A screenshot of a video game

Description automatically generated with medium confidence

**Interreg Europe 2021-2027**

**Application form template**

**Important note**

**The present template is for information purpose only**.   
It can help applicants prepare their application. The information provided here is not binding and minor deviations with the online form may occur.

To apply to Interreg Europe, an **online application form** must be submitted through the Interreg Europe [Portal](https://portal.interregeurope.eu/login).

Gray boxes show fields that need to be filled manually.

Green boxes show fields that are filled automatically by the system.

Contents

[PART A – Project overview 3](#_Toc97830791)

[A.1 Project identification 3](#_Toc97830792)

[A.2 Project summary 4](#_Toc97830793)

[A.3 Overview of project partners and their budget 4](#_Toc97830794)

[A.4 Project budget overview 4](#_Toc97830795)

[PART B – Partners / associated policy authorities 5](#_Toc97830796)

[B.1 Organisation 1 5](#_Toc97830797)

[B.n Organisation n 5](#_Toc97830798)

[PART C – General Project description 6](#_Toc97830799)

[C.1 Issue addressed 6](#_Toc97830800)

[C.2 Project’s overall objective 6](#_Toc97830801)

[C.3 Project’s innovative character 6](#_Toc97830802)

[C.4 Project approach 6](#_Toc97830803)

[C.5 Project indicators 7](#_Toc97830804)

[C.6 Communication strategy 7](#_Toc97830805)

[C.7 Horizontal principles 7](#_Toc97830806)

[C.8 Project management 8](#_Toc97830807)

[C.8.1 Overall management 8](#_Toc97830808)

[C.8.2 Day-to-day coordination 8](#_Toc97830809)

[C.8.3 Financial management and reporting 8](#_Toc97830810)

[PART D – Main policy instruments addressed 9](#_Toc97830811)

[D.1 Policy instrument 1 9](#_Toc97830812)

[D.1.1 Territorial context and general description 9](#_Toc97830813)

[D.1.2 Partner(s) addressing policy instrument 1 10](#_Toc97830814)

[D.1.3 Stakeholder group relevant for policy instrument 1 10](#_Toc97830815)

[D.1.4 Pilot action under policy instrument 1 10](#_Toc97830816)

[D.1.4.1 Core features 10](#_Toc97830817)

[D.1.4.2 Link to the policy instrument 11](#_Toc97830818)

[D.1.5 Compliance with State Aid rules 11](#_Toc97830819)

[D.n Policy instrument n 12](#_Toc97830820)

[PART E – Work plan 13](#_Toc97830821)

[E.1 Core phase ‘Exchange of experience’ 13](#_Toc97830822)

[E.1.1 Semester 1 13](#_Toc97830823)

[E.1.x 13](#_Toc97830824)

[E.1.6 Semester 6 13](#_Toc97830825)

[E.2 Follow-up phase 13](#_Toc97830826)

[E.2.1 Semester 7 13](#_Toc97830827)

[E.2.2 Semester 8 13](#_Toc97830828)

[PART F – Project budget 14](#_Toc97830829)

[F.1 Budget breakdown per cost category and partner 14](#_Toc97830830)

[F.2 External expertise and services 15](#_Toc97830831)

[F.3 Equipment 16](#_Toc97830832)

[F.4 Infrastructure and works 16](#_Toc97830833)

[F.5 Project budget per co-financing source - breakdown per partner 17](#_Toc97830834)

[F.6 Spending Plan 17](#_Toc97830835)

[PART G– Annex - Declarations 18](#_Toc97830836)

[Lead partner declaration 19](#_Toc97830837)

[ANNEX: Create a new organisation 20](#_Toc97830838)

# PART A – Project overview

## A.1 Project identification

|  |  |  |
| --- | --- | --- |
| Project ID | *Automatically generated* | |
|  |  | |
| Project title | *[110 characters]* | |
|  |  | |
| Project acronym | *[18 characters]* | |
|  |  | |
| **Policy objective** & specific objective | *Select from drop-down menu* | |
|  | |  | | --- | | ***Smarter Europe (policy objective 1)*** | | *Research and innovation capacities* | | *Digitisation* | | *SME competitiveness* | | *S3, industry and entrepreneurship* | | *Digital connectivity* | |  | | ***Greener Europe (policy objective 2)*** | | *Energy efficiency* | | *Renewable energy* | | *Smart energy systems* | | *Climate change* | | *Water management* | | *Circular economy* | | *Nature and biodiversity* | | *Zero-carbon urban mobility* | |  | | ***More Connected Europe (policy objective 3)*** | | *Sustainable TEN-T* | | *Sustainable mobility* | |  | | ***More social Europe (policy objective 4)*** | | *Employment* | | *Education* | | *Social inclusion* | | *Integration of third-country nationals* | | *Health care* | | *Culture and sustainable tourism* | |  | | ***Europe closer to citizens (policy objective 5)*** | | *Integrated urban development* | | *Integrated non-urban development* | |  | | ***Better governance (policy objective 6)*** | | *Policy governance* | | |
|  |  | |
| Core phase | *Fixed value: 36 months* |  |
|  |  |  |
| Follow-up phase | *Fixed value: 12 months* |  |

## A.2 Project summary

|  |
| --- |
| Please give a short overview of the project (in the style of a press release) focusing in particular on the issue addressed, the partnership and the overall objective.    Please note that, should the project be approved, this summary will be published on the programme’s website. |
| *[2000 characters]* |

## A.3 Overview of project partners and their budget

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Partner number** | **Project partner – name of organisation** | **Partner role in the project** | **Country** | **Partner total eligible budget** |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |

## A.4 Project budget overview

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PROGRAMME FUNDING** | | | **CONTRIBUTION** | | | **TOTAL ELIGIBLE BUDGET** |
| **Funding source** | **Funding Amount** | **Co-financing rate (%)** | **Public contribution** | **Private contribution** | **Total contribution** |
| Total eligible to ERDF | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| Total eligible to Norwegian funding | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| **Total eligible to programme funding** | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| Total other funding | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| **Total project budget** | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |

# PART B – Partners / associated policy authorities

**Overview partners *(consolidated table)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Partner number** | **Name of the organisation** | **Role in Project** | **Country** |
| 1 | … | Lead Partner/Advisory Lead Partner/Partner/Advisory Partner | … |
| n | … | Lead Partner/Advisory Lead Partner/Partner/Advisory Partner | … |

**Overview associated policy authorities *(consolidated table)***

|  |  |
| --- | --- |
| **Name of the organisation** | **Country** |
| … | … |
| … | … |

***à Add as many organisations as needed:***

## B.1 Organisation 1

|  |  |
| --- | --- |
| Country | *Select from drop-down menu* |
| Name of organisation | *Select from repository of organisation or add a new one[[1]](#footnote-2)* |
| Role in the project | *Select from drop-down menu:*  *lead partner*  *project partner*  *advisory partner*  *advisory lead partner*  *associated policy authority* |
| Partner financed through the Investment for Jobs and Growth programme (article 22(3) (d) (vi) of Regulation (EU) No 2021/1060)[[2]](#footnote-3) | *Yes/No* |
| 15% flat rate for 'Travel and accommodation'[[3]](#footnote-4) | *Checkbox ticked per default.*  *If unticked:*  *By unticking the box above this partner will have to budget and report costs under Travel and accommodation on a real costs basis. Please provide a justification for not selecting the 15% flat rate for this cost category.*  *[1000 characters]* |

*If applicable (in case of advisory partner):*

|  |
| --- |
| What are the partner’s competences and experiences in the issue addressed by the project? |
| *[1500 characters]* |
|  |
| What is the advisory partner’s role in the project? |
| *[1500 characters]* |

## B.n Organisation n

*All sections from B.1. repeat for each additional organisation*

# PART C – General Project description

## C.1 Issue addressed

|  |
| --- |
| What is the common regional development issue addressed by the project? Please make sure this information is coherent with the programme specific objective you selected in section A and with the description of the policy instruments in section D. |
| *[1000 characters]* |
|  |
| Why is this issue important for European regions? Please be as specific as possible (data and statistics are welcome if possible). |
| *[1000 characters]* |
|  |
| How does the project contribute to the EU Cohesion policy? Does it also contribute to other European strategies or policies? |
| *[1000 characters]* |

## C.2 Project’s overall objective

|  |
| --- |
| The project’s overall objective is to improve the implementation of regional development policies in the field of *XXX (policy objectives as selected in section A.1*), in particular to improve the policy instruments described in section D of the present application.  Please further describe the project’s overall objective below. |
| *[1000 characters]* |

## C.3 Project’s innovative character

|  |
| --- |
| Please explain the innovative character of the project and of its expected results, in particular in comparison to similar initiatives/ projects you are aware of. |
| *[1000 characters]* |
|  |
| For projects deriving from past Interreg experiences (follow-up projects), please clarify the added value of this cooperation compared to the previous experience. |
| *[1000 characters]* |

## C.4 Project approach

|  |
| --- |
| Please describe the approach/ methodology adopted to achieve the project’s objective within the core phase.   * How is the learning process organised at regional and interregional levels? If applicable, please describe the different steps you envisage to reach the project’s objective. * What is the purpose of the different types of activities proposed? In particular, how do they contribute to individual and/or organisational learning? How are these activities interrelated? * How do you ensure the involvement of stakeholders in the learning process? |
| *[4000 characters]* |
|  |
| Please explain the approach/ methodology envisaged for the follow-up phase? To what extent are the stakeholders expected to be involved in the follow-up phase? |
| *[1000 characters]* |

## C.5 Project indicators

|  |  |  |
| --- | --- | --- |
| **Output indicators** | | |
| **Code** | **Title** | **Target** |
| RCO87 | N° of organisations cooperating across borders | *Automatically filled in* |
| RCO84 | N° of pilot actions developed jointly and implemented in projects | *Automatically filled in* |
| OI4 | N° of policy instruments addressed | *Automatically filled in* |
| OI5 | N° of interregional policy learning events organised | *Automatically filled in* |
| O16 | N° of good practices identified | *Automatically filled in* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Result indicators** | | |  |
| **Code** | **Title** | **Target** | **Performance (in %)** |
| RII2 | N° of organisations with increased capacity due to their participation in project activities | *To be filled manually* | *Automatically calculated* |
| RI3 | N° of policy instruments improved thanks to the project | *Automatically calculated* | *Automatically calculated* |

## C.6 Communication strategy

|  |  |
| --- | --- |
| Please indicate the overall objectives of the project’s communication strategy. | |
| *[500 characters]* | |
|  | |
| Please describe the target groups of your communication strategy. | |
| *[500 characters]* | |
|  | |
| Please explain the main communication tools and channels (including social media outreach) that will be used. | |
| *[500 characters]* | |
|  | |
| Please describe briefly how the communication strategy will be implemented and evaluated. | |
| *[500 characters]* | |
|  | |
| Will the management of the project’s communication be externalised? | *Yes/No* |

## C.7 Horizontal principles

|  |  |  |
| --- | --- | --- |
| Please indicate to which extent the project contributes to EU horizontal principles and justify your choice. | | |
|  | **Type of contribution** | **Description of the contribution** |
| **Sustainable development** | *Select from drop-down menu:*  *Neutral positive effects* | *[1000 characters]* |
| **Equal opportunities and non-discrimination** | *Select from drop-down menu:*  *Neutral positive effects* | *[1000 characters]* |
| **Gender equality** | *Select from drop-down menu:*  *Neutral positive effects* | *[1000 characters]* |

## C.8 Project management

### C.8.1 Overall management

|  |
| --- |
| Please describe how the overall management will be ensured? Which body will make strategic project decision and according to which rule? What will be the composition of this body? If relevant, how will the responsibilities be shared among the partners? |
| *[2000 characters]* |

### C.8.2 Day-to-day coordination

|  |  |
| --- | --- |
| Please describe how the day-to-day coordination will be ensured. | |
| *[1000 characters]* | |
| Will the project coordination be externalised? | *Yes/No* |

### C.8.3 Financial management and reporting

|  |  |
| --- | --- |
| Please describe how the financial management and reporting procedures will be ensured. | |
| *[1000 characters]* | |
| Will the financial management be externalised? | Yes/No |

# PART D – Main policy instruments addressed

**Overview policy instruments (consolidated table)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Policy instrument number** | **Name of the policy instrument** | **Name of the policy responsible authority** | **Involvement of the policy responsible authority** | **Investment for Jobs and Growth programme[[4]](#footnote-5)** | **Country** |
| 1 | … | … | *Partner/Associated policy authority* | *Yes/No* | … |
| n | … | … | *Partner/Associated policy authority* | *Yes/No* | … |

**Overview pilot actions**

|  |  |  |
| --- | --- | --- |
| **Number** | **Title** | **Policy instrument(s) concerned** |
| … | … | … |
| … | … | … |

***à Create as many policy instruments as needed:***

## D.1 Policy instrument 1

### D.1.1 Territorial context and general description

|  |  |
| --- | --- |
| What is the state of play of the issue addressed by the project in the territory covered by the policy instrument? Which challenge needs to be overcome in this territory? Please be as specific as possible and provide detailed information on the characteristics of the concerned territory. | |
| *[1500 characters]* | |
|  | |
| Please name the policy instrument addressed (for Investment for jobs and growth goal programmes, please provide the name of the operational programme concerned). | |
| *[150 characters]* | |
|  | |
| Is this instrument an Investment for jobs and growth goal programme (i.e. national or regional operational programme)? | *Yes/No* |
|  |  |
| Please indicate the geographical scope of this instrument | *Select from drop-down menu:*  *local*  *regional*  *national.* |
|  |  |
| Please select how the authority responsible for this policy instrument is involved in the project:  The authority responsible for this policy instrument is involved as… | *Select from drop-down menu:*  *partner*  *associated policy authority* |
|  |  |
| Please select the authority responsible for this policy instrument. | *Depending on the answer to the above question, select from drop down menu:*   * *List of project partners[[5]](#footnote-6)* * *List of associated policy authorities*   *As filled in section B.* |
| Please describe the main features of this policy instrument (e.g. objective, characteristics, priority or measure addressed). | |
| *[1500 characters]* | |
|  | |
| What kind of improvements do you envisage for this instrument? *(Select at least one.)* | |
| |  | | --- | | * New projects financed by the instrument □ * Change in the management of the instrument □ * Revision of the instrument itself □ | |  | | Please further explain the way the policy instrument can be improved. | | *[1500 characters]* | | |

### D.1.2 Partner(s) addressing policy instrument 1

|  |  |
| --- | --- |
| **Partner[[6]](#footnote-7)** | *If it is involved as partner, the policy responsible authority appears automatically. Additional partners can be added with a drop-down menu showing the list of partners.*  *If not, select from drop-down menu showing the list of partners.* |
|  | |
| What is the policy relevance of this partner (the link to the authority responsible for the policy instrument addressed, and its capacity to influence this instrument)? | |
| *[1000 characters]* | |
|  | |
| What are the partner’s competences and experiences in the issue addressed by the project? | |
| *[1000 characters]* | |
|  | |
| How will the partner benefit from the cooperation? In case this partner plays a particular role in the project, please also indicate it here. | |
| *[1000 characters]* | |
|  | |
| In case the partner is involved in several Interreg Europe applications/ projects, please justify this multiple involvement. | |
| *[1000 characters]* | |

### D.1.3 Stakeholder group relevant for policy instrument 1

|  |  |
| --- | --- |
| Please provide an indicative list of the most relevant stakeholders (i.e., name of the organisation concerned) to be involved in the project: *(max 10 entries).* It is recommended to have no more than 12 entries. | |
| Organisation name: | *[300 characters]* |
|  |  |

***à add up organisations***

### D.1.4 Pilot action under policy instrument 1[[7]](#footnote-8)

|  |  |
| --- | --- |
| Is a pilot action proposed to improve this policy instrument? | *Yes/No* |
| *Following questions only appear if applicable (if ‘yes)* |  |
| Is this pilot action also proposed to be implemented in other partner region(s)? | *Yes/No[[8]](#footnote-9)* |
| *Following questions only appear if applicable (if ‘yes)* |  |
| Please indicate which other policy instrument(s) are subject to the same pilot action *(Select at least one.)* | *Select from drop-down menu with list of all policy instruments as filled in section D.* |

### D.1.4.1 Core features

|  |
| --- |
| Title of the pilot action |
| *[150 characters]* |
|  |
| Nature of the test: Please describe what will be tested in the region(s)? What is the precise nature of the pilot action envisaged? |
| *[2000 characters]* |
|  |
| Interregionality and contribution to the learning process: How is the pilot action linked to the interregional exchange of experience process? How will the implementation and lessons learnt from the pilot action be shared among the partnership to enrich the interregional exchange of experience? |
| *[1000 characters]* |
| *The following section opens only in the following cases:*   * *either the pilot action is implemented only in this region (see D.1.4)* * *or the pilot action is implemented in another region, but from the same country.*   Which other project partner(s) (from a different country) will be involved in the implementation of the pilot action? |
| *[1000 characters]* |
|  |
| What is the exact role of the other partner(s) in the implementation of the pilot action? |
| *[1000 characters]* |

### D.1.4.2 Link to the policy instrument

|  |  |
| --- | --- |
| Policy relevance and durability: How will the pilot action contribute to improving the above policy instrument? In case of success, how will the initiative be continued/ generalised within this policy instrument? | |
| *[2000 characters]* | |
|  | |
| Confirm additionality: By clicking this box, the partner(s) concerned confirms that the pilot action cannot be financed by the above policy instrument or by other local, regional or national funds. | □[[9]](#footnote-10) |

### D.1.5 Compliance with State Aid rules

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Is the project partner involved in economic activities within the pilot?**  *Please select the applicable answers to the questions below and explain your reasoning.* | | | | |
| 1. Will the project partner implement activities and/or offer goods or services for which a market exists? | | *Drop-down:*  *Yes/No* | | *Explanation*  *[1000 characters]* |
| 2. Will the project partner receive an economic advantage, i.e., a financial or non-financial benefit from the pilot action which it would not have obtained under normal market conditions (in the absence of fundings granted through the project)? | | *Drop-down:*  *Yes/No* | | *Explanation*  *[1000 characters]* |
| 3. Will the project partner carry out **at least part** of these economic activities on its own (if an external provider is contracted via public procurement to carry out **all** the economic activities, select no)? | | *Drop-down:*  *Yes/No* | | *Explanation*  *[1000 characters]* |
| **RESULT** (depending on the answers to the questions above):  “Based on the results of the state aid self-assessment, this pilot action could be concerned by direct state aid rules. Compliance with state aid rules will be checked by the JS as part of the quality assessment and exemption options will be explored if the project is recommended for approval. This does not impact as such the eligibility of this application.” | | | | |
|  | | | | |
| If ‘yes’ to questions 1, 2 and 3, a new question is displayed asking the following: | | | | |
| 4. Please state the source of your co-financing: | | | *Drop-down:*   1. *Own funds* 2. *Funds from other external public sources (e.g.: local, regional or national subsidies)* 3. *Funds from private sources* | |
|  | | | | |
| **Will any third party receive an advantage through its involvement into the pilot action?**  *Please select the applicable answer to the question below and explain your reasoning.* | | | | |
| 1. Could any third party receive an economic advantage, i.e., a financial or non-financial benefit from its involvement into one or several activities of the pilot action which it would not have obtained under normal market conditions (in the absence of the pilot action)? | *Drop-down:*  *Yes/No* | | | *Explanation*  *[1000 characters]* |
| **RESULT** (depending on the answers to the questions above):  “Based on the results of the state aid self-assessment, this pilot action could be concerned by indirect state aid rules. Compliance with state aid rules will be checked by the JS as part of the quality assessment and exemption options will be explored if the project is recommended for approval. This does not impact as such the eligibility of this application.” | | | | |

## D.n Policy instrument n

*All sections from D.1 repeat for each additional policy instrument*

# PART E – Work plan

## E.1 Core phase ‘Exchange of experience’

*Describe the planned activities related to the exchange of experience process at interregional and regional (stakeholders) levels. Please be as specific as possible with details on the main features of these activities (e.g., type of meeting, topic tackled, duration, location/host).*

### E.1.1 Semester 1

|  |  |  |
| --- | --- | --- |
| Exchange of experience | *[3000 characters]* | |
| Pilot action n *(if applicable)[[10]](#footnote-11)* | *[1500 characters]* | |
| Communication | *[1000 characters]* | |
| Management | Ongoing management activities to ensure smooth implementation and reporting of the project | |
|  | |  |
| **Pre-defined output indicators** | | **Target value** |
| N° of interregional policy learning events organised | |  |
| N° of good practices identified | |  |

**E.1.2 Semester 2**

*Same work plan grid repeats for each semester of core phase.*

### E.1.x

### E.1.6 Semester 6

## E.2 Follow-up phase

*Describe the planned activities dedicated to monitoring of the main phase results as well as to the exchange of experience (if applicable). Please be as specific as possible with details on the main features of these activities (e.g., type of meeting, topic tackled, duration, location/host).*

### E.2.1 Semester 7

|  |  |  |
| --- | --- | --- |
| Monitoring results of main phase and, if applicable, exchange of experience | *[3000 characters]* | |
| Communication | *[1000 characters]* | |
| Management | Ongoing management activities to ensure smooth implementation and reporting of the project | |
|  | |  |
| **Pre-defined output indicators** | | **Target value** |
| N° of interregional policy learning events organised | |  |

### E.2.2 Semester 8

*Same work plan grid repeats for the second semester of the follow-up phase.*

# 

# PART F – Project budget

*(only integers in EUR and no cents allowed except in F.5)*

## F.1 Budget breakdown per cost category and partner[[11]](#footnote-12)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Partner** | **Preparation costs** | **Staff costs** | **Office and administration** | **Travel and accommodation** | **External expertise and services** | **Equipment** | **Infrastructure and works** | **TOTAL BUDGET** |
| **LP** | *Fixed amount* | *[EUR]* | *Automatically calculated as 15% of Staff costs* | *Automatically calculated as 15% of Staff costs*  *or [EUR] if the checkbox for the flat rate is unticked in part B* | *Sum of items in F.2* | *Sum of items in F.3* | *Sum of items in F.4* | *Automatically calculated* |
| **PP2** |  | *[EUR]* | *Automatically calculated as 15% of Staff costs* | *Automatically calculated as 15% of Staff costs*  *or [EUR] if the checkbox for the flat rate is unticked in part B* | *Sum of items in F.2* | *Sum of items in F.3* | *Sum of items in F.4* | *Automatically calculated* |
| **PPn** |  | *[EUR]* | *Automatically calculated as 15% of Staff costs* | *Automatically calculated as 15% of Staff costs*  *or [EUR] if the checkbox for the flat rate is unticked in part B* | *Sum of items in F.2* | *Sum of items in F.3* | *Sum of items in F.4* | *Automatically calculated* |
| **Total** | *Automatically calculated* | *Automatically calculated* | *Automatically calculated* | *Automatically calculated* | *Automatically calculated* | *Automatically calculated* | *Automatically calculated* | *Automatically calculated* |
| **% of Total budget** | *% Automatically calculated* | *% Automatically calculated* | *% Automatically calculated* | *% Automatically calculated* | *% Automatically calculated* | *% Automatically calculated* | *% Automatically calculated* | *100%* |

## F.2 External expertise and services

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item number** | **Description** | **Contracting partner** | **Type of costs** | **TOTAL** |
| 1 | *[500 characters] unless pre-filled by the system* | *Drop-down to select from project partners* | *Drop-down menu to select from the following:*   1. *Exchange of experience – meetings*   *[description pre-filled and not editable]*   1. *Exchange of experience – travel and accommodation external bodies*   *[description pre-filled and not editable]*   1. *Exchange of experience – external support* 2. *Pilot action (if applicable)* 3. *Communication – events*   *[description pre-filled and not editable]*   1. *Communication – material* 2. *Management – external support*   *[description pre-filled and not editable]*   1. *Management – expenditure control*   *[description pre-filled and not editable]* | *EUR* |
| n | *[500 characters] unless pre-filled by the system* | *Drop-down to select from project partners* | *Drop-down menu to select from the following:*   1. *Exchange of experience – meetings*   *[description pre-filled and not editable]*   1. *Exchange of experience – travel and accommodation external bodies*   *[description pre-filled and not editable]*   1. *Exchange of experience – external support* 2. *Pilot action (if applicable)* 3. *Communication – events*   *[description pre-filled and not editable]*   1. *Communication – material* 2. *Management – external support*   *[description pre-filled and not editable]*   1. *Management – expenditure control*   *[description pre-filled and not editable]* | *EUR* |
|  |  |  | **Total** | *Automatically calculated* |

## F.3 Equipment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item number** | **Description** | **Contracting partner** | **Type of costs** | **TOTAL** |
| 1 | *[500 characters] unless pre-filled by the system* | *Drop-down to select from project partners* | *Drop-down menu to select from the following:*   1. *Office equipment*   *[description pre-filled and not editable]*   1. *Pilot action (if applicable)* | *EUR* |
| n | *[500 characters] unless pre-filled by the system* | *Drop-down to select from project partners* | *Drop-down menu to select from the following:*   1. *Office equipment*   *[description pre-filled and not editable]*   1. *Pilot action (if applicable)* | *EUR* |
|  |  |  | **Total** | *Automatically calculated* |

## F.4 Infrastructure and works

*(only in case of pilot actions)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Item number** | **Description** | **Contracting partner** | **TOTAL** |
| 1 | *[500 characters]* | *Drop-down to select from project partners* | *EUR* |
| n | *[500 characters]* | *Drop-down to select from project partners* | *EUR* |
|  |  | **Total** | *Automatically calculated* |

## F.5 Project budget per co-financing source - breakdown per partner

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Partner** | **Country** | **TOTAL** | **ERDF** | **ERDF/NO rate (%)** | **Norwegian** | **Partner contribution from public sources** | **Partner contribution from private sources** | **Total partner contribution** |
| **LP** | *Automatically filled in from Part B* | *Automatically filled in from F.1* | *Automatically calculated* | *Automatically filled* | *Automatically calculated* | *[EUR]* | *[EUR]* | *Automatically calculated* |
| **PP2** | *Automatically filled in from Part B* | *Automatically filled in from F.1* | *Automatically calculated* | *Automatically filled* | *Automatically calculated* | *[EUR]* | *[EUR]* | *Automatically calculated* |
| **PPn** | *Automatically filled in from Part B* | *Automatically filled in from F.1* | *Automatically calculated* | *Automatically filled* | *Automatically calculated* | *[EUR]* | *[EUR]* | *Automatically calculated* |
| **Total** |  | *Automatically calculated* | *Automatically calculated* |  | *Automatically calculated* | *Automatically calculated* | *Automatically calculated* | *Automatically calculated* |

## F.6 Spending Plan

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Partner** | **Preparation costs** | **Semester 1** | **Semester 2** | **Semester t** | **Semester 8 and closure** | **TOTAL BUDGET** |
| **LP** | *Fixed amount* | *[EUR]* | *[EUR]* | *[EUR]* | *[EUR]* | *Automatically calculated (must match the total in F.1)* |
| **PP2** |  | *[EUR]* | *[EUR]* | *[EUR]* | *[EUR]* | *Automatically calculated (must match the total in F.1)* |
| **PPn** |  | *[EUR]* | *[EUR]* | *[EUR]* | *[EUR]* | *Automatically calculated (must match the total in F.1)* |
| **Total** | *Automatically calculated* | *Automatically calculated* | *Automatically calculated* | *Automatically calculated* | *Automatically calculated* | *Automatically calculated* |
| **% of Total budget** | *% Automatically calculated* | *% Automatically calculated* | *% Automatically calculated* | *% Automatically calculated* | *% Automatically calculated* | *100%* |

# PART G– Annex - Declarations

*For each partner and each associated policy authority, the signed declaration must be uploaded to the online application form before submission. One file needs to be uploaded per partner/associated policy authority in PDF format (max. size per file: 2MB). These declarations can be automatically generated by the system based on the information provided in the application form. The declaration template is also available on the programme website.*

# Lead partner declaration

*You are about to officially submit your project application: XYZ*

*Make sure to submit your project in time before the call end date. Please be aware that after submission, changes to the application form are no longer possible.*

*By submitting the application form, the lead partner hereby confirms that:*

* *The information provided in this application is accurate and true to the best knowledge of the lead partner.*
* *The project is in line with the relevant EU and national legislation and policies of the countries involved.*
* *The lead partner and the project partners will act according to the provisions of the relevant national and EU regulations, especially regarding structural funds, public procurement, state aid, horizontal principles of sustainable development, non-discrimination and gender equality as well as the specific provisions of the programme.*
* *No expenditure related to the above-mentioned project has been, is or will be funded by any other EU funded programme, except for partners that do not receive funding directly from the Interreg Europe programme.*

# ANNEX: Create a new organisation

|  |  |  |  |
| --- | --- | --- | --- |
| Name in English | *[200 characters]* | | |
|  |  | | |
| Name in local language | *[200 characters]* | | |
|  |  | | |
| Country | |  | NUTS 1 |
| *Select from drop-down menu* | |  | *Select from drop-down menu* |
|  | |  |  |
| Region (NUTS 2) | |  | NUTS 3 |
| *Select from drop-down menu* | |  | *Select from drop-down menu* |
|  | |  |  |
| Address | | | |
| *[200 characters]* | | | |
|  | |  |  |
| Postal code | |  | City |
| *[200 characters]* | |  | *[200 characters]* |
|  | |  |  |
| Website | |  | VAT number (or other identifier) |
| *[200 characters]* | |  | *[200 characters]* |
|  | |  |  |
| Legal status | |  | Co-financing rate (%) |
| *Select from drop-down menu*: *public* / *private* | |  | *Automatically filled: 80% (public) / 70% private* |
|  | |  |  |
| Type of partner | |  | |  | | --- | | *Select from drop-down menu*  *Local public authority* | | *Regional public authority* | | *National public authority* | | *Business support organisation* | | *Education and research institution* | | *Agency* | | *Infrastructure and (public) service provider* | | *Interest group* | | *EGTC[[12]](#footnote-13)* | | *International organisation,* | | *EEIG* | | *Other* | |

***à For each organisation in the project, the following information is required:***

|  |  |  |
| --- | --- | --- |
| **Legal representative** |  |  |
| First Name |  | Last Name |
| *[100 characters]* |  | *[100 characters]* |
|  |  |  |
| E-Mail Address |  | Telephone |
| *[200 characters]* |  | *[200 characters]* |

|  |  |  |
| --- | --- | --- |
| **Contact person** |  |  |
| First Name |  | Last Name |
| *[100 characters]* |  | *[100 characters]* |
|  |  |  |
| E-Mail Address |  | Telephone |
| *[200 characters]* |  | *[200 characters]* |

1. See the form to introduce new organisations at the end of the document. [↑](#footnote-ref-2)
2. Not applicable for partners from non-EU countries. [↑](#footnote-ref-3)
3. Not applicable for partners from non-EU countries (except Norway). [↑](#footnote-ref-4)
4. At least one of the policy instruments addressed by the project must be an Investment for Jobs and Growth goal programme. [↑](#footnote-ref-5)
5. Except advisory partners who do not address any policy instrument. [↑](#footnote-ref-6)
6. Section repeats for every partner addressing the policy instrument. [↑](#footnote-ref-7)
7. Only one pilot action can be added per policy instrument. [↑](#footnote-ref-8)
8. If no, go to D.1.4.1 Core features [↑](#footnote-ref-9)
9. Box must be ticked to enable submission. [↑](#footnote-ref-10)
10. One field for each pilot action as included in section D. [↑](#footnote-ref-11)
11. Except for partners from Switzerland, partners from non-programme countries or partners from the EU that are financing their participation in the project through the Investment for Jobs and Growth programme (article 22(3) (d) (vi) of Regulation (EU) No 2021/1060). These partners will have to fill in only their ‘TOTAL BUDGET’ in F.1. [↑](#footnote-ref-12)
12. In case EGTC is selected, countries represented need to be in a dedicated field. [↑](#footnote-ref-13)