**A picture containing graphical user interface

Description automatically generated**

A picture containing text, watercraft

Description automatically generated

**Interreg VI-A IPA Programme Croatia-Serbia**

**Offline template of the Application form**

**2nd Call for Proposals**

**October 2024**

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*Please note that this offline template is for information purposes only and it is considered as a help tool for the applicants during project preparation phase. The Application* ***has to be completed and submitted via the Joint Electronic Monitoring System (Jems) of the Programme****.* *In case of a discrepancy between the text within the sections of this offline template and the Application in Joint Electronic Monitoring System (Jems), the Application in Joint Electronic Monitoring System (Jems) prevails.*

# PART A – Project identification

## Project identification

|  |  |
| --- | --- |
| **Project ID** | *Automatically created* |
| **Name of the lead partner organisation** | *Automatically generated after entering information in section B – Project partners* |
| **Name of the lead partner organisation in English** | *Automatically generated after entering information in section B – Project partners* |
| **Project acronym** | *Enter acronym here (max 25 characters)* |
| **Project title** | *Enter title here (max 200 characters)* |
| **Project duration** | *Enter number of months. Period length and number of periods are calculated automatically.* |
| **Programme priority and specific objective** | *Select from drop-down of objectives that belong to the selected programme priority (links to part C)* |

## A.2 Project summary

*Please give a short overview of the project and describe:*

* *the common challenge of the programme area you are jointly tackling in your project*
* *the overall objective of the project and the expected change your project will make to the current situation*
* *the 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** | *Enter text here (max 5000 characters)* |

## A.3 Project budget overview

*Project budget overview is created automatically from Part B.*

## A.4 Project outputs and result overview

*Project outputs and result overview are created automatically based on data outputs and results tables in C.4. Project work plan.*

# PART B – Project partners

*Please note that the following sections need to be filled in for each partner!*

## Partners overview

*Automatically generated list after entering the information for each partner organization.*

## Project partner 1

### B.1.1. Partner identity

|  |  |
| --- | --- |
| Partner role | *Select from Lead partner or Partner* |
| Abbreviated name of the organisation | *Enter here (max 15 characters)* |
| Name of the organisation in original language | *Enter here (max 100 characters)* |
| Name of the organisation in English | *If existing, using the official translation (max 100 characters)* |
| Department /unit / division | *If applicable, enter here (max 250 characters)* |

### Legal and financial information

|  |  |
| --- | --- |
| Type of partner | *Select from drop-down list* |
| Legal status | *Select from drop-down list* |
| VAT number (or other identifier) | *Enter here* |
| **Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project?** | *Choose from: yes/no/partly* |

## B.1.2 Partner main address

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

|  |  |
| --- | --- |
| **Country** | *Select from drop-down list* |
| **Street** | *Enter here (max 50 characters)* |
| **House number** | *Enter here (max 20 characters)* |
| **Postal code** | *Enter here (max 20 characters)* |
| **City** | *Enter here (max 50 characters)* |
| **Homepage** | *Enter here (max 250 characters)* |

Address of department / unit / division (if applicable)

|  |  |
| --- | --- |
| **Country** | *Select from drop-down list* |
| **Street** | *Enter here (max 50 characters)* |
| **House number** | *Enter here (max 20 characters)* |
| **Postal code** | *Enter here (max 20 characters)* |
| **City** | *Enter here (max 50 characters)* |

## B.1.4 Legal representative

|  |  |
| --- | --- |
| **Title** | *Enter here (max 25 characters)* |
| **First name** | *Enter here (max 50 characters)* |
| **Last name** | *Enter here (max 50 characters)* |

## B.1.5 Contact person

|  |  |
| --- | --- |
| Title | *Enter here (max 25 characters)* |
| First name | *Enter here (max 50 characters)* |
| Last name | *Enter here (max 50 characters)* |
| E-mail address | *Enter here (max 255 characters)* |
| Telephone no. | *Enter here (max 25 characters)* |

## B.1.6 Partner motivation and contribution

|  |
| --- |
| **Which of the organisation’s thematic competences and experiences are relevant for the project?** |
| *Enter here (max characters 3000)* |
| **What is the role (contribution and main activities) of your organisation in the project?** |
| *Enter here (max characters 3000)* |
| **If applicable, describe the organisation’s experience in participating in and/or managing EU co-financed projects or other international projects.** |
| *Enter here (max characters 3000)* |

## Partner budget and co-financing

*In this section, each partner shall define their own budget and co-financing. In order to see amounts, please define budget first in the section budget.*

|  |  |
| --- | --- |
| **Partner budget overview** | *Automatically generated after entering the information about the organisations’ budget* |
| **Partner budget options** | *Section in which the budget options per each organisation are defined* |
| **Partner budget** | *Section in which the budget of the organisations is defined* |
| **Partner lump sums (assigned in section E.1 – Project lump sums)** | *Automatically generated after entering the information in section E.1 - Project lump sums* |
| **Co-financing** | *Section in which the co-financing of the organisations is defined. In order to see amounts, define your partner budget first in the section budget.* |
| **Origin of partner contribution** | *Section in which the source of the partner contribution is defined. The total of origin of contribution must match the total partner contribution.* |

## Project partner 2

*All sections from B.1 repeat* for *each partner.*

# PART C – Project description

## 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** | *Automatically inserted once it is selected in section A.1* |
| **Project overall objective** | *Enter here (max 500 characters)* |

## 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 (max 5000 characters).* |
| **C.2.2 How does the project tackle identified common challenges and/or opportunities and what is new about the approach the project takes?** | *Please describe new solutions that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime. Describe also in what way the approach goes beyond existing practice in the sector/programme area/participating countries (max 5000 characters).* |
| **C.2.3 Why is cross-border cooperation needed to achieve the project’s objectives and results?** | *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 approach (max 5000 characters)* |
| **C.2.4 Who will benefit from your project outputs?** | *In the first column of each row, please select one of the pre-defined target groups from the drop-down list. In the second column explain in more detail exactly who will benefit from your project. For example, if you choose the category education, you need to explain which specific schools or groups of schools and in which territory*. *(max 2000 characters per each target group)* |
| **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 (max 2000 characters per each strategy/policy)* |
| **C.2.6 Which synergies with past or current EU and other projects or initiatives will the project make use of?** | *Enter project or initiative and briefly explain (max 2000 characters per each project/initiative)* |
| **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 (max 5000 characters).* |

## 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 here (max 5000 characters) |

## Project work plan

## Work package 1

|  |  |
| --- | --- |
| Work package number | *Automatically created* |
| Work package title | *Enter here (max 100 characters)* |

## 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 | *Define one project specific objective that will be achieved when all activities in this work package are implemented and outputs delivered. (max 1000 characters)* |
| Communication objective(s) and target audience | *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 (max 1000 characters)* |

## Investments

*A box with questions will open for each investment.*

|  |  |
| --- | --- |
| **Investment number** | *Automatically generated* |
| **Investment title** | *Enter here (max 50 characters)* |
| **Expected delivery period** | *Select the period from drop-down list* |
| **Justification** | |
| **Please explain why this investment is needed.** | *Enter here (max 2000 characters)* |
| **Please clearly describe the cross-border relevance of the investment.** | *Enter here (max 2000 characters)* |
| **Please describe who is benefiting (e.g. partners, regions, end-users, etc.) from this investment, and in what way.** | *Enter here (max 2000 characters)* |
| **Location of the physical investment** | |
| **Please describe; if possible, a specific address where the investment will be located.** | *Fill in the following sections: Country, City – enter text* |
| **Risk associated with the investment** | |
| **Describe the risk associated with the investment, go/no-go decisions, etc. (if any).** | *Enter here (max 2000 characters)* |
| **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 here (max 2000 characters)* |
| **Ownership** | |
| **Who owns the site where the investment is located?** | *Enter here (max 2000 characters)* |
| **Who will retain ownership of the investment at the end of the project?** | *Enter here (max 2000 characters)* |
| **Who will take care of the maintenance of the investment? How will this be done?** | *Enter here (max 2000 characters)* |

### Activities

#### **List of activities**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity number** | **Activity title** | **Start period** | **End period** | **Description** |
| ***A 1.1.*** | *Enter here (max 200 characters)* | *Select from drop-down list* | *Select from drop-down list* | *Enter here (max 3000 characters)* |
| ***A 2.1.*** | *Enter here (max 200 characters)* | *Select from drop-down list* | *Select from drop-down list* | *Enter here (max 3000 characters)* |

*Add partner(s) involved for each activity (select from drop-down list).*

#### **Deliverables**

*Add deliverables to each activity – see programme rules.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Running number** | **Deliverable title** | **Description** | **Delivery period** |
| ***D.1.1.1*** | *Enter here (max 100 characters)* | *Enter here (max 300 characters)* | *Select from drop-down list* |
| ***D.1.1.2*** | *Enter here (max 100 characters)* | *Enter here (max 300 characters)* | *Select from drop-down list* |

#### **Outputs**

*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 number** | **Output title** | **Programme Output Indicator** | **Measurement unit** | **Target value** | **Delivery Period** | ***Output Description*** |
| ***OI 1.1*** | *Enter text (max 200 characters)* | *Select from the drop-down list* | *Automatically filled in* | *Enter the target value* | *Select from the drop-down list* | *Enter here (max 500 characters)* |
| ***OI 1.2.*** | *Enter text (max 200 characters)* | *Select from the drop-down list* | *Automatically filled in* | *Enter the target value* | *Select from the drop-down list* | *Enter here (max 500 characters)* |

## Work package 2

*Repeat the whole section C.4.1*

## Project results

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Result number** | **Programme result indicator** | **Measurement unit** | **Baseline** | **Target value** | **Delivery period** | **Result description** |
| **RI 1** | *Select from the drop-down list* | *Automatically filled in* | *The programme result baseline of the chosen indicator is prefilled in this filed. The project result indicator baseline must be lower or equal to the programme result baseline.* | *Enter here* | *Select from the drop-down list* | *Enter here (max 1000 characters)* |
| **RI 2** | *Select from the drop-down list* | *Automatically filled in* | *The programme result baseline of the chosen indicator is prefilled in this filed. The project result indicator baseline must be lower or equal to the programme result baseline.* | *Enter here* | *Select from the drop-down list* | *Enter here (max 1000 characters)* |

## Project Time Plan

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

## 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? (max 5000 characters)* |
| **C.7.2 Which measures will you take to ensure quality in your project?** |
| *Describe specific approaches and processes and responsible partners.* *If you plan to have any type of project evaluation, please describe its purpose and scope here. (max 5000 characters)* |
| **C.7.3 What will be the general approach you will follow to communicate about your project?** |
| *Who will coordinate project communication and how will he/she ensure the involvement of all partners? How will the communication function contribute to 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.* *(max 5000 characters)* |
| **C.7.4 How do you foresee the financial management of the project and reporting procedures for activities and budget (within the partnership and towards the programme)?** |
| *Define responsibilities, deadlines in financial flows, reporting flows, project related transfers, reclaims, etc.* *(max 5000 characters)* |
| **C.7.5 Cooperation criteria** |
| *Please select all cooperation criteria and describe how you will fulfil them* ***– Joint development, Joint implementation, Joint staffing, Joint financing*** *(max 2000 characters per each criteria)* |
| **C.7.6 Horizontal principles** |
| *Please indicate which type of contribution (positive, negative or neutral) to horizontal principles applies to the project, and justify your choice –* ***Sustainable development, Equal opportunities and non-discrimination, Gender equality*** *(max 2000 characters per each principle)* |

## 

## 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 here (max 5000 characters)* |

### 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 here (max 5000 characters)* |

### C.8.3 Transferability

|  |  |
| --- | --- |
| **Some outputs/deliverables that you will deliver could be adapted or further developed to be used by other target groups or in other territories. What will you do to make sure that relevant groups are aware of your outputs/deliverables and are able to use them?** | *Enter here (max 5000 characters)* |

# D – PROJECT BUDGET

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

*Automatically generated after entering budget for each partner.*

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

*Automatically generated after entering budget for each partner.*

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

*Automatically generated after entering budget for each partner.*

## D.3.2 Project budget - overview per fund / period

*Automatically generated after entering budget for each partner.*

# E – PROJECT LUMP SUMS AND UNIT COSTS

## E.1 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 a project partner.*

## APPLICATION ANNEXES

*In this section, the relevant annexes necessary for your Application and in line with the Call for Proposals should be uploaded.*

## CHECK / SUBMIT

*Make sure to submit your project in time before the call end date. Further information on the deadline can be found in the call information and in the project overview. Please be aware that after submission, changes to the application form are no longer possible.*

*Before you can submit your application form, the pre-submission-check needs to be valid. The check will provide you with an overview of missing or inconsistent data. Results do not update automatically. Run the check again after changes to your application form.*