open calls for projects proposal is provided



To start a new project application, click on "**Apply**" at the end of the relevant (Standard or Small-scale) call row in "Call list".

It is also possible to make appear a read-only window with the general call information by clicking on the call row and then select the "**Apply**" button at the end of this page to create a new application.

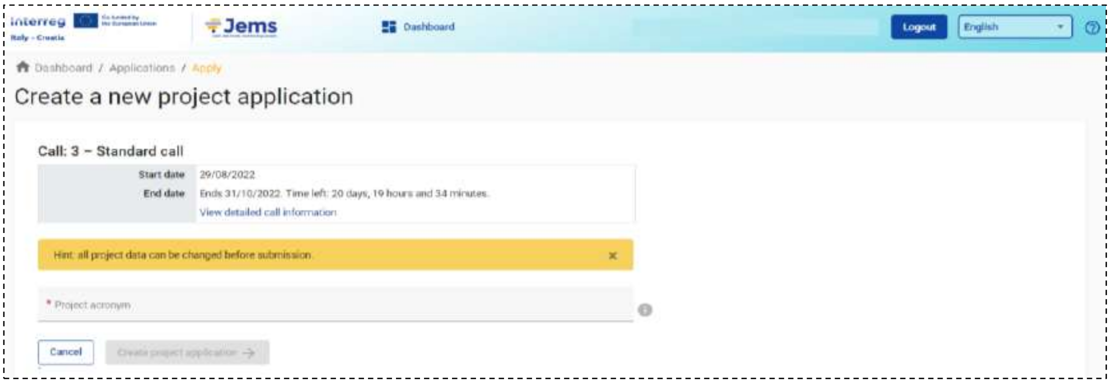


At this point, insert the **acronym of your project** (which can always be modified afterwards).

> The **project acronym** can include capital letters, small letters, numbers from 0 to 9 (please avoid special characters). It is strongly recommended that this acronym does not exceed 12 characters since an excessively long acronym will complicate the project logo production. The Programme recommends checking whether the acronym was already used (also in other projects and initiatives) and to pay attention to possible infringement of existing copyrights.

Then click on "**Create project application**".

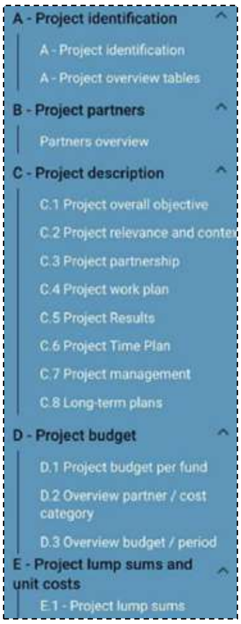
The newly created project AF will be automatically listed under the section "**My applications**" with the **draft status**: to access it, click anywhere on the project's row.



The system will automatically generate an **ID number uniquely associated to the new project application**. This number allows the Programme to easily recognise a project.

Application form

Overview



All AF sections will appear in the menu on the left-hand side of the screen. Clicking on each header will enable the Applicant to open and enter data in the corresponding section of the AF.

At the bottom of the AF sections, there are 4 additional functions:

- **Application Annexes**: to attach annex files and mandatory templates;
- **Check & Submit**: to run a system check of the data inserted in the AF. Only when the pre-submission checks return all valid, the AF can be submitted;
- **Export**: to download the AF pdf and budget files in csv format;
- **Project privileges**: to manage the users working on a project.

User Management (AF privileges)

The lead applicant can grant access rights in an open AF to other users, namely project partners and/or collaborators. To this end, **project partners are required to register in Jems first and then to provide the lead applicant with their registered email addresses**. Only when this process is completed, the lead applicant will manage to enable new users in the "**Project privileges**" section by entering their full valid email address.

As shown in the image below, users can be granted either:

✓ **lead applicant rights** ("manage") – a user has both edit rights, but also access to the management of the "Project privileges" section.

✓ **edit rights** ("edit") – a user can modify/fill in all the AF sections

✓ **read-only rights** ("view") – a user can access all the AF sections without being in the position of making any changes

Once assigned the rights, lead applicant must click on "Save changes" at the bottom of the screen to activate the new user in the project.

- **Different roles and submission of the application**: only users with the "**edit**" or "**manage**" **privileges** can submit the proposal. Therefore, we strongly recommend you identify and designate the user responsible for the submission of the AF beforehand (this person should ideally be the contact person of the lead applicant institution).
- **Risk of overwriting information**: to a certain extent, it is possible for different users to work in parallel (at the same time) on the same AF. However, when working in parallel, **users must make sure that they are not working simultaneously in the same section or subsection as there is the risk of overwriting information**. In this respect, granting access rights to other users should be done parsimoniously.

General recommendations to fill in the AF

The following must be considered when filling in the Application Form in Jems:

Work offline
It is strongly recommended that the project is developed offline by using the applicable template provided by the Programme in the Application package ("AF Offline Template") and only once all data have been gathered, the information is copied in Jems.

/!\ POINT OF ATTENTION:

Please note that the **AF offline template does not include a budget template.** The applicants are expected to create their own template and copy all the amounts in Jems.

Mandatory data for saving
It will only be possible to save, once all the mandatory fields are complete. Mandatory fields are marked with a red asterisk (*). If you cannot save, a mandatory field might be empty. This field will be highlighted by the system. Always scroll to the right as there might be more mandatory tabs to click or columns to fill in.

Changes and saving

When the user clicks on a text field on a page, the edit mode is activated and the 'Save changes' button appears on the bottom of the page. If the user leaves the page without saving, a warning message is displayed. Jems allows you to save your work and resume your data entry session at any time, before finally submitting your application to the Programme. If you cannot save, there might be inconsistent data, or it might be input in a wrong format.

Maximum text length
Text fields only allow a limited number of characters to be filled in, which is indicated both in the AF offline template and in the text boxes in Jems.

Start in good time
Start filling the Application Form in due time. Please be aware that the pre-submission checks must be done before you are able to submit the Application Form in Jems. If the checks are done near the time of the deadline, longer time might be needed to complete the checks due to the heavier use of system resources at that time.

Official Language for applying to a call
The official language of the IT-HR Programme in English. It is pre-defined and cannot be changed in Jems.

Budget format settings
Amounts should be inserted in Euro. Comma (,) is used as a decimal separator. Numbers and percentages are with two decimals.

Users will automatically be **logged out from Jems after 60 minutes** of inactivity.

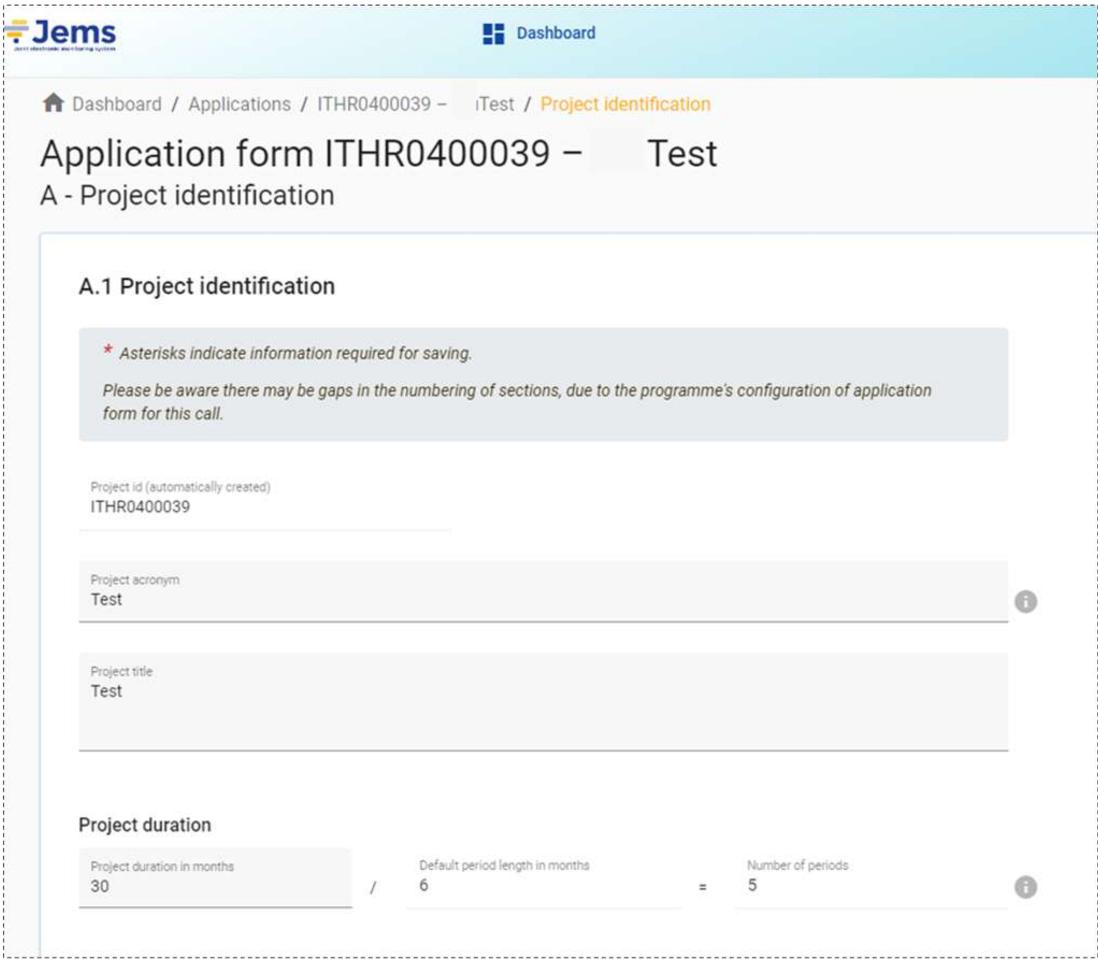
Sections of the Application Form

> Please be aware that there may be gaps in the numbering of sections, due to the configuration of the application form in Jems.

Part A – Project identification

This part represents a project overview. Some fields are automatically filled in from other parts of the AF.

A.1 Project identification



Project acronym: it will automatically appear as already entered (and in any case modifiable).

Project title: insert it in English.

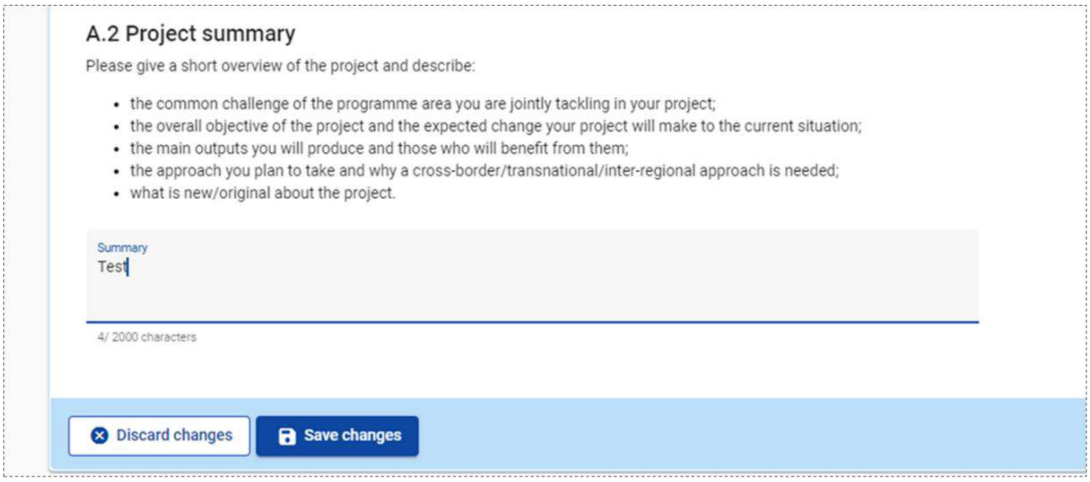
Project duration: indicates the length, in number of months, of the project and shall also be used for the calculation of the project periods in drafting the work plan. The number of project periods is calculated by dividing the project duration by the **period length** as defined by the Programme, which is set in **6 months**.
Even if a starting date is not required in the AF, please refer to what is foreseen in the *Call Announcement*.

> The expected **duration** of **Standard** projects is **from 24 to 30 months**, and for **Small-scale** projects is **from 12 to 18 months**.

Programme priority: it is the main priority the project contributes to. Once selected, the section containing the related Programme **Specific objectives** (SO) will appear.
Only one Programme priority and specific objective can be chosen.

> **/!\ POINT OF ATTENTION:**
>
> In selecting the **Specific Objective** of the proposal, remember that the *Call Announcement*:
>
> - for **Standard projects** doesn't foresee SO 5.1.
> - for **Small-scale projects** foresees only
>   - ✓ SO 2.2
>   - ✓ SO 4.1
>   - ✓ SO 5.1

A.2 Project summary



In this section, please **give a short overview** of the project and describe:

- the common challenge(s) of the programme area you are jointly tackling in your project;
- the overall objective of the project and the expected change(s) your project will make to the current situation;
- the outputs you will produce and those who will benefit from them;
- the approach you plan to take and why a cross-border approach is needed;
- what is new/original about the project.

> Please when writing the short description of the project, **use the style of a press release** with a journalistic language style that could be understood by non-specialists. Abbreviations should be avoided.

A.3 Project overview

This table is filled automatically by the system after the construction of the Partner budget

A.3 Project budget overview

Programme funding			Contribution					Total
Funding source	Funding amount	Co-financing rate (%)	Automatic public contribution	Other public contribution	Total public contribution	Private contribution	Total contribution	
ERDF	2.007.200,00	80,08 %	37.400,00	238.000,00	275.400,00	224.000,00	499.400,00	2.506.600,00
Total EU funds	**2.007.200,00**	**80,08 %**	**37.400,00**	**238.000,00**	**275.400,00**	**224.000,00**	**499.400,00**	**2.506.600,00**
Total project budget	2.007.200,00	80,00 %	37.400,00	238.000,00	275.400,00	224.000,00	499.400,00	2.509.000,00

A.4 Project outputs and result overview

This section shows the link between output and results and is automatically generated after the Project work plan and Project results sections have been defined in the AF.

Part B – Project partners

In this section, **partner organisations** have to be added to the project and their information inserted.

Partner overview

This section provides an automatically generated list of the main information of all the partners. Jems will generate this list only after entering the information for each **partner organisation**.

/!\ POINT OF ATTENTION:
This section must be **repeated in its entirety for each project partner**, including the Lead partner (LP).

To create a new Project partner (PP) click on "**+ Add new partner**".

As regards the beneficiaries' eligibility and requirements, you are invited to carefully read the *Call Announcement*.

B.1 Partner specific section

Each partner's section contains the following sub-sections per each partner:

- Identity (B.1.1)
- Address (B.1.2)
- Contact (B.1.4 and B.1.5)
- Motivation (B.1.6)
- Budget
- Co-financing
- State aid

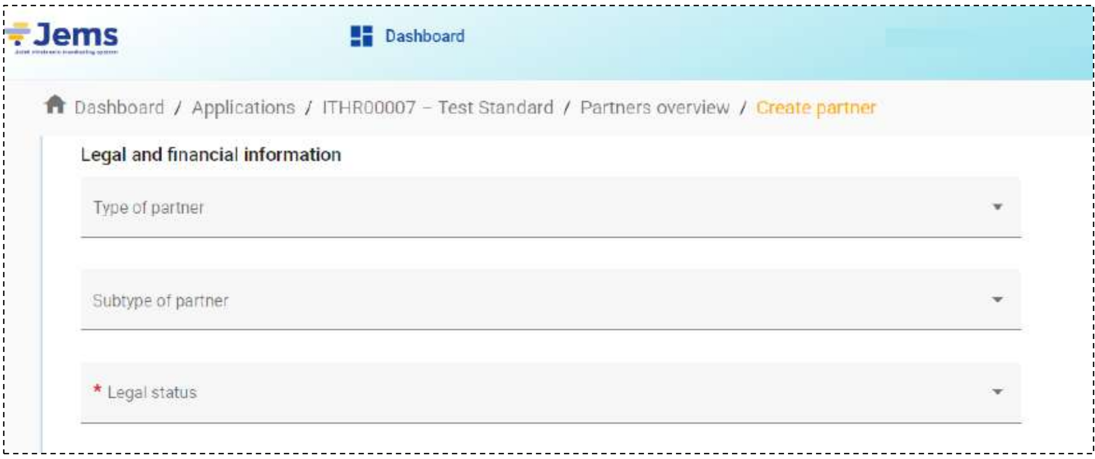
B.1.1 Partner identity

In this section the basic information of the partner organisation must be inserted.

- **Partner role**: Choose the partner role. A partner cannot be created without assigning the role: the partner role is either Lead Partner or Partner. Each project shall have only one Lead Partner.
- **Numbering the PPs**: the PP ID number will be automatically given by the system

filling in the project partner section. The Lead Partner will always be partner number 1 and the following PPs will have an ID number according to the order of their insertion (e.g., the PP inserted after the LP will have number 2 etc).

- **Abbreviated name of the organisation**: provide an abbreviation of the partner organisation name (official or unofficial). Abbreviation in this case refers to a short title of the partner organisation (for example UNESCO is an abbreviation of 'United Nations Educational, Scientific and Cultural Organisation')
- **Name of the organisation in original language**: insert the official name of the partner organisation in the national language
- **Name of the organisation in English**: provide the official English name of the organisation, or a translation of the partner's name in English
- **Department/Unit/Division**: this field is mandatory in the case of your organisation is eligible **to participate in this Call "per department", which is a possible option only for the Lead Applicant of Standard project** (see the *Call Announcement*). In this case, indicate which department of the organisation will be in charge for the implementation of the project.



Remember that the choice of the "**Type of partner**" and "**Legal Status**" must comply with National legislation provisions for your body and as regards the organisations that have already been beneficiaries of IT-HR Programme it has to be consistent with previously made choices if no legal status changes have occurred.

- **Type of partner**: choose the correct type from the dropdown menu. To select the correct category please refer to Annex 1 of these Guidelines.
- **Subtype of partner**: This section must be filled in <u>**only**</u> **by enterprises**

- **Legal status**: choose the correct status from the dropdown menu

When the drop-down menu opens, the following categories will appear:

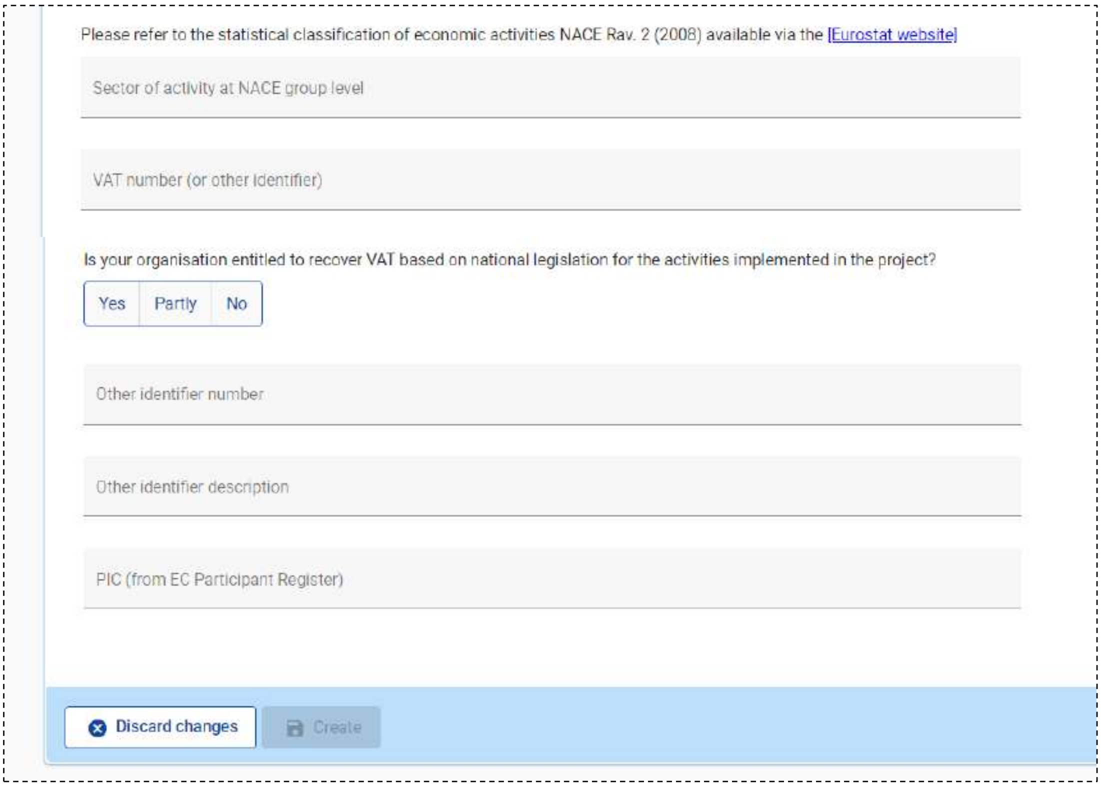
Type	**Status**
PUBLIC	Public
PRIVATE	Private
OTHER	Body Governed by Public Law
OTHER	Private for-profit
OTHER	Private non-profit
OTHER	International organization EU
OTHER	International organization non-EU

/!\ POINT OF ATTENTION:

When it comes to **private partners**, **please choose only between the following two categories:**

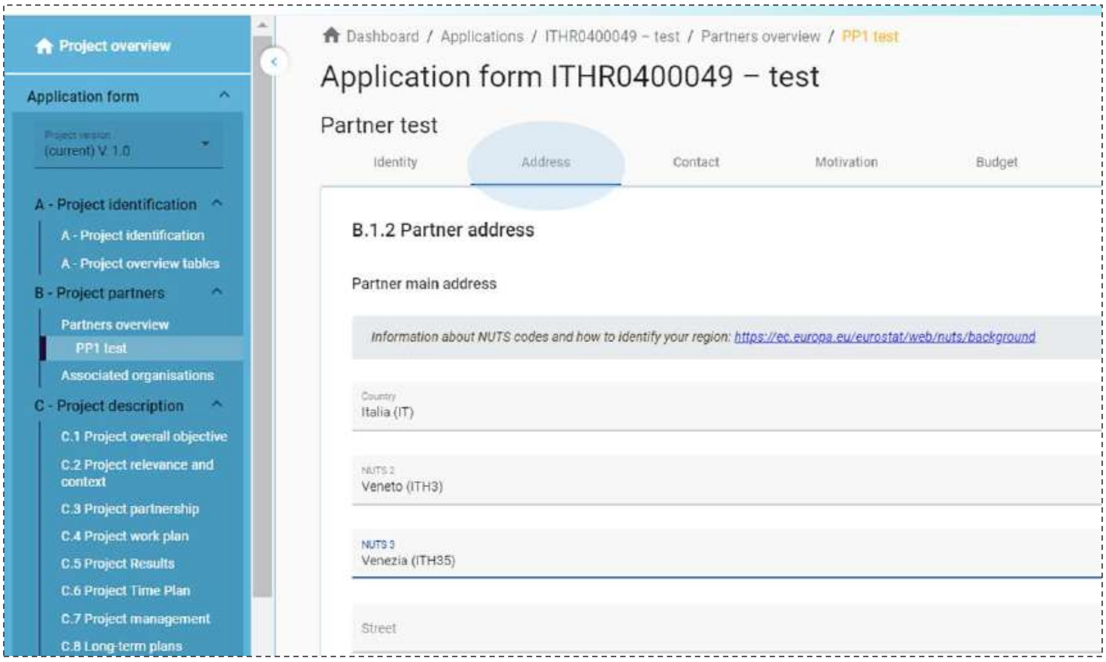
Type	**Status**
OTHER	Private for-profit
OTHER	Private non-profit

And do not to select the "PRIVATE" category.

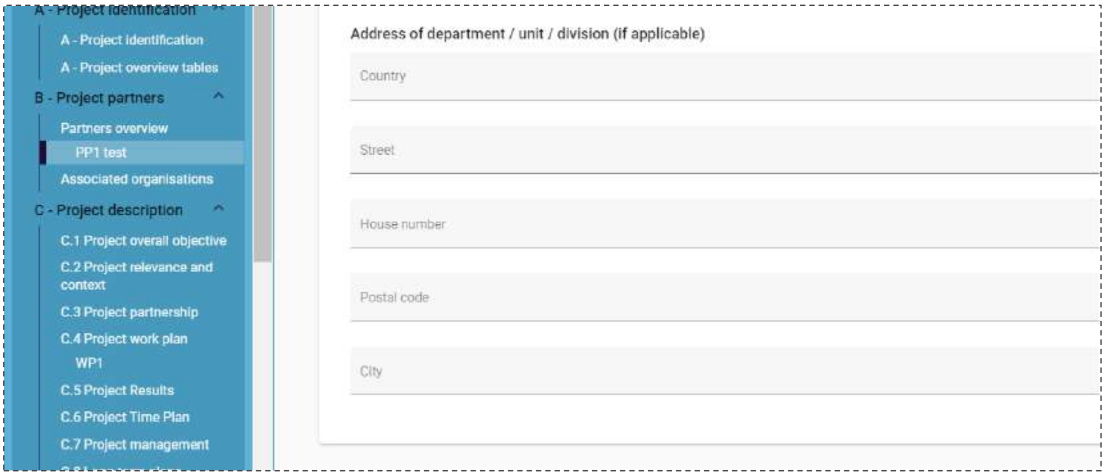


- **Sector of Activity at NACE group level:** can be selected from a pre-defined dropdown of NACE codes taken from the statistical classification of economic activities NACE Rav. 2 (2008) available via the Eurostat website
- **VAT number**: provide the VAT number of the organisation and declare if your organisation in entitled to recover VAT based on national legislation for the activities implemented in the project. The correct VAT format has to be respected and depends on the country. The number shall be one block without spaces or hyphens
- **Tax number:** provide organisation's TAX number (even if it coincides with the VAT number)
- **PEC address:** this field must be filled in with the PEC (mandatory for Italian partner) or the official email address of the partner which will be used by the Programme for any official communications .
- **PIC:** insert Personal Identification Code from EC Participant Register (if existing).

B.1.2 Partner main address



In this section, the applicant has to insert its **main address** and, **if applicable** the address of the **department/unit/division**.

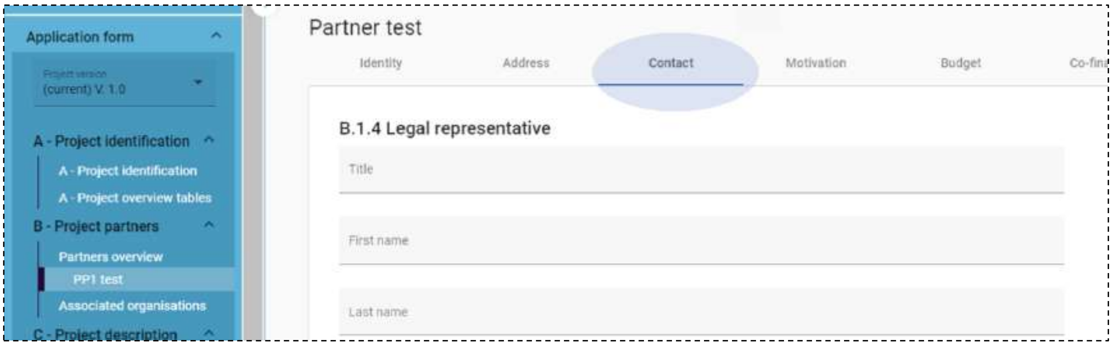


In these fields enter the address of the Department/Unit / Division that will participate on a "per Department" basis (see above).

Please note that NUTS2 and NUTS3 sections will open only once the field country is filled in.

B.1.4 Legal representative - B.1.5 Contact person

In this section information on the **legal representative** and the **contact person** shall be inserted.

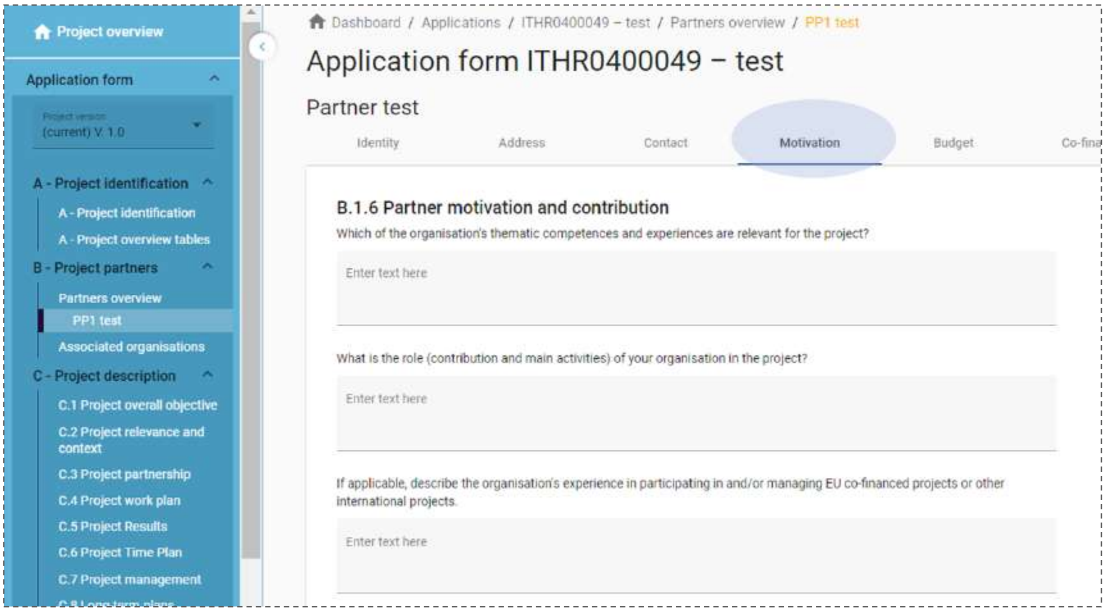


The **Contact person** is the link between the project and the Programme for issues relating to the contracting and implementation of the project (i.e. the Project manager).

/!\ POINT OF ATTENTION:

The **legal representative** and the **signatory of the AF** can be different subjects. The AF signatory is the person who has the power to sign based on a Delegation Act, which can be produced also only for the submission of the AF (see the specific section related to the annexes). Therefore, in case of a **delegate signatory**, only the Delegation act (from which the power of signature can be clearly understood) must be produced for the purpose of project submission, no other personal information is needed.

B.1.6 Partner motivation and contribution



In this section information describes the **main role** (main activities and responsibilities) of the organisation in the project. **Focus on why the partner organisation is optimal to fulfil the specific role and implement the specific tasks in the project**. In particular, describe the **organisation's thematic competencies** (such as experiences that are relevant to the project) including its **operational capacity.**

- Avoid providing general information about the partner organisation: instead of naming all fields/most common fields of expertise and interest, introducing the history of organisation, etc, **indicate the relevant and concrete know-how which will be used to implement project activities and** indicate if you are planning to bring in **relevant external expertise** for the project.
- Describe the organisation's experience in participating in and/or managing EU co-financed projects or other international projects. Instead of providing a long list of projects the organisation has participated in, **mention the most relevant experience of the partner organisation from the relevant field**: thematic experience, experience in management of and participation in international projects.

/!\ POINT OF ATTENTION:

- When describing the **partner's role** (contribution and main activities) remember that the description shall be aligned with **section C.3** of this AF.
- In the case of **Assimilated partners** (located outside the Programme area but

having competence in their scope of action for certain parts of the Programme area and that can carry out activities that are beneficial for it) please **clearly describe in the relevant field the reasons why to be considered assimilated** which will be evaluated by the Programme.

Partner budget

In this section, each partner shall define their own budget. Please read the *Programme Implementation Manual* and the *Call Announcement* carefully before inserting the expenses in the proposed budget.

/!\ POINT OF ATTENTION:

It is suggested to fill in the **partner budget** after the filling-in information on the section

- "A – Project Identification,
- "C - Project description",
- "E- Project lump sums and unit costs".

The partner budget section consists of:

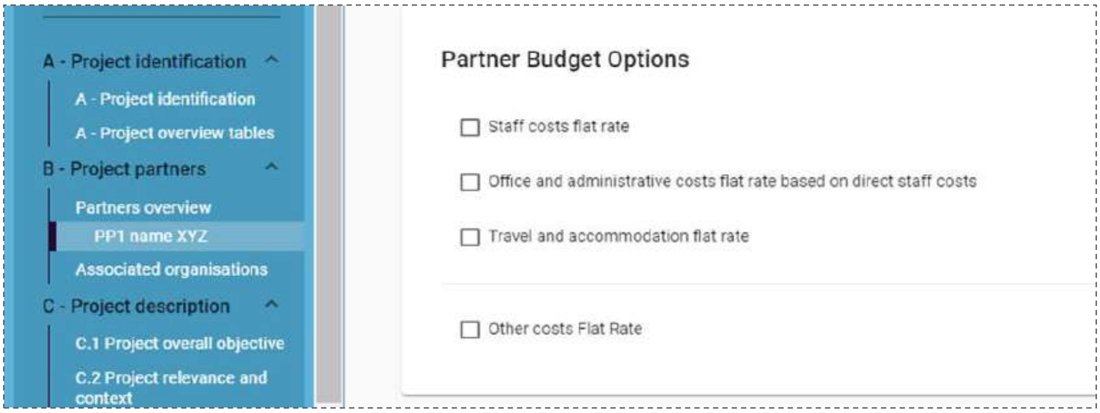
- Partner budget overview
- Partner Budget Options
- Partner budget

~ Partner budget overview

It displays:

- the partner budget per **cost category**
- budget under **flat rate** "Other costs" (in case this flat rate option is selected in the Partner budget options)
- **lump sum** for preparation and closure costs. **This section must fill in before the Co-financing section**

~ Partner Budget Options



The Programme applies a number of **simplified cost options (SCOs)** and each project partner can select their relevant flat rates in this section. The options envisaged by the Programme are:

✓ Staff costs flat rate (20% of direct costs)
✓ Office and administration flat rate based on direct staff costs (15% of Staff costs)
✓ Travel and accommodation flat rate (15% of Staff costs)
✓ Other costs flat rate (40% of Staff Costs)

> Before filling in this section, it is strongly advised to read carefully what is provided in the *Programme Implementation Manual*.

It is possible for the LP and all PPs to separately select their own flat rates.
Flat rates are added as a separate table to the partner budget and the flat rate amount is automatically calculated based on total costs in one or more other cost categories.

> **/!\ POINT OF ATTENTION:**
>
> Before filling in the partner budget, relevant **flat rates** have to be selected by each partner under the "**Partner Budget Options**". No manual budget entry is possible for a cost category defined as flat rate, the related budget table is not editable, and the total amount is automatically calculated by Jems.

~ Partner Budget

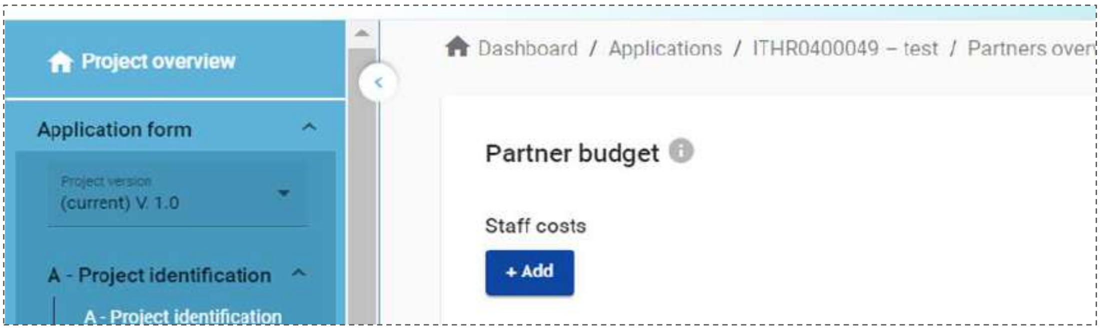
The Partner budget section is the section where the partner budget is filled in under the available cost categories.

/!\ POINT OF ATTENTION:
The partner budget should only be filled in once the project duration fields in "A.1 Project identification", "B.1.1 Partner identity", "C.4 Project work plan" and E.1 "Project lump sums" are completed. This will help to ensure consistency between financial figures and the planned activities (e.g., in terms of timing of the respective costs, correct allocation of cost items in cost categories).

The partner budget has to be filled in **according to the partner budget options** previously selected by the individual project partner and in line with what is foreseen for each type of project.

- For the **Standard projects**, the "Partner budget" section consists of **6 budget** :
    1. Staff costs
    2. Office and administration costs (flate rate costs)
    3. Travel and accommodation costs (flate rate costs)
    4. External expertise and services costs
    5. Equipment costs
    6. Small-scale Infrastructure and Works costs

- For the **Small-scale projects,** the "Partner budget" section consists of **4 budget lines**:
    1. Staff costs
    2. Office and administration costs (flate rate costs)
    3. Travel and accommodation costs (flate rate costs)
    4. External expertise and services costs



And then detail fields will appear per each a budget line (based on real costs):

Partner budget

Staff costs

Staff function	Unit type	No. of units	Price per unit	Total
		1,00	0,00	0,00
+				0,00

When defining the details of the budget, partners should be careful to enter all the needed information and **be as specific and accurate as possible while filling in the comments box** defining the planned costs. It is strongly suggested to **include a clear description** to facilitate the assessment process.
In the budget lines details, possible **investment-related costs** (for investment already inserted in C.4.1) can be included.

The partner budget has to be inserted **at the level of the applicable cost categories** and **periods**.

Depending on the number of periods defined in section "A - Project identification", the foreseen total budget of the selected cost category should be **split among periods**. **The total amount of one budget item should always match the sum of amounts per periods**. In case of mismatch a warning message highlighted in yellow appears.

Partner budget

Staff costs

Entry field for total	Total	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Gap
38.450,90	38.450,90	8.450,90	5.000,00	5.000,00	5.000,00	10.000,00	5.000,00	0,00
0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
+	38.450,90	8.450,90	5.000,00	5.000,00	5.000,00	10.000,00	5.000,00	

The field "**Gap**" shows the difference between the total amount inserted and the amount allocated between the project periods.

Co-financing

This-section consists of:

- Co-financing table
- Origin of partner contribution table

The **Co-financing table** can only be filled in once the partner budget options were selected and the partner budget was completed. This table displays the co-financing received by the programme and the partner contribution. In this table the applicant has to selected, through the drop-down menu, the “ERDF” source, since it is the only applicable funding source for the Programme. The corresponding ERDF amount (equal to the 80% of the partner’s budget) will be automatically displayed by the system. In the same table, also the partner’s contribution (20%) and total eligible budget will be automatically displayed.

Origin of partner contribution

Source of contribution	Legal status of contribution	Amount	% of total partner budget
Partner	Public	0,00	0,00 %
* Source of contribution	* Legal status	0,00	0,00 %

+ Add new contribution origin

Sub-total public contribution		0,00	0,00 %
Sub-total automatic public contribution		0,00	0,00 %
Sub-total private contribution		0,00	0,00 %
Total		0,00	20,00 %

In the **Origin of partner contribution table**, partners have to indicate the source and the amount of their (20%) contribution.

- **Italian applicants (public or private)** that benefit from Italian public co-financing (Fondo di Rotazione - FdR) covering 20% of their budget have to fill in 2 different rows in the table. The first row having as source of contribution the LP or PP must be left at “0” (zero). Then, an additional row must be added with “Source of contribution” and “Legal Status of contribution” as “FdR” and insert the corresponding amount equal to 20% of LP/ PP co-financing.

Origin of partner contribution

Source of contribution	Legal status of contribution	Amount	% of total partner budget
Lead Partner	Public	0,00	0,00 %
* Source of contribution FDR	FdR	36.000,00	20,00 %

- **Other applicants with <u>public or private</u> legal status of contributions** have to select the legal status public or private of the contribution and insert the corresponding contribution amount (20%)

Origin of partner contribution

Source of contribution	Legal status of contribution	Amount	% of total partner budget
Test Partner	Public	238.000,00	20,00 %

Origin of partner contribution

Source of contribution	Legal status of contribution	Amount	% of total partner budget
Partner	Private	224.000,00	20,00 %

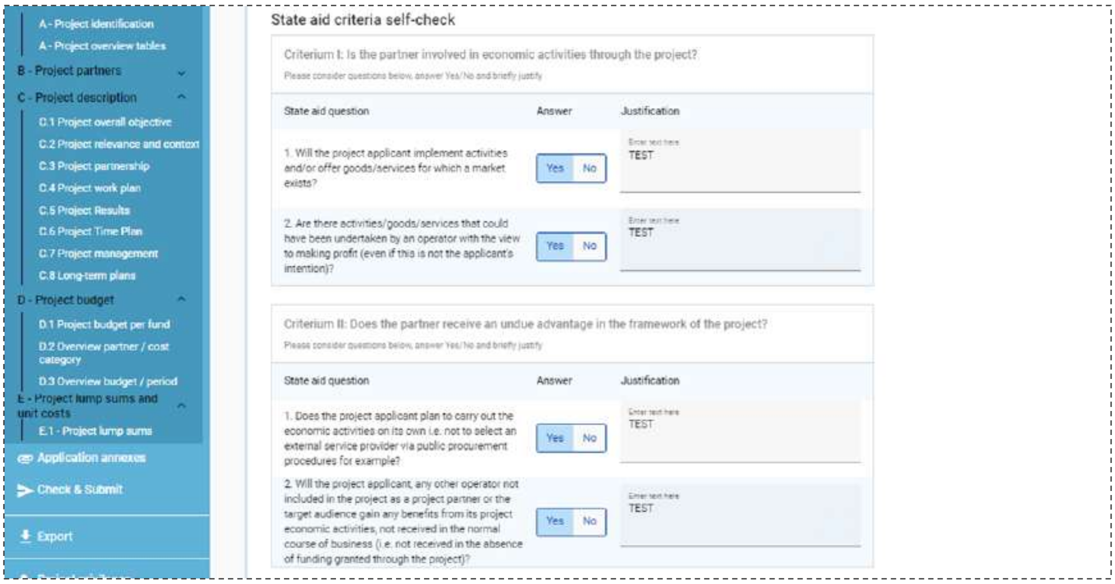
State Aid

This section collects necessary information to help the project comply with applicable State aid rules if it is selected for funding and supports partners with **self-assessing the State aid relevance of their project activities**.

<u>/!\</u> POINT OF ATTENTION:

- It is recommended to fill in this section **only after all other sections of the AF are completed** and in particular the project workplan (otherwise, it will not be possible to indicate which specific activities are at state aid risk).

Before filling in this section, please read carefully what is provided in the *Call Announcement* and the *Programme Implementation Manual*.



The “State aid criteria self-check” contains four mandatory questions: in case the chosen answer is “Yes” a **justification** needs to be inserted.

Choose “GBER scheme/De minimis” from the dropdown menu, **only if the result of the self-check shows that there is a risk of State aid**.

B.1.8 Associated organisation

Once the data of the first applicant has been entered and saved in Jems, a new section of the AF called Associated organisation will appear just below the list of all hitherto inputted partners. By clicking on this section, it will be possible to add **Associated partners**.

In this section, please describe thoroughly the role in the project of the involved Associated partner highlighting its participation with respect to the **capitalisation scope**.
Before filling in this Jems section, please make sure to read the *Call Announcement* section dedicated to the Associated partners and the *Programme Capitalisation Plan*. Remember that their role in the project should be **strictly related to capitalisation activities**, e.g., facilitation activities of the possible reuse of produced outputs, outputs quality validation, re-use of the produced outputs.

/!\ POINT OF ATTENTION:

- This section is not applicable to the Small-scale projects
- The participation of Associated organisations in the project is **optional for Standard Projects** and to the extent of **capitalisation activities**.

B.2 Project partner

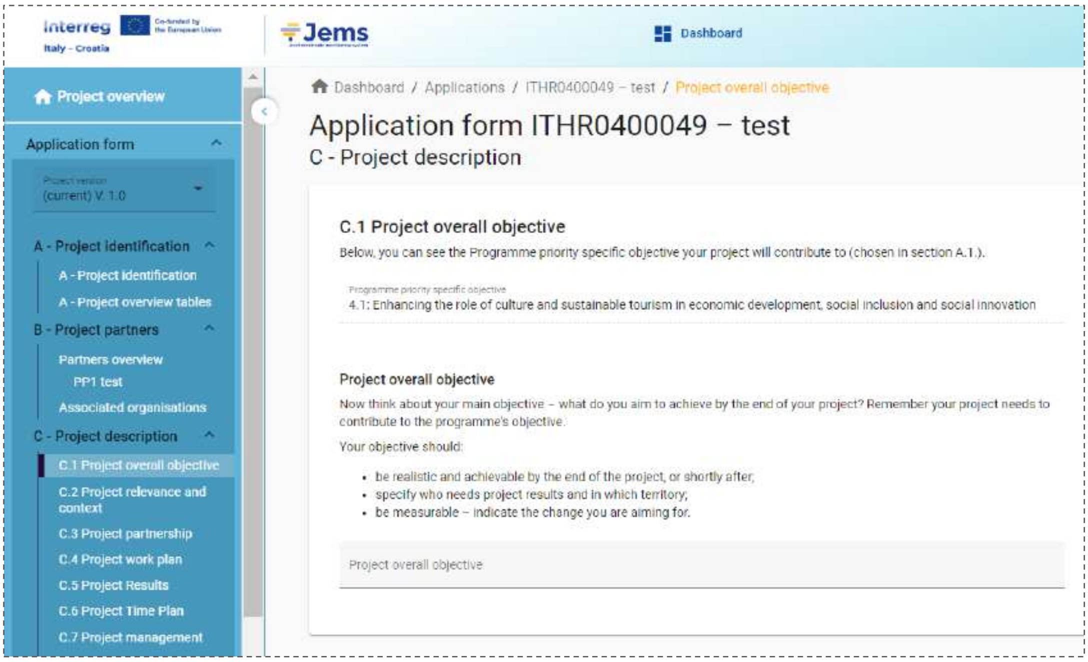
All sections from B.1 must be repeated for each partner.

Part C – Project description

Part C aims to describe the intervention logic of the project.

C.1 Project overall objective

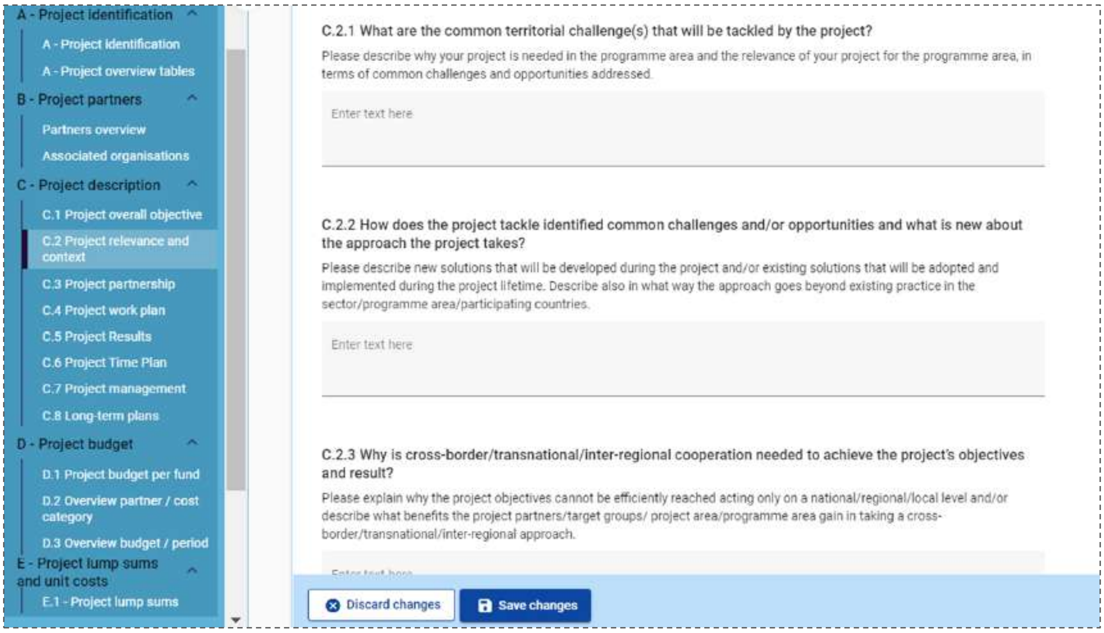
This section automatically shows the Programme priority specific objective your project will contribute to (chosen on section A.1).



Please insert the description of the **Project overall objective**, taking into consideration the related section of the *Programme Implementation Manual* and *Programme Intervention Logic document*. It has to be consistent with the selected programme specific objective and demonstrate a relevant contribution to the related programme results.

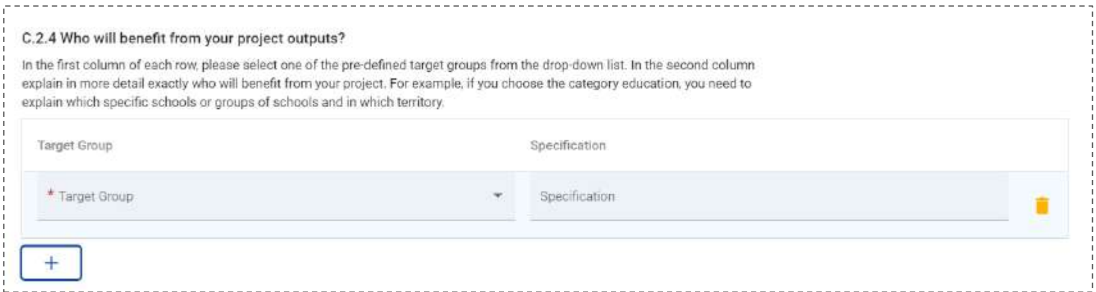
/!\ POINT OF ATTENTION:
● Please also include the contribution to the cross-cutting themes foreseen by the Programme: **Digitalisation** and **Circular Economy**.

C.2 Project relevance and context



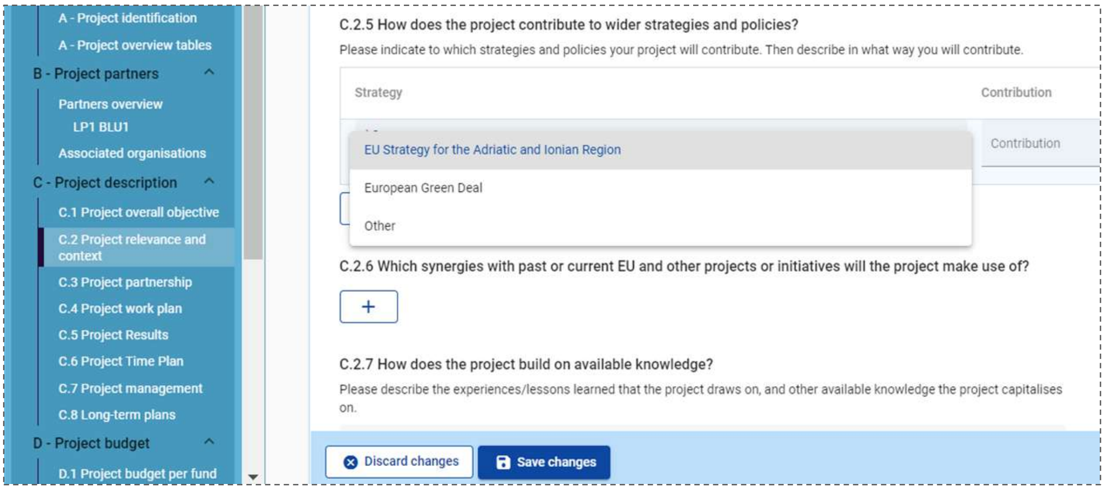
When filling in this section, the applicant is invited to take particularly into consideration the challenges reported in the Programme Territorial and socio-economical analysis report, as well as the SOs main challenges and the expected results foreseen in the IP 2021-2027 and in the *Programme Intervention Logic document*.

When it comes to section C.2.4, please consider that Programme has defined specific **target groups** per each SO, which can be found in the relevant section of the *Programme Implementation Manual*. Applicants are requested to select the target group categories envisaged for the SO to which the project will contribute. When filling in this section please also refer to Annex 1 of these Guidelines. Target groups selected here should also be consistent with those addressed in the communication objectives of the work packages.



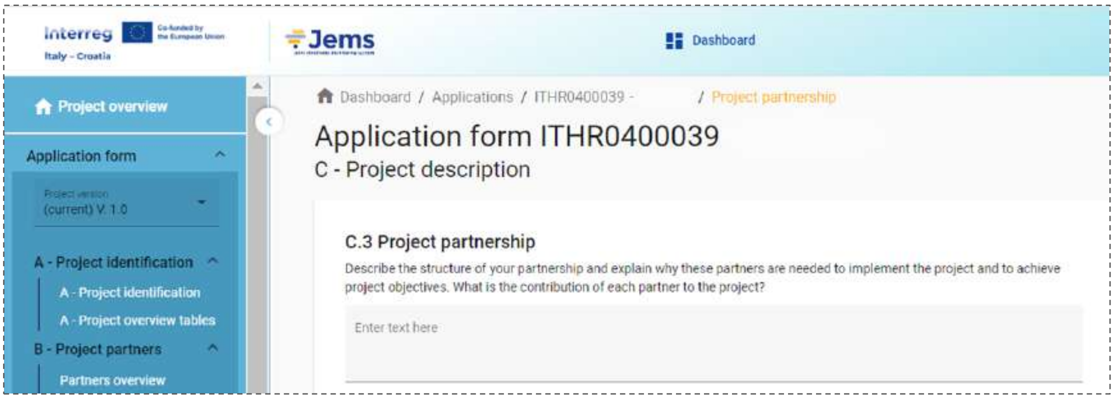
/!\ POINT OF ATTENTION:

- In the section, there is also the description field “Specification”, in which to indicate in more detail who will benefit from the project. **In this description, also indicate the expected value of the target groups that will benefit from the project** (e.g. 50 schools, 20 NGOs).



- When inserting information about the contribution to **strategies** and **policies** but also the **synergies** with other projects or initiatives, please **be specific and concrete** on how the project will contribute to them. Please also strongly consider the specific chapter on these issues foreseen in the *Programme Implementation Manual*.

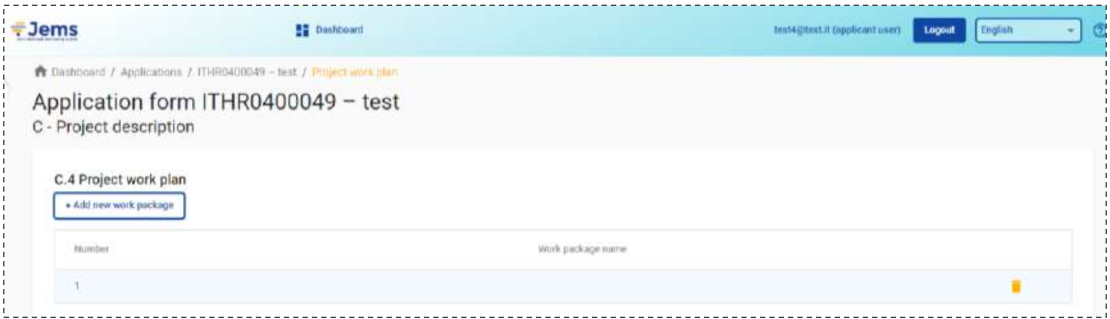
C.3 Project partnership



In this section, please describe the **structure of your partnership** and explain why these partners are needed to implement the project and achieve project objectives. In particular, describe the **overall relevance and adequacy of the partnership** for achieving the project objectives.

> **/!\ POINT OF ATTENTION:**
>
> - Remember that this section **must be aligned** with the contents of section **B.1.6 Partner motivation and contribution**, however, the information included for each partner in Part B.1.6 should not be repeated here as only information on the partnership as a whole should be entered in this section.
> - In this section, it must also be clearly indicated per each Work Package which is the partner that will lead the WP activities (**WP leader**). Please include in the description all the project WPs.

C.4 Project work plan



This section lists the work packages (WPs) in the project. To add a new WP click "**Add new work package**". WPs are numbered automatically. To fill in the contents of a WP, click on in corresponding row.

> **/!\ POINT OF ATTENTION:**
>
> - **Only thematic work packages will be used**. During the 2021-2027 programming period, management and communication do not exist as separate WPs anymore. Thus, communication and management will be integrated into all thematic WPs as cross-cutting activities.
>
>   Be aware that:
>   - ✓ for **Standard Projects maximum number of WPs is 5**. There are no separate investment work packages, therefore additional information about investments must be included in the thematic work packages.
>   - ✓ for **Small-scale Projects maximum number of WPs is 2**.

It is therefore requested not to add further WPs beyond those indicated in order to allow the correct outcome of the pre-submission check run by Jems.

- Concerning **Project management:** specific questions about how the project will be managed are foreseen in C.7.
- Concerning **Communication** activities: they shall be embedded in the thematic work packages.

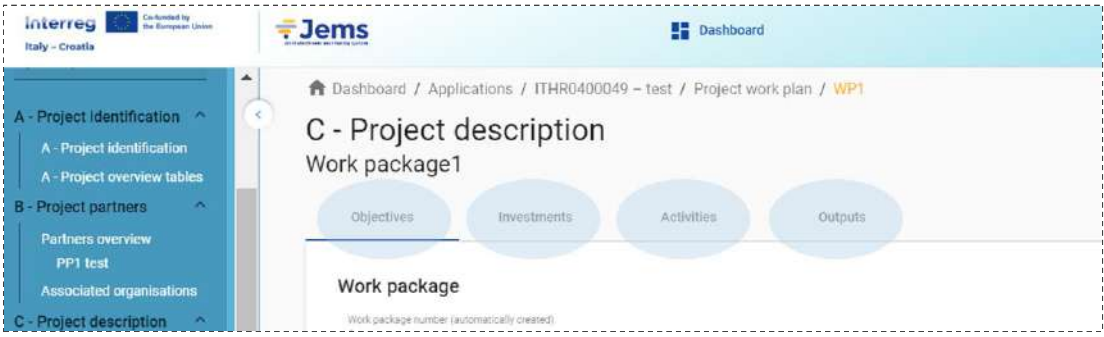
Please before building the work plan carefully read the section "**Project generation"** of the *Programme Implementation Manual*.

Project communication activities: how to build them
To achieve a specific project objective, partners may need to achieve one or more communication objectives.
Example: to limit pollution in a city (project specific objective), they may need to: 1. Convince commuters to take the bus instead of their private car (communication objective 1); 2. Convince local politicians about putting in place specific measures to reduce car traffic in the city centre (objective 2), etc. These two examples of communication objectives require different communication activities and therefore need to be specified in the AF.

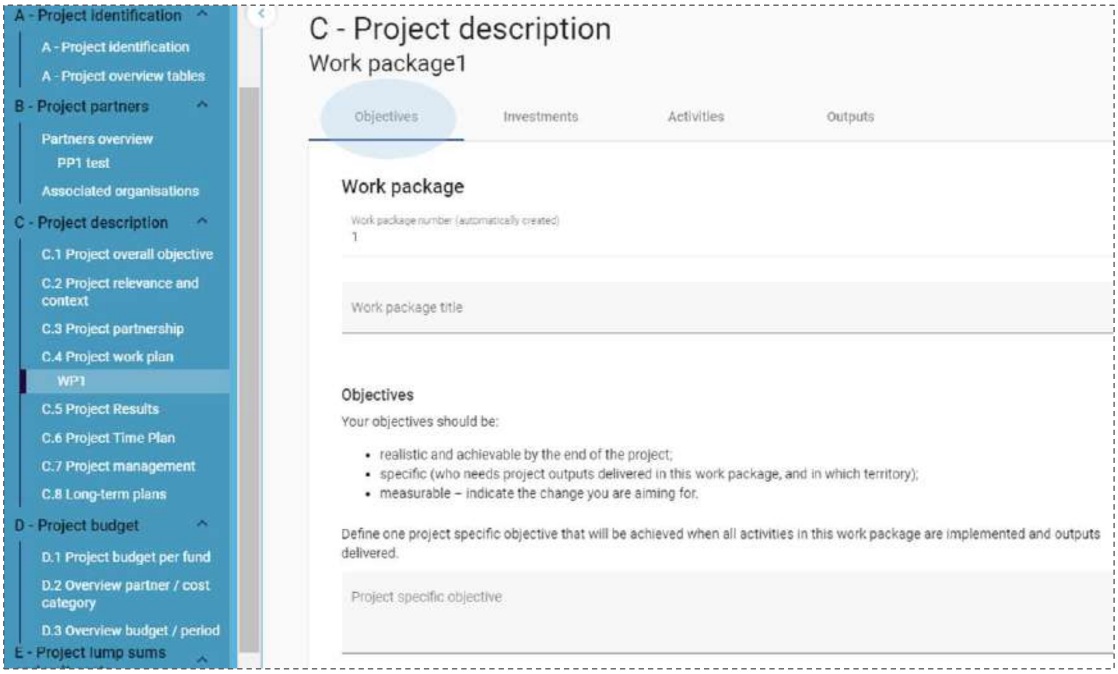
- Because projects are different it needs to be possible for applicants to include zero, one or more communication objectives per work package depending on what is relevant for their project. Every project must have at least one communication objective, but the applicant will decide in which work packages they are needed.
- Define one project specific objective that will be achieved when all activities in this work package are implemented, and outputs delivered.
- Then think about the communication objective that will contribute to the achievement of the specific objective. Communication objectives aim at changes in a target audience's behaviour, knowledge or belief.

C.4.1 Work package 1
Each WP is structured in the following sections:

- Objectives
- Investments
- Activities
- Outputs

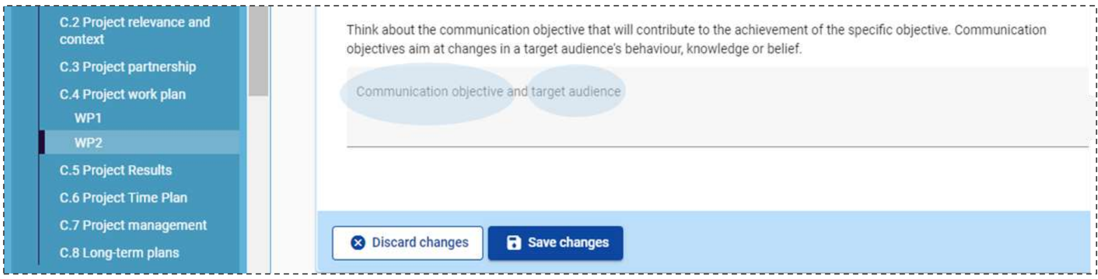


~ Objectives



Describe per each work package the project and, if applicable, communication objectives.
Your objectives should be:

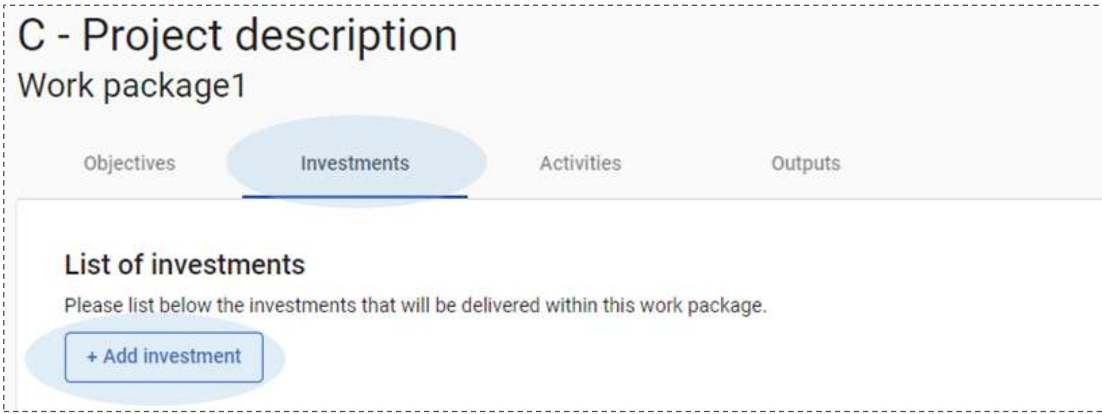
- realistic and achievable by the end of the project;
- specific (who needs project outputs delivered in this work package, and in which territory);
- measurable, indicate the change you are aiming for.



Remember to include communication objectives and target if applicable.

~ Investments

In this part, please create the investments that will be delivered within this work package.
To create a new investment, click “**Add investment**”.



/!\ POINT OF ATTENTION:

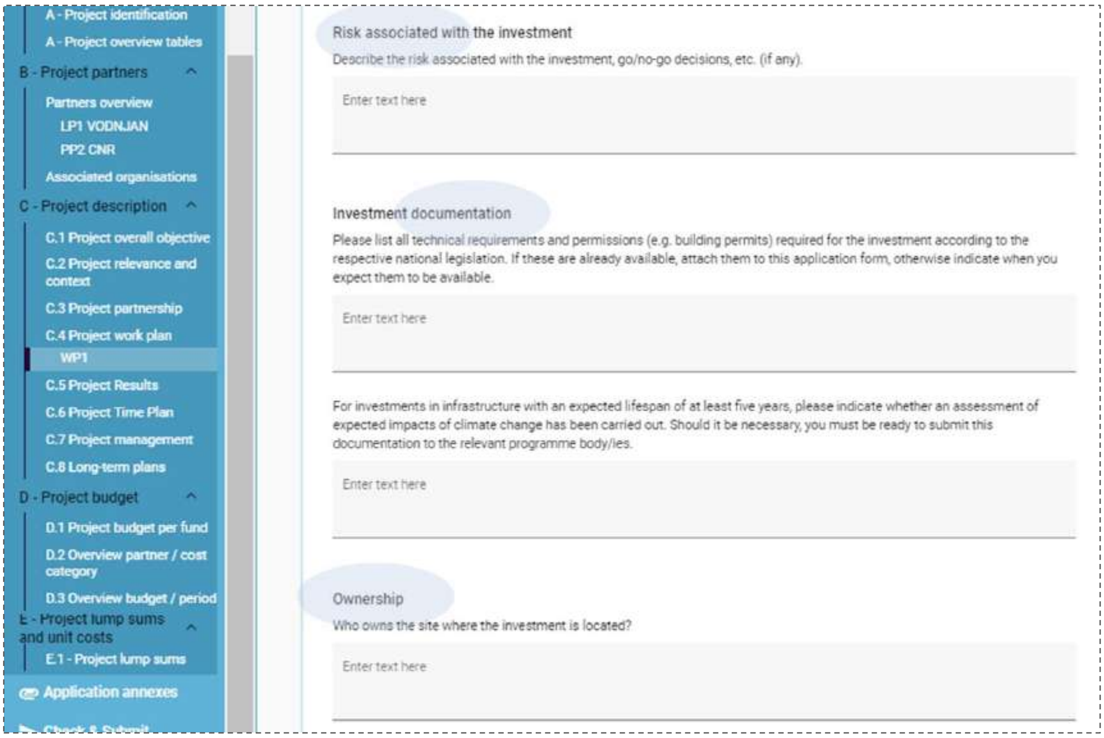
- **This section is not applicable to the Small-scale projects**.
- If a Standard project does not foresee this entry in the WP/s, it is requested **not to select the button “+Add Investment” or enter any text** in the corresponding fields to allow the correct outcome of the automatic check run by Jems.

For the definition of “**investment**”, please refer to the *Programme Implementation Manual*.

By clicking on a listed investment, a page with all the details of that investment will open.

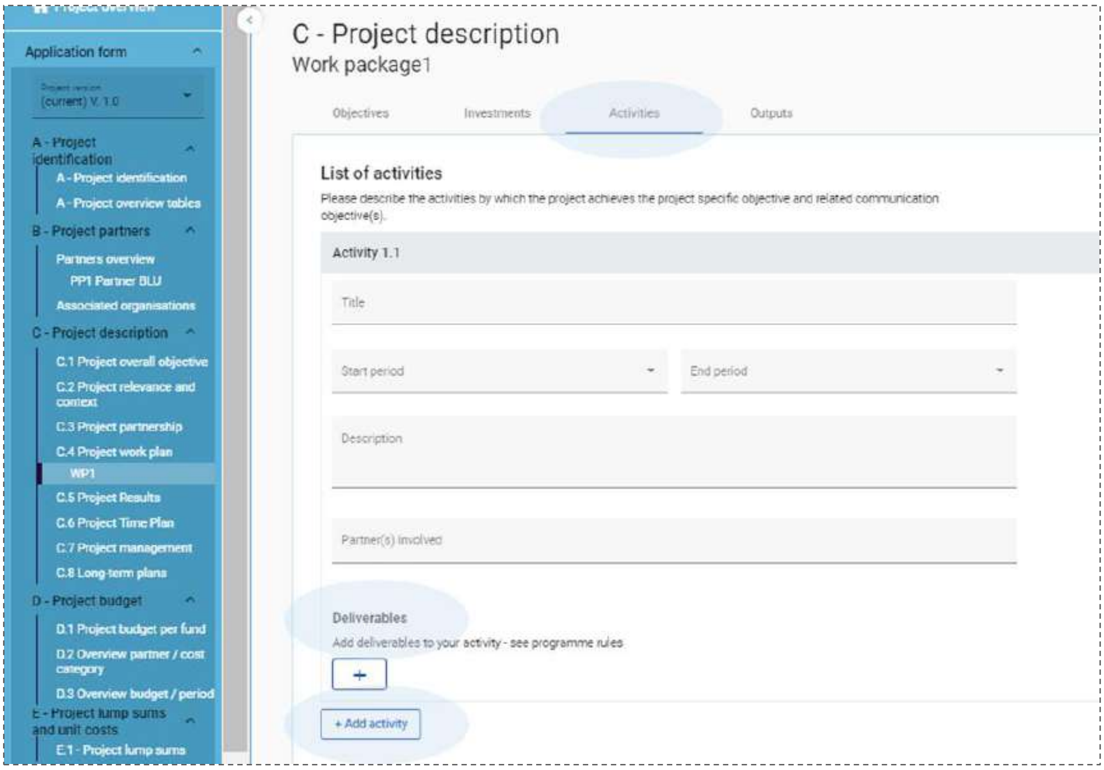
Please note that NUTS2 and NUTS3 sections will open only once the field country is filled in.

- In the field "**Risk associated to the investment**" of the AF, the applicant is invited to specify possible positive or negative environmental effects related to the investment. In case of environmental risks, please describe the mitigation and monitoring measures foreseen.
- Concerning the **"Investment documentation"** fields, remember that the building permits necessary for the investments shall be uploaded as annexes only if available at the time of application submission. Applicants are invited to list the documentation not yet available, **indicating the precise dates when each item on the list will be provided**.
- Concerning the "**Ownership"** fields, specify who owns the site where the investment is located, i.e., the partner in charge of its realisation or a different owner. If the investment is an infrastructure investment, please specify how financial sustainability will be ensured, also through its commercial exploitation and revenue-generating activities.



~ Activities

In this part, activities can be created within a specific work package. To create a new activity, click "**Add activity**". They are automatically numbered.



Activities are the main implementation steps necessary for achieving the project specific and communication objectives of a work package. It is recommended to limit the number of activities per work package when the complexity of the work package allows it.
Projects have to link closely communication activities to thematic activities.

For workplan activities which include **communication activities**, please describe those communication activities in the column "Description" of the workplan activities.

Project partners' involvement in each activity should be clearly described in the activity description.

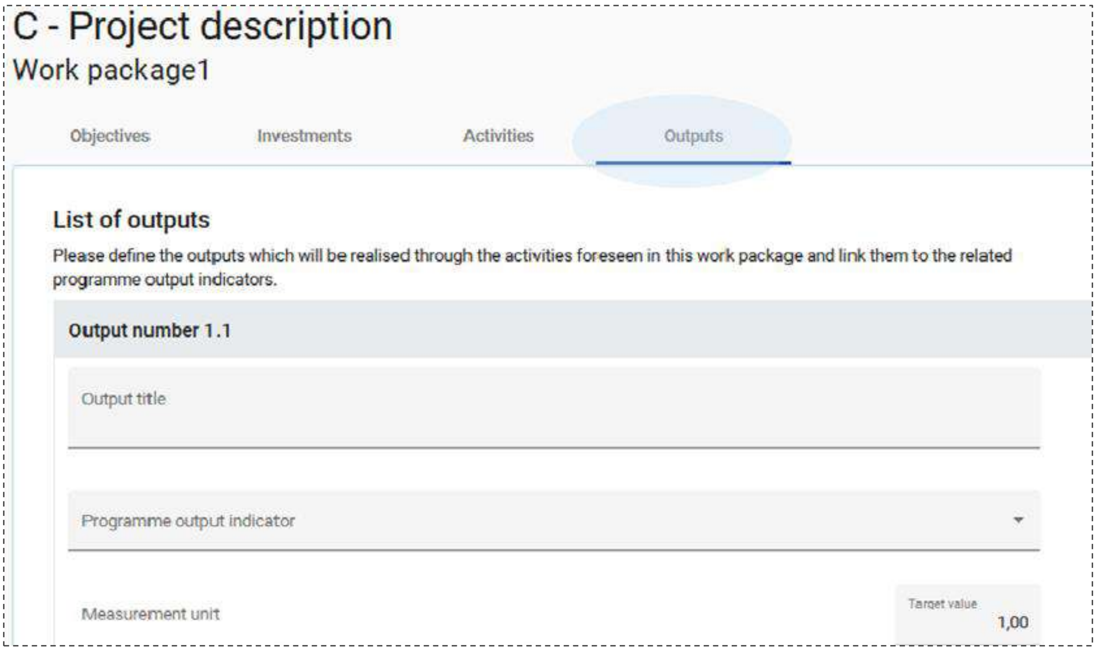
Deliverables

- A deliverable presents, in an aggregated form, the outcomes of intermediate (smaller) steps of a certain activity and has to be sufficiently comprehensive. Deliverables should not merely describe the progress of an activity but document its outcome. In order to document the implementation of activities, **at least one deliverable per activity should be defined.** If activities are more complex or stretch over a longer period of time, more than one deliverable could be foreseen, preferably after the finalisation of important parts of such activity.

- In order to keep the work plan manageable and to allow a certain flexibility, it is **recommended to limit the total number of deliverables per activity**, also keeping in mind that reporting and monitoring of project implementation will be based on the deliverables foreseen in the Application Form.
- For each activity one or more deliverables can be created, by clicking "**+**". Deliverables are automatically numbered.

~ Outputs

In this part, outputs can be created within a specific work package. To create a new output, click "**Add output**". Outputs are automatically numbered.



The applicant should insert the **relevant information per each project output contributing directly to Programme output Indicators**.
It is recommended to carefully read the *Programme Intervention Logic document*, which provides guidance on the Programme indicator system.

Once the Programme output indicator is chosen by the user, the measurement unit is automatically filled in. The Target value is by default 1 and can be increased by the applicant.

/!\ **POINT OF ATTENTION:**
Please remember that: ● Each **Standard project** must contribute to **at least two (2) output indicators** among all Programme output indicators. ● Each **Small-scale project** must contribute to **at least one (1) of the following indicators** and are free to choose additional Programme output indicators: ✓ SO 2.2: RCO 85 / RCO 115 ✓ SO 4.1: RCO 81 ✓ SO 5.1: RCO 86 / RCO 87

The descriptions of the types of actions and indicators are provided in the *Programme Intervention Logic document*.

This section can only be completed, if in section "A- Project Identification" the following fields are filled:

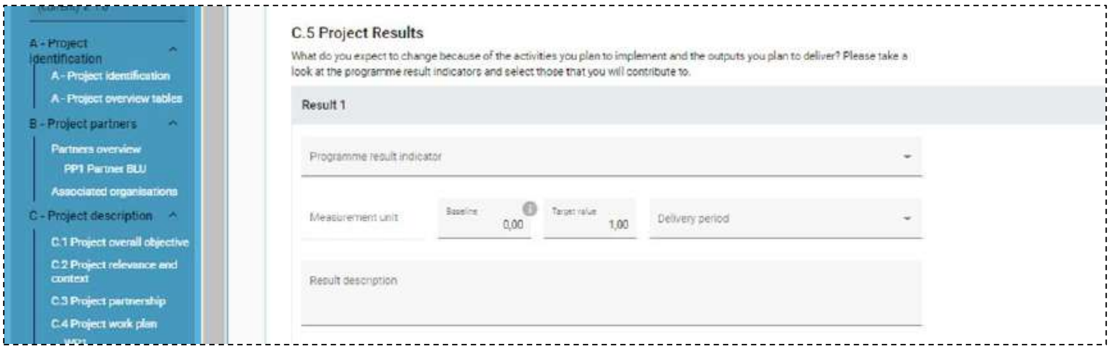
- Project duration
- The Programme Priority Specific objective

C.4.2 Work package 2

Repeat of the whole section C.4.1

/!\ **POINT OF ATTENTION:**
For **Standard** projects please add more WPs as necessary (up to **5**).

C.5 Project results



Projects have to **describe their contribution to the chosen Programme result indicators** linked to the Programme specific objective. To this end, it is important to refer to the *Programme Intervention Logic document*.
Please note that the selected result indicators **need to be consistent with the output indicators defined for the WPs**. Special attention should be given to the logical correspondence between output and result indicators.

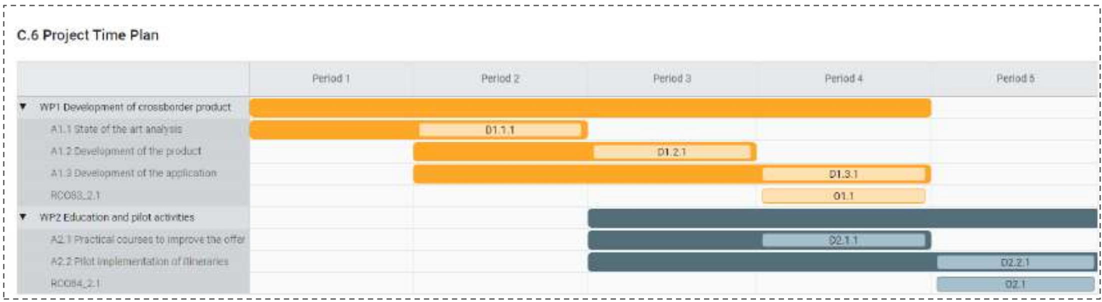
> Example: if a project plans to develop an output classified under "Strategies and action plans", this should be captured by the related output indicator "Strategies and action plans jointly developed" and then linked to the result indicator "Joint strategies and action plans taken up by organisations". Targets should then be quantified.

In this part, Project Results can be created. To create a new project results, click "**Add result**". Results are automatically numbered. Once the Programme Result Indicator is chosen by the user, the measurement unit and baseline are automatically filled in. The Target value is by default 1 and can be increased by the applicant.

This section can only be completed, if in section "A- Project Identification" the following fields are filled:
- Project duration
- The Programme Priority Specific objective.

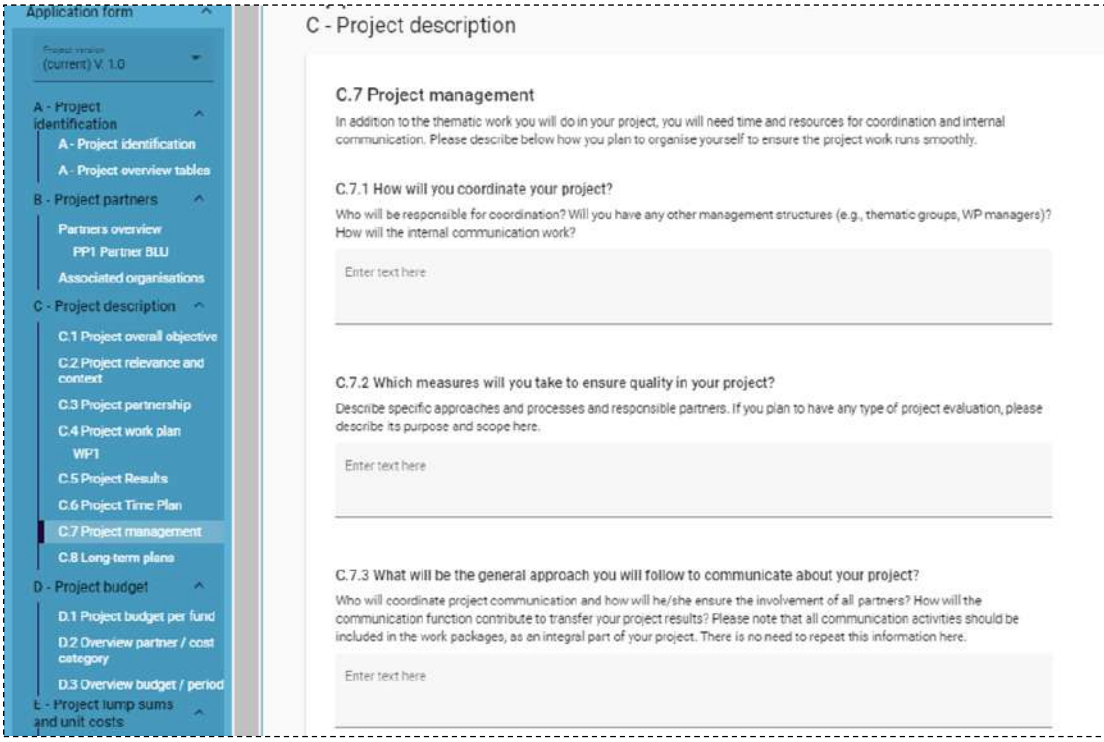
C.6 Time plan

The project time plan is automatically generated.



> **/!\ POINT OF ATTENTION:**
>
> The time plan is displayed **only** if Project duration (Section A1) is filled in and periods have been defined for each item.

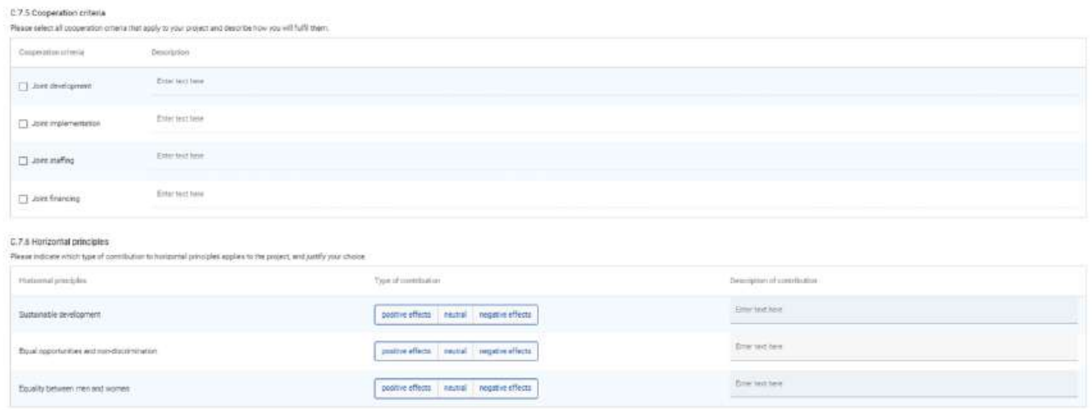
C.7 Project management



The purpose of this section is to highlight **how the partnership envisages the implementation of the project**, taking into consideration the time and resources needed for coordination and administrative requirements.

- In order to demonstrate qualitative **project management** planning, sub-section **C.7.2.** should include the description of the set-up and functioning of management structures that guarantee the proper implementation of the project (such as Steering Committee, PMU), but also the provision of a risks management plan including mitigation measures to address possible project's modifications, and an evaluation plan taking into account project’s monitoring and assessment to determine its success and effectiveness
- Sub-section **C.7.3** about the **communication** in the project management section should not contain additional communication activities which should all be in the thematic work packages. Its main purpose is to raise awareness about the importance of communication and in particular:
  - ✓ to provide a summary of the communication approach across the project, including how the communication function is used to transfer project results.

- ✓ to give a strong signal to applicants that they need to use communication as a key tool in their project.
- ✓ to give a strong signal to applicants that communication is a responsibility of all partners and needs to be done in a coordinated and consistent manner.


C.7.5 Cooperation criteria

Please select all cooperation criteria that apply to your project and describe how you will fulfil them.

Cooperation criteria	Description
☐ Joint development	Enter text here
☐ Joint implementation	Enter text here
☐ Joint staffing	Enter text here
☐ Joint financing	Enter text here

C.7.6 Horizontal principles

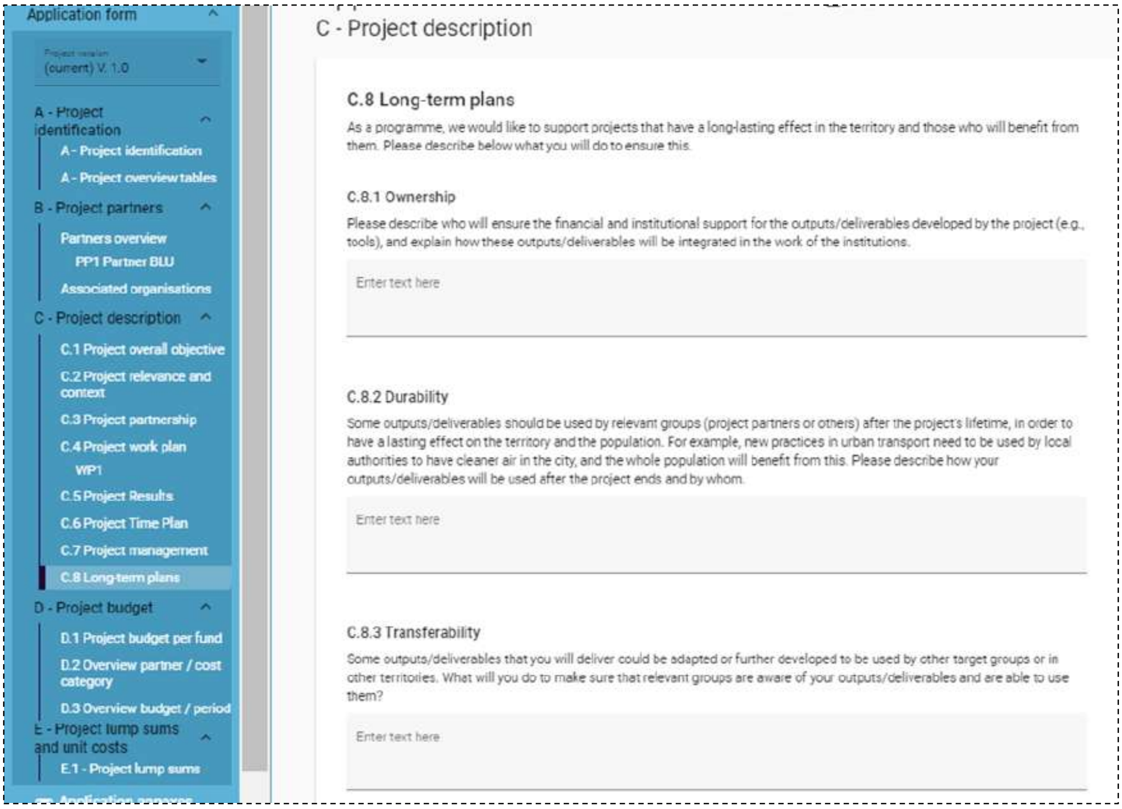
Please indicate which type of contribution to horizontal principles applies to the project, and justify your choice

Horizontal principles	Type of contribution	Description of contribution
Sustainable development	positive effects / neutral / negative effects	Enter text here
Equal opportunities and non-discrimination	positive effects / neutral / negative effects	Enter text here
Equality between men and women	positive effects / neutral / negative effects	Enter text here

/!\ POINT OF ATTENTION:

Concerning the project's contribution to the **cooperation criteria** as foreseen in the Regulation (EU) No 1059/2021 and **horizontal principles**, set in the Regulation (EU) 2021/1060 and TFEU, respectively sub-sections **C.7.5.** and **C.7.6.**, please carefully read the related part in the *Programme Implementation Manual*, before completing the fields.

C.8 Long-term plans



The **durability** and **sustainability** of project outputs and results, as well as their **ownership** are important success factors of a project. Please describe the sustainability provisions you have foreseen beyond the project end by referring to the specific outputs and results.

The project needs to take into account for the durability of outputs and results three dimensions of sustainability:

- Financial sustainability: i.e. the financing of follow-up activities and investments, leverage of funds, resources for covering future operating and maintenance costs, etc.;
- Institutional sustainability: i.e., the "ownership" of project outputs and results that ensures that these will stay in place after the project end;
- Political sustainability: i.e., the structural impact of project outputs and results, such as improved policies, legislation, plans, codes of conduct, methods, etc.

Transferability means the degree to which project outputs and results can be tailored to facilitate their take-up by new target groups or rolled out in other territories beyond the partnership. Outputs and results as well as related knowledge that will be created in the project should be easily applicable, transferable and usable in other organisations, regions, and countries outside the partnership.

/!\ POINT OF ATTENTION:

- In this perspective, **only with reference to Standard projects**, the Programme expects a key role to be played by the **Associated Partners**, as fundamental actors in promoting a **capitalisation** process that can allow the effective transferability of the outputs / deliverables that can be adapted to other target groups or other territories. Therefore, if the Standard project foresees the participation of the Associated Partners, applicants are invited to clearly describe how their participation can contribute to the effective transferability and possible reuse of the results. For further details on the role of Associated Partners please refer to the *Call Announcement* and *Programme Capitalisation Plan*.
- **Involvement of the Associated partners is not foreseen for Small-scale projects.**

Part D – Project budget

D.1 Project budget per co-financing source (fund) – breakdown per partner

Automatically filled in according to information filled in into the project partner budget

D.2 Project budget - overview per partner / per cost category

Automatically filled in according to information filled in into the project partner budget. The table shows the cost categories as well as the budget covering multiple cost categories, namely flat rate for Other costs and Lump sums.

D.3.1 Project budget - overview per partner / per period

Automatically filled in according to information filled in into the project partner budget

D.3.2 Project budget - overview per fund / period

Automatically filled in according to information filled in into the project partner budget

Part E – Project lump sums

E.1 Project Lump sum

The lump sums can be chosen from the dropdown list. The applicable lump sums can be allocated to one or more project partners.

The Programme foresees:

Lump Sum option for project **preparation costs**

- For Standard project = 17.000 Euro per project
- For Small-scale project = 2.300 Euro per project

Lump Sum option for project **closure costs**

- For both project typologies = 2.000 Euro per partner

In this table define the project lump sums.

Project lump sums table

In this table you can define your project lump sums. Please choose the applicable lump sums from the dropdown and allocate the lump sum cost to project partner(s).

Programme lump sum	Period	Split up	Costs	LP1	PP2	Sum	Gap	Description
Preparation ...	Period 1, ...	Yes	17.000,00	8.000,00	9.000,00	17.000,00	0,00	Preparation cost Standard call
Closure cost...	Period 5, ...	No	2.000,00	2.000,00	0,00	2.000,00	0,00	
				10.000,00	9.000,00			

+

To include these costs, please add a row in “Project Lump Sum table” choosing the option “Preparation costs” or “Closure costs” in the drop-down menu that will appear under the “Programme Lumps sum” column.

The preparation costs must be split by partners in the only one row that will be created, while for the closure costs as many rows as there are project partners must be created.

Check and Submission of the AF

Pre-submission checks

In this section it is possible to run an automatic check of all data inserted in the Application Form. Pre-submission checks include verification of compulsory fields.

> Each Application form requires a successful pre-submission check of content before it can be submitted. **Before submitting** the Application Form, the **pre-submission-check needs to be valid and the signed Application form must be uploaded in the "Application Attachments" section**

To access this section, scroll to the bottom of the left-hand menu and select "**Check & Submit**".

The check will provide you with an overview of all missing or inconsistent data for each active section of the AF. The results of the check are shown in an expandable tree. Click on ">"to unfold or collapse the single checks.

/!\ POINT OF ATTENTION:

- **Warning messages** do not block the submission of the AF.
- **Error messages** block the submission of the AF. Therefore, it is strongly recommended to run the pre-submission check already during filling in the

different sections of the AF and early enough before the deadline. Therefore, **do not wait until the very last minute since** you might run out of time for solving issues and keeping the deadline for project application submission.

- **Results do not update automatically**, thus run the check again after changes in the AF.

If the pre-submission check passed successfully, the **“Submit”** button will become active.

Download of project application

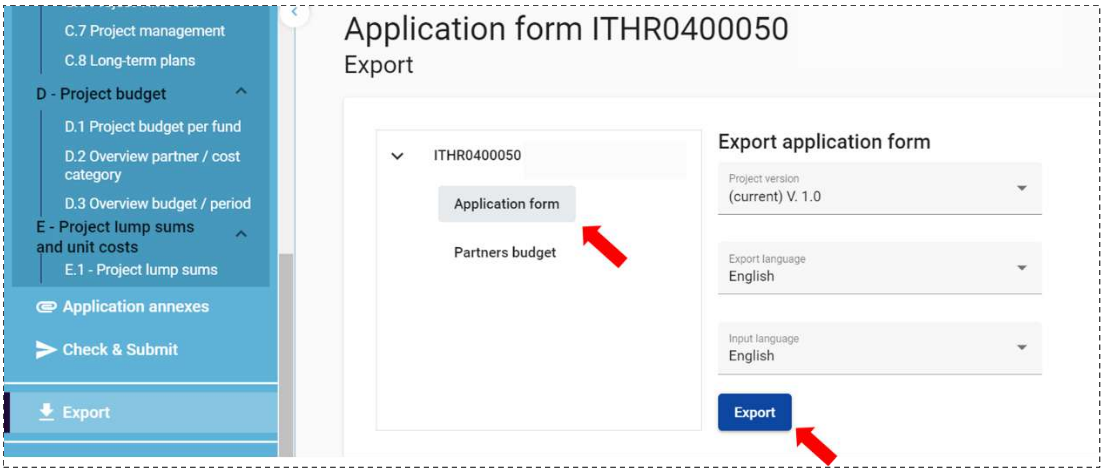
The LP is requested to download the Application Form **only** if the pre-submission checks are all valid. From the section “**Download of project application**” it is possible to export the project **Application Form** (.pdf), and **project budget tables** (.csv format). Select the relevant document from the list and click on “**Export**”.

To access this section, scroll to the bottom of the left-hand menu and select “**Export**”.

/!\ POINT OF ATTENTION:

The exported .csv file uses a comma separator. Budget figures have a dot as a decimal separator.

This section allows the user to export the application form (.pdf file) and partner budgets (.csv file).



How to sign the documents to be uploaded

For the documents that need to be signed before their uploading in JEMS, please considers that in case of :

- **Users with a Digital Signature:**
  - ~ Jems recognizes **only the pdf-Pades** format "Advanced Electronic Signatures". In the future the p7m-Cades format will be available.

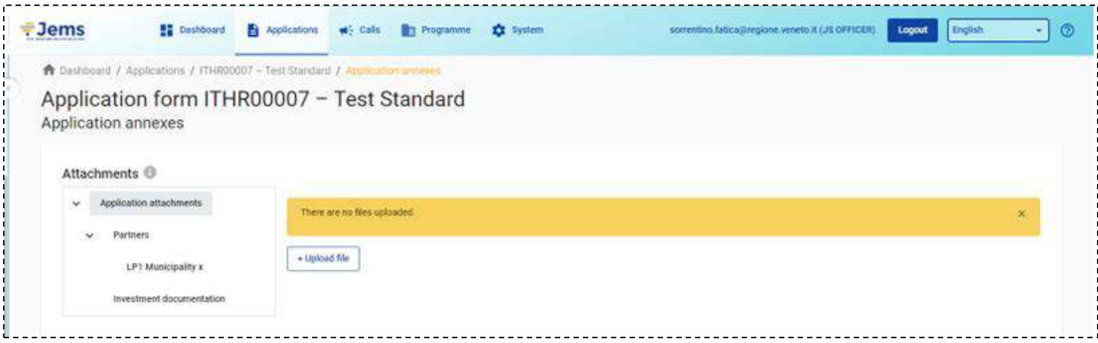
- **Users without a Digital Signature:**
  - ~ print and sign manually the relevant document **(AF, LP / PP / AP Declarations)** and then upload their scanned version.

/!\ POINT OF ATTENTION:
Remember that in this case it is necessary also to upload the **Identity Document (ID)** of the signatory.

Application annexes

From this section, at bottom of the left-hand menu, it is possible to **attach** external files including all mandatory attachments such as Lead Partner and Partners Declarations.

To upload a file, click on **"+ Upload file"**, the file will be uploaded in the "Application Attachments" by default.



To attach a signed Application Form, **first select the Application attachments** and then click "+Upload file".
To attach a file in connection with a specific partner, **first select the partner** and then click "+Upload file".
To attach a file in connection to investment, **first select the investment** and then click "+Upload file".

/!\ POINT OF ATTENTION:			
Annexes		Compulsory for the submission	Where to upload in Jems
1	Signed Application Form	Yes	Application Attachments section
2	Lead Partner Declaration	Yes	LP section
3	Project Partner Declarations	Yes	Respective PP section
4	Associated Partner Declarations	If applicable	Respective AP section
5	International organisations acting under the international law Declaration	If applicable	Respective PP/AP section
6	Investments documents (e.g., Building permits)	If applicable	Investment documentation section (if available)
7	Delegation Act	If applicable	Respective LP/PP/AP section
8	Identity Document (ID) of the signatory	Yes (if AF or any other document/s is/are manually signed)	Respective LP/PP/AP section
9	Bank reference letter	Yes (in case of Private Lead Applicant)	LP section

It is strongly recommended to insert a short description of the file to ease the overview of the attachments (edit functions are enabled through the icon yellow pencil). Attached documents can be also downloaded or deleted using the yellow icons until the project is submitted.

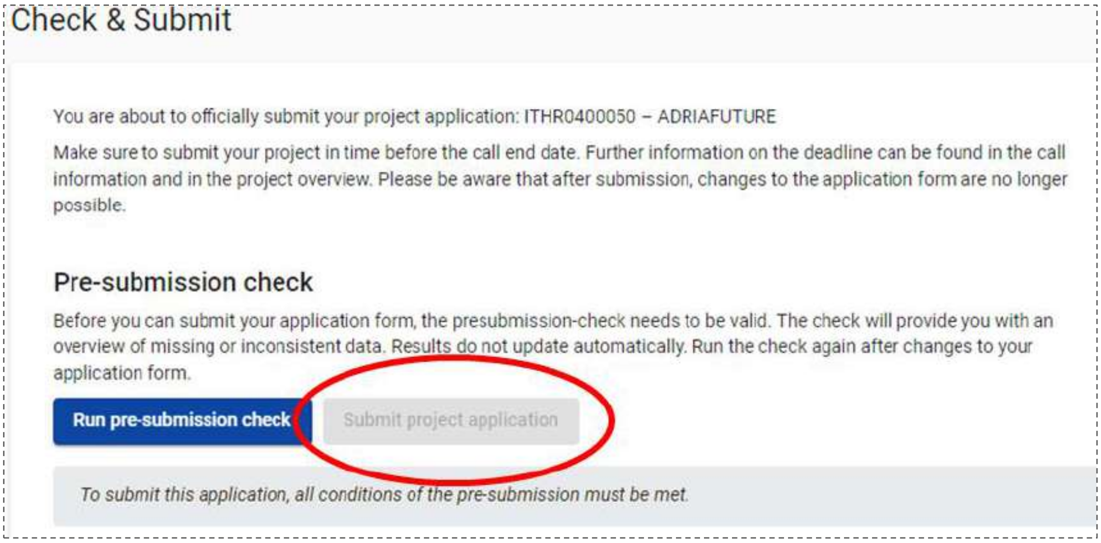
Although Jems supports a variety of file formats, .**pdf is preferred**. Please only upload necessary documents, **taking also into consideration the order** indicated in the above table

Be reminded that the production and uploading of a Delegation Act is compulsory **only in case the signatory of the AF is different from the legal representative**.

Submission of the application

Only after a positive running of the pre-submission checks, the uploading of the signed application and the uploading of all the other documents requested, it will be possible to submit the project application in this section. To access it, scroll to the bottom of the left-hand menu and select "**Check & Submit**".

If all checks are valid, the button "**Submit project application**" will become active. Remind that the uploading of the signed Application form is compulsory.



/!\ POINT OF ATTENTION:

- It is your responsibility to ensure that the data is correct according to the *Programme Implementation Manual* and the *Call Announcement*.
- Once the project application has been submitted, it will no longer be possible to modify it.
- As a confirmation that the application has been submitted, its status will change to **Submitted** on your list of Applications on the Dashboard.

Helpdesk and technical support

For any problems you might experience with the Jems platform, please contact the IT-HR Jems Helpdesk for assistance by using the following email address: **jems.italy-croatia@regione.veneto.it**.
To facilitate the handling of your requests, we invite you to communicate us the following elements (when relevant):

- project name
- project ID
- user account facing a problem (i.e., the email address used during the registration on Jems)

a screenshot and/or the alert message appearing on your screen.

Please consider that the technical support need time to respond, especially close to the call deadline, therefore applicant are requested to send their requests well in advance of the deadline. If the applicant's request is sent within 48 hours of the deadline, Jems Helpdesk cannot guarantee to respond by the time the call closes.

Annex 1 - Classification of type of partners and target groups

Nr	Main categories	Examples	Measurement unit
1	Local public authority	municipality, etc.	[number of organisations]
2	Regional public authority	regional council, etc.	[number of organisations]
3	National public authority	ministry, etc.	[number of organisations]
4	Sectoral agency	local or regional development agency, environmental agency, energy agency, employment agency, etc.	[number of organisations]
5	Infrastructure and (public) service provider	public transport, utility company (water supply, electricity supply, sewage, gas, waste collection, etc.), airport, port, railway, etc.	[number of organisations]
6	Interest groups including NGOs	international organisation, trade union, foundation, charity, voluntary association, club, etc.	[number of organisations]
7	Higher education and research organisations	university faculty, college, research institution, RTD facility, research cluster, etc.	[number of organisations]
8	Education/training centre and school	primary, secondary, pre-school, vocational training, etc.	[number of organisations]
9	Enterprise, except SME		[number of enterprises]
10	SME	micro, small, medium	[number of SME]
11	Business support organisation	chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc.	[number of organisations]
12	EGTC		[number of organisations]
13	International organisation, EEIG	under national law, under international law	[number of organisations]
14	General public[1]		[number of people]
15	Hospitals and medical centres		[number of organisations]
16	Other		

[1] Relevant only for target groups.