

Interreg



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Italy – Croatia

INTERREG ITALY-CROATIA PROGRAMME 2021 – 2027

Off-line Application form template for Small-scale projects

1st Call for Proposals

(Version 1.0 – 17th November 2022)

PART A – Project identification

A.1 Project identification

Project ID

*Automatically generated according to programme rules
in their monitoring system*

Project acronym

Enter acronym here

Project title

Enter title here

Project duration (nr. of months)

Enter a number

Programme priority

Select from drop-down

Programme priority specific objective

*Select from drop-down of objectives that belong to the
selected programme priority (links to Part C)*

A.2 Project summary

Please give a short overview of the project and describe:

- the common challenge of the programme area you are jointly tackling in your project;
- the overall objective of the project and the expected change 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/transnational/inter-regional approach is needed;
- what is new/original about the project.

In English language [2000 characters]

A.3 Project partner overview

Project partner overview is created automatically from Part B.

A.4 Project budget overview

Project budget overview is created automatically from Part D.

A.5 Project outputs and result overview

Project outputs and result overview is created automatically based on data from outputs and results tables in the C.4 Project work plan.



PART B – Project partners

This is the place where each partner enters information about their organisation, starting with the LP. All sections need to be repeated for all partners.

B.0 Partner overview

Automatically generated list after entering the information for each partner organisation.

B.1 Project partner 1

B.1.1 Partner identity

Partner role in the project	<i>Drop-down list: lead partner, project partner</i>
Abbreviated name of organisation	<i>Enter here (max 15 characters)</i>
Name of organisation in original language*	<i>Enter here (max 100 characters)</i>
Name of organisation in English	<i>If existing, using the official translation (max 100 characters)</i>
Department /unit / division	<i>If applicable, enter here (max 250 characters)</i>

Legal and financial information

Type of partner	<i>Drop-down pre-defined list (see Annex 1 – Type of partner and target group classification)</i>
Subtype of partner	<i>Drop-down pre-defined list – only to be filled in by enterprises</i>
Legal status	<i>Drop-down pre-defined list</i>
Sector of activity at NACE group level	<i>Enter here</i>
VAT number*	<i>Enter here</i>
Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project?*	<i>Drop-down list: yes/no/partly</i>
Other identifier number	<i>Enter Tax number here</i>
Other identifier description	<i>Enter Certified e-mail address (PEC)</i>
PIC (from EC Participant Register)	<i>Enter here</i>

B.1.2 Partner main address

Country*	<i>Drop-down</i>
Region (Nuts 2)	Nuts 3



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Drop-down

Drop-down

Street*
(max 50 characters)

House number*
(max 20 characters)

Postal code*
(max 20 characters)

City*
(max 50 characters)

Homepage

(max 250 characters)

B.1.4 Legal representative

Title
Drop-down list (for
example: Mr, Mrs, Dr, etc.)

First name*
Enter here (max 50
characters)

Last name*
Enter here (max 50 characters)

B.1.5 Contact person

Title
Drop-down list: Mr,
Mrs, Dr, etc.

First name*
Enter here (max 50 characters)

Last name*
Enter here (max 50 characters)

E-mail address*
Enter here (max 255 characters)

Telephone*
Enter here (max 25 characters)

B.1.6 Partner motivation and contribution

Which of the organisation's thematic competences and experiences are relevant for the project?

Enter text here (max characters 2.000)

What is the role (contribution and main activities) of your organisation in the project?

Enter text here (max characters 2.000)

If applicable, describe the organisation's experience in participating in and/or managing EU co-financed projects or other international projects.

Enter text here (max characters 2.000)



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B.1.7 Partner budget

In this section, each partner shall define their own budget.

Partner budget overview

Automatically generated after entering the information about the organisations' budget.

Partner Budget Options

Section in which the budget options per each organisation are defined

Partner budget

Section in which the budget of the organisations is defined

Partner lump sums

Automatically generated after entering the information in section E.1 - Project lump sums

Co-financing

Section in which the co-financing of the organisations is defined

State Aid criteria self-check

A. Is the partner involved in economic activities through the project?

Please answer the questions below. If "Yes", briefly explain.

State Aid question	Answer	Justification
1. Will the project applicant implement activities and/or offer goods/services for which a market exists?	Yes/No	Enter text here [max 1000 characters]
2. Are there activities/goods/services that could have been undertaken by an operator with the view of making profit (even if this is not the partner's intention)?	Yes/No	Enter text here [max 1000 characters]

B. Does the partner receive an undue advantage in the framework of the project?

Please answer the questions below. If "Yes", briefly explain.

State Aid question	Answer	Justification
1. Does the project applicant plan to carry out the economic activities on its own i.e. not to select an external service provider via public procurement procedures for example?	Yes/No	Enter text here [max 1000 characters]
2. Will the project applicant, any other operator not included in the project as a project partner or the target audience gain any benefits from its project economic activities, not received in the normal course of business (i.e. not received in the absence of funding granted through the project)?	Yes/No	Enter text here [max 1000 characters]

Result of State aid criteria self-check:

Yes/No Automatic (Yes, if there is positive answer for two criteria above)



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Additional field (*): State-aid relevant activities –
Please list here concerned activities, with reference (as
they appear in the work plan)

Additional field (*): GBER scheme / de minimis
Please select relevant scheme, if applicable

*Tick list - Multiply choice selection of project partner's WPs
activities numbers from C.4.-C.4.n tables*

*Drop down list GBER article and scheme number (programme
specific)/de minimis*

***fields visible only if there is positive answer for A risk of State aid in a project**

B.2 Project partner 2

All sections from B.1 repeat



PART C – Project description

This part is about the description of the whole project. The overall logic (the story) is:

- What do you want to achieve? The big dream/goal/aim which is the overall objective.
- Why is this needed and for whom?
- How does it fit into the bigger picture?
- How will you do it? Activities!
- What will be delivered? Outputs!
- What will change at the end? Results!

C.1 Project overall objective

Below, you can choose to which Programme priority specific objective your project will contribute to. Now think about your main objective – what do you aim to achieve by the end of your project? Remember your project needs to contribute to programme objective. Your objective should:

- be realistic and achievable by the end of the project, or shortly after;
- specify who needs project results and in which territory;
- be measurable – indicate the change you are aiming for.

Programme priority specific objective

(automatically inserted once it is selected in section A.1)

Project overall objective

Enter your project overall objective here (max 500 characters)

C.2 Project relevance and context

C.2.1 What are the common territorial challenge(s) that will be tackled by the project?

Please describe why your project is needed in the programme area and the relevance of your project for the programme area, in terms of common challenges and opportunities addressed.

Enter text here (max 5.000 characters)

C.2.2 How does the project tackle identified common challenges and/or opportunities and what is new about the approach the project takes?

Please describe new solutions that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime. Describe also in what way the approach goes beyond existing practice in the sector/programme area/participating countries.

Enter text here (max 5.000 characters)

C.2.3 Why is cross-border/transnational/inter-regional cooperation needed to achieve project objectives and results?



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Please explain why the project objectives cannot be efficiently reached acting only on a national/regional/local level and/or describe what benefits the project partners/target groups/ project area/programme area gain in taking a cross-border/transnational/inter-regional approach.

Enter text here (max 5.000 characters)

C.2.4 Who will benefit from your project outputs?

In the first column of each row, please select one of the pre-defined target groups from the drop-down list. In the second column explain in more detail exactly who will benefit from your project. For example, if you choose the category *education*, you need to explain which specific schools or groups of schools and in which territory.

Target group	Specification
Select from drop-down	Enter text (max 2.000 characters)
Select from drop-down	Enter text (max 2.000 characters)
Select from drop-down	Enter text (max 2.000 characters)

C.2.5 How does the project contribute to wider strategies and policies?

Please indicate to which strategies and policies your project will contribute. Then describe in what way you will contribute.

Strategy	Contribution
EUSAIR <input type="checkbox"/>	Enter text (max 2.000 characters)
European Green Deal <input type="checkbox"/>	Enter text (max 2.000 characters)
Other strategy (copy this row for other strategies) <input type="checkbox"/>	Enter text (max 2.000 characters)

C.2.6 Which synergies with past or current EU and other projects or initiatives will the project make use of?

Project or initiative	Synergies
Enter title	Enter text (max 2.000 characters)
Enter title (copy this row for other projects or initiatives)	Enter text (max 2.000 characters)

C.2.7 How does the project build on available knowledge?

Please describe the experiences/lessons learned that the project draws on, and other available knowledge the project capitalises on.

Enter text here (max 5.000 characters)



C.3 Project partnership

Describe the structure of your partnership and explain why these partners are needed to implement the project and to achieve project objectives. What is the contribution of each partner to the project?

Enter text here (max 5.000 characters)

C.4 Project work plan

Purpose and logic:

- Each project specific objective has a work plan (work package). Applicants can define more than one specific objective. This means that the project will have as many work packages as it will have specific objectives defined.
- Only thematic work packages will be used. WP Project management is not a work package anymore – instead questions about how the project will be managed are in C.7. Communication activities also don't have a separate WP – instead they are embedded in the thematic work packages.

C.4.1 Work package 1

Objectives

Purpose and logic:

- To achieve a specific project objective, partners may need to achieve one or more communication objectives. For 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.

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.

Work package title

Enter the title here (max 100 characters)

Work package number

Automatically generated

Project specific objective 1

Enter project specific objective here (max 250 characters)



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Communication objective(s) and target audience

If applicable for this work package, enter communication objective here (max 500 characters)

Activities

Purpose and logic:

- Activities are the main implementation steps necessary for achieving the project specific objectives, as well as communication objectives, of a work package. The project needs to describe how the activities suggested are needed for the delivery of outputs listed in a specific work package. Projects also must plan and closely link communication activities to thematic activities.
- It is recommended to limit the number of activities per work package. However, this depends on the complexity of each work package, such as the number and type of deliverables to be produced.
- Project partners' involvement in each activity should be described in the activity description.
- In order to document the implementation of activities, at least one deliverable per activity should be defined. A deliverable should thus present, in an aggregated form, the outcomes of intermediate (smaller) steps of a certain activity and must be sufficiently comprehensive. Deliverables should not merely describe the progress of an activity but document its outcome.

Describe the activities by which the project achieves the above project specific objective and related communication objective(s), if applicable.

Ac Nr.	Activity title	Start period	End period	Activity description	Partner(s) involved
A 1.1	<i>Enter text (max 200 characters)</i>	<i>Select the period from drop-down</i>	<i>Select the period from drop-down</i>	<i>Enter text (max 1.000 characters)</i>	<i>Select relevant partner(s) from all project partners</i>
A 1.2	<i>Enter text (max 200 characters)</i>	<i>Select the period from drop-down</i>	<i>Select the period from drop-down</i>	<i>Enter text (max 1.000 characters)</i>	<i>Select relevant partner(s) from all project partners</i>
A 1.3	<i>Enter text (max 200 characters)</i>	<i>Select the period from drop-down</i>	<i>Select the period from drop-down</i>	<i>Enter text (max 1.000 characters)</i>	<i>Select relevant partner(s) from all project partners</i>
A 1.4	<i>Enter text (max 200 characters)</i>	<i>Select the period from drop-down</i>	<i>Select the period from drop-down</i>	<i>Enter text (max 1.000 characters)</i>	<i>Select relevant partner(s) from all project partners</i>
A 1.5	<i>Enter text (max 200 characters)</i>	<i>Select the period from drop-down</i>	<i>Select the period from drop-down</i>	<i>Enter text (max 1.000 characters)</i>	<i>Select relevant partner(s) from all project partners</i>

Add deliverables to each activity.

Del Nr.	Deliverable title	Deliverable description	Delivery period
D 1.1.1	<i>Enter text (max 100 characters)</i>	<i>Enter text (max 300 characters)</i>	<i>Select the period from drop-down</i>



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Outputs

Purpose and logic:

- There is only one output table in each work package. It is for outputs that contribute directly to programme output indicators, i.e., have the same measurement unit and can be aggregated on project and programme level.

Based on the activities you need to implement to achieve the specific objective in this work package, please list below the outputs that will be delivered during the implementation.

Output Nr.	Output title	Programme output indicator	Measurement unit	Output target value	Delivery period	Output description
OI 1.1	Enter text (max 200 characters)	Choose from the drop-down list	Automatic	Enter the number	Drop-down	Enter text – max 500 characters
OI 1.2	Enter text (max 200 characters)	Choose from the drop-down list	Automatic	Enter the number	Drop-down	Enter text – max 500 characters
OI 1.3	Enter text (max 200 characters)	Choose from the drop-down list	Automatic	Enter the number	Drop-down	Enter text – max 500 characters

C.4.2 Work package 2

Repeat of the whole section C.4.1

C.5 Project results

Purpose and logic:

- Projects must describe their contribution to the chosen Programme result indicators
- Please note that the selected result indicators need to be consistent with the outputs and related output indicators defined for the work packages. Special attention should be given to the logical correspondence between output and result indicators.

What do you expect to change because of the activities you plan to implement and the outputs you plan to deliver? Please take a look at the programme result indicators and select those that you will contribute to.

Result Nr.	Programme result indicator	Measurement unit	Result indicator target value	Delivery period	Result description
RI 1	Choose from the drop-down list	Automatic	Enter the number	Drop-down	Describe in more detail the change expected (max 1.000 characters)



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RI 2	Choose from the drop-down list	Automatic	Enter number	the Drop-down	Describe in more detail the change expected (max 1.000 characters)
RI 3	Choose from the drop-down list	Automatic	Enter number	the Drop-down	Describe in more detail the change expected (max 1.000 characters)

C.6 Time plan

Time plan is an overview table that is automatically generated from the thematic work packages.

C.7 Project management

Purpose and logic:

- The purpose of this section is to find out how the partnership envisages the implementation of the project, taking into consideration the time and resources needed for coordination and administrative requirements
- Question C.7.3 about the communication in the project management section should not contain additional communication activities which should all be in the work packages. Its main purpose is to raise awareness about the importance of communication. To be more specific, its aims are:
 - 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.

In addition to the thematic work you will do in your project, you will need time and resources for coordination and internal communication. Please describe below how you plan to organise yourself to ensure the project work runs smoothly.

C.7.1 How will you coordinate your project?

Who will be responsible for coordination? Will you have any other management structures (e.g., thematic groups, WP managers)? How will the internal communication work?

Enter text here (max 5.000 characters)

C.7.2 Which measures will you take to ensure quality in your project?

Describe specific approaches and processes and responsible partners. If you plan to have any type of project evaluation, please describe its purpose and scope here.

Enter text here (max 5.000 characters)

C.7.3 What will be the general approach you will follow to communicate about your project?

Who will coordinate project communication and how will he/she ensure the involvement of all partners? How will the communication function contribute to transferring of your project results? Please note that all communication



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activities should be included in the work packages, as an integral part of your project. There is no need to repeat this information here.

Enter text here (max 5.000 characters)

C.7.4 How do you foresee the financial management of the project and reporting procedures for activities and budget (within the partnership and towards the programme)?

Define responsibilities, deadlines in financial flows, reporting flows, project related transfers, reclaims, etc.

Enter text here (max 5.000 characters)

C.7.5 Cooperation criteria - Please select all cooperation criteria that apply to your project and describe how you will fulfil them.

Cooperation criteria

- Joint Development ☐
- Joint Implementation ☐
- Joint Staffing ☐
- Joint Financing ☐

Description

Enter text here (max 2.000 characters)

Enter text here (max 2.000 characters)

Enter text here (max 2.000 characters)

Enter text here (max 2.000 characters)

C.7.6 Horizontal principles - Please indicate which type of contribution to horizontal principles applies to the project and justify your choice.

Horizontal principles

Sustainable development

Equal opportunities and non-discrimination

Equality between men and women

Type of contribution

Drop-down list: neutral, positive effects, negative effects

Drop-down list: neutral, positive effects, negative effects

Drop-down list: neutral, positive effects, negative effects

Description of the contribution

Enter text here (max 2.000 characters)

Enter text here (max 2.000 characters)

Enter text here (max 2.000 characters)

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. If applicable, the applicant is invited to clearly describe how the participation of the associated partners can contribute to the effective transferability of outputs / deliverables

C.8.1 Ownership - Please describe who will ensure the financial and institutional support for outputs/deliverables developed by the project (e.g., tools), and explain how these outputs/deliverables will be integrated in the work of partner organisations.

Enter text here (max 5.000 characters)



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C.8.2 Durability - Some outputs/deliverables should be used by relevant groups (project partners or others) after the project's lifetime, in order to have a lasting effect on the territory and the population. For example, new practices in urban transport need to be used by local authorities to have cleaner air in the city, and the whole population will benefit from this. Please describe how your outputs/deliverables will be used after the project ends and by whom.

Enter text here (max 5.000 characters)

C.8.3 Transferability - Some outputs/deliverables that you will deliver could be adapted or further developed to be used by other target groups or in other territories. What will you do to make sure that relevant groups are aware of your outputs/deliverables and are able to use them?

Enter text here (max 5.000 characters)



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.