



***LIFE Environmental Governance and Information***

**Guidelines for applicants 2014**

**The current guidelines apply to the preparation of project proposals to be submitted to the Contracting Authority under the LIFE sub-programme for Environment. They are intended to help the applicant prepare the content of the project proposal.**

**This document only applies to this first call for LIFE project proposals ("LIFE 2014"). Furthermore, these guidelines only concern applications for the following type of "traditional" projects in the priority area *Environmental Governance and Information*: "information, awareness, and dissemination projects". Separate guidance documents are available on the LIFE web page for other components of the LIFE 2014 call.**

**The document LIFE Orientation Document (also available on the LIFE web page) provides guidance to applicants on how to identify the most suitable LIFE sub-programme and priority area under which they could submit their proposal. This document also discusses the distinctions between LIFE and other EU direct funding programmes.**

**The current guidelines are part of the call for proposals application package 2014 which also includes the following documents that should be carefully read before submitting a LIFE proposal:**

- Guide for the evaluation of LIFE project proposals**
- Model LIFE Grant Agreement with Special and General Conditions**

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# Introduction to LIFE

## 1.1 What is LIFE?

**LIFE** is the European Programme for the Environment and Climate Action, for the period from 1 January 2014 until 31 December 2020. The legal basis for LIFE is Regulation (EU) No 1293/2013 of the European Parliament and of the Council of 11 December 2013<sup>1</sup> (hereinafter referred to as "the LIFE Regulation").

The LIFE Programme is structured in two sub-programmes: the sub-programme for environment and the sub-programme for climate action.

The **sub-programme for environment** covers three priority areas:

- ***LIFE Environment and Resource Efficiency***
- ***LIFE Nature and Biodiversity***
- ***LIFE Environmental Governance and Information***

The thematic priorities for each priority area are further described in Annex III to the LIFE Regulation.

The **sub-programme for climate action** covers three priority areas:

- ***LIFE Climate Change Mitigation***
- ***LIFE Climate Change Adaptation***
- ***LIFE Climate Governance and Information***

The overall financial envelope for the implementation of the LIFE Programme is EUR 3.457 Billion, 75% of which is allocated to the sub-programme for environment (EUR 2,592,491,250).

According to Article 17(4) of the LIFE Regulation, at least 81% of the total budget shall be allocated to projects supported by way of action grants or, where appropriate, financial instruments. The first LIFE Multiannual Work Programme covering the period 2014-2017 foresees a budget of EUR 1,347.1 Million for the sub-programme for environment<sup>2</sup>.

During the period 2014-2020, the Contracting Authority will launch one call for LIFE project proposals per year.

LIFE is open to public or private bodies, actors or institutions registered in or, exceptionally, outside the European Union. Project proposals can either be submitted by a single applicant or by a partnership which includes a coordinating beneficiary (the applicant) and one or several associated beneficiaries.

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<sup>1</sup> Regulation (EU) No 1293/2013 of the European Parliament and of the Council of 11 December 2013, published in the Official Journal L 347/185 of 20 December 2013

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:347:0185:0208:EN:PDF>

<sup>2</sup> Commission Implementing Decision (2014/203/EU) of 19 March 2014 on the adoption of the LIFE multiannual work programme for 2014-17, OJ L116 of 17.04.2014, p.1;

[http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:JOL\\_2014\\_116\\_R\\_0001](http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:JOL_2014_116_R_0001)

## 1.2 "Traditional" Projects

Article 2 of the LIFE Regulation defines the various types of projects which may be supported by the LIFE 2014-2020 programme. While some of the project types (e.g. 'integrated projects' and 'capacity building projects') are new to LIFE, other project types are similar to those already supported by LIFE+ and previous LIFE programmes.

These "traditional" types of projects are:

- "pilot projects" means projects that apply a technique or method that has not been applied or tested before, or elsewhere, and that offer potential environmental or climate advantages compared to current best practice and that can subsequently be applied on a larger scale to similar situations;
- "demonstration projects" means projects that put into practice, test, evaluate and disseminate actions, methodologies or approaches that are new or unknown in the specific context of the project, such as the geographical, ecological, socio-economic context, and that could be applied elsewhere in similar circumstances;
- "best practice projects" means projects that apply appropriate, cost-effective, state-of-the-art techniques, methods and approaches taking into account the specific context of the project;
- "information, awareness and dissemination projects" means projects aimed at supporting communication, dissemination of information and awareness raising in the fields of the sub-programmes for Environment and Climate Action.

The following table shows which type of project may be submitted to which priority area:

Sub-Programme	Priority Area	Types of Traditional Projects Eligible
Environment	Environment and Resource Efficiency	<ul style="list-style-type: none"><li>• Demonstration projects</li><li>• Pilot projects</li></ul>
Environment	Nature and Biodiversity	<ul style="list-style-type: none"><li>• Best practice projects</li><li>• Demonstration projects</li><li>• Pilot projects</li></ul>
<b>Environment</b>	<b>Environmental Governance and Information</b>	<ul style="list-style-type: none"><li>• <b>Information, awareness, and dissemination projects</b></li></ul> <p>This guide covers these types of projects</p>
Climate Action	Climate Change Mitigation	<ul style="list-style-type: none"><li>• Best practice projects</li><li>• Demonstration projects</li><li>• Pilot projects</li></ul>
Climate Action	Climate Change Adaptation	<ul style="list-style-type: none"><li>• Best practice projects</li><li>• Demonstration projects</li></ul>

		<ul style="list-style-type: none"> <li>• Pilot projects</li> </ul>
Climate Action	Climate Governance and Information	<ul style="list-style-type: none"> <li>• Information, awareness and dissemination projects</li> </ul>

The amount available for co-financing action grants for all types of "traditional" projects under the Environment sub-programme is indicatively set at EUR 165,383,803.

Projects financed by the LIFE Programme under one priority area shall avoid undermining environmental or climate objectives in another priority area and, where possible, promote synergies between different objectives as well as the use of green public procurement.

### 1.3 Role of project topics

The LIFE multiannual work programme for 2014-2017 defines project topics implementing the thematic priorities for the sub-programme for environment listed in Annex III to the LIFE Regulation for pilot, demonstration, best practice and information, awareness and dissemination projects ("traditional" projects). They reflect the priorities on which projects should focus during the relevant period. Eligible proposals that reach or pass the minimum pass scores (see section 5.1.1 of the LIFE multiannual work programme for 2014-2017) and target a project topic will be given priority over projects of comparable quality that do not fall under one of the project topics. See also the *Guide for the evaluation of LIFE project proposals 2014* for further details on scoring of proposals.

### 1.4 How, where and when to submit a proposal?

Applicants for LIFE funding for "traditional" projects must submit their proposals using the web tool **eProposal** available via the LIFE web page.

The application tool contains all administrative (A), technical (B and C) and financial (F) forms required, and functionalities to attach relevant documents (maps, photos, diagrams, graphs, mandatory administrative and financial annexes). For complete details regarding the application forms and use of the eProposal tool, please refer to sections 3 and 4 of this document.

Applicants must submit their proposals to the Contracting Authority via eProposal before 16:00 **Brussels local time** on 16 October **2014**.

For the proposals covered by these guidelines the Contracting Authority is the Executive Agency for Small and Medium-sized Enterprises (EASME).

When preparing the proposal, the applicants may wish to consult the relevant LIFE National Contact Point; the complete list of the names and contact addresses of the national/regional authorities for LIFE in the Member States can be found on the LIFE website at

<http://ec.europa.eu/environment/life/contact/nationalcontact/index.htm>

## 1.5 How will LIFE projects be selected?

The technical methodology for the project selection procedure and the selection and award criteria are described in section 5 of the LIFE multiannual work programme for 2014-2017. For a detailed description of how this procedure will be implemented, please refer to the '*Guide for the evaluation of LIFE project proposals 2014*'.

**Very important: Please note that the e-mail address specified by the applicant as the contact person's e-mail address in form A2 will be used by the Contracting Authority as the single contact point for all correspondence with the applicant during the evaluation procedure. It should therefore correspond to an e-mail account which is valid, active and checked on a daily basis throughout the duration of the evaluation procedure.**

The individual grant agreements are expected to be signed by the Contracting Authority in May-June **2015** (for a detailed timetable, see **Annex 1**).

The earliest possible starting date for projects is 16 July **2015**.

## 1.6 General Guidance to Applicants

The current chapter replies to some frequently asked questions on how to conceive a LIFE project proposal. For specific guidelines, see section 2; for recommendation on how to fill in the technical and financial forms, please refer to sections 2, 3 and 4 of this document.

### ***1.6.1 In which language may the proposal be submitted?***

LIFE proposals may be submitted in any of the official EU languages, except Irish or Maltese. The Contracting Authority nevertheless strongly recommends that applicants fill in the technical part of the proposal in clear English.

The title of the proposal and form B1 ("Summary description of the project") must always be submitted in English. Form B1 may **in addition** also be submitted in the language of the proposal.

### ***1.6.2 Who may submit a proposal?***

A proposal may be submitted by any legal person registered in the European Union.

Applicants may fall into three types of beneficiaries: (1) *public bodies*, (2) *private commercial organisations* and (3) *private non-commercial organisations* (including NGOs).

The term "public bodies" is defined as referring to national public authorities, regardless of their form of organisation – central, regional or local structure – or the various bodies under their control, provided these operate on behalf of and under the responsibility of the national public authority concerned. In the case of entities registered as private law bodies wishing to



be considered for the purpose of this call as equivalent to "public law bodies", they should provide evidence proving that they comply with all criteria applicable to bodies governed by public law and in the event the organisation stops its activities, its rights and obligations, liability and debts will be transferred to a public body. For a complete definition, please refer to the annex "Public body declaration", which must be completed by all beneficiaries which wish to be considered and treated as a 'public body'.

The applicant must show its legal status (by completing application form A2) confirming legal registration in the EU.

Please refer to the '*Guide for the evaluation of LIFE project proposals 2014*' for full details regarding the compulsory administrative documents which are required with the proposal depending on the legal status of the coordinating beneficiary.

### **1.6.3 Who may participate in a project?**

Once a proposal has been accepted for co-funding, the applicant will become the **coordinating beneficiary** who is legally and financially responsible for the implementation of the project. The coordinating beneficiary will be the single point of contact for the Contracting Authority and will be the only beneficiary to report directly to the Contracting Authority on the project's technical and financial progress.

The coordinating beneficiary receives the EU financial contribution from the Contracting Authority and ensures its distribution as specified in the partnership agreements established with the associated beneficiaries (if there are any – see below). The coordinating beneficiary must be directly involved in the technical implementation of the project and in the dissemination of the project results.

The coordinating beneficiary must bear part of the project costs and must thus contribute financially to the project budget. It cannot therefore be reimbursed for 100% of the costs that it incurs.

In addition to the coordinating beneficiary, a LIFE proposal may also involve one or more associated beneficiaries and/or one or more project co-financers.

An **associated beneficiary** may be legally registered outside the European Union, provided that the coordinating beneficiary is based in the EU. Any activities to be carried out outside the EU must be necessary to achieve EU environmental objectives and to ensure the effectiveness of interventions carried out in the Member State territories to which the Treaties apply. The associated beneficiary must always contribute technically to the proposal and hence be responsible for the implementation of one or several project actions. An associated beneficiary must also contribute financially to the project. Furthermore, it must provide the beneficiary with all the necessary documents required for the fulfilment of its reporting obligations to the Contracting Authority.

There is no obligation to involve associated beneficiaries in a LIFE proposal. A proposal that is submitted without any participant other than the coordinating beneficiary itself is perfectly eligible. On the other hand, a beneficiary should not hesitate to associate other beneficiaries, if this would bring an added value to the project, such as when the partnership

strengthens the feasibility or the demonstration character of the proposal, its European added value, its impact and/or the transferability of its results and lessons learnt.

Public undertakings whose capital is publicly owned and which are considered an instrument or a technical service of a public administration, and which are subject to the public administration's control, but are in effect separate legal entities, must become beneficiaries if a public administration intends to entrust the implementation of certain project actions to these undertakings. This is the case for example in Spain for "empresas públicas" such as TRAGSA, or EGMASA and in Greece for regional development agencies.

All associated beneficiaries must show their legal status (by completing application form A5), and provide full information on the Member State or third country in which they are registered. In addition all beneficiaries whether registered or not in the EU must declare that they are not in any of the situations foreseen under Article 106(1) and 107 of the EU Financial Regulation<sup>3</sup> (by signing the application form A3 or A4 – see instructions in section 4 of this document).

A **project co-financer** only contributes to the project with financial resources, has no technical responsibilities, and cannot benefit from the EU financial contribution. Furthermore, it cannot act, in the context of the project, as a sub-contractor to any of the project's beneficiaries.

However, project proposals involving business-sector co-financing will be favourably considered during the evaluation process where this co-financing contributes to the probable sustainability of the project results.

For specific tasks of a fixed duration, a proposal may foresee the use of **sub-contractors**. Sub-contractors provide external services to the project beneficiaries who fully pay for the services provided. Beneficiaries may not act as sub-contractors. Sub-contractors should normally not be identified by name in the proposal; if they are, the General Conditions of the Model LIFE Grant Agreement must still be respected.

For a more detailed description of the respective rules related to the coordinating beneficiary, associated beneficiaries and sub-contractors, please refer to the General Conditions of the Model LIFE Grant Agreement.

#### ***1.6.4 What is the optimal budget for a LIFE Environmental Governance and Information project?***

There is no set minimum size for project budgets. Projects from its similar predecessor strand, *LIFE+ Information and Communication*, have historically tended to have lower overall budgets than Environment and Nature LIFE projects. However, applicants are advised to ensure that the scale (and therefore the budget) of the proposed actions is sufficiently large to ensure that the project achieves meaningful results with significant EU added value.

When preparing a project budget, applicants should also take into account the indicative national allocations per Member State for projects financed under the sub-programme for environment applicable for the period 2014-2017. A project proposal that requests an EU

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<sup>3</sup> Regulation (EU, EURATOM) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002, OJ L 298 of 26/10/2012, p.1.

financial contribution higher than the total indicative national allocation for the applicant's Member State will have a reduced probability of being selected for LIFE co-funding. The national allocations can be found in section 5 of the LIFE multiannual work-programme for 2014-2017 and in the '*Guide for the evaluation of LIFE project proposals 2014*'.

#### **1.6.5 What is the maximum rate of EU co-financing under LIFE?**

For the duration of the first LIFE multiannual work programme for 2014-2017, the maximum EU co-financing rate for "traditional" LIFE projects is 60% of the total eligible project costs.

By way of exception, a co-financing rate of up to 75% of the total eligible costs may be granted to *LIFE Nature and Biodiversity* proposals that focus on concrete conservation actions for **priority** species or habitat types of the Birds and Habitats Directives, when actions in the project are necessary to achieve the conservation objective.

#### **1.6.6 How much should project beneficiaries contribute to the project budget?**

The coordinating beneficiary and any associated beneficiaries are expected to provide a reasonable financial contribution to the project budget. A beneficiary's financial contribution is considered as a proof of its commitment to the implementation of the project objectives – a very low financial contribution may therefore be considered as an absence or lack of commitment.

A proposal cannot be submitted if the financial contribution of any of the beneficiaries to the proposal budget is EUR 0.

Moreover, where public bodies are involved as coordinating and/or associated beneficiaries in a project, the sum of their financial contributions to the project budget must exceed (by at least 2%) the sum of the salary costs charged to the project for personnel who are not considered 'additional'. For details, please refer to section 4.3 of this document.

#### **1.6.7 What is the optimal starting date and duration for a project?**

When preparing the project's time planning, beneficiaries should be aware that the expected date of the signature of the grant agreements for the LIFE 2014 projects will be May-June 2015. The earliest possible starting date for these projects is 16 July **2015**. Any costs incurred before the project's starting date will not be considered eligible and cannot be included in the project budget.

There is no pre-determined project duration for a LIFE project. Generally speaking, the project duration must correspond to what is necessary to complete all of the project's actions and to reach all its objectives. Most projects last for 2–5 years.

The experience of the previous LIFE Programmes has shown that many projects had difficulties completing all actions within the proposed project duration, mostly due to unforeseen delays and difficulties encountered during the project. Beneficiaries are therefore strongly advised to build an appropriate safety margin (e.g. 6 months) into the timetable of their proposal.

Beneficiaries should also be aware that a project that has completed all of its actions prior to the expected end date can submit its final report ahead of schedule and receive its final payment before the official project end date mentioned in the grant agreement.

### ***1.6.8 Where can a LIFE project take place?***

LIFE projects shall take place in the territory of the European Union Member States. The LIFE Programme may also finance activities outside the EU and in overseas countries and territories (OCTs), provided that the coordinating beneficiary is based in the EU and strong evidence is provided that the activities to be carried out outside the EU are necessary to achieve EU environmental objectives and to ensure the effectiveness of interventions carried out in the Member State territories to which the Treaties apply (e.g. actions supporting migratory birds or actions implemented on a transboundary river).

The eligibility criteria formulated in European Commission notice Nr.2013/C-205/05 (OJEU C-205 of 19/07/2013, pp. 9-11), concerning the eligibility of Israeli entities and their activities in the territories occupied by Israel since June 1967 for grants, prizes and financial instruments funded by the EU from 2014 onwards, shall apply for all actions under this call for proposals, including with respect to third parties referred to in Article 137 of the EU's Financial Regulation.

### ***1.6.9 Who should manage LIFE a project?***

It is expected that the project management is carried out by the staff of the coordinating beneficiary. However, on the basis of an appropriate justification it may be carried out by a sub-contractor under the coordinating beneficiary's direct control. Any other arrangements for the project management would have to be adequately explained and justified. It is also **strongly advised** that each project has a full-time project manager.

While there is no obligation for the beneficiaries to include in the proposal budget any costs related to the project management, the proposal should nevertheless clearly describe who will be in charge of the project management, how much personnel and time will be devoted to this task and how and by whom decisions on the project will be made during the project period (i.e. how and by whom the project management will be controlled).

### ***1.6.10 Outsourcing of project activities***

The beneficiaries should have the technical and financial capacity and competency to carry out the proposed project activities. It is therefore expected that the share of the project budget allocated to external assistance should remain below 35%. Higher shares may only be accepted if an adequate justification for this is provided in the project proposal.

The General Conditions of the Model LIFE Grant Agreement must be respected for any external assistance.

In line with Article 19 of the Regulation, beneficiaries (public and private) are strongly advised to use "green" procurement. The European Commission has established a toolkit for this purpose.

More information can be found at [http://ec.europa.eu/environment/gpp/toolkit\\_en.htm](http://ec.europa.eu/environment/gpp/toolkit_en.htm)

### ***1.6.11 Under which conditions does LIFE favour transnational projects?***

The LIFE Regulation indicates that, while selecting the projects to be co-funded, the Contracting Authority shall have special regard to transnational projects, when transnational cooperation is essential to guarantee environmental or nature protection. A transnational proposal should therefore be submitted only if the project proposal provides sufficient

arguments for an added value of the transnational approach. If such evidence can be provided, the proposal will be considered for a higher scoring in the project selection process and will therefore have a higher chance of being selected for co-funding.

#### ***1.6.12 How voluminous should a LIFE proposal be?***

A proposal should be as concise and clear as possible. Applicants should avoid voluminous proposals and should not provide excessively detailed descriptions of project areas, environmental technologies, lists of species, etc.

Clear and detailed descriptions should, however, be provided for all project actions. Maps should be annexed wherever this would be useful to clarify the location of the proposed actions (note that they are obligatory in some cases).

Brochures, CVs and similar documents should not be submitted and will be ignored if provided.

#### ***1.6.13 Ongoing activities***

Actions already ongoing before the start of the project are not eligible.

Where actions to be undertaken in the project are significantly different from previous or ongoing activities in terms of frequency or intensity they are not considered ongoing. The applicant must provide adequate information in the proposal that allows to assess this aspect.

Exceptionally, in case of actions that were undertaken and completed in the past and that are proposed to be repeated at a similar frequency or intensity during the project, the applicant must provide evidence that such actions would not have been carried out in the absence of the LIFE project.

#### ***1.6.14 Long term sustainability of the project and its actions***

LIFE projects represent a considerable investment, and the European Union attaches great importance to the long term sustainability of these investments. It is obligatory that throughout the duration of the project, the beneficiaries consider how these investments will be secured, maintained, developed and made use of or replicated after the end of the project. This should be built into the proposal. This aspect will be carefully checked during the evaluation process, particularly under Award criterion 6.

Each proposal needs to provide clear evidence on its EU added value in terms of coverage, replicability, transferability or its transnational scope.

#### ***1.6.15 Research activities***

Whereas EU funding for research activities is provided under Horizon 2020 – the Framework Programme for Research and Innovation (2014–2020)<sup>4</sup>, limited research aimed to improve and enhance the knowledge data underpinning the project may be carried out within a LIFE project. Research must be strictly limited and intrinsically related to the project's objectives and the applicant shall explain in detail how the proper implementation of the project relies

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<sup>4</sup> Regulation (EU) No 1290/2013 of the European Parliament and of the Council of 11 December 2013 laying down the rules for participation and dissemination in "Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020)" and repealing Regulation (EC) No 1906/2006 (OJ L 347, 20.12.2013, p. 81).

on these research activities, showing that the existing scientific basis is insufficient, and how the additional knowledge will be used to implement the project actions. In such a case, scientific publications are considered important deliverables of the project.

#### **1.6.16 Complementarity with other EU funding programmes**

According to Article 8 of the LIFE Regulation, activities supported from the LIFE Programme must ensure consistency and synergies, and avoid overlap with other funding programmes of the Union. In particular, the Contracting Authority and the Member States must ensure coordination with the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development, the European Maritime and Fisheries Fund and Horizon 2020.

It is thus essential that, prior to submitting their proposal to the Contracting Authority, beneficiaries check thoroughly whether the actions proposed under their project **in practice could be, or are, funded** through other EU funds.

The beneficiaries must inform the Contracting Authority about any related funding they have received from the EU budget, as well as any related ongoing applications for funding from the EU budget. The beneficiaries must also check that they are not receiving on-going operating grants from LIFE (or other EU programmes) that would lead to double financing.

In addition, at the project revision stage, the national authority may also be required to indicate the steps taken to ensure the coordination and complementarity of LIFE funding with other EU funding programmes.

### **1.7 Additional elements to be considered when preparing the proposal**

**Efforts for reducing the project's "carbon footprint":** You must explain how you intend to ensure that the "carbon footprint" of your project remains as low as it is reasonably possible. Details of efforts to be made to reduce CO<sub>2</sub> emissions during a project's life shall be included in the description of the project. However, you should be aware that expenses for offsetting greenhouse gas emissions will not be considered as eligible costs.

For all proposals aimed at **direct or indirect tourism related sectors** or activities, we invite applicants to carefully consider the Commission Communication COM(2010) 352 of 30/6/2010 "Europe, the world's No 1 tourist destination – a new political framework for tourism in Europe"<sup>5</sup> and to describe if and how their project is likely to support any of the objectives set out in this Communication.

### **1.8 Personal Data Protection Clause**

The personal data supplied with your proposal, notably the name, address and other contact information of the beneficiaries and co-financers, will be placed in a database named ESAP

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<sup>5</sup> [http://ec.europa.eu/enterprise/sectors/tourism/files/communications/communication2010\\_en.pdf](http://ec.europa.eu/enterprise/sectors/tourism/files/communications/communication2010_en.pdf)

that will be made available to the EU Institutions and agencies, as well as to a team of external evaluators who are bound by a confidentiality agreement. ESAP is used exclusively to manage the evaluation of LIFE proposals.

The same personal data of successful projects will be transferred to another database called BUTLER, which will be made available to the EU Institutions and agencies and to an external monitoring team who are bound by a confidentiality agreement. BUTLER is used exclusively to manage LIFE projects.

A summary of each project, including the name and contact information of the coordinating beneficiary, will be placed on the LIFE website and made available to the general public. At a certain point the coordinating beneficiary will be invited to check the accuracy of this summary.

The list of successful beneficiaries and the relative amounts awarded to the projects selected will also be published in a public database called the Financial Transparency System<sup>6</sup>.

The Contracting Authority, or its contractors, may also use the personal data of unsuccessful applicants for follow up actions in connection with future applications.

Throughout this process, Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data will be respected by the Contracting Authority and its sub-contractors. You will notably have the right to access data concerning you in our possession and to request corrections.

Submission of a proposal implies that you accept that the personal data contained in your proposal is made available as described above. It will not be used in any other way or for any other purposes than those described above.

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<sup>6</sup> [Financial Transparency System \(FTS\) - European Commission](#)

## 2. LIFE Environmental Governance and Information

### 2.1 What is LIFE Environmental Governance and Information?

#### ***LIFE Environmental Governance and Information***

**LIFE Environmental Governance and Information** aims specifically at contributing to the development and implementation of EU environmental policy and legislation. Projects financed must have a European added value and be complementary to actions that can be financed under other EU funds during the period 2014-2020.

The specific objectives of the priority area ***LIFE Environmental Governance and Information*** are:

- to promote awareness raising on environmental matters, including generating public and stakeholder support of Union policy-making in the field of the environment, and to promote knowledge on sustainable development and new patterns for sustainable consumption;
- to support communication, management, and dissemination of information in the field of the environment, and to facilitate knowledge sharing on successful environmental solutions and practice, including by developing cooperation platforms among stakeholders and training;
- to promote and contribute to more effective compliance with and enforcement of Union environmental legislation, in particular by promoting the development and dissemination of best practices and policy approaches;
- to promote better environmental governance by broadening stakeholder involvement, including NGOs, in consultation on and implementation of policy.

Annex III of the LIFE Regulation describes the thematic priorities for ***LIFE Environmental Governance and Information*** as follows:

- (a) information, communication and awareness raising campaigns in line with the priorities of the 7th Environment Action Programme;
- (b) activities in support of effective control process as well as measures to promote compliance in relation to Union environmental legislation, and in support of information systems and information tools on the implementation of Union environmental legislation.



## 2.2 Project topics for LIFE Environmental Governance and Information

The thematic priorities for *LIFE Environmental Governance and Information* are implemented through the **project topics** defined in the LIFE multiannual work programme for 2014-17 (MAWP), which are the following:

### For information, communication and awareness raising campaigns - LIFE Regulation, Annex III, section C, point (a):

Note: the geographical scope of awareness information, communication and awareness-raising campaigns will be taken into account in the assessment of the European added value of proposed projects.

#### **Water**

1. Awareness-raising on **WFD obligations and opportunities**, targeting authorities and other actors who can contribute to identifying cost effective solutions to be included in River Basin Management Plans and regarding flood protection, sediment management, hydropower, navigation, transport, spatial planning, chemical industry, and agriculture.
2. Projects to develop and test **water pricing policies** based on innovative approaches, where the over-user pays principle is added to the polluter pays principle, defining clear and measurable efficiency targets for each area of activity at the relevant level.
3. Projects aiming to initiate **beach and sea clean-up schemes** as a means to increase awareness of the impacts of marine litter, and thereby increasing awareness on issues related to the protection of the marine environment that are targeted by the Marine Strategy Framework Directive (2008/56/EC).
4. Awareness-raising on **MSFD obligations and opportunities** (other than marine litter, see point 3 above), targeting authorities and other stakeholders, in particular from within the fisheries and maritime sectors who can contribute to identifying cost effective solutions to be included in Marine Strategies and Programmes of Measures with a view to the achievement of 'good environmental status' in line with the 11 Descriptors set out in Annex I to the MSFD.
5. Projects where stakeholders and authorities collaborate **transnationally** across borders of national jurisdictions on implementing **Sea Basin Strategies**.

#### **Waste**

1. Awareness-raising and training on **phasing out landfilling of recyclable or recoverable waste** (so as to limit landfilling to residual i.e. non-recyclable and non-recoverable waste).
2. Information campaigns raising awareness and encouraging behavioural changes on key waste-related issues with a focus on **waste reduction, in particular regarding WEEE and plastic waste**.

#### **Resource Efficiency including soil and forests, and green and circular economy**

1. Awareness raising and development of guidance material for **European users of genetic resources**, in particular researchers and SMEs, in order to facilitate compliance with the requirements of the Regulation on Access and Benefit Sharing, as well as support activities for European collections of genetic resources, for instance to improve the organisation and documenting of samples.
2. Awareness-raising campaigns promoting sustainable consumption with a focus on **food**

#### **waste and optimal storage of food**

3. Awareness-raising campaigns promoting sustainable consumption with a focus on the **consumption of soil and land resources**.
4. Awareness-raising and active intervention information campaigns (both active interventions and general awareness-raising) on the **economic and financial benefits of resource efficiency, including soil**.
5. Capacity building campaigns to allow for **coordination and guidance on relevant and EU representative forest and forest fire information**. These projects should aim at coordinating national or transnational forest fire related information regarding forest fire emissions, the valuation of fire damages, including guidance on cost-efficient use of resources for forest fire prevention, and burnt areas, in particular Natura2000 areas. They should also give guidance regarding a common approach at Union level.

#### **Air quality and emissions, including urban environment**

1. Awareness-raising and training on **air quality in urban areas and its health effects** where people and ecosystems are exposed to high levels of pollutants.
2. Awareness raising by promoting low cost monitoring and evaluation systems for Air Quality.
3. Development and demonstration of integrated systems providing **easy access to publicly available information** on industrial installations, including permits, emission data and inspection reports:

#### **Environment and Health including Chemicals and Noise**

1. Awareness raising of citizens and consumers about **hazard information on chemicals in articles**.
2. Awareness raising of citizens and consumers about the **safe use of chemicals in products bearing a safety warning label**.
3. Awareness-raising of companies (importers, manufacturers, downstream users, retailers, including SMEs) about their **duties under REACH** to notify the presence of substances of very high concern in articles they produce or import, and/or companies' duties under the Biocidal Products Regulations with regard to treated articles.
4. Communication campaigns on **environmental noise data and the health effects of noise** on the population, as required by the Environmental Noise Directive 2002/49/EC.

#### **Nature and Biodiversity**

1. National or transnational awareness raising campaigns with the objective of raising public awareness on **Natura 2000**. These campaigns should be conceived in a way to ensure a significant change in awareness of the natural values (including ecosystem services) for which Natura 2000 has been set up, and, possibly, lead to positive behavioural changes in a large part of the target public and/or specific social, administrative or economic sectors.
2. Awareness raising campaigns on **large carnivores** at the relevant species' population level.
3. National and transnational information and awareness raising campaigns on the EU **Biodiversity Strategy**, aimed at increasing the awareness and understanding of citizens and key stakeholders, including policy makers, businesses, and local, regional or national authorities, of the Strategy's aims and objectives.
4. National and transnational awareness raising campaigns on **invasive alien species (IAS)** targeting the general public and key stakeholders including policy makers, businesses, and local, regional or national authorities.

5. Awareness raising campaigns regarding **Green Infrastructure** targeting key stakeholder groups, promoting best practice, and/or improving the generation, analysis and dissemination of technical and spatial data for the deployment of Green Infrastructure.

### **Governance and enforcement**

1. Awareness-raising and training on **access to justice in the field of environment**, including on how to ensure and measure the efficiency and effectiveness of judicial review procedures, for the judiciary, bodies responsible for the administration of justice, public administrations, and public interest lawyers.
2. Awareness-raising on the **Environmental Liability Directive** (ELD) for industrial operators, loss adjusters, risk assessment experts, decentralised competent authorities (in Member States where the designation of competent authorities is at local or regional level), and environmental NGOs, with regard to the rights and obligations of each stakeholder group.
3. Awareness raising and development of guidance material for researchers, SMEs, and public bodies as **European users of genetic resources**, in order to facilitate compliance with the requirements of the Regulation on Access and Benefit Sharing, as well as support activities for European collections of genetic resources, to improve the organisation and documenting of samples.

### **For activities in support of effective control process as well as measures to promote compliance - LIFE Regulation, Annex III, section C, point (b):**

#### **Enforcement, inspections and surveillance**

1. Projects aimed at increasing the **efficiency and effectiveness of environmental inspections and surveillance**, through:
  - application of risk criteria in a strategic way with a view to assessing, evaluating and mitigating the most serious types of non-compliance with EU environment law;
  - fostering cooperation and coordination between different inspection and surveillance bodies with a view to streamlining and optimising the use of inspection and surveillance resources;
  - the creation and use of electronic records of inspection and surveillance work with a view to enabling the efficiency and effectiveness of such work to be more easily measured and evaluated; and/or
  - optimising the communication and active dissemination to the public of the results of inspection and surveillance work.
2. Projects aimed at increasing the efficiency and effectiveness of activities aimed at **combating environmental crime** through:
  - fostering the sharing of experience and best practice between public bodies charged with investigating, prosecuting and adjudicating environmental crime;
  - optimising the sharing of intelligence and other information between public bodies charged with investigating environmental crime, notably crime involving cross-border movements of waste, wildlife and timber trade or chemicals, including training for enforcement officers, financial investigation units, customs officers, police officers dealing with environmental crime, prosecutors and the judiciary.

## Sharing of best practice

1. Projects supporting the exchange of best practice and development of skills of **Natura 2000 site managers**, following recommendations from the new Natura 2000 biogeographical seminars.
2. Projects aimed at developing and supporting the role of **networks of volunteers** with the aim of ensuring their long term contribution to the active management of the Natura 2000 network.
3. Projects enhancing **science-policy integration** through the transfer of results and/or best practices, to provide a solid technical background in support of REACH, the Test Methods Regulation<sup>7</sup> or other **chemicals legislation**, or the Directive on the **protection of animals used for scientific purposes**<sup>8</sup>.
4. Projects promoting the exchange of best practices in relation to **air quality legislation** focused on monitoring and modelling, emission inventories, management practices, source attribution, information sharing, coordination and support.
5. Exchange of knowledge and good practice on **green public procurement (GPP)** between public authorities covering at least two of the following elements: green elements in tender documents; evaluation of verification of green criteria; costs and benefits of green purchase; working with existing suppliers to reduce environmental impact and costs of contracts already awarded; monitoring of GPP activities; market consultation; information on market availability; setting up and functioning of central purchasing bodies with specific GPP competence.

## Promoting non-judicial conflict resolution

1. Projects aimed at promoting **non-judicial conflict resolution** as a means of finding amicable and effective solutions for conflicts in the environmental field, for example by activities and events aimed at training practitioners or sharing best practice and experience in the use of mediation in the field of the environment.

Applicants should clearly explain whether and why their proposal falls under one or more of these project topics.

It should be noted that project proposals implementing the thematic priorities for *LIFE Environmental Governance and Information* in areas not covered by the above project topics are not precluded; however, given the fact that they will not be receiving the additional points reserved for proposals falling under the project topics, their likelihood of being selected for EU co-financing will be more limited in comparison. Note that the 10 points for award criterion 4 'Contribution to the project topics' will be awarded **only** to proposals that **fully** comply with at least one of the project topics; the indication of more than one project topic does not translate into higher scores. For further details see the *Guide for the evaluation of LIFE project proposals 2014*.

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<sup>7</sup> Council Regulation (EC) No 440/2008 of 30 May 2008 laying down test methods pursuant to Regulation (EC) No 1907/2006 of the European Parliament and of the Council on the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH), OJ L 142 of 31 May 2008, p.1.

<sup>8</sup> Directive 2010/63/EU of the European Parliament and of the Council of 22 September 2010 on the protection of animals used for scientific purposes, OJ L 276 of 20 October 2010, p.33.

## 2.3 How to prepare a LIFE Environmental Governance and Information project proposal?

### Logical steps

Applicants should consider the following logical steps in order to conceive a project proposal:

1. Identify **the problem** the proposal aims to address and describe the current situation. Applicants must demonstrate a solid grasp of the problem targeted by describing it and quantifying it in a complete and convincing way in the project proposal (to the extent that this is reasonably possible, depending also on the nature and subject of the project). The problem targeted must be clearly related to EU environmental legislation and policy, in particular the **project topics** defined in the MAWP. Furthermore, **information, communication and awareness-raising campaign proposals** must be in line with the priorities of the 7th Environment Action Programme. The current (baseline) situation should be described in such a way as to enable the monitoring and comparison of the situation during and after the project by way of measurable indicators, to the extent that this is possible.

Examples of problems to be addressed by projects:

- 1) *Insufficient plastic waste reduction.*
  - 2) *Insufficient cooperation between environmental inspection bodies, which reduces effectiveness.*
  - 3) *High mortality rate of the brown bear due to illegal killings.*
  - 4) *Natura 2000 is either not known at all and/or frequently considered as hindering potential economic development. Lack of citizen awareness contributes to this situation.*
2. Define **what is to be achieved** as a result of the project in terms of progress towards tackling the problem targeted. Objectives to be achieved need to be clear, specific and measurable in a certain way. The simple implementation of, e.g., a communication campaign without achieving anything specific and measurable cannot be considered to constitute a project objective and a positive result of a project. Measurable achievements can take the form of a measurable impact on attitudes and behaviours as well as (depending on the nature and subject of the project) on the state of the environment.

Examples of objectives to be achieved by projects:

- 1) *Plastic waste generation reduction by 10% after 3 years, as a result of a measurable change of attitude and behaviour regarding plastic waste generation by the target audience.*
- 2) *Improved effectiveness of environmental inspections through increased cooperation between environmental inspection bodies.*
- 3) *Reduction of illegal killings of the brown bear by 30% after 3 years through awareness-raising activities that have a measurable impact on attitudes among the target audience.*
- 4) *Increased citizen awareness of Natura 2000 sites and network, their value, status etc.*

3. Define **who will be targeted** by the project. Applicants have to reflect carefully on the choice of target audience(s) with respect to the project objectives (relevance for addressing the problem identified) as well as on the size of the target audience selected for the project, explaining the choice of size (very local projects risk obtaining a low score for this aspect unless they can prove that they represent high EU added value).

Examples of target audiences for projects:

- 1) *The general public, shops, packaging companies and distributors in the target area.*
  - 2) *Environmental inspection bodies from X Member States.*
  - 3) *Livestock herders active in the brown bear habitats.*
  - 4) *The general public and other relevant stakeholders in the target area.*
4. Define the **actions** that will enable the objectives to be achieved. All actions must be necessary and appropriate with respect to the problem and target audience identified. Applicants have to demonstrate a solid understanding of the logical links between problem targeted, objectives, actions and results. For projects designed to increase awareness or understanding among the target audience, applicants have to demonstrate a satisfactory knowledge and understanding of current communication techniques and explain the choice and pertinence of the **communication mix** retained for the project. The elaboration of a detailed **communication strategy/plan** as a preparatory action for such projects is also considered to be a necessity, and the key elements of such a strategy should already be presented in the project proposal.
  5. Define **indicators** for **monitoring the impact** of the project. These impact indicators should be closely linked to the **objectives** of the project and should reflect impacts on the state of environment (to the extent possible) as well as the impacts on the attitude and practices of the target audience. In the proposal, applicants have to explain and defend the appropriateness of the impact monitoring indicators selected and the impact monitoring regime (e.g. frequency) retained. The project impact is measured in comparison with the baseline situation before the start of the project.

Based upon experience from its similar predecessor strand, *LIFE+ Information and Communication*, it is anticipated that *LIFE Environmental Governance and Information* will be a very competitive priority area, with a large number of proposals likely to be received. Historically, under *LIFE+ Information and Communication*, only a few very good proposals succeeded in obtaining EU co-financing every year. The low success rate could be attributed to some extent to applicants with inadequate technical resources and know-how preparing and submitting proposals which were poorly designed and in which the 5 elements mentioned above were not developed and described adequately. Therefore, a very good level of technical capacity and understanding of the project proposal's topic and the elements described above should be considered as prerequisites for applicants wishing to submit a competitive proposal. It should also be stressed that under *LIFE Environmental Governance and Information* proposals falling under one of the *project topics* presented in section 2.2 will have a clear advantage over other proposals, as they will be receiving 10 additional points during evaluation. Overall, it is expected that only proposals that are carefully prepared and well-written and that fall under one of the project topic areas will have a good probability of obtaining EU co-financing.

## How to structure and draft a project proposal?

The following main categories/types of eligible actions may be distinguished in the project proposal:

- A. Preparatory actions (A actions, if needed)
- B. Core actions (B actions, obligatory)
- C. Monitoring of project impact (C actions, obligatory)
- D. Communication and dissemination of the project and its results (D actions, obligatory)
- E. Project management and monitoring of project progress (E actions, obligatory)

Each project action should be classified under one of the above categories.

It is strongly recommended that, if possible, the project includes **no more than 10 actions**, excluding the D actions and E actions.

For Environmental Governance and Information proposals with communication activities related to biodiversity and nature issues, applicants may wish to consult the document "Scoping study for an EU-wide communications campaign on biodiversity and nature"<sup>9</sup> which contains useful information and ideas on how to maximise the impact of this type of campaign.

### **A. Preparatory actions (if needed)**

Preparatory actions should:

- be clearly related to the objectives of the project;
- be significantly shorter than the project duration and end well before the end of the project.
- not be research actions, unless they fall under the exception described in point 1.6.15 of this Guide,

Preparatory actions should cover all that has to be completed to allow the start or proper implementation of category B, C or D project actions (below). This includes preparatory studies, data gathering, communication strategy/plan, stakeholder and public consultations, any administrative or legal procedure needed to be carried out, application for authorisations and permits, calls for tender, training etc.

Preparatory actions should thus primarily remain restricted to the preparation of the actual implementation phase of the project. As a general principle, preparatory actions must produce outputs which are necessary and will be directly used by the project. Preparatory actions do not aim at completely preparing the project, and applicants will have to

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<sup>9</sup> [http://ec.europa.eu/environment/pubs/pdf/biodiversity/biodiversity\\_scoping\\_study.pdf](http://ec.europa.eu/environment/pubs/pdf/biodiversity/biodiversity_scoping_study.pdf)

demonstrate that sufficient preparatory activities and knowledge already exist at the time of submission of a project proposal.

## **B. Core actions**

These are the core actions of the project. They should enable the project to achieve its objectives in line with the *thematic priorities* for *LIFE Environmental Governance and Information*. These actions must lead to a measurable impact which should be monitored during the project.

For **information, communication and awareness-raising campaign proposals**, it must be ensured that the actions only disseminate information that is fully in line with EU environmental policy related to the priorities of the 7th Environment Action Programme.

Please include as much detail as possible in the action descriptions. For example, if an action involves meetings (e.g. with local stakeholders), you should specify how many meetings, where, when, who will attend, what will be discussed, how many persons are expected to participate and how this will help the project. If an action concerns brochures, leaflets, publications, ..., specify how many copies, how many pages (size, colour, ...), to whom they will be distributed, with which objective, and when. Should an action concern a film, specify the format, duration, number of copies, where it will be shown, etc. Should beneficiaries plan to organise national / international events (conferences, congresses), the envisaged scale, duration and the relevance and added value for the project should be clearly explained.

All actions should specify the expected results in qualitative and quantitative terms (e.g. improved support from the local community, 2500 persons informed, 3000 brochures distributed), indicating how this serves the project's objectives.

## **C. Monitoring of project impact (obligatory)**

*These monitoring activities should not be confused with the monitoring of the project progress under the project management (E actions), as they are separate and distinct activities.*

The project's core actions (B actions) must lead to a measurable impact in terms of, e.g., awareness raised, change in attitude or behaviour, increase effectiveness, environmental improvement, improved compliance, increased exchange of knowledge, etc., as applicable and pertinent for each type of project proposal.

Project proposals must therefore contain appropriate monitoring activities in order to measure and document the effectiveness of the project actions, the project's impact on the problem targeted and the degree of attainment of the set objectives, in comparison to the initial baseline situation, project objectives and expected results.

The proposal should identify specific monitoring indicators and a monitoring protocol that will be used to measure and monitor the impact of the project. These indicators should be coherent with the problem addressed and the type of activities carried out during the project.



The initial baseline situation from which the project starts should be assessed and defined, and progress and results should be evaluated against it.

Monitoring of project impact should take place throughout the project and its intermediate results should be evaluated on a regular basis. Regular reporting on monitoring should also be foreseen.

The monitoring of the project impact on the problem targeted should allow the project management either to confirm the adequacy of the developed means to address the specific problem, or to question these means and potentially take corrective action. At the end of the project, the beneficiaries should be able to quantify the progress achieved, in terms of impact on the targeted problem.

Applicants are required to demonstrate in the proposal that the monitoring activities and monitoring indicators are appropriate for the project proposed and its objectives.

Note that during the project implementation, beneficiaries will be required to produce a report on a set of programme indicators based on section 7.1 of the LIFE multiannual work programme for 2014-2017. Further guidance on indicators will be issued by the date of grant signature. The project proposal will therefore have to foresee monitoring actions that will enable this reporting, establishing baselines and monitoring the progress and results of all actions. For further guidance, please consult the LIFE website at <http://ec.europa.eu/environment/life/toolkit/pmtools/lifeplus/monitoring.htm>.

In addition, each proposal must include an action aimed to assess the **socio-economic impact** of the project actions on the local economy and population. This can take the form of a study consolidating the data and results over the project lifetime, to be delivered with the project's Final Report. Projects should in general aim to increase social awareness and acceptance of the benefits of protecting the environment. Examples of positive effects of the project are: direct or indirect employment growth, enhancement of other activities (e.g. ecotourism) aimed to develop supplementary income sources, offsetting social and economic isolation, raising the profile of the area/region, resulting in increasing the viability of the local community (especially in rural areas).

#### **D. Communication and dissemination of the project and its results (obligatory)**

These communication and dissemination activities refer to activities to **publicise the project and its results**, and should not be confused with the core B actions in cases of information, communication and awareness-raising campaign proposals. They are required in order to **give visibility to and publicise the LIFE project**, its key actions, objectives and results, as well as the EU financial support it receives.

Such activities include both obligatory and non-obligatory communication and dissemination actions. The following dissemination activities are considered obligatory (see General Conditions) and shall be included as D actions:

- **Notice boards** describing the project shall be displayed at strategic places accessible to the public. The LIFE logo should always appear on them.

- A description of the project shall be included in a newly-created or existing **project website** (with the LIFE logo), and full details of its objectives, actions, progress and results should be provided. Full acknowledgement of the EU financial support should also be made. The website shall be online within 6 months from the project's start, shall be regularly updated during the project period and shall be maintained on-line during at least 5 years after the project's end.
- A **layman's report** shall be produced in paper and electronic format at the end of the project. It shall be presented in English and in the beneficiary's language. It is aimed at a broader target group and serves to inform decision-makers and a non-technical audience on the objectives and the results achieved by the project. It shall be 5-10 pages long and present the project, its objectives, its actions and its results to a general public. This report shall be submitted with the project's Final Report and should be made available on the project's website.
- **Networking with other LIFE and/or non-LIFE projects.** A project shall contain an obligatory set of measures for networking activities, unless the applicant duly justifies in the proposal why such activities are not appropriate for the type of project in question. Networking activities can include visits, meetings, exchange of information, and/or other such networking activities with an appropriate number of other relevant LIFE projects (ongoing or completed). It may also include similar exchanges with other non-LIFE projects and/or participation in information platforms related to the project objectives (including at international level where justified). These networking activities shall aim at ensuring an efficient transfer of know-how and experience both for the project's benefit and also in order to foster its replication in similar contexts. Networking activities should be presented as one distinct D-category action, entitled "Networking with other LIFE and/or non-LIFE projects", with a separate budget.

See the *General Conditions of the Model LIFE Grant Agreement* for full details of communication and dissemination requirements.

The LIFE website <http://ec.europa.eu/environment/life/toolkit/comtools/index.htm> also contains detailed advice on communication and dissemination actions and the guidelines on [how to design a LIFE project website](#).

The following dissemination activities are not considered obligatory, but are foreseen in many projects. Not all of them may be appropriate for all types of *LIFE Environmental Governance and Information* projects; therefore applicants are invited to reflect on the appropriateness of any such activities for their specific project before including them:

- **Media work** (press conferences, meetings with or visits by journalists, preparing articles for the press,...).
- **Workshops, seminars, conferences:** If (one or more) beneficiaries are attending, specify which (if known already). If (one or more) beneficiaries are organising, describe exactly what the topic will be, how it contributes to the project objectives, who will be invited (whenever possible, LIFE beneficiaries implementing or having implemented similar projects ought to be invited in order to foster networking), how many participants are expected. Finally, describe the output of each event and how it will be disseminated.

- **Organisation of events:** e.g., public information meetings, meetings with interest groups,... Describe exactly what is planned and how it contributes to the objectives of the project. Describe the final output.
- **Production of brochures, films, etc.** Specify exactly what is planned (subject matter, number of copies, distribution to whom). Note that all such material charged to LIFE must bear a clear reference to LIFE financial support (including the LIFE logo) to be considered eligible for co-financing and that one copy of each product must be annexed to the corresponding progress / intermediate report or final report.
- **Technical publications on project:** If already known, indicate in which journal the publication will take place. Such publications must acknowledge the EU financial support.

#### **E. Project management and monitoring of project progress (obligatory)**

The applicant should list and describe the different actions aiming at managing /operating the project and monitoring the progress of the project, as well as quality control and risk management activities (including contingency planning). This typically involves the following actions and associated costs (note: project management provisions should be described even if no costs will be charged for this to the project):

- **Project management** activities undertaken by the beneficiaries for the management of the project (administrative, technical and financial aspects) to ensure that the project is run in compliance with the LIFE obligations (Grant Agreement, LIFE Regulation and General Conditions) and in line with the revised project proposal. These obligations include reporting to the Contracting Authority according to the General Conditions and according to the timetable indicated in the project proposal (preparation of progress reports and mid-term and final reports with payment requests).

According to the General Conditions, the coordinating beneficiary is solely legally and financially responsible to the Contracting Authority for the full implementation of the project. Project management may however be partially or fully delegated by the coordinating beneficiary to an associated beneficiary or be partially outsourced, provided the coordinating beneficiary retains full and day to day control of the project. In such cases, the proposal should clearly describe how this control will be guaranteed.

Please include a **management chart** (organigram) of the technical and administrative staff involved. This chart should depict the distribution of responsibilities within the project management team as well as management interactions. It must also provide evidence that the coordinating beneficiary (Project Manager) has a clear authority and control of the project management staff, even if part of the project management would be outsourced.

Explain if the management staff has previous project management experience. It is strongly recommended that the project management staff has previous experience in project management. It is also **strongly recommended** that the project manager be full-time (unless this is not justified by the project's scale). If a coordinator or project manager also directly contributes to the implementation of certain actions, an appropriate part of his/her salary costs should be attributed to the estimated costs of those actions.

- Describe your **quality control mechanisms** in order to ensure high quality deliverables and outcomes of the project.
- A project may require a **Project Steering Committee** who would meet on a regular basis during the project.
- **Monitoring of project progress:** in order to ensure that the project is implemented according to plan (scope of the actions, timetable etc.), the project management must set up appropriate procedures to measure the progress of the different project actions and the project as a whole. Progress must be measured by the management on a regular basis. This may involve regular meetings with action coordinators, the use of progress indicators etc. Monitoring of project progress should be clearly distinguished from the monitoring of the project *impact* on the problem targeted (C actions).
- Training, workshops and meetings for the project beneficiaries' staff, where these are required for the achievement of the project objectives.
- **Obligatory action:** each proposal must include a distinct E-action action concerning the compilation of information needed to complete the indicator tables (quantitative and qualitative) that must be submitted with the first Progress Report and Final Report. These indicators will contribute to evaluating the impact of the LIFE project in view of the overall objectives of the LIFE Programme, in line with the Regulation and the Multiannual Work Programme for 2014-2017. Templates of the tables will be made available in due course.
- **Audit:** Where required (see General Conditions of the Model LIFE Grant Agreement), an independent auditor nominated by the coordinating beneficiary must verify the financial statements provided to the Contracting Authority in the final project report. This audit should not only verify the respect of national legislation and accounting rules but should also certify that all costs incurred respect the General Conditions of the Model LIFE Grant Agreement. In the financial forms, the costs for the audit should be under the budget item "Other costs".
- **After-LIFE Plan:** The coordinating beneficiary must produce an "After-LIFE Plan" as a separate chapter of the final report. It shall be presented in the beneficiary's language and preferably also in English, in paper and electronic format. The After-LIFE Plan shall include a list of lessons learnt during the implementation of the project (failures and best practices). In addition, the After-LIFE Plan shall detail how the results can be applied outside the scope of the project and set out how the dissemination and communication of the results will continue after the end of the project. It should give details regarding what actions will be carried out, when, by whom, and using what sources of finance. A separate E-action for this plan should be added to the proposal and the plan must be added to the list of deliverables.

## Some lessons from past calls for proposals

For **information, communication and awareness-raising campaign project proposals**, applicants are invited to pay particular attention to and reflect upon the following recurring reasons for such proposals failing in the past:

- Poor identification and description/presentation of the environmental problem targeted, with limited or no background information and data.
- Poor identification and description of the target audience of the project.
- Inappropriate target audience with respect to the environmental problem targeted.
- Poor description of the current (baseline) situation in the target area and/or the target audience.

- Poor or incomplete identification of the stakeholders. Furthermore, stakeholders are often mixed with the target audience, with applicants demonstrating a poor understanding of the difference between these two groups.
- No quantification or poor/limited quantification of expected results.
- Inadequate monitoring activities and monitoring indicators for monitoring the project's impact and results.
- Low value for money.
- Low EU added value.

### 3. eProposal Tool

The eProposal tool allows applicants for LIFE "traditional" projects to create proposal(s) online. Only proposals submitted through eProposal are eligible to be evaluated.

Please post your IT questions about eProposal to

**eProposal Help Desk:** [env-life-eproposal-admin@ec.europa.eu](mailto:env-life-eproposal-admin@ec.europa.eu)

Please note that this Help Desk is only for IT questions related to the use of eProposal. All other questions about LIFE should be addressed by reading the documents included in the application package and, in case of need, by contacting the LIFE National Contact Point.

Please note that if you registered on eProposal for the 2012 or 2013 LIFE+ Calls for proposals, you may continue to use the same user credentials to register, and may skip steps 1 and 2. You may however be requested to change the password.

#### 3.1 Step 1: Create your ECAS user ID and password (for all users)

Access to eProposal Welcome Page is provided via the LIFE web page.

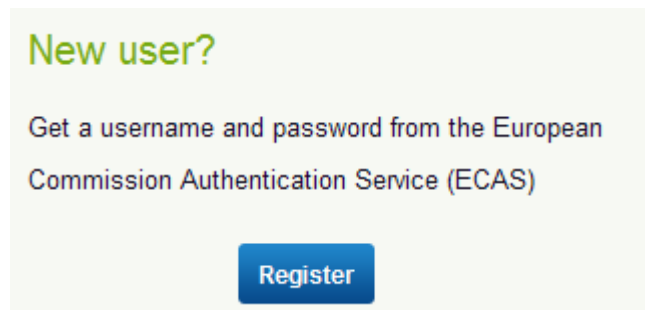


The eProposal web tool is best viewed using Internet Explorer 8 or 9 or Mozilla Firefox 10.

Please note that the eProposal tool can only be accessed through ECAS (the European Commission Authentication Service). Therefore you have to register in ECAS first and obtain a user ID and a password.

Once you have authenticated your identification, you do not have to re-enter your credentials (username and password) within the same browser session.

In the 'New user?' menu click 'Register':



### 3.1.1 ECAS sign-up

Please provide the information required (compulsory fields are marked by a red asterisk \*):

## Sign Up

[Help for external users](#)

Choose a username

First name \*

Last name \*

E-mail \*

Confirm e-mail \*

E-mail language \*




Enter the code \*

☐ Privacy statement: by checking this box, you acknowledge that you have read and understood the [privacy statement](#) \*

Sign up

\* Required fields

Note: If you cannot read the 'security check', do not hesitate to try another one by clicking on the icon  beside the security check image.

Once you have submitted this information, click on the 'Sign up' button. You should then get the following message:

## Sign Up

Thank you for registering, you will receive an e-mail allowing you to complete the registration process.

### 3.1.2 Create your ECAS password

You will receive a confirmation message at the provided e-mail account from ECAS (<ecas-admin@ec.europa.eu>).

Note: it can take up to half an hour for the confirmation e-mail to arrive. If you do not receive this e-mail at all, please first check your SPAM folder before contacting the eProposal Help Desk.

<p><b>From the moment the e-mail was sent to you, you have 90 minutes to generate your ECAS password!</b></p>
---

In the confirmation e-mail received, click on 'this link'.

Define your password (minimum 10 characters, containing at least 1 capital letter and 1 digit or special character) and submit.

Once submitted, the following message should appear:

## New password

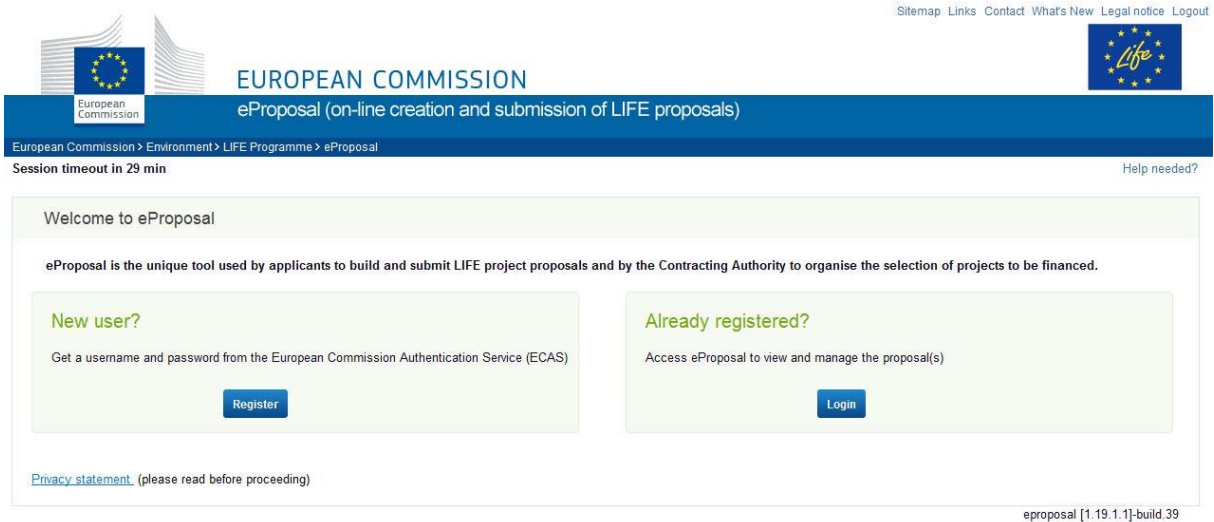
Your ECAS password was successfully changed.

You may change your password or ask for it to be reset in case you forget it. We recommend you keep safely the user ID / e-mail address and password you used to register for registration and login to eProposal (Step 2).



## 3.2 Step 2: Register as a user on eProposal (for all users)

Go to the LIFE eProposal Welcome Page



The screenshot shows the 'Welcome to eProposal' page. At the top, there is a navigation bar with the European Commission logo, the text 'EUROPEAN COMMISSION', and 'eProposal (on-line creation and submission of LIFE proposals)'. To the right of the logo is a 'Life' logo. The navigation bar also includes links for 'Sitemap', 'Links', 'Contact', 'What's New', 'Legal notice', and 'Logout'. Below the navigation bar, there is a blue banner with the text 'European Commission > Environment > LIFE Programme > eProposal' and 'Session timeout in 29 min' on the left, and 'Help needed?' on the right. The main content area is titled 'Welcome to eProposal' and contains the text: 'eProposal is the unique tool used by applicants to build and submit LIFE project proposals and by the Contracting Authority to organise the selection of projects to be financed.' Below this text are two boxes. The left box is titled 'New user?' and contains the text 'Get a username and password from the European Commission Authentication Service (ECAS)' and a 'Register' button. The right box is titled 'Already registered?' and contains the text 'Access eProposal to view and manage the proposal(s)' and a 'Login' button. At the bottom left of the main content area, there is a link for 'Privacy statement' with the text '(please read before proceeding)'. At the bottom right, there is a version number 'eproposal [1.19.1.1]-build.39'.

European Commission > Environment > LIFE Programme > eProposal

Session timeout in 29 min

Help needed?

Welcome to eProposal

eProposal is the unique tool used by applicants to build and submit LIFE project proposals and by the Contracting Authority to organise the selection of projects to be financed.

**New user?**

Get a username and password from the European Commission Authentication Service (ECAS)

**Register**

**Already registered?**

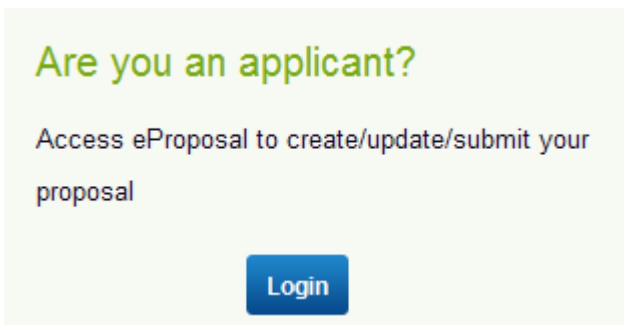
Access eProposal to view and manage the proposal(s)

**Login**

[Privacy statement](#) (please read before proceeding)

eproposal [1.19.1.1]-build.39

Click on the option 'Are you an applicant?'



The screenshot shows a menu titled 'Are you an applicant?'. Below the title is the text 'Access eProposal to create/update/submit your proposal'. At the bottom of the menu is a 'Login' button.

**Are you an applicant?**

Access eProposal to create/update/submit your proposal

**Login**

In the 'Are you an applicant?' menu click 'Login'.

You will be redirected to this page:

**Login** [Not registered yet](#)

Is the selected domain correct?  
**External** [Change it](#)

Username or e-mail address \*

Password \*

[More options...](#)

[Lost your password?](#)

\* Required fields

- (1) Check that the domain selected is 'External' (if not, please change it to 'External' by using the 'Change it' link and when asked 'Where are you from?', please specify 'Neither an institution nor a European body' + click on 'Select').
- (2) Enter your e-mail address and password (the one you created in Step 1).
- (3) Click on 'Login' button.

You are now in the LIFE eProposal tool.

Please select the **Applicant User** account type:

Register user

Select account type you request for Applicant User

Message for an administrator

Continue

Then fill in the required information (compulsory fields are marked by a red asterisk \*), and click on the 'Save' button available at the bottom of the screen.

You will get the following confirmation message: 'Your user account has been created'.

Once you are registered as a user, you will also see in the list of proposals any proposal you created (or were invited to see) during this LIFE Call or the 2012 and 2013 LIFE+ calls.

### 3.3 Step 3: Create a proposal (to be done by coordinating applicant)

**Proposals may only be created in eProposal by registered users acting as "coordinating applicant", i.e. "the owner" of the proposal.**

The 'coordinating applicant' will become the 'coordinating beneficiary' should the proposal be selected for LIFE co-financing.

You may now create a LIFE project proposal by clicking the 'Create new proposal' button available at the bottom of the screen:

Home Call for proposals Messaging Account

List of proposals / projects

Unread	Year	Proposal reference	Acronym	Member state	Coordinating beneficiary	Status	Total Amount	EU Contribution	Actions
									Refresh

No items found

Create new proposal

You will be requested to input basic information concerning your proposal, based on the selected LIFE priority area. This information remains editable once the proposal has been created.

For this purpose, you will be automatically redirected to technical form A1 (see below). Please note that you have to fill in both form A1 AND form A2 in order to create a new project proposal in the eProposal tool. The proposal will be then identifiable with the project acronym entered in technical form A1. The information already entered while registering as an applicant will be available under forms A1 and A2 for the proposal you have created.

Please note that for technical reasons it will not be possible to digitally 'recycle' proposals from the LIFE+ programme. You cannot generate a new 2014 proposal based on a LIFE+ proposal; you would need to download the old proposal and cut and paste the contents into the 2014 application forms.

### 3.3.1 Manage access rights (optional)

A LIFE proposal created in eProposal is linked by default to its owner: the user who created it.

The owner of the proposal may:

- view / edit the proposal;
- invite other users and grant them edit rights;
- submit the proposal.

#### Management of access rights

In order for the owner to manage access rights and for other users linked to the proposal to view access rights, you have to perform the following operations:

- (a) Select the proposal for which you want to give access rights to another user or invite an associated beneficiary;
- (b) Go to Proposal menu / Access rights part.

If only the owner is linked to the proposal, the screen will look like this

Proposals / LIFE ABC / Access rights

Last update at by      Proposal status: Draft !

---

**List of proposal users**  
Please find below the list of users linked to this proposal. Only the owner of the proposal can modify it, by clicking on the green/white squares to change a 'No' to 'Yes', or 'Yes' to 'No'.

First name	Last name	Email	Owner	Can view	Can edit	Actions
abc	abc	user1@mock.ec.europa.eu	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	

---

**National authorities access**  
Your National Authority can view the status of this proposal prior to the submission deadline (to change your choice, click on the green square): ☐ No


---

**Invite user**  
Email address:

### Inviting another user (optional)

- (c) In order to **invite** another user, the owner of the proposal (the coordinating applicant) must specify the e-mail address of the person to be invited in the bottom field of the screen 'List of proposal users'.
- (d) If the invited user is already registered on eProposal:
- The first and last names of this user will appear as '(Pending)' in the Access rights list of users.
  - An invitation message is received at the e-mail address entered by the invited user when they registered to eProposal).
  - The user logs on to eProposal: on the top of the first screen, the invitation is visible. The user may accept or reject it.

### List of proposals


 **Anne, Seekings-Le Quément** has invited you to join proposal **MERCAN CHOUETTE**.


- If the invited user accepts the invitation, the proposal will appear in this user's list of proposals, and the user will be able to view it straight away. The owner of the proposal may then grant this user editing rights

- (e) If the invited user is NOT yet registered on eProposal:

- The first and last names of this user will appear as '(Pending)' in the Access rights list of users.
- An invitation message is received at the e-mail address of the invited user specified by the owner of the proposal. This message contains a link to register on ECAS (if needed, see Step 1) and another one to register on eProposal (see Step 2).
- The user logs on to eProposal: on the top of the first screen, both confirmation or registration and the invitation are visible. The user may accept or reject the invitation.

## List of proposals

 Your user account has been created

 **Anne, Seekings-Le Quément** has invited you to join proposal **MERCAN CHOUETTE**.

Accept

Reject

- If the invited user accepts it, the proposal will appear in this user's list of proposals, and the user will be able to view it straight away. The owner of the proposal may then grant to this user editing rights.
- (f) The owner of the proposal may invite as many users as wished, following the same steps.
- (g) If several users are linked to a proposal, the Access rights screen will look like this (for the owner of the proposal, for the other users linked to it, all squares will be greyed out):

### List of proposal users

Please find below the list of users linked to this proposal. Only the coordinating applicant can modify it, by clicking on the green squares to change a 'No' to 'Yes', or 'Yes' to 'No'.

First name	Last name	Email	Owner	Can view	Can edit	Actions
Seekings-Le Quément	Anne	eproposal6@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
fdgh	ghdfgh	eproposal7@gmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	✖
(Pending)	(Pending)	eproposal.aom@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✖

- (h) The owner of the proposal is always greyed out (at least one user must be owner of a proposal at all times).

User(s) who have accepted the invitation are listed and the squares in the columns 'Owner', 'Can view' and 'Can edit' are activated.

If the first and last names are still '(Pending)', it means that this (these) user(s) have not yet accepted the invitation.

The owner of the proposal may decide to **grant editing rights to other user(s) linked to that proposal**. The only condition is for the user to have accepted the invitation sent by the owner. This enables several users to work in parallel on the same project proposal.

To grant editing rights to a user, the owner must click on the 'No' square in the 'Can edit' column: it will then turn to yes. When that user next logs on to eProposal, s/he will be able to edit that proposal.

**Important:** If a user has been granted editing rights, s/he will be able to perform exactly the same actions as the coordinating beneficiary, i.e. modify, delete, add technical and financial data, etc. but will not be able to submit the proposal and invite other users. The switch between edit and view modes for an associated applicant can be performed as many times as needed / wished by the coordinating beneficiary.

### **Changing owner**

The user that has to become the owner must have already been invited to the proposal. To change owner, the (original) owner must click on the 'No' square in the 'Owner' column corresponding to the user that is to become the new owner: after a confirmation message, it will then turn to Yes. From that moment on the 'former' owner does not have the possibility to manage user rights anymore. When the 'new' owner next logs on to eProposal, s/he will be able to manage user rights for that proposal.

Any data that was already entered in the technical and/or financial forms for the coordinating applicant (e.g. in relation to actions for which the coordinating applicant is responsible, or for costs incurred by this applicant), will have to be manually edited so as to align them to the new set-up of the proposal.

### **3.3.2 Validating and Submitting a proposal**


*Please note that both steps are compulsory to ensure that the proposal is taken into consideration during the evaluation process!*

#### **Validation**

After completing the proposal, click on the 'Validate' button available on form A1. A number of pre-defined verifications will be launched throughout the entire proposal, such as checks that mandatory fields are filled in and in the correct format, coherency between dates, consistency of various elements of the budget, etc.

Validation error messages indicate missing or incorrect information. They block the submission of the proposal (e.g. 'Total costs must equal total contributions').

When the validation is performed without any blocking errors, you will receive the following confirmation message:

 Proposal has been successfully validated.


Please note that at this stage the proposal has NOT been submitted yet.

Upon successful validation of the proposal, eProposal will request the owner whether s/he wants to submit the proposal at that moment.

### Submission

Once the proposal is validated and before the submission deadline, the coordinating applicant (owner of the proposal) should submit the proposal by clicking on the 'Submit to Contracting Authority' button (this button becomes available on form A1 only after the proposal has been validated and no more blocking validation errors are identified).

After clicking on this button, you will receive the following message confirming that the proposal is successfully submitted:

 Proposal has been successfully submitted to Contracting Authority

The proposal can be modified, validated and (re)submitted as many times as needed until 16 October 2014 (16:00 Brussels time). Each subsequent submission overwrites the previously submitted version (earlier versions are not archived and are therefore not available anymore).

This submission deadline will only be extended in case of 'force majeure' or breakdown of the system and the new deadline (established in a way to compensate the down period) will be communicated on the LIFE website and eProposal welcome page immediately.

Each submitted proposal is automatically attributed a unique project reference code that includes the year of the call, the LIFE priority area and a sequential 6 digits number. All technical, financial and reporting forms will bear this code (e.g. 'Proposals / **LIFE14 GIE/FI/000001 LIFE Plastic Aware** / Financial Forms / **F1 – Direct personnel costs**'). This code will be referred to in all correspondence with the Contracting Authority during the selection procedure and during the project implementation, if the proposal is retained for LIFE co-financing. A proposal that has not been submitted yet does not carry a reference.

**Important:** proposals submitted can be modified and re-submitted until the submission deadline is reached. Only the final submitted version of the proposals will be evaluated by the Contracting Authority.



If you want your proposal to be taken into account under the evaluation process, please make sure that you click on the 'Submit to Contracting Authority' button prior to the submission deadline.

**The button 'Submit to Contracting Authority' will be deactivated at the submission deadline (16 October 2014 at 16:00 Brussels time). The Contracting Authority may not be held responsible for any problem caused by slow performance of the system or similar issues. Applicants should take the necessary steps to avoid "last minute" submissions.**

Please note that National Authorities can see that a proposal (identified by its reference, title, coordinating applicant, total costs and contribution requested) has been submitted, but cannot view the full proposal on-line until the submission deadline is reached, unless the coordinating applicant has given them the authorisation to do so.

This authorisation can be granted by executing the following steps which have to be carried out by the coordinating applicant:

- (a) Select the proposal for which you want to grant view rights to your National Authority;
- (b) Go to Proposal menu / Access rights part;
- (c) In the National authorities access section, click on the green square which by default reads 'No': it will then turn to 'Yes'.

**List of proposal users**  
Please find below the list of users linked to this proposal. Only the coordinating applicant can modify it, by clicking on the green squares to change a 'No' to 'Yes', or 'Yes' to 'No'.

First name	Last name	Email	Owner	Can view	Can edit	Actions
fdgh	ghdfgh	eproposal7@gmail.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**National authorities access**  
Your National Authority can view the status of this proposal prior to the submission to National Authorities deadline (to change your choice, click on the green square): ☐

**Invite user**  
Email address:

- (d) When a National Authority user (for the Member State where the Coordinating applicant or one of the Associated applicants is/are registered) next logs on to eProposal, s/he will be able to view that proposal, even though the submission deadline has not been reached yet.

You may remove access authorisation at any point in time.

Please note that after the submission deadline has been passed, this option is no longer accessible (as the National authorities have read access by default to the proposal).

## Post-submission Communication

Once the submission deadline has passed, communication with applicants who have submitted a proposal will be solely through the proposal Mailbox.



Only the owners of proposals with status 'Received by Contracting Authority' (and later statuses) have access to this Mailbox.

### WHO CAN USE IT?



- the applicant: to read messages sent by the Contracting Authority or its Consultant and to reply to these messages and to initiate new messages addressed to the Contracting Authority or its Consultant;
- the Contracting Authority or its Consultant: to send messages to any Applicant and to read Applicants' replies.
- National Authorities: to view correspondence for the proposals to which they have access (Applicant or Associated Beneficiaries established in their Member State).

### HOW DO I READ AND SEND MESSAGES?

There are 2 options to access the messages:


- go to the List of proposals: if you have a new message for a particular proposal, the icon  becomes visible in the 'Unread' column; click on  it to access the mailbox directly
- if you have already opened a particular proposal, the "Mailbox" is available in the drop-down menu under 'Proposal'

These 2 options lead to the Thread list:

The proposal LIFE12 ENV/ES/000692 LIFE SMART FOREST has been submitted to NA on 26/09/2012 13:24:12 (Brussels time).						
Create thread						
Unread	Topic	Created at	Type	Phase	Status	Actions
 1	Official letter	07/12/12 13:08	Rejection letter	Technical compliance check (SELTEC)	Open	
	New thread 1	07/12/12 11:29	Rejection letter	Technical compliance check (SELTEC)	Open	
 1	Official EC letter	04/12/12 15:21	Rejection letter	Technical compliance check (SELTEC)	Open	
3 item(s) found						

A thread groups all messages linked to the same 'Topic' (which is defined by the one who creates the thread), 'Phase' (the phase of the selection process to which this message is linked) and 'Type' (e.g.: rejection letter, question letter, instruction letter or 'Other').

Threads can be created and closed. Official threads (such as Rejection letter, Instructions letter, etc...) can only be created by the Contracting Authority. Applicants can create (and afterwards Close)

'Other' types of threads, using the button . The Contracting Authority and its Consultant can close any type of thread.

When clicking on icon  for a given thread, the Thread details appear:

[Back](#)

**Thread details**

Topic

Phase  Type

[Reply](#)

**Thread messages** [Collapse all](#) [Expand all](#)

- 7 DÉC. 2012 09:37 / EUROPEAN COMMISSION / Nouveau message (voir pièce jointe)

**Message text:**

**Attachments:**

- [pièce jointe](#)

[Mark as read](#)

+ 4 DÉC. 2012 15:44 / APPLICANT / Please find official letter enclosed

+ 4 DÉC. 2012 15:31 / EUROPEAN COMMISSION / Please find official letter enclosed

This screen enables you to view all past correspondence (green colour is used for messages posted by applicants, blue colour for messages posted by the Contracting Authority and its consultant). The same colours appearing in a stronger shade indicate a new message, whereas a message in a lighter shade indicates that it has been marked as read.

When clicking on the [Reply](#) button, the Applicant has the possibility to define a new message (choosing the recipient: Contracting Authority or consultant and clicking on [Save](#); if necessary attachment(s) of 2MB maximum size each may be uploaded; please use only generic formats to ensure readability by other users).

By clicking on [Ready to send](#) the Applicant may see the message about to be sent and check its content and list of attachments. To send the new message click on [Send](#). To continue editing the message click on [Not ready to send](#).


#### HOW WILL I BE ALERTED IF A NEW MESSAGE IS AVAILABLE?

Applicants will receive an e-mail notification message in the mailbox corresponding to the e-mail address indicated on form A2, informing that a new message is available in their Proposal Mailbox. We advise applicants to regularly check the Proposal Mailbox in eProposal as notification messages may sometimes not reach the recipient (e.g. filtered as SPAM, mailbox changed, mailbox full, etc.). Only coordinating applicants will receive notification messages.

#### Deleting a proposal

A proposal which has not been submitted can be deleted at any point in time by the applicant (owner).

To delete a proposal:


- Find it in your list of proposals;
- For that proposal, click on the icon  in the corresponding Actions column;
- When prompted 'Are you sure you want to delete proposal?', press 'OK' to delete it, or 'cancel' to cancel the deletion.


Please be aware that all the information entered in eProposal will be permanently deleted and therefore not retrievable anymore once you have deleted the proposal.

### **Withdrawal of a Proposal**

The applicant (owner) retains the right to withdraw a proposal at any moment after submission. A withdrawn proposal will not be considered during the evaluation.

To withdraw a proposal:

- Find it in your list of proposals;
- For that proposal, click on the Edit icon  in the corresponding Actions column;
- In the proposal menu, choose the Withdrawal form. There you will be able to detail the reason(s) why you need to withdraw your proposal (for instance: expected financing did not materialise), and to confirm the fact that you withdraw your proposal.
- If you click on 'OK' you will receive the following confirmation message:

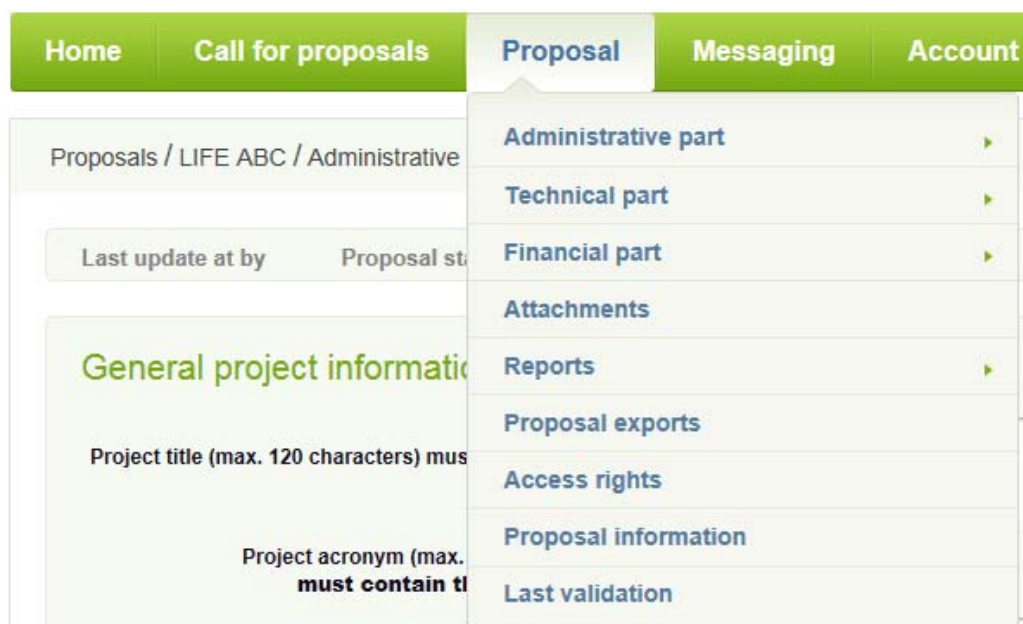
 Proposal has been successfully withdrawn.

## 4. Application forms

### 4.1 General rules

- In order to enter data into the proposal, use the 'Edit' mode; a 'View' mode is also available and you can switch from one mode to the other at any time during preparation of your proposal;
- You may introduce the information either directly into the textboxes or you may copy and paste information in simple text format; note that for security reasons, a text copied and pasted from a Word document or an html page may not be accepted entirely, therefore simple, basic text editors such as Notepad suit better for this purpose;
- **Always click on the 'Save' button before switching to another form;**
- All fields allow introducing a limited number of characters – these limits are clearly displayed. Please note that in order to ensure that the text input in large text fields can be printed in the pdf extract, only the following formatting may be used: bold, italics, underlined. Only simple lists (simple enumerations 1, 2, 3, A, B, C etc.; or bullet points) will appear correctly. If you need to insert tables, do not do so in text fields: please use the Add picture(s) functionality available at the end of most forms;
- Fields marked with a red asterisk \* are related to obligatory information and must be filled in; when validating the proposal, error messages will be displayed if mandatory fields have been left empty;
- The data between various technical and financial forms are intrinsically connected, this is why as a matter of principle the information will be introduced manually only once and then automatically transferred to other relevant forms across the application;
- Disabled fields cannot be filled in manually since the respective information will be extracted and/or calculated automatically from other forms;
- You will be allowed to insert objects (such as maps, graphs, tables, photos) in certain forms where the "Maps", "Pictures" or "Declaration" headings appear; you may only use png, jpg, tif, gif, bmp formats; pdf files may also be used if the file contains one single picture (nevertheless, if for technical reasons, the picture is not extracted from the file, try using any of the other 5 formats listed above); the maximum size accepted is 2MB;
- Enter all dates in DD/MM/YYYY format or use the calendar functionality where available;
- At any stage, you may view your proposal as a pdf document, by clicking the 'Request pdf' button available in the Proposal exports and Attachments sections of eProposal. Once the pdf version of your proposal has been created, you will receive an e-mail which will allow you to download it straight away, or to do so from the Proposal exports and Attachments sections of eProposal (remember to 'refresh' the page, press key F5);
- You may extract the content of your proposal in order to work off-line:
  - o B and C forms to an editable Word document, by clicking on the 'Download working copy' button available in the Proposal exports section;
  - o Financial forms and reports to an editable Excel document, by clicking on the 'Financial data export' button available in the Proposal exports and Attachments sections;
  - o Please note that these are only working documents to be used to prepare input in eProposal forms and fields. It is not possible to automatically transfer the Word text or the Excel data back into eProposal.

- All the content of a proposal can be edited / viewed using the Proposal menu available at the top of the screen:



## 4.2 Technical application forms

The technical part of the *LIFE Environmental Governance and Information* application file consists of 3 parts (A, B and C).

Where you have no specific information to put on certain parts of obligatory forms indicate "not applicable" or "none" or "no relevant information" or an equivalent indication. Do not leave empty parts in obligatory forms.

### 4.2.1 Administrative information (A forms)

#### **Form A1 – General project information**

**Project title (max 120 characters):** It should include the key elements and objectives of the project. Note that the Contracting Authority may ask you to change the title in order to make it clearer. The title of the project must be in English, even if the proposal itself is submitted in a different language.

**Project acronym (max 25 characters):** The acronym must contain the word 'LIFE', e.g. 'LIFE '. Once the proposal is created in the eProposal system, all technical, financial and reporting forms will bear this acronym (e.g. 'Proposals / **LIFE Plastic Aware** / Technical Forms / **A1 – General project information**')

**LIFE Programme priority area:** Select the priority area from the drop-down menu. Applicants must indicate whether the project is being submitted under the sector Information or under the sector Governance.

**Expected start date:** Type in the date in the format DD/MM/YYYY or use the calendar functionality. The earliest possible start date is 16 July 2015. The start date should be realistic. Please note that if you choose a late date the costs of participation in the kick-off meeting for all new projects may not be eligible.

**Expected end date:** Type in the date in the format DD/MM/YYYY or use the calendar functionality.

**Language of the proposal:** Select the language from the drop-down menu. The Contracting Authority nevertheless strongly recommends that applicants fill in the technical part of the proposal in English.

**Click on the 'Next' button and fill in form A2 (see below).**

**Please note that after the creation of the proposal (see below, form A2), you will be required to enter the following information in form A1:**

The project will be implemented in the following Member State(s) / Region(s) or other countries:

- by default the eProposal tool selects the Member State where the applicant is legally registered (as per form A2). You may change it by using the 'Delete' and 'Add' buttons;
- to add a region, select the Member State, then the Region, and click on the Add button; at least one region must be selected.

If project actions will be implemented outside the EU, select the country from the drop-down list.

Member State	Selected regions	Actions
IT - Italy	All regions	✗
<input type="text" value="AT - Austria"/>	<input type="text" value="All regions"/>	<input type="button" value="Add"/>

## **Form A2 – Coordinating beneficiary**

**Short Name** (max 10 characters): The beneficiary will be identified throughout the technical forms, the financial forms and the reports by its short name.

**E-mail:** This e-mail address will be used by the Contracting Authority as the single contact point for all notifications of correspondence availability with the applicant during the evaluation procedure (see above Step 3 point c. "3. Post-submission Communication").

**Legal name (max 200 characters):** Provide the full name under which the beneficiary is officially registered.

**Legal Status:** Select one of the following 3 choices: *Public body*, *Private commercial* or *Private non-commercial* (including NGOs). Tick the appropriate box. Further guidance on how to distinguish private entities from public bodies can be found in section 1.6.2 of this document.

**Value Added Tax (VAT) number:** If applicable, provide the entity's VAT registration number.

**Legal Registration Number:** If applicable, provide the entity's legal national registration number or code from the appropriate trade register (e.g. the Chamber of Commerce register), business register or other.

**Registration date:** Type in the date in the format DD/MM/YYYY or use the calendar functionality.

**PIC Number (not compulsory):** The PIC (Participant Identification Code) is a unique 9-digit code used for the identification of validated legal entities of projects funded under a number of EU programmes. **It is not mandatory to provide this number at the time of the proposal submission**, however applicants are invited to create it, by following the instructions provided at the link: <http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html><sup>10</sup>

<sup>10</sup> During the registration for the PIC number, applicants will be required to provide some information which is used only for Horizon 2020 Programme and is irrelevant for the LIFE Programme. Therefore, when completing Step 1 - Status of the Organisation and if you wish to participate as a beneficiary only in LIFE projects, choose the minimal status by ticking only the 'Legal person' box. Similarly, for the cost method section, select the indirect cost method 'standard flat rate'. Should you decide at a later moment to participate in a project financed under the Horizon 2020 Programme, you may change the related information anytime.



The PIC will have to be validated at a later stage for all proposals selected for LIFE co-financing. Note that beneficiaries whose PIC is already validated will not have to submit anymore their legal and supporting documents.

**Legal address:** Enter Street name and no., PO Box, Town / City, Post code.

**Member State:** Select the relevant member state from the drop-down menu

**Contact person information:** Enter Name, Surname, Street name and no., PO Box, Town / City, Post code (if they are identical to the legal address, you may copy them directly).

**Telephone/Fax:** Provide information for the contact person.

**Title:** Title commonly used in correspondence with the person in charge of proposal co-ordination.

**Function:** Provide the function of the person in charge of coordinating the proposal. Example: Managing Director, Project Manager, etc.

**Department / Service Name:** Name of the department and / or service in the entity co-ordinating the proposal and for which the contact person is working. The address details given in the fields which follow must be for the department/service and not the legal address of the entity.

**Website (max 250 characters):** Provide the beneficiary's official website.

**Brief description of the activities of the beneficiary (max 2000 characters):** Please describe the entity, its legal status, its activities and its competence in relation to the proposed actions. The description given should enable the Contracting Authority to evaluate the technical reliability of the coordinating beneficiary, i.e. whether it has the necessary experience and expertise for a successful implementation of the proposed project.

For private non-commercial entities please provide the key elements that prove that the entity is recognised as such.

**Click on the 'Save' button available at the bottom of the form.**

**Your project proposal has been now created in the eProposal system and the project acronym is automatically displayed on all screens and forms throughout the entire proposal.**

### **Form A3 – Coordinating beneficiary declaration**

This form is available at the end of form A2 under the heading 'A3 – Coordinating Beneficiary declaration'.

Some of the information contained in this form (name of the beneficiary, contribution, actions in which the beneficiary is involved and total cost) will be automatically retrieved from the data entered in other forms of the proposal.

Click on the 'Generate declaration' button and fill in manually the following fields:

- 'At....on....': Indicate the place and the date of the signature.
- 'Signature': This form must be signed.
- 'Name(s) and status of signatory': The **name** and **status** of the person signing the form must be clearly indicated.

**Important:**

Before completing this form, please check that the beneficiary does not fall into any of the situations listed in art. 106(1) and 107 of the Financial Regulation n° 966/2012 of 25 October 2012 (JO L 298 of 26/10/2012), reference:

<http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:L:2012:298:TOC>

For accuracy purposes, make sure that this form is **generated**, signed and dated **after** having entered all the technical and financial data into your application.

When the form is completed, scan it as an image file (not as a .pdf file, see accepted formats under point 4.1 General rules), then upload it by using the 'Upload declaration' button.

**Form A4 – Associated beneficiary declaration and Mandate**

This form is available at the end of form A5 (see below) under the heading 'A4 – Associated Beneficiary declaration and Mandate'; click on 'Generate declaration'.

For completing this form, please also **see instructions for form A3**.

You need to manually fill in the following fields:

- The forename and surname of the legal representative of the future associated beneficiary signing the form.
- The forename and surname of the legal representative of the future coordinating beneficiary of the project.
- 'At....on....': Indicate the place and the date of the signature.
- 'Signature': This form must be signed.
- 'Name(s) and status of signatory': The **name** and **status** of the person signing the form must be clearly indicated.

**Form A5 – Associated beneficiary**

Click on the 'Create Associated Beneficiary' button: fill-in all necessary information and click on 'Save' button. The Associated Beneficiary then appears in the list of Associated Beneficiaries.

For completing this form, please **see instructions for form A2**.

If the associated beneficiary is not legally registered in the EU, select the country from the drop-down list.

### **Form A6 – Co-financers**

If a co-financer will contribute to the project, click on the 'Add Co-financer' button: fill-in all necessary information and click on 'Save' button. The Co-financer then appears in the list of Co-financers.

For completing this form, please **see also the instructions for form A3 above**.

**Note that the co-financer contribution will have to be entered in form FC** (see below).

**Status of the financial commitment:** please indicate either "*Confirmed*" or "*To be confirmed*". If the status is "to be confirmed", this must be explained. Note that at a later stage in the selection process you will be required to provide the A6 form with status "confirmed".

When the form is completed, scan it as an image file (not as a .pdf file, see accepted formats under 4.1 Application forms – General rules), then upload it by using the 'Upload declaration' button.

**Important note:** A coordinating / associated beneficiary should only appear in the proposal with that single role of coordinating / associated beneficiary and not also as a co-financer. In case a coordinating / associated beneficiary wishes to be a net financial contributor to the project, they should still only submit forms A2/A3 or A4/A5 in which their financial contribution may be higher than their foreseen costs.

### **Form A7 – Other proposals submitted for European Union funding**

**Applicants should not underestimate the importance of this form:** Clear and complete answers must be provided to each question (max 5000 characters for each question). LIFE projects should not finance actions that are better financed by other EU funding programmes (see, section 1.6.16). **Applicants must therefore verify this aspect carefully** and provide the fullest possible information in their answers. Supporting documents (e.g. extracts from the texts of the relevant programmes) should be provided (as far as possible and appropriate). Please also note point 1 of the declaration in form A3 that you have to sign; national authorities may be asked to review this declaration.

## ***4.2.2 Technical summary and overall context of the project (B forms)***

### **Form B1 – Summary description of the project (to be completed in English)**

Please provide a Summary Description of your project. The description should be structured, concise and clear. It should include:

- **Objectives of the project (max 2,500 characters):** Please provide a detailed description of all project objectives, listing them by decreasing order of importance.

These objectives must be realistic (i.e. be achievable within the timeframe of the project with the proposed budget and means), clear (without ambiguity) and linked to progress towards tackling the problem targeted.

- **Actions and means involved (max 2,500 characters):** Please explain clearly what means will be utilised during the project to reach the objectives indicated above (financial means should not be indicated). Please ensure that there is a clear link between the proposed actions and means and the project's objectives.
- **Expected results (quantified as far as possible) (max 2500 characters):** Please list the main results expected at the end of the project. These must directly relate to the environmental problem targeted and to the project's objectives. The expected results must be concrete, realistic and **quantified** as far as possible. Since the project's final achievements will be judged against its expected results, please make sure that the expected results are well-defined and well-quantified. Expected results should not be the project's objectives, but they should be *outputs* and quantified *achievements* allowing it to reach the objectives.
- **Climate-related project (max 2,500 characters):** applicants are required to indicate whether their project is significantly climate-related by ticking the appropriate box. If this is the case, a comments box is displayed that has to be filled in. A significantly climate-related project is defined as a project where the main actions concern initiatives and measures that can be used to reduce the vulnerability of natural and human systems against actual or expected climate change effects.
- **Biodiversity-related project (max 2500 characters):** applicants are required to indicate whether their project is significantly biodiversity-related by ticking the appropriate box. If this is the case, a comments box is displayed that has to be filled in. A significantly biodiversity-related project is defined as a project where the main actions concern initiatives and measures that can contribute to the objectives of the EU Biodiversity Strategy to 2020.
- **Project topics:** applicants are required to indicate whether the proposal addresses one or more of the project topics listed in section 2 of this document, by ticking the appropriate checkbox(es). If the proposal does not address any project topic, no checkbox should be, ticked.
- **Reasons why the proposal falls under the selected project topic(s) (max 2,500 characters):** The applicant has to explain in detail why he considers that the proposal falls under the selected project topic(s).

If the project proposal is not presented in English, applicants may provide a summary description of the project in the language of the proposal as well. This is however optional. A separate form 'B1 – Summary description of the project (in the language of the proposal)' is available.

## **Form B2**

### **Environmental problem targeted (max 10,000 characters):**

Please provide a clear description of the environmental problem targeted by your proposal. Explain why you consider that this problem is related to the priorities of the 7th Environment Action Programme or to European Union environmental legislation (as applicable, with respect to the project's *thematic priority*).

For certain types of projects eligible under *LIFE Environmental Governance and Information* there may not be a specific *environmental* problem as the project proposal may relate to more general activities in support of effective control process as well as measures to promote compliance in relation to Union environmental legislation, and in support of information systems and information tools on the implementation of Union environmental legislation. In such cases where the "problem" relates to one of the above governance areas and not, strictly speaking, to a specific *environmental* problem, the project proposal should specify and detail the environmental governance problem targeted.

## **Form B3**

### **EU added value of the project and its actions (max 10,000 characters):**

Please detail the EU added value in terms of coverage, replicability, transferability or its transnational scope. A project with a mechanism to ensure extensive application of green procurement may be also considered as having added value.

Please also indicate whether and how your project contributes to the implementation, updating and development of the European Union environmental legislation. Describe if it contributes to the integration of the environment into other policies and/or if it contributes to sustainable development. You should also provide a clear description of the geographical scope of the project. A transnational approach and / or a multinational partnership may, if well justified here, be also considered as added value.

For **information, communication and awareness-raising campaign proposals** specifically, the choice of the type of target audience, its size and geographic coverage will also be taken into account when evaluating this criterion.

Note that the information provided in this field will be used for the evaluation of the proposal under award criteria 5 'EU added value: multipurpose, synergies and integration', 6 'EU added value: replicability and transferability' and 7 'EU added value: transnational, green procurement, uptake'. For details, see the *Guide for the evaluation of LIFE project proposals 2014*.

### **Socio-economic effects of the project (max 10,000 characters):**

Please indicate the probable impact of the project actions on the local economy and population.

### **Efforts for reducing the project's "carbon footprint" (max 10,000 characters):**

Please explain how you intend to ensure that the "carbon footprint" of your project remains as low as is reasonably possible. Any details of efforts to be made to reduce CO<sub>2</sub> emissions during a project's lifetime shall be included here. Generally, this would mainly concern

reduction of the project's carbon footprint during project management activities (reduction of travel, use of teleconferencing, use of recycled paper etc.).

**Form B4 – Target audience and Stakeholders of the project (other than project participants) (max 12,000 characters):**

Describe the target audience and stakeholders of the project. Please indicate what kind of involvement or input you expect from them and how this will be useful and/or needed for the project. Please ensure a clear distinction between target audience and stakeholders:

**"Target audience"** refers to the audience (e.g. sections of the population, categories of professionals, type of bodies or organisations, economic players, etc.) the project activities are targeting. This audience must be defined as precisely as possible (both qualitatively and quantitatively) in the proposal and must be linked to the problem addressed by the project. Project monitoring activities must include the measurement of the impact of the project's activities on this target audience or on its activities (as appropriate, depending on the nature of the project). The selection of the target audience(s) must be justified in view of reaching the project's objectives. Quantitative and qualitative information should be provided wherever possible.

**"Stakeholders"** refers to entities (e.g. organisations, authorities, persons, groups of persons, NGOs etc.) that have an interest in the issue targeted by the project. Project participants do not have to be listed in this section. Proper stakeholder consultation and/or involvement should be ensured during the project, as appropriate with respect to the nature of the project.

**Form B5 – Expected constraints and risks related to the project implementation and mitigation strategy (max 12,000 characters)**

It is important that applicants identify all possible **internal or external events** ("constraints and risks") that could have **major negative impacts** on the successful implementation of the project. Please list such constraints and risks, in the decreasing order of importance. Please also indicate any possible constraints and risks due to the **socio-economic environment**. For each constraint and risk identified, please indicate how you envisage overcoming it.

You are also strongly advised to include in this section any details on licences, permits, EIA, etc., and to indicate what support you have from the competent bodies responsible for issuing such authorisations. The experience of the LIFE programme has shown that some projects have difficulties completing all actions within the proposed project duration, due to unforeseen delays and difficulties encountered during the project. It is important that applicants identify all possible external events ("constraints and risks") that could cause such delays. One possible reason for such difficulties is the obligation to perform assessments that were not foreseen during the preparation of the LIFE project, in particular:

- Environmental Impact Assessment (EIA), according to the Directive 85/337/EEC (the EIA Directive), codified by Directive 2011/92/EU of 13 December 2011<sup>11</sup>;

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<sup>11</sup> Codified version of the EIA Directive:  
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:026:0001:0021:EN:PDF>

- Strategic Environmental Assessment (SEA), according to the Directive 2001/42/WE (the SEA Directive)<sup>12</sup>;
- Assessment required under Article 6 of Directive 92/43/EEC (the Habitats Directive; Article 6 assessment)<sup>13</sup>.

These assessments may involve long administrative procedures and data collection analysis. This is normally not a problem if the time and funds necessary are foreseen in the project.

Therefore, before submitting a LIFE proposal, applicants should find out whether one or more of the assessments mentioned above will be required under EU or national law.

Applicants should describe in Form B5 how these issues are taken into account and how they envisage overcoming potential problems. To pre-empt unforeseen problems good communication and consultation with the competent authorities in charge of these procedures is essential. This should already be done at the beginning of the LIFE proposal preparation. Form B5 is the correct place to indicate whether the competent authorities in charge of assessments procedures have been consulted and the results of these consultations.

**Finally, please detail how you have taken into account the risks identified when planning of the project (time planning, budget, etc.) and defining its actions.**

#### **Form B6 – Continuation/valorisation and long term sustainability of the project's results after the end of the project**

Describe how the project will be continued after the end of the LIFE funding, and what actions are required to consolidate the results in order to ensure the sustainability of the project results. Please indicate what mechanisms will be put in place to ensure that this will be done. Please note that information provided in this section is indicative and will have to be updated during the project life.

In particular, please reply to the following questions:

- **Which actions will have to be carried out or continued after the end of the project? (max 5,000 characters)** Please list such project actions indicating their reference (e.g. A1, A2,...) and title.
- **How will this be achieved? What resources will be necessary to carry out these actions? (max 5,000 characters)** Please indicate how the above actions will be continued after the project, by whom, within what timeframe and with what financing.
- **How, when and by whom will the equipment acquired be used after the project end (max 5,000 characters):** Please list any important pieces of equipment to be purchased under the project and provide details on their utilisation after the end of the project.

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<sup>12</sup> SEA Directive:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2001:197:0030:0037:EN:PDF>

<sup>13</sup> Consolidated version of the Habitats Directive:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1992L0043:20070101:EN:PDF>

- **To what extent will the results and lessons of the project be actively disseminated after the end of the project to those persons and / or organisations that could best make use of them? (Please identify these persons / organisations) (max 5,000 characters):** Please indicate how dissemination activities will continue after the end of the project. Please list the persons / organisations that have been so far identified as targets for these dissemination activities.

### ***4.2.3 Detailed technical description of the proposed actions (C forms)***

The applicant must list **all the actions that will be implemented under the project**. There are 5 types of actions:

- A. Preparatory actions (if needed)
- B. Core actions (obligatory)
- C. Monitoring of project impact (obligatory)
- D. Communication and dissemination of the project and its results (obligatory)
- E. Project management and monitoring of project progress (obligatory)

Under each type of action (A, B, C...), the applicant must list the different actions: A1, A2 ... B1, B2 ... C1, C2 ... etc. Sequential numbers under the same category of actions are generated automatically and their order may be changed using the 'Up↑' and 'Down↓' arrows.

It is recommended that each action that is expected to have an important output for the project (e.g. preparation of detailed communication strategy/plan, media campaign, stakeholder consultation, etc.) is presented as a **separate action**.

The actions must be described as precisely as possible. The descriptions may be accompanied by maps locating the actions, explanatory graphs, tables or pictures, which may be included in the forms by using the "Pictures" functionality.

The description of each action should clearly indicate the links with other actions (e.g. action C2 follows the purchase of land in action B1 which follows the preparation in action A2) and should clearly (and in quantitative terms) indicate how it contributes to the project's overall objectives. There should be a **clear coherence between the technical description of the action and the financial resources allocated**.

For each action, the applicant should provide the following information:

- **Name of the action (max 200 characters):** Please ensure that the name is short (maximum 200 characters) and that it clearly reflects the objective of the action.
- **Beneficiary responsible for implementation:** Please indicate by selecting from the drop-down menu which of the project's beneficiaries will be in charge of the coordination of the implementation of this action. Should more than one beneficiary be implicated, please give full details of which beneficiary is responsible for what in the text field (max 500 characters) available under the drop down list.



- **Description (what, how, where and when) (max 10,000 characters):** Please describe the content of the action indicating what will be done, using what means, on which location, with what duration and within what deadline. Specify the links with other actions.
- **Reasons why this action is necessary (max 2,000 characters):** Please indicate why the action is necessary and how it will contribute to reaching the project's objectives. For actions implemented outside the EU, full details should be provided on why such actions are necessary to achieve EU environmental objectives and to ensure the effectiveness of interventions carried out during the LIFE project in the Member State territories to which the Treaties apply.
- **Constraints and assumptions (max 2,000 characters):** Indicate what may prevent you from implementing the action as planned and what will be done to address this risk. Please ensure that these constraints and assumptions are in line with those indicated on Form B5.
- **Expected results (quantitative information as far as possible) (max 2,000 characters):** Please indicate concisely what results will be achieved at the end of the action (e.g. 10% Plastic waste generation reduction, 50.000 people informed, 50 schools visited) and what deliverable products (e.g. communication plan, various types of communication material, reports, minutes of steering committee meetings, etc.) will be produced.
- **Indicators of progress (max 2,000 characters):** Please indicate how progress of this action will be measured.
- **Cost estimation (max 2,000 characters):** Please summarise the methodology used for estimating the costs of the main expenditures in this action (e.g. Number of man-days of input required \* average cost / man-day, equipment required, etc.). Please note that the total cost of the action as inserted in financial forms is displayed automatically (sum of the cost lines created in the F forms for that Action); when creating a new action, this value is by default 0 €. You must give details of the different calculations and estimations on which this total cost is based.
- **Deliverable products:** Please list all deliverable products associated with each action and the corresponding completion deadline (day/month/year) by using the 'Add' button. **Deliverable products** are all those **tangible** products that can be shipped (e.g. management plans, studies and other documents, software, videos, etc.). Please note that any deliverable product will have to be **submitted separately** (bearing the LIFE and *Natura 2000* logos) to the Contracting Authority together with an activity report.
- **Milestones:** Please list all project milestones associated with each action and the corresponding delivery / achievement deadline (day/month/year). **Project milestones** are defined as **key moments** during the implementation of the project e.g. "Nomination of the Project Manager", "Start of awareness-raising campaign", etc. The corresponding documents do not need to be submitted to the Contracting Authority. You will need to inform the Contracting Authority whether the milestone has been completed or not in the technical reports you will send to the Contracting Authority.
- **Timetable:** For each project action, please tick the corresponding implementation period. When planning the implementation period of your project, please bear in mind that a LIFE 2014 project cannot start before 16 July 2015. Also, please add an appropriate safety margin at the end of the project to allow for the inevitable unforeseen delays.

Please refer to **section 2.3** (sub-section "**How to structure and draft a project proposal?**") for additional detailed instructions about other more specific information that has to be provided under each category of project actions (A, B, C, D and E actions).

### **Form C0 – List of all actions**

This form allows the applicant to create all the actions foreseen in the project, per type of action (A, B, C, ...), by using the 'Add project action' button. Once an action has been created, you may use the 'Save and next' button to directly create another action.

**Very important: project actions have to be created before you are able to introduce any costs in the financial F forms.**

### **Form(s) C1**

These are the forms created for individual project actions. Please refer to **section 2.3** (sub-section "**How to structure and draft a project proposal?**") for additional detailed instructions about the type of information that has to be included under each category of project actions (A, B, C, D and E actions).

### **Form C2 Reporting schedule**

#### **Activity reports foreseen:**

The coordinating beneficiary shall report to the Contracting Authority about the technical and financial progress of the project. The project's achieved results and possible problems should be highlighted in these reports.

Note that the grant agreement, project management, formal reporting (excluding annexes or deliverables) and all communication with the Contracting Authority must be in English, even if the language of the project proposal is different. The costs for translation of reports (excluding annexes or deliverables) are therefore eligible.

For projects with a duration exceeding 24 months and requesting an EU contribution of more than € 300,000, if the coordinating beneficiary intends to ask for a second pre-financing, a more detailed "Mid-term report with payment request" has to be provided. For projects with a duration exceeding 48 months and an EU contribution of more than € 4,000,000, if the coordinating beneficiary wishes to request a third pre-financing payment, a second Mid-term Report has to be provided. The Mid-term report(s) are to be delivered, together with the requests for mid-term pre-financing, in line with the thresholds defined in the Special Conditions of the Model LIFE Grant Agreement. One "Final Report with payment request" shall be submitted, not later than 3 months after the project end date. "Progress reports" should also be foreseen in order to ensure that at least one report is received every 18 months (the reporting schedule may be modified during the revision phase). Please consult General Conditions of the Model LIFE Grant Agreement for full details on reporting obligations of LIFE projects.

## 4.3 Financial application forms

***Important:*** *The project's budget may only include costs which are in accordance with Article II.19 of the General Conditions of the Model LIFE Grant Agreement. The EU contribution will be calculated on the basis of eligible costs.*

### **General remarks:**

All costs must be rounded to the nearest Euro. Decimals cannot be entered in the forms.

The coordinating beneficiary and associated beneficiaries, as well as other companies that are part of the same groups or holdings, cannot act as sub-contractors.

Internal invoicing (i.e. costs that result from transactions between departments of a beneficiary) is only allowed if it excludes all elements of profit, VAT and overheads.

All contracts attributed under any of the cost categories should respect the principle of absence of conflict of interest, regardless of the amount involved.

Value added tax paid by the beneficiaries is eligible except for:

- a) taxed activities or exempt activities with right of deduction;
- b) activities engaged in as a public authority by the beneficiary where it is a State, regional or local government authority or another body governed by public law.

For each cost line, select from the drop-down menus the short name of the beneficiary that will incur the respective cost and the number of the action to which the respective cost is related.

To add a cost line use the 'Add' button, to delete a cost line use the 'Delete' button.

All financial forms are tab activated: in order to create cost lines quickly, you may use the Tab key on your keyboard to move from one field to the next one, and then to the 'Add' button (then press the 'Enter' key: the cost line is added).

### **Form F1 – Direct personnel costs**

**General:** The salary costs of public body personnel may be funded only to the extent that they relate to the cost of project implementation activities that the relevant public body would not have carried out had the project concerned not been undertaken. The personnel in question, irrespective of whether they are working full or part time for the project, must be specifically seconded/assigned to a project; the individual assignment shall either take the format of a contractual document or that of a letter of assignment signed by the responsible service or authority of the relevant beneficiary.

Moreover, the sum of the public bodies' contributions (as coordinating beneficiary and / or associated beneficiary) to the project budget must exceed (by at least 2%) the sum of the salary costs charged to the project for personnel who are not considered 'additional'. This will be automatically checked under Report R4 – Compliance with 2% rule when your

proposal is validated by eProposal prior to submission, and also both during the selection phase and when calculating the final EU contribution at the end of the project.

The definition of 'additional' personnel costs include the costs of all personnel – permanent or temporary – of public bodies whose contracts or contract renewals:

- start on or after the start date of the project or on or after the date of signature of the grant agreement by the Contracting Authority in case this signature takes place before the project start date, and
- specifically mention the LIFE project

**Type of contract:** Select from the drop-down menu.

Note that service contracts with individuals may be charged to this category on condition that the individual concerned works in the beneficiary's premises and under its supervision and provided that such practice complies with the relevant national tax and social legislation.

*Important: The time which each employee spends working on the project shall be recorded on a timely basis (i.e. every day, every week) using time sheets or an equivalent time registration system established and certified regularly by each of the project beneficiaries, unless the employee is specifically assigned to the project full time as per Article II.19. of the General Conditions of the and Annex X (Financial and administrative guidelines) to the Model LIFE Grant Agreement or works less than 2 days per month on average for the LIFE project.*

**Category / Role in the project:** You should identify each professional category in a clear and unambiguous manner to enable the Contracting Authority to monitor the labour resources allocated to the project. When the professional category is not explanatory of the role that the person will play in the project, you should also include this information. *Examples of staff categories / roles in the project are: senior engineer / project manager; technician / data analysis, administrative / financial management etc.*

**Daily rate:** The daily rate charged for each member of personnel is calculated on the basis of gross salary or wages plus obligatory social charges, any other statutory cost but excluding any other costs. For the purpose of establishing the budget proposal, the salary may be calculated based on indicative average rates which are reasonable for the concerned category of personnel, sector, country, type of organisation, etc. Please take predictable salary increases into account when estimating the average daily rates for the project duration.

The total number of productive time per year should be calculated on the basis of the total working hours/days according to national legislation, collective agreements, employment contracts, etc. An example for determining the total productive time per year could be as follows (provided what is established in the appropriate legislation):

Days/year	365 days
Less 52 weekends	104 days
Less annual holidays	21 days
Less statutory holidays	15 days
Less illness / other (when relevant)	10 days
= Total productive time	<u>215 days</u>

Please note that the rates indicated in the budget proposal must not be used when reporting the costs of the project; only the costs of the actual hours worked on the project may be charged. Any significant increases will have to be justified. Personnel costs shall be charged on the basis of hourly rates obtained by dividing the actual annual gross salary or wages plus obligatory social charges and any other statutory costs included in the remuneration of an employee by the actual total productive hours for that employee. In case the actual total productive hours for the employee are not recorded in a reliable time registration system a default value of 1720 productive hours shall be used.

**Number of person-days:** The number of person-days needed to carry out the project.

**Direct personnel costs:** Calculated automatically by multiplying the total number of person-days for a given category by the daily rate for that category.

## **Form F2 – Travel and subsistence costs**

*Note: Under this budget category applicants should foresee the travel costs for 2 persons from the project to attend a regional kick-off meeting with the Contracting Authority representatives.*

**General:** Only costs for travel and subsistence must be included here. Costs related to the attendance of conferences, such as conference fees, should be reported under "Other costs" (form F7). The cost of participation in a conference is only considered eligible if the project is presented at the conference. The number of participants in conferences is limited to those for whose attendance there is a valid technical justification.

**Destination (From / To):** Identify the origin and destination of the trips. Specify the country and city name, if already known. If applicable, for repetitive visits to the project area, write 'project area'.

**Outside Europe:** Indicate 'Yes' for travel outside the European Union.

**Purpose of travel:** The purpose of travel must be clearly described, in order to allow an assessment of the costs in relation to the objectives of the project (examples: 'dissemination event', 'technical co-ordination meeting', 'project area visit'). Identify the number of trips foreseen and the number of people who will be travelling as well as the duration of the travel in days.

You may use more than one line for the purpose of travel or destination if necessary, but costs may be presented grouped, e.g. for all technical co-ordination meetings. (However, the individual costs must be identified when reporting.)

**Travel costs:** Travel costs shall be charged in accordance with the internal rules of the beneficiary. Beneficiaries shall endeavour to travel in the most economical and environmentally friendly way – video conferencing must be considered as an alternative.

In absence of internal rules governing the reimbursement of the use of an organisation's own cars (in opposition to private cars) costs related to the use of these are to be estimated at 0.25 €/km. If only costs for fuel are foreseen, they should also be listed here.

**Subsistence costs:** Subsistence costs shall be charged in accordance with the internal rules of the beneficiary (daily allowances or direct payment of meals, hotel costs, local transportation etc.). Make sure that meals related to travel / meetings of the beneficiaries are not included if subsistence costs are already budgeted as per diem allowances.

### **Form F3 – External assistance costs**

**General:** External assistance costs refer to sub-contracting costs: i.e. services / works carried out by external companies or persons, as well as to renting of equipment or infrastructure. They are limited to 35% of the total budget unless a higher level is justified in the proposal. The adequacy of this justification will be evaluated by the Contracting Authority.

For example, the creation of a logo, establishment of a dissemination plan, design of dissemination products, translation services, publication of a book or renting of material should be included in external assistance.

Please note that any services supplied under subcontract, but which are **related to prototype** development should be budgeted under prototype and not under external assistance. Costs related to the **purchase or leasing** (as opposed to renting) **of equipment and infrastructure** supplied under subcontract should be budgeted under those cost categories and not under external assistance.

Costs for the **lease of land use rights** must be charged under "external assistance" only if it concerns a **short-term** lease that expires prior to the project end date. Longer-term leases must be declared under long-term lease of land.

**Auditor costs** related to the auditing of the project's financial reports should always be placed under this budget category. For projects with more than one beneficiary, the total audit cost will be mentioned as one consolidated amount in the proposal, to be incurred by the coordinating beneficiary.

**Procedure:** Specify the procedure foreseen to sub-contract the work, e.g. 'public tender', 'direct treaty', 'framework contract', etc. Subcontracts must be awarded in accordance with Articles II.9 and II.10 of the General Conditions of the Model LIFE Grant Agreement.

**Description:** Provide a clear description of the subject of the service that will be subcontracted, e.g. 'carrying out impact assessment', 'maintenance of ...', 'renting of ...', 'consultancy on ...', 'web page development', 'intra-muros assistance', 'organisation of dissemination event', etc. You may use maximum 200 characters for the description of the subcontract if necessary.

## **General comments on Forms F4.a and F4.b – Durable goods**

Please put in this category only those goods that the accounting rules of the beneficiary in question classify as durable goods. Conversely, do not put anything in this category that the accounting rules of the beneficiary in question do not classify as durable goods.

In the sub-categories equipment and infrastructure, you need to indicate the actual cost as well as the value of depreciation, in accordance with Article II.19.2 (c) of the General Conditions of the Model LIFE Grant Agreement. Only the depreciation is an eligible cost for the project and the EU co-financing will be calculated on the basis of this amount.

*Important: Depreciation of durable goods already owned by beneficiaries at the start of the project is not eligible for LIFE funding.*

**Actual cost:** Full cost of the infrastructure or equipment without applying any depreciation.

**Depreciation:** Total value of the depreciation in the accounts of the beneficiaries at the end of the project. For the purpose of establishing the budget proposal, the beneficiaries should estimate as precisely as possible the amount of depreciation for each item, from the date of entry into the accounts (if relevant) until the end of the project. This estimation is based on their internal accounting rules and / or in accordance with national accounting rules. This amount represents the eligible cost.

Depreciation is limited to a maximum of 25% of the actual cost for infrastructure and a maximum of 50% of the actual cost for equipment. Blocking error messages will be displayed when validating the proposal if these rules are not being observed.

**Exception 1:** For prototypes, the eligible costs are equal to real costs under the conditions set up in Article II.19.2 (c) of the General Conditions of the Model LIFE Grant Agreement.

**Exception 2:** for *LIFE Nature and Biodiversity* projects, the cost of durable goods purchased by beneficiaries that are public bodies or private non-commercial organisations shall be considered eligible at 100%, if the organisation complies with all conditions set under Article II.19.2 (c) of the General Conditions of the Model LIFE Grant Agreement. In this case, the depreciation amount indicated should be the same as the actual cost.

## **Form F4.a – Infrastructure costs**

**Procedure:** Specify the procedure foreseen to sub-contract the work, e.g. 'public tender', 'direct treaty', 'framework contract', etc. Subcontracts must be awarded in accordance with Articles II.9 and II.10 of the General Conditions of the Model LIFE Grant Agreement.

**Description:** Give a clear description and breakdown of the infrastructure per cost item, e.g. 'supporting steel construction', 'foundation of installation', 'fencing' etc.

**Important:** *All the costs related to infrastructure, even if the work is carried out under sub-contract with an external entity, should be reported under this heading.*

**NB:** *Projects dedicated to the construction of large infrastructure do not fall within the scope of the LIFE Programme and are therefore not eligible. A project is considered to be dedicated to the construction of large infrastructure if the cost of a "single item of infrastructure" exceeds € 500,000. A "single item of infrastructures" means all elements as described in form F4a that are physically bound to ensure the functionality of the infrastructural investment (e.g. for an eco-duct the bridge, barriers, signposting, etc.) Such amount may be exceptionally exceeded if full technical justification is provided in the proposal demonstrating*

*the necessity of the infrastructure for ensuring an effective contribution to the objectives of Articles 10, 11 or 12 of the LIFE Regulation.*

#### **Form F4.b – Equipment costs**

**Procedure:** Specify the procedure foreseen to sub-contract the work, e.g. ‘public tender’, ‘direct treaty’, ‘framework contract’, etc. Subcontracts must be awarded in accordance with Articles II.9 and II.10 of the General Conditions of the Model LIFE Grant Agreement.

**Description:** Provide a clear description of each item, e.g. ‘laptop computer’, ‘database software (off-the-shelf or developed under sub-contract)’, ‘measurement equipment’, ‘mowing machine’, etc.

#### **Form F6 – Costs for consumables**

**General:** Consumables declared on this form must relate to the purchase, manufacture, repair or use of items which are not placed in the inventory of durable goods of the beneficiaries (such as materials for experiments, animal feeding stocks, materials for dissemination, repair of durable goods given that this is not capitalised and that they are purchased for the project or used 100% for the project, etc.). Should the project include a significant dissemination activity in which substantial mailing, photocopying, or other communication forms are used, the corresponding costs may also be declared here.

Costs for consumables must be specifically related to the implementation of project actions.

**General consumables / supplies** (as opposed to direct costs), such as telephone, communication costs, photocopies, office material, water, gas, etc. are covered by the overheads category.

**Procedure:** Specify the procedure foreseen, e.g. ‘public tender’, ‘direct treaty’, ‘framework contract’, etc. Subcontracts must be awarded in accordance with Articles II.9 and II.10 of the General Conditions of the Model LIFE Grant Agreement.

**Description:** Provide a clear description of the type of consumable materials, linking it to the technical implementation of the project, e.g. ‘raw materials for experiments action 2’, ‘stationery for dissemination products (deliverable 5)’, etc.

#### **Form F7 – Other costs**

**General:** Direct costs which do not fall in any other cost category should be placed here. Costs for bank charges, conference fees, insurance costs when these costs originate solely from the project implementation, etc. should be placed here.

**Auditor costs** related to the auditing of the project's financial reports should always be placed under this budget category. For projects with more than one beneficiary, the total audit cost will be mentioned as one consolidated amount in the proposal, to be incurred by the coordinating beneficiary.

**Costs for translation of reports**, if needed, must always be reported in this category.

The **bank guarantee, if required, must always be reported in this category**. Please refer to Article I.4.1 of the Special Conditions and Articles II.19.2 (e) and II.24.1 of the General



Conditions of the Model LIFE Grant Agreement and to the *Guide for the evaluation of LIFE project proposals 2014* for more information.

**Procedure:** Specify the procedure foreseen e.g. 'public tender', 'direct treaty', 'framework contract', etc. Subcontracts must be awarded in accordance with Articles II.9 and II.10 of the General Conditions of the Model LIFE Grant Agreement.

**Description:** Give a clear description of each item, linking it to the technical implementation of the project.

### **Form F8 – Overheads**

**Overhead amount:** Indicate the general indirect costs (overheads) for each beneficiary. Beneficiaries benefiting from an operating grant from an EU funding programme (such as for example LIFE NGO calls) are not entitled to claim overheads.

**Overheads** (also referred to as "indirect costs") are eligible at a flat rate, which will be fixed in the grant agreement as a percentage of the total eligible direct costs of the entire project, excluding long-term lease of land/one-off compensations for land use rights (and excluding the overheads themselves, since they are indirect costs). In accordance with Article II 19.3 of the General Conditions for the Model LIFE Grant Agreement this percentage may not exceed 7%.. A blocking error message will be displayed in Report R1 and when validating the proposal if this rule is not observed.

Note that the column 'Total eligible direct costs excluding land related costs' is automatically filled in by the tool based on the costs entered in forms F1 to F7.

### **Form FC – Financial contributions**

This form describes the funding of the project by the beneficiary(ies) and / or co-financer(s), as well as the EU contribution requested per beneficiary.

Goods or services which are to be provided “**in kind**”, i.e. for which there is no cash-flow foreseen, are ineligible for EU co-financing and should not be included in the project's budget.

**Important:** The column 'Total costs of the actions in €' is automatically filled in by the application, based on the costs entered in forms F1-F8.

**Coordinating beneficiary contribution:** Specify the amount of financial contribution provided by the coordinating beneficiary. This amount cannot include any funding obtained from other public or private sources specifically earmarked for the project or for a part of it (which should be declared as other co-financing).

**Associated beneficiary contribution:** Indicate the financial contribution from each associated beneficiary. These amounts cannot include any funding obtained from other public or private sources specifically earmarked for the project or for a part of it (which should be declared as other co-financing).

**Amount of EU contribution requested:** Specify the amount of financial EU contribution requested by the coordinating beneficiary and each of the associated beneficiaries. This amount must be in accordance with Articles II.19 and II.25 of the General Conditions of the Model LIFE Grant Agreement.

**Amount of co-financing in €** Indicate the financial contribution of each co-financer.

The amounts corresponding to the own contributions and the total costs are transferred automatically to forms A3 and A4. The amounts corresponding to co-financers contributions are transferred automatically to form A6.

## 4.4 Reports

eProposal reports contain detailed financial calculations and they are generated automatically, based on the data entered in the technical and financial forms.

Only reports R1 – Budget and R2 – Costs per Action will be included in the .pdf version of the proposal generated by the eProposal tool. The other reports provide, however, practical financial information.

### **Report R1 – Budget**

The form summarises the financial structure of the project, by providing a budget breakdown for the project and an overview of the financing plan.

### **Reports R2 – Costs per Action, R2a – Costs per Beneficiary, R2b – Costs per Action per Beneficiary, R2c – Costs per Beneficiary per Action**

These forms are very useful in order to link technical outputs and costs.

### **Report R3 – Profit rule per beneficiary**

This report verifies that none of the beneficiaries receives a share of the EU contribution exceeding the costs it will incur. (see the no-profit rule in Article II.25.3 of the General Conditions of the Model LIFE Grant Agreement)

### **Report R4 – Compliance with 2% rule**

This report shows whether the sum of the public bodies' contributions (as coordinating beneficiary and / or associated beneficiary) to the project budget exceeds (by at least 2%) the sum of the salary costs of their permanent staff charged to the project. If this is not the case, an error message will be displayed when validating the proposal.

### **Report R5 – National allocation**

This report shows the distribution of the EU contribution for the period 2014-2017 per Member States in which the beneficiaries are registered.

## 4.5 Attachments

**Attachment type:** Select from the drop-down menu.

**Attachment name:** Please ensure that the name is short (maximum 200 characters).

**Important:** the maximum size of each document attached is 2Mb

Attach in this section the appropriate mandatory financial annexes, as explained in the document '*Guide for the evaluation of LIFE project proposals 2014*'. The templates of the 'Public body declaration' and 'Simplified Financial Statement' are provided in the application package available on the LIFE web page.

## 5. Checklist

The questions below aim to help you check that your application is as well prepared as possible. Your answers should in all cases be "yes". However, the list of questions is not exhaustive and the questions do not provide all the detailed information necessary; please refer to the detailed information included in other sections of this document.

1. Have you checked whether your project fits with the requirements for a LIFE Environmental Governance and Information project?
2. Is form A3 (and forms A4 if the project has associated beneficiaries and A6 if the project has co-financers) signed and dated?
3. Is form B1 at least in English?
4. Have you included a safety margin at the end of the project to allow for unforeseen delays?
5. Is the applicant legally registered in the EU?
6. Have you included the mandatory annexes (annual balance sheet and profit and loss account, audit report or auditor-certified balance sheet and profit and loss account, simplified financial statement for coordinating beneficiaries that are not public bodies; public body declaration for coordinating beneficiaries that are public bodies)?
7. For each action, have you detailed the expected results as far as possible in quantitative terms?
8. Have you excluded ongoing activities (only allowed in certain specific cases) and ensured that the relevant conditions are met for any recurrent actions?
9. Have you excluded preparatory actions that do not result in concrete steps and actions during the project?
10. Have you included a coherent package of actions for the communication and dissemination of the project and its results?
11. Have you included indicators and actions to monitor the impact of the project?
12. Is the project management team sufficient? Is an organigramme provided? Is there a full time project coordinator (not obligatory but strongly recommended)? Is there a financial coordinator?
13. Have you excluded all actions that can be better financed by other EU funding programmes? In case of doubt, have you foreseen complementary actions or objectives?
14. Have you detailed your efforts towards carbon neutrality?
15. Have you and your associated beneficiaries read the General Conditions of the Model LIFE Grant Agreement in full?

## ANNEXES

### ANNEX 1: Calendar of the LIFE 2014 evaluation and selection procedure

Date or period	Activity
16 October 2014	Deadline for applicants to submit proposals to the Contracting Authority
October 2014 to May 2015	Evaluation and revision of the proposals
May-June 2015	Signature of individual grant agreements
16 July 2015	Earliest possible starting date for the 2014 projects

## ANNEX 2: Important links

- [Regulation \(EU\) No 1293/2013 of the European Parliament and of the Council of 11 December 2013](#)
- [LIFE Multiannual Work Programme 2014-2017](#)
- Link to the [LIFE Communication toolbox](#)
- [Financial Regulation](#)