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INTERREG ITALY-CROATIA PROGRAMME 2021 - 2027

Off-line Application Form Template for Capitalisation Projects

4th Call for Proposals

(Version 1.0 - 11 June 2026)

**CATCHING THE WAVES
OF COOPERATION**



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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 [25 characters]

Project title

Enter title here [200 characters]

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)*

/! POINT OF ATTENTION:

Programme priority available to Capitalization projects is **4**.**Specific objective** available to Capitalization projects is **4.1**.**Project duration** of a Capitalization project must be between **12 and 18 months**.

A.2 Project summary

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 main 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.

In English language [5000 characters]



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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.

/!\ POINT OF ATTENTION:

Each project must have only one Lead Partner and the **LP must be the first partner created in the AF.**

Total number of partners, including the LP, must be between three and eight, while at least one of them must be from Italy and one from Croatia.

B.1 Project Partner 1

B.1.1 Partner identity

Partner role in the project

Button to be selected: Partner, or Lead partner

Abbreviated name of organisation

Enter here (max 15 characters)

Name of organisation in original language

Enter here (max 250 characters)

Name of organisation in English

If existing, using the official translation (max 250 characters)

Department /unit / division

If applicable, enter here (max 250 characters)

Legal and financial information

Type of partner

Drop-down pre-defined list (see Annex 1 – Type of partner and target group classification)

Subtype of partner

Drop-down pre-defined list – only to be filled in by enterprises

Legal status

Drop-down pre-defined list

Sector of activity at NACE group level

Drop-down pre-defined list

VAT number

Enter here

Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project?

Button to be selected: yes/no/partly

Other identifier number

Enter Tax number here



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PIC (from EC Participant Register)*Enter Certified e-mail address (PEC)**Enter here***B.1.2 Partner address****Partner main address**

Country

Drop-down

Region (Nuts 2)

Drop-down

Nuts 3

Drop-down

Street

(max 50 characters)

House number

(max 20 characters)

Postal code

(max 20 characters)

City

(max 50 characters)

Homepage

*(max 250 characters)***Address of department / unit / division (if applicable)**

Country (Nuts 0)

Drop-down

Region (Nuts 2)

Drop-down

Nuts 3

Drop-down

Street

(max 50 characters)

House number

(max 20 characters)

Postal code

(max 20 characters)

City

*(max 50 characters)***B.1.4 Legal representative**

Tax number

*Enter legal representative's
personal tax number here*

First name

Enter here (max 50 characters)

Last name

*Enter here (max 50 characters)***⚠ POINT OF ATTENTION:**In the B.1.4 text boxes above, you must **always fill in information related to the Legal representative**, even if a Delegated person will sign the supporting documents.



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B.1.5 Contact person

Title

Enter here (max 25 characters), for example: 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

Do you possess the necessary competencies and experience needed to participate in the project?

Enter text here (max characters 3.000)

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

Enter text here (max characters 3.000)

B.1.7 Partner budget

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

!/\ POINT OF ATTENTION:

Minimum budget of each project partner in a Capitalization project must be at least 80.000,00 EUR ERDF.

Total project budget of a Capitalization project must be between 500.000,00 and 1.000.000,00 EUR ERDF.

Co-financing of each Capitalization project from ERDF is equal to 80% of the total budget.

Partner budget overview

Automatically generated after entering the information about the organisation's budget.

Partner Budget Options

Section in which the budget options per each organisation are defined.

Partner budget

Section in which the budget of the organisation is defined.

Partner lump sums





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

B.1.8 Partner Co-financing

Section in which the co-financing of the organisation is defined.

B.1.9 Partner State Aid

State Aid criteria self-check

A. Criterium I: Is the partner Involved In economic activities through the project?

Please consider questions below, answer Yes/No and briefly justify.

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 applicant's intention)?	Yes/No	Enter text here [max 1000 characters]

B. Criterium II: Does the partner receive an undue advantage In the framework of the project?

Please consider questions below, answer Yes/No and briefly justify.

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:

Additional field (*): State-aid relevant activities –

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

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





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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

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

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

B.1.10 Associated Organisation (if applicable to Project partner 1)

Name of organisation in original language

Enter here
(max 250 characters)

Name of organisation in English

If existing, use the official translation
(max 250 characters)

Partner

Select the Project Partner supported by this Associated Partner from the drop-down menu

Country (Nuts 0)

Drop-down

Region (Nuts 2)

Drop-down

Nuts 3

Drop-down

Street

(max 50 characters)

House number

(max 20 characters)

Postal code

(max 20 characters)

City

(max 50 characters)

Legal representative

Tax number

Enter legal representative's personal tax number here

First name

Enter here (max 50 characters)

Last name

Enter here (max 50 characters)

/!\ POINT OF ATTENTION:

In the text boxes related to the legal representative, you must **always fill in information related to the Legal representative**, even if a Delegated person will sign the supporting documents.





Contact person

Title

Enter here (max 25 characters), for example: 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)

Please describe the role of the Associated organisation

Enter text here (max 3.000 characters)

B.2 Project partner 2

Repeat all sections from B.1.

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 see the Programme priority specific objective your project will contribute to (chosen in section A.1.).

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)





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!A POINT OF ATTENTION:

Applicants are requested to indicate in the "Project overall objective" field also the **identification code of the output selected for capitalisation from another MMM Programme** (other than Interreg Italy-Croatia), as defined in the CODE column of the Joint list of MMM outputs (Annex 2 to the Call announcement).

In the same field, applicants shall **briefly explain how the selected output(s) will be capitalised in the project**, referring to one or more of the following steps, as defined in the Call Announcement:

- transfer,
- adaptation,
- testing and/or
- scaling-up.

Given the 500-character limit, applicants are invited to provide a **concise description focusing on the intended uptake and use of the selected output(s)** in the Italy-Croatia area. You will be able to **provide more details in your answers to other questions** in this section of the Application Form, such as, but not limited to, your answer to question C.2.7.

C.2 Project relevance and context

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

The applicant should demonstrate the real need for the project in respect to the identified challenges taking into consideration the challenges reported in the IP 2021-2027 (chapter 2. Priorities and in the Programme Intervention Logic document). In case a SO has more than one identified challenge it is not obligatory to target all of them. The focus should be on the quality and the effectiveness of the intended impact of project activities on the challenge/s.

Enter text here (max 5.000 characters)

C.2.2 Not applicable for this Call.

C.2.3 What added value does cross-border cooperation bring to your project?

The applicant should demonstrate: a) why cooperation between Italy and Croatia is important for the topic addressed; b) the result cannot (or only to some extent) be achieved without cooperation between Italy and Croatia; c) the effective CB nature of each activity proposed; d) the benefit deriving from cooperation for all PPs and for both side of the border.

Enter text here (max 5.000 characters)





C.2.4 Who will benefit from your project outputs?

Choose from the dropdown menu the target groups addressed by the proposal. In "specification" column applicant should: a) identify TG needs b) Indicate with details how the selected TG will benefit from a specific project activity c) quantify the target values (e.g. 50 schools, 20 NGOs). Take care to include young people with suitable activities as an explicit TG. For TG "General public", individual people are counted while for other TGs the individual organisations are counted. Please avoid double counting: one organisation can be counted only once.

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?

a) Describe the contribution to specified EUSAIR macro-regional strategy pillar objectives and flagships (describe how you intend to involve the Pillar Coordinators & National Coordinators in a systematic way (e.g. meetings, info)). b) If applicable, describe the contribution to wider strategies on all three policy levels (EU / national / regional).

Strategy	Contribution
EUSAIR ☐	Enter text (max 2.000 characters)
European Green Deal ☐	Enter text (max 2.000 characters)
Other strategy (copy this row for other strategies) ☐	Enter text (max 2.000 characters)

C.2.6 Not applicable for this Call.

C.2.7 How does the project capitalize on the selected output(s), especially from another MMM programme?

Applicant should explain how the project proposal capitalizes on the output(s) selected by specifying which output(s) from another MMM programme, as well as any other output(s), the proposal is based on, and describing exactly in what manner it will capitalize on them. The applicant must take care that all selected output(s) are capitalized on in a coherent and effective manner.

Enter text here (max 5.000 characters)





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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 specific work package – 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.
- There are also no separate investment work packages. The applicants will need to provide additional information about investments that will be included 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 package(s) they are needed.

Work package number

Automatically generated

Work package title

Enter the title here (max 100 characters)

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.





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Define one project specific objective that will be achieved when all activities in this work package are implemented and outputs delivered.

Project specific objective 1*Enter project specific objective here (max 1.000 characters)*

In relation to the work package specific objective, identify one or more communication objectives that will contribute to its achievement. Communication objectives aim at changes in a target audience's behaviour, knowledge, or belief. A communication objective should include a description of what you aim to communicate, why, and to whom.

Communication objective(s) and target audience

If applicable for this work package, enter communication objective here. It must be related to the Project specific objective and include a description of what you aim to communicate, why, and to whom. (max 1.000 characters)

POINT OF ATTENTION:

Capitalization project's Investments must not include Infrastructure and Works.

Investment**Investment number***Automatically generated***Investment title***Enter the title here (max 50 characters)***Expected delivery period***Select the period from the drop-down menu***Justification**

Describe the investment (e.g. type of equipment/services, summary of specifications, quantities, etc.).

Enter text here [max 2000 characters]

Explain why this investment is needed.

Enter text here [max 2000 characters]

Describe clearly the cross-border relevance (effective for Italy and Croatia) of the investment.

Enter text here [max 2000 characters]



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Explain in detail in which way the investment is compliant with the “Do No Significant Harm” (DNSH) principle.

Enter text here [max 2000 characters]

Location of the physical investment

Please describe, if possible, a specific address where the investment will be located.

Country (Nuts 0)

Drop-down

Region (Nuts 2)

Drop-down

Nuts 3

Drop-down

Street

Enter text here [max 50 characters]

House number

Enter text here [max 20 characters]

Postal code

Enter text here [max 20 characters]

City

Enter text here [max 50 characters]

Risk associated with the investment

Describe the risk associated with the investment, go/no-go decisions, etc. (if any).

Enter text here [max 2000 characters]

Investment documentation

Please list all technical requirements and permissions required for the investment according to the respective national legislation. If these are already available, attach them to this application form, otherwise indicate when you expect them to be available.

Enter text here [max 2000 characters]

Investments in Infrastructure are not applicable in this Call.

Ownership

Who owns the site where the investment is located and who owns the investment itself?

Enter text here [max 2.000 characters]



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Who will retain ownership of the investment at the end of the project?

Enter text here [max 2.000 characters]

Who will take care of the maintenance of the investment? How will this be done? Do the involved partners have the necessary financial resources and mechanisms to cover operation and maintenance cost?

*Enter text here [max 2.000 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.

Please describe the activities by which the project achieves the 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 3.000 characters)</i>	<i>Select relevant partner(s) from all project partners</i>

Add as many new rows as there are activities foreseen per each work package.

Add deliverables to your activity - see programme rules

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>

Add as many new rows as there are deliverables foreseen per each activity.



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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	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

Add as many new rows as there are outputs foreseen per each work package.

C.4.2 Work package 2

Repeat all sections from 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.

⚠️ POINT OF ATTENTION:

To fill in the part of the AF related to **output and result indicators** please check the [Programme Intervention Logic](#) and the related video pill.

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.



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

Add as many new rows as there are results foreseen in the project.

C.6 Project Time Plan

Project 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 aims to raise awareness about the importance of communication, which is a cross-cutting activity throughout the project implementation. It should not contain additional communication activities, as they all should be described in the work packages. To be more specific, this section should include:
 - a description of how internal and external communication will be managed, particularly stressing that it needs to be done in a coordinated and consistent manner. It is the responsibility of all partners to contribute to project communication;
 - a description of how communication function is used to transfer project results and to reach wider strategies, policies, and synergies;
 - for each identified communication objective mentioned in the WPs, a description of what communication approach is foreseen to reach the target groups and which communication channels will be used; and
 - a description of the feedback mechanisms and evaluation measures for the communication activities.

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.



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C.7.1 How will you coordinate your project and ensure quality?

a) Describe the management procedures, structures and internal coordination. b) Describe the financial management of the project and reporting procedures. c) Demonstrate to possess the capacity to coordinate, manage and monitor the project implementation, including financial management. d) Describe how you are going to ensure effective coordination of the project internal communication and external communication. e) Describe your risk management plan, including mitigation measures to address possible project modifications, and an evaluation plan, taking into account project monitoring and assessment to determine its success and effectiveness.

Enter text here (max 5.000 characters)

C.7.2 Not applicable for this Call.

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

Describe how communication will contribute to transfer your project results and to reach wider strategies, policies, and synergies. As this 4th Call for Proposals is launched in coordination with the Interreg Mediterranean Multi-Programme Mechanism, applicants should ensure that project communication clearly reflects this MMM perspective. According to the identified communication objectives and activities mentioned in each WP, describe what communication approach you plan to adopt to reach the project target groups and specify what communication channels you are going to use. Include what feedback mechanisms and evaluation measures are envisaged for the communication activities. Please note that all communication 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 Do the actions proposed aim to achieve the environmental sustainability objectives of the area?

Before filling this text-box consult the detailed guidelines of the document "SEA extract for beneficiaries" in the programme website which will provide you with a numbers of suggestions related to the cultural and environmental sphere divided into types of interventions.

Enter text here (max 5.000 characters)





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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 (max 2.000 characters)
Joint Implementation	☐	Enter text here (max 2.000 characters)
Joint Staffing	☐	Enter text here (max 2.000 characters)
Joint Financing	☐	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	Type of contribution	Description of the contribution
Sustainable development	Drop-down list: neutral, positive effects, negative effects	Enter text here (max 2.000 characters)
Equal opportunities and non-discrimination	Drop-down list: neutral, positive effects, negative effects	Enter text here (max 2.000 characters)
Equality between men and women	Drop-down list: neutral, positive effects, negative effects	Enter text here (max 2.000 characters)

C.8 Long-term plans

As a programme, we would like to support projects that have a long-lasting effect in the territory and those who will benefit from them. Please describe below what you will do to ensure this.

C.8.1 Ownership and durability

Please describe who will ensure the financial and institutional support for the outputs/deliverables developed by the project (e.g., tools), and explain how these outputs/deliverables will be integrated in the work of the institutions. Please describe how your outputs/deliverables will be used after the project ends, and by whom, in order to have a lasting effect on the territory and the population.

Enter text here (max 5.000 characters)

C.8.2 Not applicable for this Call.

C.8.3 Not applicable for this Call.





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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.