Interreg VI-A IPA Programme Croatia-Serbia

2nd Call for Proposals

APPLICATION MANUAL

Instructions on how to fill in the Application

October 2024

Contents

Introduction

Jems, the Joint Electronic Monitoring System, is a Programme monitoring system, which allows the Programme to collect and store all necessary project and Programme information and beneficiaries to communicate with the Programme bodies electronically via a secure online communication portal. Programme INTERACT has developed this software for the benefit of all European Territorial Cooperation (ETC) programmes.

> ℹ️ During the 2021-2027 programming period, Interreg Croatia – Serbia Programme will use Joint Electronic Monitoring System (Jems) as its monitoring system. Therefore, the applications must be created and submitted solely through the Jems – offline templates are not accepted.

This manual contains key technical information on the operation and use of the Jems regarding the application process.

Disclaimer: The Jems is a system for both - the Programme and the applicants/beneficiaries, and it is constantly improving. For that reason, during the work in the Jems, some technical omissions might occur. Therefore, it is recommended to:

- read carefully Application Manual – Instructions on how to fill in the Application;
- submit Application in the Jems in a timely manner (avoid the very end of the deadline for submission of applications);
- regularly check the Programme website: https://interreg-croatia-serbia.eu/, for possible updates to this document.

Technical information and system requirements

The Jems is a web application, which can be accessed with recent versions of most common browsers (e.g. Google Chrome, Microsoft Edge, Mozilla Firefox). The functionality of the system follows the common standards of web applications for entering and submitting data.

Help and Technical Support

For any technical difficulties or problems, you might experience with the Jems, please contact the programme Jems expert in charge of the Jems at: js-hr-rs@mrrfeu.hr or jems-interreg-ipa@mrrfeu.hr.

Please note that questions related to 2nd Call for Proposals may be sent in writing via e-mail no later than 10 days before the deadline for the submission of applications, clearly indicating the reference of the Call for Proposals to the following e-mail addresses: js-hr-rs@mrrfeu.hr.

1. Access and registration

The Jems system is accessible at the following address: https://jems.interreg-croatia-serbia.eu/

To use the Jems, you must first register by clicking on *Create a new account* on the welcome screen. Then you will be required to provide a set of credentials.
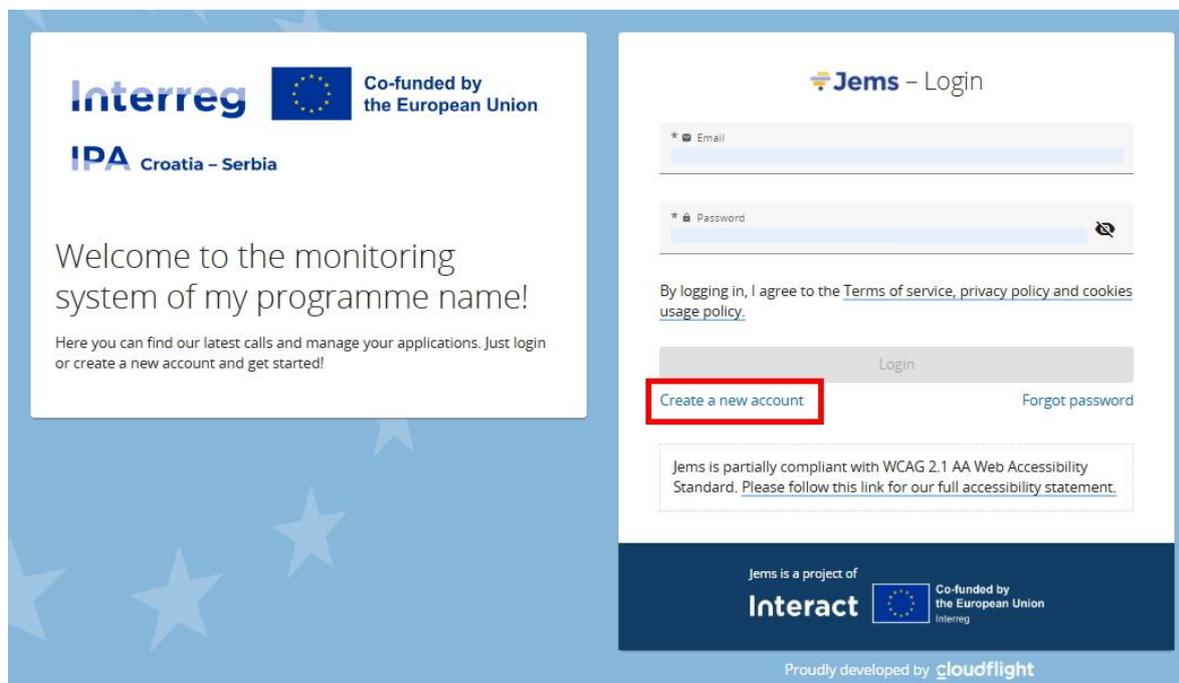
In the registration form, fill in the following information (all fields marked with "*" are mandatory):

First name / Last name is the personal data of the applicant's contact person.

Email is the e-mail address of the applicant - it will be used to log in and notifications will be addressed to it.

Password used for access to the system. 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 (!.,;?-_+%&=#@*:~).

The "**Register**" button turns active only once all mandatory information is filled in.

After you submit the filled-in registration form, a confirmation e-mail is automatically sent to your e-mail address. Automatically generated e-mail messages (i.e. on successful submission of the Application) will be sent only to the user's e-mail address registered within the Jems. Therefore, it is strongly recommended that the person registering in the Jems is the contact person of the Applicant.

> ℹ️ Only after receiving your confirmation, you will be able to log in to the Jems and apply your project proposal by filling in and submitting the Application.

> ⚠️ In case you do not receive an email confirmation, please check your spam folder and, if needed, get in touch with the Programme's Jems Helpdesk (js-hr-rs@mrrfeu.hr or jems-interreg-ipa@mrrfeu.hr) for assistance.

2. Apply for a Call

Once you log in, you'll be brought directly to the Dashboard page as a start page, or you can access it from the top menu bar.

The Dashboard contains two sections:

▷ **My applications -** under this section, all applications created by the user are listed.
▷ **Call list -** where a list of all Programme's open calls for projects proposal is provided.

To create your Application Form, click on "Apply" under the section "Open calls" of your dashboard.

The other way the create Application is by clicking on the Call row in the Call list and a read-only window with the general call information will appear. Click on the call row and select the "Apply" button at the end of this page to create a new application.
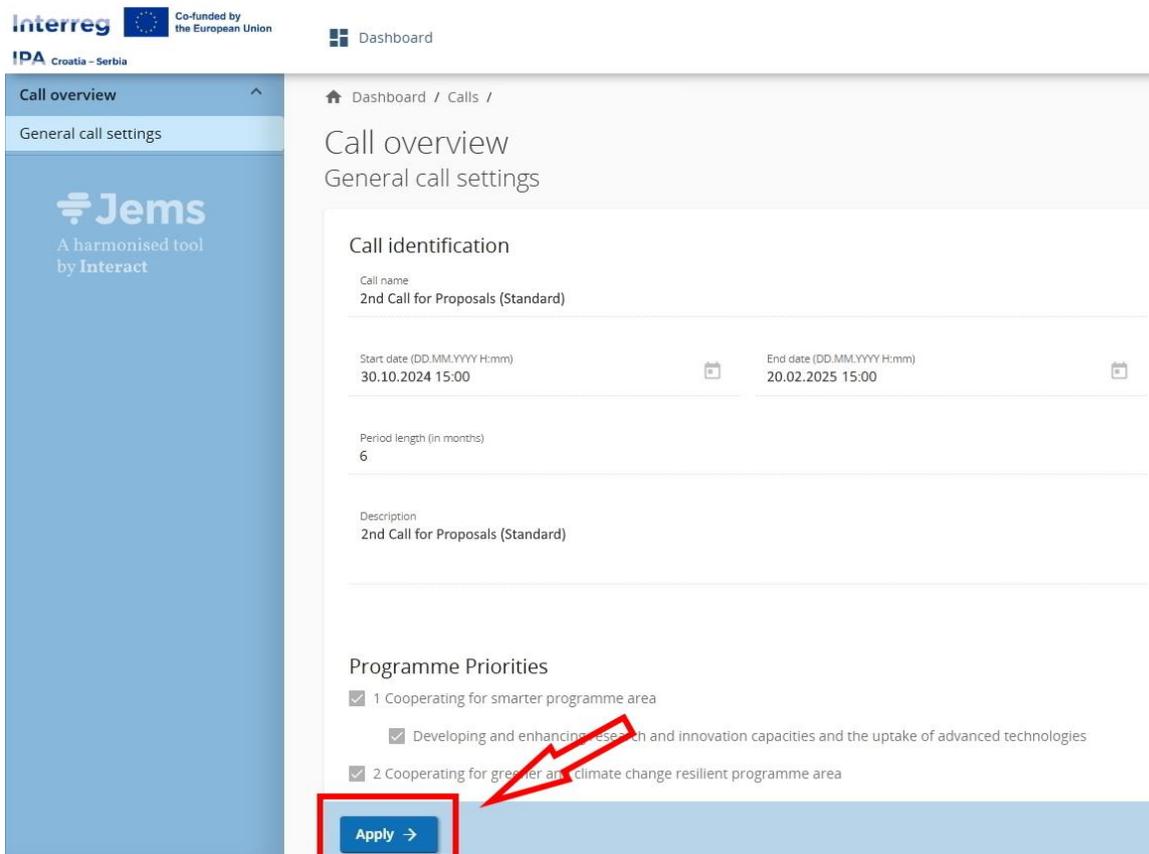
At this point, insert the acronym of your project (which can always be modified afterwards) and click "Create project application".
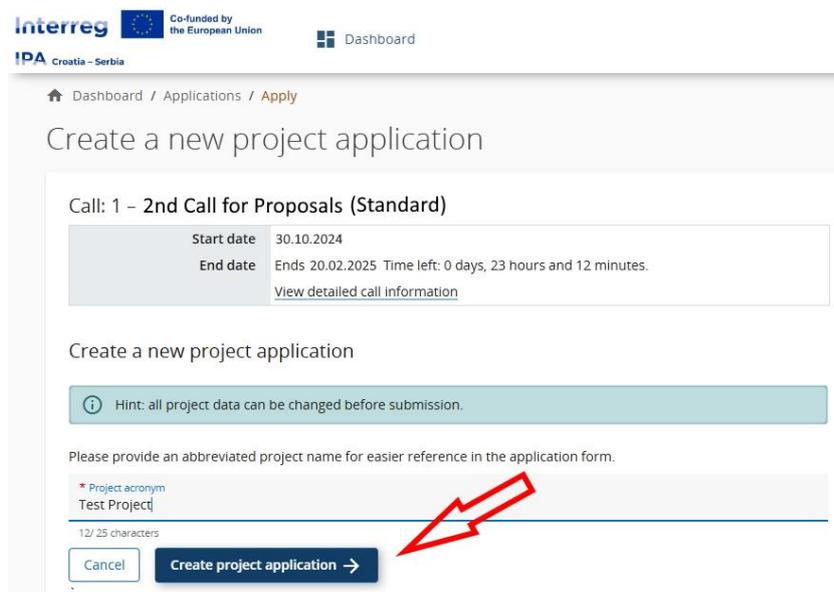
> ℹ️ The project acronym can include capital letters, small letters, numbers from 0 to 9 (please avoid special characters). It is strongly recommended that this acronym does not exceed 12 characters since an excessively long acronym will complicate the project logo production. The Programme recommends checking whether the acronym was already used (also in other projects and initiatives) and to pay attention to possible infringement of existing copyrights.

The newly created project application will be automatically listed under the section "My applications". **The project ID is an automatically generated number given by the system** – this number is unique and allows the programme to easily recognise a project.

All applications created by the user are listed at this level - the user can select a project and open it by clicking on the project acronym.

3. User Management

After creating an application form, you will have a list of menu options available to you on the left side menu.

The Lead Applicant will be able to grant the right to access the Application to other project partners involved in the project proposal. Before you can do so, **the other project partners need to register in the Jems and provide their email addresses to the Lead Applicant**.

The Lead Applicant can then enable new users in the "Project privileges" section (see the left menu of an AF) by entering their full valid email address.
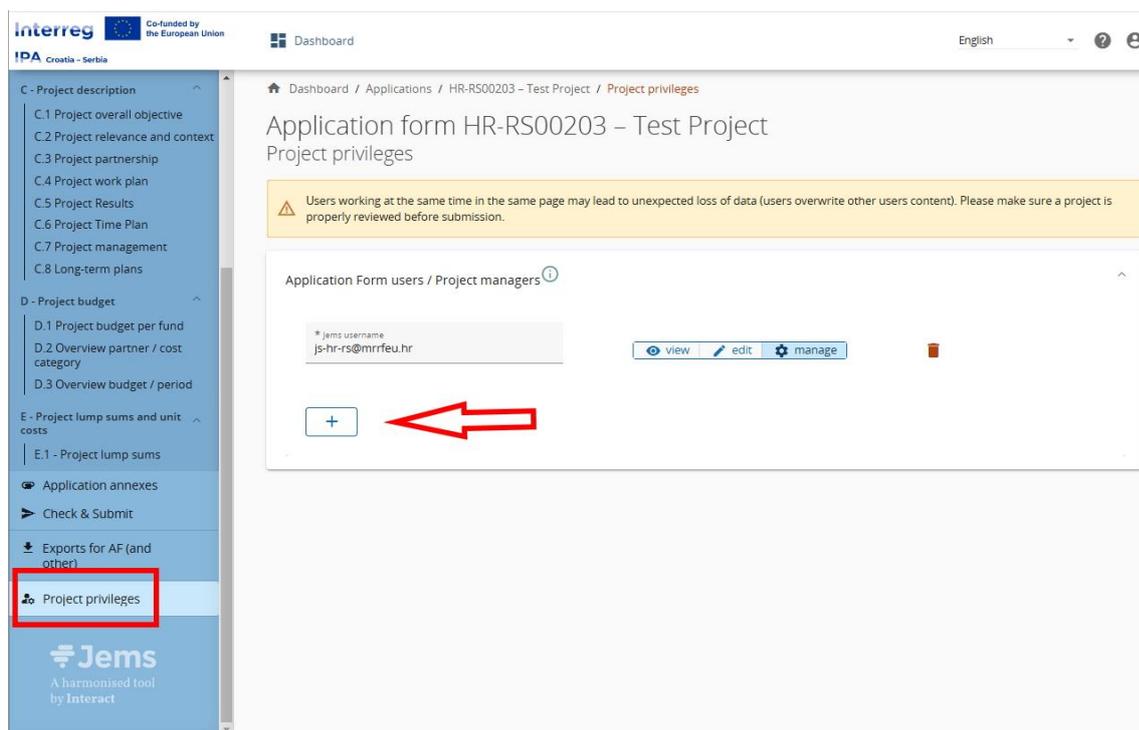
Users can be granted either:

- "view" – read-only rights; a user can access all the AF sections without being in the position of making any changes
- "edit" – a user can modify/fill in all the AF sections
- "manage" – a user has both edit rights, but also access to the management of the "Project privileges" section. **This should be only reserved for the Lead Applicant**.

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.

> ℹ Please note that only users with "edit" or "manage" privileges can submit the application proposal. Therefore, we strongly recommend identifying and designating the user responsible for the submission of the AF beforehand (this person should ideally be the contact person of the "lead" applicant institution).

Users can be assigned to an unlimited number of application proposals, and they can also have different user privileges.

> ⚠ After granting access rights to other project partners, it is possible to work in parallel on the Application. However, you need to make sure that you are not working in the same section or sub section simultaneously, as this might result in a loss of data.

4. Filling in the Application

The **Project overview** page offers general information on the project proposal, its application status, and the call information. Every application has a version number. Upon creation the project version number is set to "V.1.0" by default – the latter will remain unchanged until the submission of your proposal. The same logic applies to the status "Draft", which changes to "Submitted" right after the submission.

The Call information (see figure below in purple and red) indicates in purple the call name, which is a direct hyperlink to the call information and in red the time remaining for submission of the application form.
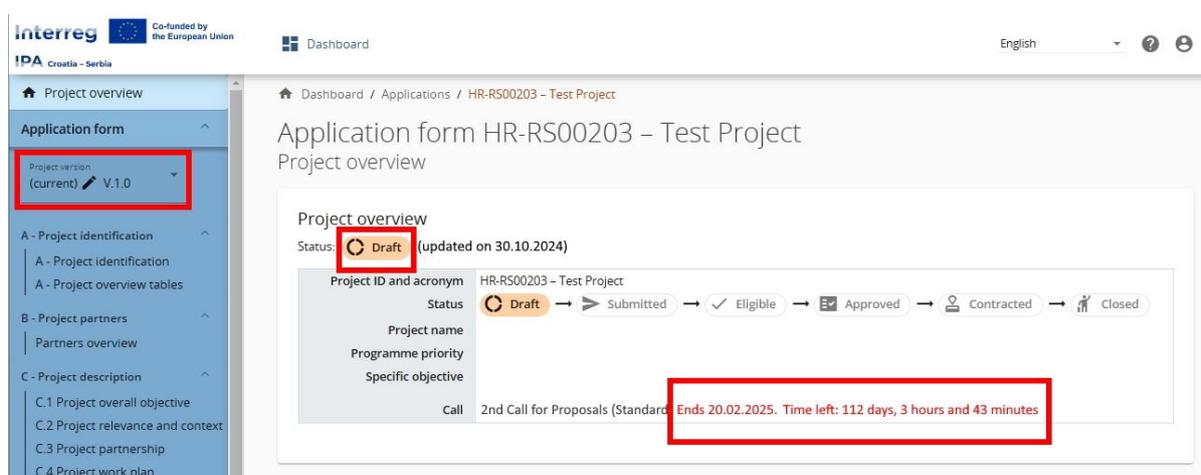
Applicants are invited to fill in the relevant sections and sub-sections listed on the left menu, which corresponds to the AF template.

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Navigation menu:

- Project overview
- Application form
  - Project version: (current) V.1.0
  - A - Project identification
    - A - Project identification
    - A - Project overview tables
  - B - Project partners
    - Partners overview
  - C - Project description
    - C.1 Project overall objective
    - C.2 Project relevance and context
    - C.3 Project partnership
    - C.4 Project work plan
    - C.5 Project Results
    - C.6 Project Time Plan
    - C.7 Project management
    - C.8 Long-term plans
  - D - Project budget
    - D.1 Project budget per fund
    - D.2 Overview partner / cost category
    - D.3 Overview budget / period
  - E - Project lump sums and unit costs
    - E.1 - Project lump sums
- Application annexes
- Check & Submit
- Exports for AF (and other)
- Project privileges

≑Jems — A harmonised tool by Interact

General information on usability

- When the user enters a field in a page, the edit mode is activated and the save button appears on the bottom of the page.
- Mandatory fields are indicated by an "*" (asterisk) in the system. A page cannot be saved unless all mandatory fields are filled in.
- The (info) icon can be hovered over and gives a further explanation on what to fill in the field or how a field is calculated.
- Clicking on the "trash" icon allows you to delete.
- The order of the project partners, work packages, outputs, etc. follows the one in which they were added in the Jems. This order cannot be changed unless the related sections are deleted and modified.
- Changes made can be saved or discarded. If the user leaves the page without saving, a warning message is displayed.

Are you sure you want to leave?

⚠ Your changes will be lost!

[Cancel] [**Confirm**]

⚠ Always remember to **SAVE** your data!

In addition, the following important aspects have to be remembered when filling in the AF:

⇨ When filling in longer sections, please remember to **regularly save data**, to avoid data loss in case of interruptions of the Internet connection or other technical issues.

⇨ The Jems allows you to save your work and resume data entry session **at any time**, before finally submitting an Application.

⇨ Please note that certain text fields have a **limited number of characters**. If you try to input a longer text into such fields, a warning message to reduce the length of input will appear.

869/500. Reduce length of input.

⇨ **Being inactive** for a long period may **automatically end** your session for security reasons and unsaved data is lost!

4.1. 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

In the project identification section, an applicant gives basic information related to the project.

The Project id is automatically generated once the project was saved for the first time. This number is unique and helps the programme to recognise a project.

Project acronym is an abbreviation or short name for the project that helps identify the project together with the project id. It will automatically appear as it was already entered when creating the application. However, it can be modified at any time before submitting the application.

Project title should be short and straightforward with a clear idea of what the project is about (recommended: no more than 15 characters).

Project duration indicates the length, in a 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**.

The duration of the projects must fall within the following ranges depending on the Specific objective:

Specific objective	Duration of project (months)
SO 1.1.	18 - 24
SO 2.2.	18 - 24
SO 4.5.	18 - 24
SO 4.6.	18 - 24

Project axis and Specific objective. The applicant is obliged to select the main Priority axis the project contributes to. Once the Project axis is selected, the Specific objectives appear. The project is also obliged to further specify to which Specific objective it contributes. Please note that only **one Priority axis and Specific objective can be chosen**.

A.2 Project Summary

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 main 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.

Summary

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam vitae nulla in velit venenatis sagittis a facilisis massa. Integer lorem nisl, venenatis quis nulla vel, fringilla molestie diam. Aliquam erat volutpat. Quisque iaculis orci nisi, sit amet ornare urna condimentum ac. Etiam et viverra risus. Aliquam erat volutpat. Proin pellentesque lacus eget nibh pharetra, vitae laoreet nisi aliquam. Suspendisse lacus nunc, feugiat in quam a, consequat semper neque. Nam id lectus non metus varius maximus. In vitae diam non ligula pharetra scelerisque et ultrices nisl.

[⊗ Discard changes] [🖫 Save changes]

In the section *Project Summary*, please provide a brief description of the project. The description must contain the following information:

- 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.

A.3 Project budget overview

This table is automatically generated by the system after the section Partner budget is filled in.

The table displays the project budget per fund including the contribution. Its purpose is to provide a clear budget overview in section A. All pre-defined EU funds are added to the Total EU funds. All other funds are added to the total as per image below.

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		
IPA III CBC	1.393.953,42	85,00 %	80.362,80	165.628,98	245.991,78	0,00	245.991,78		1.639.945,20
Total EU funds	1.393.953,42	85,00 %	80.362,80	165.628,98	245.991,78	0,00	245.991,78		1.639.945,20
Total project budget	1.393.953,42	85,00 %	80.362,80	165.628,98	245.991,78	0,00	245.991,78		1.639.945,20

A.4 Project outputs and result overview

This section shows the link between output and results and is automatically generated after the C.4 Project work plan and C.5 Project results sections have been defined in the AF.

A.4 Project outputs and result overview

Programme Output Indicator	Aggregated value per Programme output	Measurement Unit	Output	Output Title	Output target value	Programme result indicator	Baseline	Result indicator target value	Measurement unit
Strategies and action plans jointly developed	1,00	strategy/action plan	Output 1.3	Joint Action plan for management of non-revenue water for Trebinje-Konavle-Herceg Novi	1,00	Joint strategies and action plans taken up by organisations	0,00	1,00	joint strategy/action plan
Pilot actions developed jointly and implemented in projects	1,00	pilot actions	Output 1.1	Mathematical model calibrated and application (solution) for monitoring the water supply system tested	1,00	Solutions taken up or up-scaled by organisations	0,00	1,00	solutions
Jointly developed solutions	1,00	solutions	Output 1.2	Application for monitoring the water supply system	1,00				

4.2. Part B - Project Partners

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

Partners overview

This section provides an overview of all the partners within the project. Jems will generate this list only after entering the information for each partner organisation.

To create a new Project Partner (PP) click on "+ Add new partner".
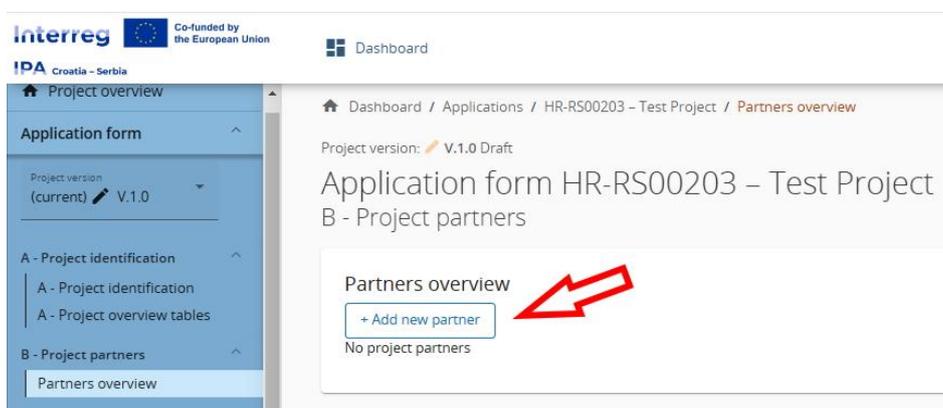
Each partner's section contains the following sub-sections per each partner:

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

B.1.1 Partner identity

The Partner identity section is used to identify the partner organisation with basic details.

> ℹ️ A partner cannot be created without assigning the role, providing the abbreviated name and choosing the legal status. The partner role is either Lead Partner or Project Partner. Each project shall have only one Lead Partner.

B.1.2 Partner address

In the Address section, the applicant is asked to fill in the partner's main address and address of the department/unit/division (if applicable). The address uses the NUTS database, and the address should be selected up to NUTS 3 level (if available).

B.1.2 Partner address

Partner main address

> (i) Information about NUTS codes and how to identify your region:
> https://ec.europa.eu/eurostat/web/nuts/background

Country

Street

House number

Postal code

City

Homepage

Address of department / unit / division (if applicable)

Country

Street

House number

Postal code

City

B.1.4 Legal representative

In this section, the legal representative and the contact person details are required.

B.1.4 Legal representative

Title

First name

Last name

B.1.5 Contact person

Title

First name

Last name

E-mail address

Telephone no.

B.1.6 Partner motivation and contribution

In this section, the partner needs to provide motivation as to why they are participating in the project and what their role in the project is. Each field has a character limit of 3000 characters.

Which of the organisation's thematic competences and experiences and operational capacities (human resources, technical capacities, etc.) are relevant for the project?

Enter text here
Test text

In the first text box (*Competences and experience),* please provide information related to the specific competences of each partner involved in the project regarding the following aspects:

- Description of the main fields of interest of the partner,
- Information on the partner's thematic competences and experiences and operational capacities (human resources, technical capacities, etc.) relevant for the project (how the partner's specific activities are connected to the subject of the project),

- If applicable, description of the main economic activities carried out by the partner in its daily business, specifying which type of activities and in which market.

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

Enter text here

In the second text box (*Role in the Project)*, please provide information about the role of each partner participating in the project regarding the following aspects:

- Description of the role and responsibility in the project (e.g. responsible for the implementation of a specific activity, investment, etc.),

- Description of the benefit which the partner will gain from participating in the project (e.g. new knowledge and data, practical experience in a certain sector/area of expertise, etc.),

- Information on economic activities performed by the partner within the project or as a consequence of its implementation. This might include, for example, selling of the new products developed within the project following the knowledge acquired and/or the availability of a project output (e.g. a feasibility study).

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

Enter text here

In the third text box (*EU/international Projects Experience)*, please provide information about the previous experience of each partner in EU/international projects (e.g. IPA Funds, Structural and ESI Funds, Interreg 2014-2020, EU Research Framework Programme/HORIZON 2020, Intelligent Energy Europe, LIFE, Lifelong learning programmes/Erasmus+, etc.), regarding the following aspects:

- Experience in management/coordination of previous/ongoing EU/international projects,

- Participation, role and responsibilities in previous/ongoing EU/international projects.

Project budget

In this section, each partner shall define their budget.

> ℹ️ To fill in the section Project Budget correctly, we advise applicants to be fully familiar with the documents *Guidelines for Applicants* and *Programme manual on eligibility* available at the Programme website: https://interreg-croatia-serbia.eu.

To fill in the Project Budget section properly it is suggested that applicants first fill in the following sections of the Application:

- A.1 - Project Identification,
- B.1.1 - Partner identity,
- C.4 - Project work plan,
- E.1 - Project lump sums and unit costs.

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 section consists of:

▷ Partner budget overview
▷ Partner budget options
▷ Partner budget

Partner budget overview

Identity	Address	Contact	Motivation	Budget	Co-financing				

Partner budget overview

Partner	Organisation abbreviation	Staff costs	Office and administrative costs	Travel and accommodation	External expertise and services	Equipment	Infrastructure and works	Other costs	Lump sum	Total
LP1	Test	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Total		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00

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 use of Simplified Cost Options (hereinafter: SCOs) is encouraged by the Programme within the 2nd CfP.

Two options, which include different possibilities of using real and flat rate costs, are available to projects.

It should be noted that the use of SCOs is mandatory.

The table below provides an overview of the two possible combinations of SCOs that can be selected by **each Partner**:

Table 1: Possible combinations of Simplified Cost Options		
	Option 1	**Option 2**
Staff costs	Up to 20 % flat rate (of direct real costs)	Real costs
Office and administrative costs	Up to 15 % flat rate (of Staff costs)	Up to 40 % flat rate (of Staff costs) for all other costs
Travel and accommodation costs	Up to 15% flat rate (of Staff costs)	
External expertise and services costs	Real costs	
Equipment costs	Real costs	
Costs for infrastructure and works	Real costs	

Therefore, if Project Partner selects **Option 1**, the flat rates for "Staff costs", "Office and administration" and "Travel and accommodation costs" must be enabled by ticking the box as marked in the picture below.

Partner Budget Options

☑ Staff costs flat rate   20 %

☑ Office and administrative costs flat rate based on direct staff costs   15 % of Staff costs ⓘ

☑ Travel and accommodation flat rate   15 % of Staff costs

☐ Other costs Flat Rate

⊗ Discard changes   🖫 Save changes

If the Project partner selects **Option 2**, the flat rate for Other costs must be enabled by ticking the box beside it, and other flat rates should be left unchecked.

Partner Budget Options

- [ ] Staff costs flat rate
- [ ] Office and administrative costs flat rate based on direct staff costs
- [ ] Travel and accommodation flat rate

- [x] Other costs Flat Rate   40 % of Staff costs ⓘ

[✖ Discard changes] [🖫 Save changes]

> ⓘ The system **automatically** displays the **maximum flat rate percentages** when a flat rate is enabled. The Project partner should **decrease it if necessary**.

Each Partner selects their flat rates option, so one Partner may select a different option than another Partner in the same project.

Flat rates are added as a separate table to the partner budget and the flat rate amount is automatically calculated based on total real costs in another cost category/ies.

Partner budget

The Partner budget section is the section where the partner can plan the budget under the available cost categories.

The partner budget has to be filled in **according to the partner budget options** previously selected by each Project Partner.

If Project Partner selected **Option 1**, real costs for the following cost categories should be added:

- External expertise and services costs,
- Equipment costs,
- Costs for infrastructure and works

External expertise and services

[+ Add]

Equipment

[+ Add]

Infrastructure and works

[+ Add]

If Project partner selected **Option 2**, only real cost for the cost category Staff costs should be added.

Partner budget ⓘ

Staff costs

[+ Add]

> ⓘ Regardless of which option is selected, cost categories Office and administrative costs and Travel and accommodation can be only planned as a flat rate. Project partner can only select percentage of the flat rate **from 1% to 15%,** in case of **Option 1**.

For each cost category, a separate budget table shall be filled in. The budget tables can be filled in as follows:

1. The **+ button adds a budget item**, and the **trashcan deletes a budget item**.
2. The totals of a budget item are automatically calculated based on the **Number of Units X Price per unit**. The number of Units is by default 1.
3. Text inputs can be entered in the **English language** as defined by the Programme.
4. **The total budget** under a cost category is calculated as the **sum of the totals of all budget items entered in the table**.

Staff costs

Staff function	Comments	Unit type	No. of units	Price per unit	Total	Period 1	Period 2	Period 3	
Project manager	comment	month	24,00	1.500,00	36.000,00	9.000,00	9.000,00	9.000,00	🗑
+					36.000,00	9.000,00	9.000,00	9.000,00	

External expertise and services

Description	Comments	Award procedures	Investment	Unit type	No. of units	Price per unit	Total	Period 1	
Promotional material	Promotional material	Single tender	N/A ▾	contract	1,00	6.000,00	6.000,00	6.000,00	🗑
+							6.000,00	6.000,00	

Equipment

Description	Comments	Award procedures	Investment	Unit type	No. of units	Price per unit	Total	Period 1	
PV system of 50 kW	PV system of 50 kW	Simplified procedure	N/A ▾	contract	1,00	25.000,00	25.000,00	25.000,00	🗑
PV based bicycle and assis	PV based bicycle and assis	Single tender	N/A ▾	contract	1,00	6.000,00	6.000,00	6.000,00	🗑
+							31.000,00	31.000,00	

Infrastructure and works

Description	Comments	Award procedures	Investment	Unit type	No. of units	Price per unit	Total	Period 1	
building energy efficiency in	building energy efficiency in	Open procedure	N/A ▾	contract	1,00	500.000,00	500.000,00	500.000,00	🗑
+							500.000,00	500.000,00	

Input fields in the budget tables:

- **Description/Staff function**: a text input field is used for providing a description of the cost. This field has a character limit of 255 characters.
- **Comment:** a free text input of 250 characters to justify the expenditure.
- **Award procedure**: a text input of 250 characters to provide award procedure details.
- **Investment**: this is a dropdown list of the investments created under each work package in section C. The applicant can link expenditure to investments where applicable.
- **Unit Type**: a text input of 100 characters to provide the unit type (e.g. *per contract* for IT equipment*, per service* for studies/trainings*, per contract* for works, etc.*).*
- **No of Units**: the applicant should indicate here how many units of the cost item they are foreseeing. The default value for No of Units is 1,00.
- **Price per unit**: the applicant should indicate here the price of one unit.
- **Total:** this field is a multiplication of the price per unit x the number of units. The field is not editable.
- **Periods:** depending on the number of periods defined in section A project identification, the applicant shall split/assign the Total of a budget item over/to periods.
- **Gap**: this field shows the difference between the total amount assigned to periods and the Total amount.

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 must 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.

Co-financing

The co-financing rate of a partner shall be defined in this section. The basis for the co-financing is the partner's total eligible budget.

The **EU (Programme) co-financing rate** is **maximum 85%** and **minimum of 50%** of the total eligible expenditures of the project. The partners of the two participating countries shall provide **min. 15%** co-financing.

> ⚠️ If this section is filled in and the budget is updated, this section should also be updated. If not, a yellow warning message appears as shown in the screenshot below.

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 are 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 must select, through the drop-down menu, the "IPA III CBC" source since it is the only applicable funding source for the Programme. The Project partner needs to indicate the percentage of the Programme (IPA III CBC) contribution (maximum 85% and minimum of 50%). In the same table, also the partner's contribution (minimum 15%) and total eligible budget will be automatically displayed.

In the **Origin of partner contribution table**, the applicant should define where their own and external funding comes from.

This table uses the total of partner contribution as total.

The first row is always the partner's contribution (the partner's name is prefilled).

Origin of partner contribution

Source of contribution	Legal status of contribution	Amount	% of total partner budget	ⓘ
JS	Public ▾	56.700,00	15,00 %	

+ Add new contribution origin		
Sub-total public contribution	56.700,00	15,00 %
Sub-total automatic public contribution	0,00	0,00 %
Sub-total private contribution	0,00	0,00 %
Total ⓘ	56.700,00	15,00 %

By clicking the +Add new contribution origin the applicant user can add new sources of contribution.

For the other rows added, the applicant should define the legal status of the contribution which can be either "public", "automatic public" or "private", and assign the amount. The percentages are automatically calculated and also the subtotals and total partner contribution are automatically calculated.

4.3.   Part C - Project Description

Under the section Project Description applicants must provide information on how the project contributes to the objectives of the Interreg IPA CBC Programme Croatia-Serbia 2021-2027.

In particular, this section includes a description of the key characteristics and strategic elements of the project, notably information on its objective and results, relevance, context, partnership and work plan.

C.1 Project overall objective

Project overall objective provides an overall context for what is project trying to achieve. It describes the strategic and long-term change that the project seeks to achieve for the benefit of the target groups/project area.

State a clear, concise description of the project overall objective. The project overall objective should be feasible and realistic within the project's lifetime. Its contribution to the relevant Programme specific objective should be precisely described.

> ℹ Project overall objective must be consistent with the selected programme specific objective and demonstrate a relevant contribution to the related programme 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.).

Programme priority specific objective
RSO2.2: Promoting renewable energy in accordance with Renewable Energy Directive (EU) 2018/2001 , including the sustainal

Project overall objective

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 the programme's 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.

Project overall objective

C.2 Project relevance and context

Each project has to clearly contribute to the chosen Programme specific objective, addressing development needs and territorial challenges that are shared across the regions participating in the project. This means that the problems identified could be solved efficiently only by cross-border cooperation which leads to more efficient and, if applicable, innovative solutions.

Section C2 consists of a set of questions that should be answered by the applicant.

C.2.1 Territorial Challenge

Please describe territorial challenges that will be tackled by the project. The following information needs to be provided:

- specify the initial situation, detected problems, and challenges in the project targeted area;
- clearly describe why the project is considered necessary to be implemented for the involved project targeted area (it is recommended to be precise and focused on the specific issues tackled by the project).

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

C.2.2 Project Approach

Please provide the following information:

- how will the project tackle the challenges and/or opportunities and/or joint assets; applicants have to indicate the logical steps (e.g. from challenges to solutions);
- description of new solutions (approach going beyond existing practices) that will be developed during the project and/or existing solutions/practices that will be adapted and implemented during the project lifetime.

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

C.2.3 Cross-border Cooperation

Cross-border relevance is one of the key quality requirements for a project to be funded.
Please explain:

- why is cross-border cooperation needed to achieve the project's objectives and results, i.e. why the project objectives cannot be reached acting only on a national/regional/local level;
- what is the added value for the project partners and target groups gained through the cross-border cooperation.

Cross-border cooperation should exceed the exchange of experiences and should enable the joint development of solutions and implementation. Projects that do not address an issue of cross-border relevance or cover only issues fundable by the national/regional/local level will not be supported by the Interreg IPA CBC Programme Croatia-Serbia 2021-2027.

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

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

C.2.4 Target groups

For this section, the applicant should list their target groups from a predefined hardcoded dropdown list and specify the target group further. Target groups selected here should also be consistent with those addressed in the communication objectives of the work packages.

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
Local public authority	Specification 🗑
Regional public authority	
National public authority	
Sectoral agency	
Infrastructure and (public) service provider	describe in what way you will contribute.
Interest groups including NGOs	

> ℹ️ In this section, there is also a description field "Specification" where you can describe in greater 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).

C.2.5 Wider strategies and policies contribution

In the text box *wider strategies and policies contribution*, please indicate if the project contributes to one or more macroregional strategies and policies relevant for the Programme:

- EU Strategy for the Adriatic and Ionian Region
- EU Strategy for the Danube Region.
- European Green Deal
- Other strategies

Furthermore, if the project does contribute to the relevant macro-regional strategy, please specify how the project is linked to the respective macroregional strategy and describe in what way the project contributes to the implementation of the respective strategy and its specific objectives. For

further assistance, please see Interreg Programme, where Programme's coherence with macroregional strategies is analysed.

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	
EU Strategy for the Adriatic and Ionian Region	Contribution	🗑
EU Strategy for the Danube Region		
European Green Deal		
Other	atives will the project make use of?	

+

C.2.6 Synergies with past or current EU and other projects or initiatives

In this text box please list past or current projects or initiatives (EU or other) you will make use of and further clarify the synergy with your project.

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

Project or Initiative	Synergy	
Project or Initiative	Synergy	🗑
0/ 2000 characters		

+

C.2.7 Experiences/lessons learned and available knowledge

In this text box, please describe how the project makes use of available knowledge and builds on existing results taking into account capitalization of previous projects or other relevant synergies and initiatives.

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

0/ 5000 characters

C.3 Project partnership

In the subsection Partnership Description, please explain how the proposed composition of partners in the project (especially their role, responsibilities and involvement) will contribute to achieving the project results and objectives.

> ⚠️ It is important to align this section with the contents of section B.1.6 Partner motivation and contribution. However, the information provided in section B.1.6 for each partner should not be repeated here, since only information pertaining to the partnership as a whole should be entered here.

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

0/ 5000 characters

C.4 Project work plan

The Project work plan overview provides an overview of all the work packages within the project. By clicking on a work package in the list, the details page of the selected work package opens.

> ℹ️ Work packages can be created and deleted from this section.

> ⚠️ A maximum of 3 work packages should be created within one 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 the corresponding row.
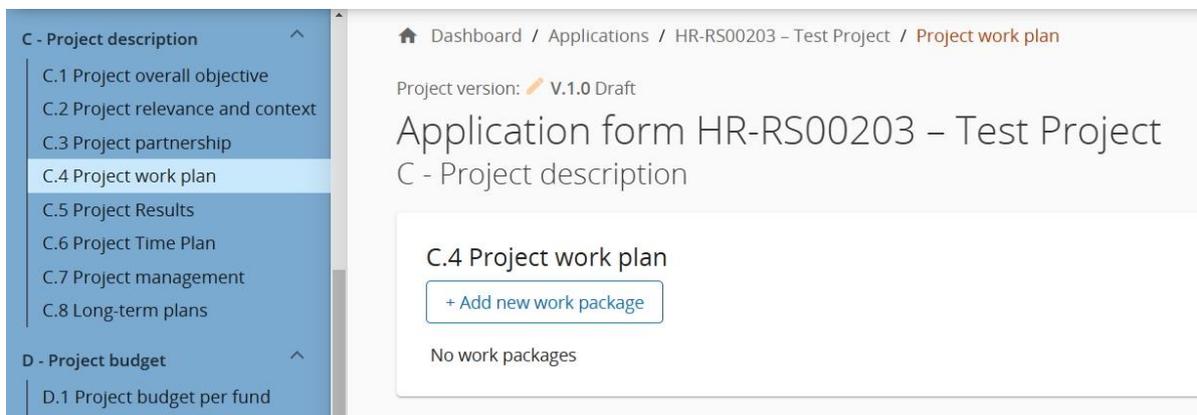
Important information when creating work packages:

▷ **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.

▷ 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.

Project communication activities: how to build them:

• 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 to put 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.
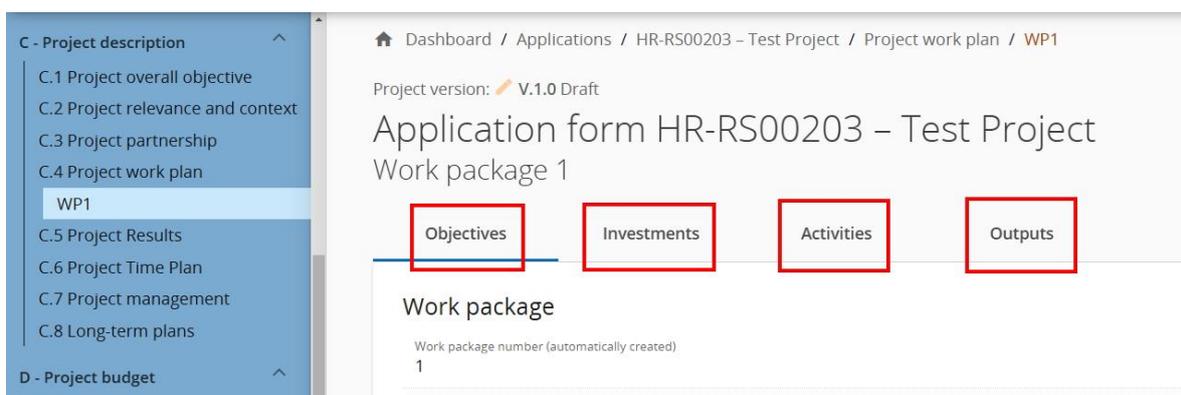
Each work package contains the following tabs:

• Objectives
• Investments
• Activities

- Outputs

Objectives

The objectives tab of a work package contains several questions and a mandatory work package title. Work packages are also numbered automatically.

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.

Work package

Work package number (automatically created)
1

Work package title

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.

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

Project specific objective

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.

Communication objective and target audience

ⓘ   Remember to include communication objectives and target audience, 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**".

Objectives	Investments	Activities	Outputs

List of investments

Please list below the investments that will be delivered within this work package.

+ Add investment

ℹ️ **Investment** part of WP(s) **is not mandatory**. Investment is to be filled in by the applicants only if the project foresees investment(s) and only in relevant WP(s).

⚠️ If a 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.

Investment number
1.1

Investment title
Investment 1

Expected delivery period
Period 2, month 7 - 12

Justification

Please explain why this investment is needed.

Enter text here
Test text

Please clearly describe the cross-border/transnational relevance of the investment.

Enter text here
Test text

Please describe who is benefiting (e.g. partners, regions, end-users, etc.) from this investment, and in what way.

Enter text here
Test text

Investments have to comply with the following requirements:

- Clear cross-border effect and added value;
- Clear contribution to project objectives and expected results;
- Clear benefit for target groups;
- Mutual learning of the whole partnership and transfer of experience to other stakeholders and regions, the cross-border transfer of results should form part of the project;
- Durability of investment (e.g. maintenance, financing) to be ensured after project end;
- Ownership of investment, to be retained with the responsible partner. If an investment consists of unmovable items, also the related investment site needs to be owned by and remain in the ownership of the respective partner;
- Investment documentation according to the respective national legislation required for the realization of the investment;
- Compliance with environmental policies and legislation.

Location of the physical investment

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

Country

City

In the field "**Location of the physical investment**" of the AF, the applicant should describe the location of the investment.

Risk associated with the investment

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

Enter text here
Test risk

In the field "**Risk associated with 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.

Investment documentation

Please list all technical requirements and permissions (e.g. building permits) 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
Test text

In the "**Investment documentation**" fields, if applicable, the applicant must specify the technical requirements and authorisations (e.g. feasibility study, building permits) necessary for the realization of the investment according to the respective national legislation as well as indicate if the complete documentation will be available by the envisaged contracting period. If investment documentation or part of the documentation is already available, attach them to this application form, under the Application annexes section > Investment documentation. Otherwise, indicate when you expect them to be available.

Ownership

Who owns the site where the investment is located?

Enter text here
test text

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

Enter text here
test text

Who will take care of the maintenance of the investment? How will this be done?

Enter text here
test text

Concerning the "**Ownership**" fields, the applicant needs to 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.

> ℹ **Project activity** - Specific task performed for which resources are used. Each work package consists of activities. Activities have to lead to the development of one or more project outputs.

Activities are the main implementation steps necessary for achieving the project specific and communication objectives of a work package.

Applicant should define activities (representing specific tasks) to be performed and describe how the activities suggested are needed for the delivery of outputs listed in a specific work package. Project partners' involvement in each activity should also be described in the activity description.

> ⚠ It is recommended to limit the number of activities per work package when the complexity of the work package allows it.

> ℹ Projects must 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.

For each activity, one or more **deliverables** can be created, by clicking **"+"**. Deliverables are automatically numbered.

36

Project deliverables - a side-product or service of the project activity that contributes to the development of a project output.

Please note that **each activity should include at least one deliverable** (tangible, measurable and specific) that contributes to the achievement of project outputs. If activities are more complex or stretch over a longer period, **more than one deliverable** could be foreseen, preferably after the finalisation of important parts of such activity.

⚠ Please limit the number of deliverables to the most important ones.

ⓘ The envisaged deliverables will have to be reported in the progress reports.

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.
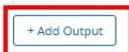
Project outputs - The outcome of the activities funded, telling us what has actually been produced for the money given to the project. It must be captured by a Programme output indicator, and directly contributes to the achievement of the project result.

> ⚠ **Project output** and **Programme output indicator** need to have the **same measurement unit** to be able to **aggregate** them.

The applicant should insert the **relevant information per each project output contributing directly to Programme output Indicators.** For each project output a detailed description, and its quantification including methodology for the calculation of the target value and planned delivery date have to be provided.

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.

The descriptions of the types of actions and indicators are provided in the **Guidelines for Applicants**.

> ⚠ **Please consult Guidelines for Applicants for more information on obligational and / or optional output indicators**.

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.5. Project Results

In this part, Project Results can be created. To create a new project result, click "+ **Add result**". Results are automatically numbered.

> ℹ **Project results** constitute the immediate advantage of carrying out the project, telling us about the benefit of using the project outputs.

Please select and quantify the relevant programme result indicators to which your project will contribute. The Target value is by default 1 and can be increased by the applicant.

For each selected result indicator, please briefly describe the contribution of the project and the relevant project results (change) you expect to achieve through the implementation of the foreseen activities and outputs as defined in the work plan. Please also specify the output(s) which are directly related to this result.

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 *Guidelines for Applicants* 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.

For example, if a project develops an output which is captured by the output indicator "RCO 87 - Organisations cooperating across borders " it should then be linked to the result indicator "RCR 84 - Organisations cooperating across borders after project completion". Targets should then be quantified.

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 Project Time Plan

The time plan will be automatically generated in Jems based on information provided in section "C.4 Project work plan" of the application form. Periods are pre-set to 6 months in the chart and correspond to the "financial reporting periods".
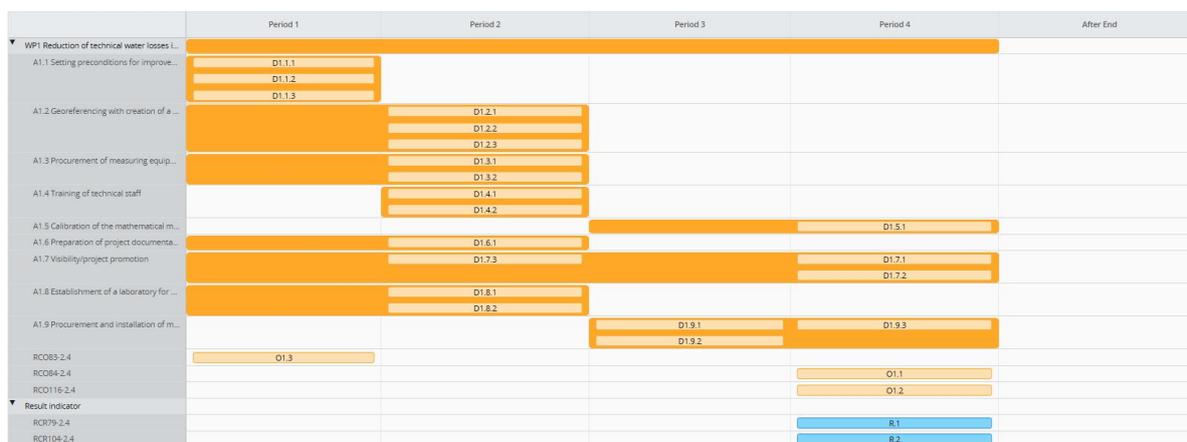
Please include realistic timing for your project activities, deliverables and outputs. The reporting and monitoring of project implementation will be based on the deliverables and outputs according to the delivery periods set in the application form. It is therefore recommended to use the time plan to

review the logical workflow, consistency and timing of the defined activities, deliverables and outputs before the submission of your project proposal.

C.7 Project management

In addition to the activities as described in the work plan, applicants need to foresee adequate provisions for project management, coordination, and internal communication.

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.

For questions from C.7.1 to C.7.4, please provide answers on:

- (*C.7.1*) **Day-to-day project management and coordination**, including the set-up of management structures, responsibilities, and procedures, as well as risk management. Internal communication within the partnership should also be explained.
- (*C.7.2*) **Qualitative project management planning** (i.e., how the quality of deliverables and outputs will be monitored and ensured, and indicate the responsible partner(s), also, appraisal of project progress and management such as evaluation and reviews);
- (*C.7.3*) **Communication approach** - Please describe how your project's communication objectives, as outlined in the work plan, will help with achieving your project's main result(s). Why is communication important? Which common tactics, channels and tools will help the partnership to reach out to and involve its target audiences? How will the project communication coordinator ensure that all project partners are involved and contribute to communication?
- (*C.7.4*) **Financial management** (incl. monitoring of incurred expenditure, transfer of funds and cash flow management), preparation of necessary documentation in view of the validation of expenditure and of controls/audits.

C.7 Project management

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

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

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 transfer your project results? 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

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

C.7.5 Cooperation criteria

Each project **must fulfil all four (4) of the described cross-border cooperation criteria**. Please describe how the cooperation criteria will be implemented in your project.

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

A horizontal principle is a principle that must be integrated throughout the programme; therefore, every project approved by the Programme must contribute to the relevant horizontal principles.

In this section, please specify which possible effects (positive, neutral, or negative) the project will have on the respective horizontal principles. Determining effects is a form of self-assessment based on the questions relevant for each of the principles.

When the type of expected effect is determined, please provide an explanation and describe in what way the project affects the respective principle. Please also identify active measures to contribute to the principles. These measures concern project activities as well as the management of the partnership.

In case the project could have negative effects concerning the respective principles, adequate mitigation measures have to be described to avoid the occurrence of such negative effects.

For example, if a project plans flood prevention infrastructure, special attention should be paid to the protection of existing habitat conditions in that area.

Sustainable development (environment)

In this text box, please describe the contribution to sustainable development and explain how the sustainability principle is included within the project and planned activities. Please also describe the environmental effects the project is likely to have considering the following aspects: greenhouse gas emissions, climate and climate change, water, air, soil, biodiversity, fauna and flora, cultural and archaeological heritage and landscape, population and human health.

Active measures contributing to this horizontal principle could be: planning interventions in flood-safe areas and preserving environmental values, using available solutions to reduce the carbon footprint

associated with meetings, travel and accommodation, developing green events (reducing the consumption of material, opting for recyclable products, favour short supply chain, etc.), etc.

Equal opportunity and non-discrimination

In this text box, please describe how the project will contribute to the principle of equal opportunities and prevent discrimination of any kind (gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation) during the development and implementation phases of the project.

All projects submitted under any priority axis are encouraged to incorporate measures for promoting equal opportunities and preventing any discrimination, taking into account the particular needs of the various target groups at risk of any kind of discrimination.

Active measures contributing to this horizontal principle could be: ensuring accessibility for persons with disabilities, promoting the inclusion of minorities, using neutral language in the project communication, etc.

Gender equality

In this text box, please describe how the project will contribute to the principle of equality between men and women and prevent discrimination of any kind during the preparation, design and implementation of the project.

Active measures contributing to this horizontal principle could be: integrating equal participation of women and men, promoting gender mainstreaming[1], etc.

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 — 0/ 2000 characters
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

C.8 Long-term plans

In this section, the Applicant should describe how will the project ensure that project outputs and result(s) have a lasting effect beyond the project implementation period and how will the project ensure that project outputs and result(s) are applicable and replicable by other organisations/regions/countries outside of the current partnership.

---

[1] Gender mainstreaming is usually defined as a process of assessing the implications for women and men of any planned action in all areas and at all levels. It is a strategy for making women's as well as men's concerns and experiences an integral dimension of the design, implementation, monitoring and evaluation of policies, programmes and projects in all political, economic and societal spheres so that women and men benefit equally and inequality is not perpetuated.

C.8.1 Ownership

Please describe who will ensure the financial and institutional support including maintenance for outputs and, if applicable, for the most important deliverables developed by your project.

C.8.2 Durability

Outputs and deliverables should be made available and used by relevant target groups (project partners or other stakeholders) after the project's lifetime, in order to have a lasting effect on the territory.

Please describe how you will ensure that project outputs will be used, upscaled or deployed after the project end. Please specifically refer to and be consistent with the planned project results, i.e. the direct effects of the project through the use of its outputs and their long-term perspective.

C.8.3 Transferability

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.

Please describe how outputs and deliverables could be adapted or further developed to be used by additional target groups or rolled out in other territories beyond the partnership. How will communication activities ensure that relevant groups are aware of the available outputs and deliverables to be used?

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

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.

> Enter text here

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

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

4.4.   Part D - Project budget

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

Automatically generated table based on the co-financing section of each partner (Part B – Co-financing).

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

Automatically filled in according to information filled in into the project partner budget (Part B – Budget and E.1 – Project lump sums). 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 ((Part B – Budget and E.1 – Project lump sums).

D.3.2 Project budget - overview per fund / period

Automatically filled in according to information filled in into the project partner budget (Part B – Co-financing).

4.5. Part E - Project lump sums and unit costs

⚠️ The applicable lump sums can be allocated **only to one Partner**, preferably to the Lead Partner.

The Programme foresees:

- Lump Sum option for project **preparation and contracting costs** - **5,500.00 EUR** per project;
- Lump Sum option for project **closure costs** - **2,500.00 EUR** per project

To include these costs, the Lead partner needs to add 2 rows in the "Project Lump Sum table", one for preparation and contracting costs, and the other for closure costs. The lump sums can be chosen from the dropdown list.

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 ME	PP2 PARTNER	PP3 PARTNER 3	PP4 THE TEST LP	Sum	Gap	
Preparatory ... ▾	Preparation ▾	No	8.000,00	8.000,00	0,00	0,00	0,00	8.000,00	0,00	🗑
Closure costs ▾	Closure ▾	No	4.000,00	4.000,00	0,00	0,00	0,00	4.000,00	0,00	🗑
				12.000,00	0,00	0,00	0,00	12.000,00		

5. Application annexes

Please upload relevant annexes necessary for your Application and in line with the Call for Proposals.

List of annexes to the Application to be uploaded in the Jems:

1. **Lead Partner Statement**;
2. **Project Partner Statement**;
3. **Partnership Pre-Agreement**.

For the purpose of eligibility check of all project partners including Lead partner (LP) supporting documents should be annexed to the Application (scanned as PDF and uploaded via Jems):

a) **The registration acts** and/or **decision on establishment** and/or **statute** (in accordance with relevant national law) of each partner;

b) **Additional documents** for **private partners** for check of financial capacity**:**

- **Balance sheet and profit and loss account**[2] for the last two closed financial years[3]. If a private partner does not have these documents because at the moment of submission of the application financial year is not closed yet, then it must be submitted prior to contracting, if a private partner participates in the selected operation.
- **Reference letter from the bank** where the private applicant holds an account (the letter should state that the institution is a customer, the duration of the banking relationship and confirm that the customer, up to date, has met its commitments and made bank transactions regularly thus concluding that the customer is favourably known because it has adequate solvency requirements).

⚠ It is therefore of utmost importance that these documents contain **ALL** the relevant information concerning the Project. **No additional annexes should be sent**.
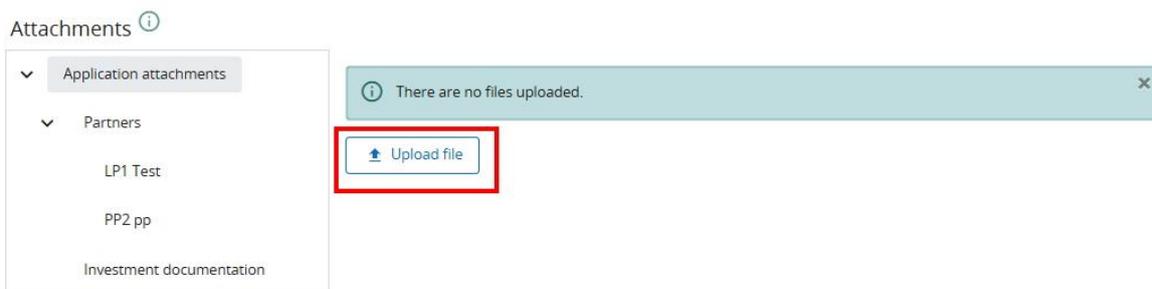
To attach a file in connection with the application in general, first, click the "Application attachments" and then click "Upload file". The document "Partnership Pre-Agreement" should be uploaded in the general Application attachments section.
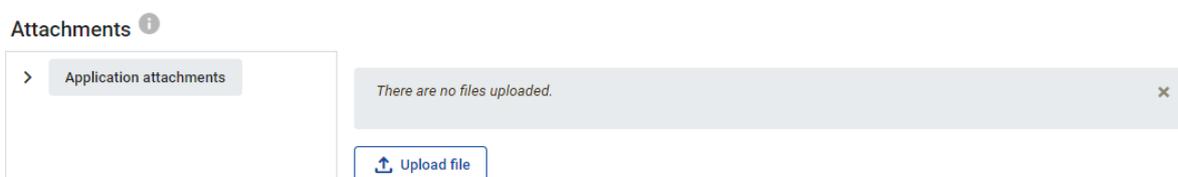
Lead Partner/Project Partner Statement and documents for the purpose of eligibility check must be uploaded in connection with a specific partner. Therefore, **first, select the partner** and then click "**Upload file**".

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[2] For non-profit organizations a corresponding document obligatory according to national laws should be provided.
[3] Proof of submission of reports is required if the reports have not been formally processed / published publicly.
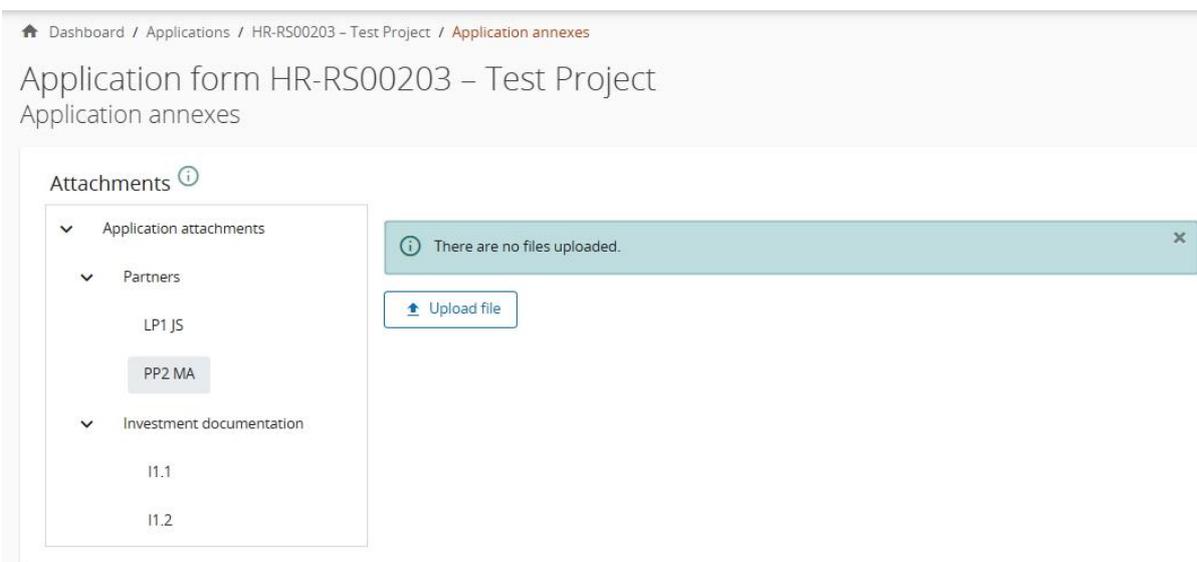
Investment documentation at the application stage is not required. However, if the investment documentation or part of the documentation is already available (see section C.4 Workplan > Investment), you can attach relevant file(s) in connection to the investment, **by selecting the investment** and then clicking **"Upload file"**.
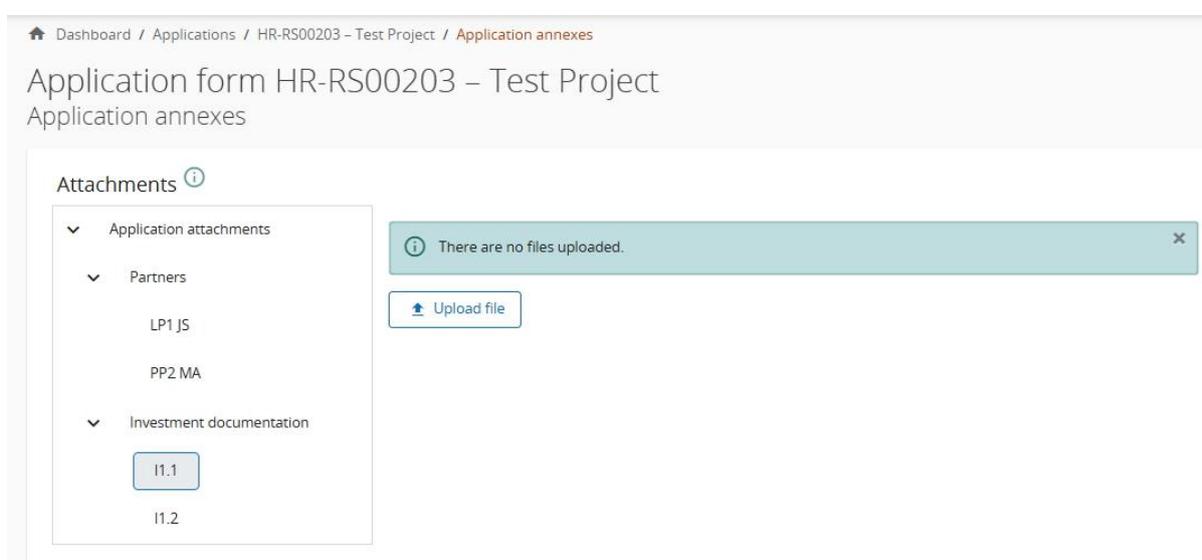
It is strongly recommended that the title of the uploaded document clearly indicates the content of that document (e.g. Lead Partner Statement).

Also, it is recommended to add 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 also be downloaded or deleted using the yellow icons until the project is submitted.

⚠️ Please ensure your file does not exceed the file size limit of 50 MB.

6. Export

This section allows the user to create a pdf file of the AF at any time of its development as well as to export partner budgets (drop-down menu "Export Plugin").

When your AF is ready for submission, it is recommended to save the final version as a pdf file.

7. How to submit the Application

After you have filled in all the necessary fields in the Application, in order to submit it, the entered data have to be checked first.

Under the section "Check & Submit", users with "edit" or "manage" privileges (see chapter 3. User Management of this document) can perform these two actions:

a) Run pre-submission check
b) Submit project application
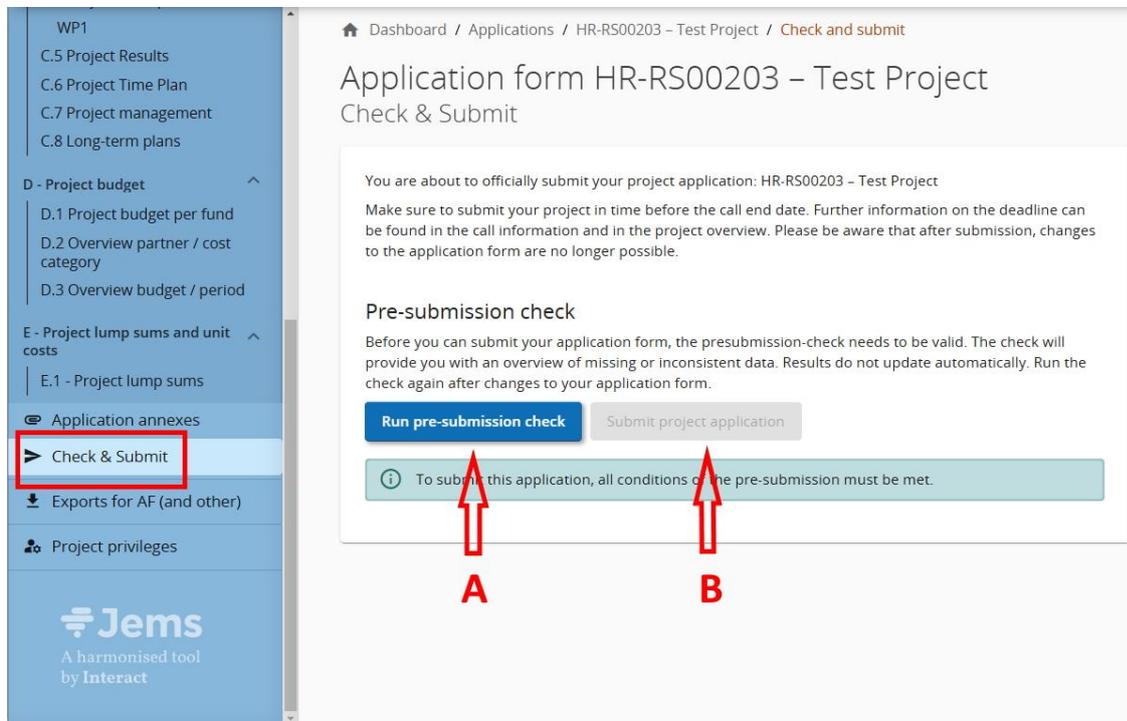
An application can only be checked or submitted when:

- The project is in draft status (editable)
- When the call deadline has not been exceeded.

When the "pre-submission check" button (A) is clicked, the system runs a **completeness and consistency check** and warns applicants when mandatory fields of the AF are not filled in, but it does **not check the quality of the information** provided.

> ⚠️ A successful pre-submission check is no guarantee that an application is fully complete and formally compliant!

Therefore, it is the applicants' responsibility to read carefully the information included in this Application manual and verify that all necessary fields are properly filled in.

There are three types of pre-submission check results:

Error icon ↕	Comment	↕
❗	Error - verification failed.	
	Required user interaction.	
⚠️	Warning - there are recommendations on how to enhance the data quality of the Application Form	
	User interaction is desirable.	
✅	Info - verification passed successfully.	

The results of a pre-submission check are shown in an expandable tree. A verification result is displayed for each active section of the application form.

> ℹ️ Error messages block the submission of the AF. Therefore, it is strongly recommended to run the pre- submission check early enough and already during filling the different sections of the AF. Do not wait the very last minute since you might run out of time for solving issues and keeping the deadline for project application submission.

A pre-submission check needs to be executed every time the user wants to submit an application form. If the application form is changed or a section is missing, the pre-submission check needs to be executed again.

The button "Submit project application" (B) is accessible only once all pre-submission checks are successfully passed.

Once the application is submitted, the status of the application is changed to "Submitted", which can be seen on your dashboard, under "My applications" or at the level of the "Project overview" page.

ℹ Once submitted no updates to the Application will be able to be performed by any of the partners.