**Interreg North-West Europe**

###### **Application form call 4 step 1**

DISCLAIMER

This document is made available for demonstration and information purposes only.

In accordance with Regulation (EU) No 2021 / 1059 of the European Parliament and of the Council, together with the decision of the Member States of the Interreg NWE Programme to use the Jems (Joint Electronic Monitoring System) for the submission of project proposals, this document cannot be used at any point in time to submit a project proposal to any of the calls published by the Interreg NWE Programme. All project submissions must be made via Jems.

The structure and content of the Application form in this template are indicative. The Interreg NWE Programme cannot be held accountable for any discrepancies between this document and the final application form which will be made available on the Jems at the opening of calls. If any such discrepancies arise, the Jems shall prevail.

# PART A – Project identification

## A.1 Project identification

*\*Asterisks indicate information required for saving.*

*Please be aware there may be gaps in the numbering of sections, due to the programme’s configuration of application form for this call.*

|  |
| --- |
| Project ID  |
| *Automatically generated according to programme rules in their monitoring system* |
| Name of the lead partner organisation (original language and English language) |
| *Automatically filled in from part B* |
| Project acronym |
| *Enter acronym here, max 25 characters* |
| Project title |
| *Enter title here, max 85 characters* |
| Project duration (nr. of months) |
| *Enter a number* |
| Programme priority and specific objective that your project will contribute to |
| Programme priority\* |
| *Select from drop-down* |
| Specific objectives\* |
| *Select from drop-down of objectives that belong to the selected programme priority (links to Part C)*  |

## A.2 Project summary

Please give a short overview of the project and describe:

* the common challenge of the programme area you are jointly tackling in your project;
* the overall objective of the project and the expected change your project will make to the current situation;
* the main outputs you will produce and those who will benefit from them;
* the approach you plan to take and why a transnational approach is needed;

what is new/original about the project.

|  |
| --- |
| In English language 2000 characters |

|  |
| --- |
| In French language2000 characters |

|  |
| --- |
| In German language2000 characters |

|  |
| --- |
| In Dutch language2000 characters |

Estimated Project Budget at Step 1

*Please provide an estimation of your project budget.*

|  |  |  |
| --- | --- | --- |
| **Total budget** | **Total ERDF budget** | **% of total budget for investments** |
| format: standard number – manual entry | format: standard number – manual entry | format: percent – manual entry |

# PART B – Project partners

## B – Partners overview

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Partner number | Status | Organisation abbreviation | Partner role | NUTS |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |
| *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* | *Automatically filled in* |

## B.1 Project partner 1

B.1.1 Partner identity

|  |  |  |
| --- | --- | --- |
| Partner role\* |  | *Select: lead partner or project partner*  |
| Abbreviated name of organisation\* |  | *Enter text**Max 15 characters*  |
| Name of organisation in original language |  | *Enter text**Max 85 characters* |
| Name of organisation in English |  | *If existing, using the official translation**Max 85 characters* |
| Department /unit / division |  | *If applicable, Enter text**Max 250 characters* |

Legal and financial information

|  |
| --- |
| Type of partner |
| *Drop-down pre-defined list (see Annex 1 – Type of partner and target group classification)* |
| Legal status\* |
| *Drop-down (public\* / private\*)* |

B.1.2 Partner main address

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

|  |
| --- |
| Country (Nuts 0) |
| *Drop-down list* |
| Region (NUTS 2) |
| *Drop-down list* |
| Region (NUTS 3) |
| *Drop-down list* |
| Street |
| *Enter text, max 50 characters* |
| House number |
| *Enter text, max 20 characters* |
| Postal code |
| *Enter text, max 20 characters* |
| City |
| *Enter text, max 50 characters* |
| Homepage |
| *Enter text, max 250 characters* |

B.1.4 Legal representative

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title |  | First name |  | Last name |
| *Enter text, max 25 characters* |  | *Enter text, max 50 characters* |  | *Enter text, max 50 characters* |

B.1.5 Contact person

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title |  | First name |  | Last name |
| *Enter text, max 25 characters* |  | *Enter text, max 50 characters* |  | *Enter text, max 50 characters* |

|  |  |  |
| --- | --- | --- |
| E-mail address |  | Telephone |
| *Enter text, max 255 characters* |  | *Enter text, max 25 characters* |

B.1.6 Partner motivation and contribution

|  |
| --- |
| Which of the organisation’s thematic competences and experiences are relevant for the project? |
| *Enter text*Recommended in step 1: 500 characters*Max 1000 characters* |
|  |
| What is the role (contribution and main activities) of your organisation in the project? |
| *Enter text**Recommended* in step 1: *500 characters**Max 3000 characters* |
|  |

## B.2 Project partner 2

All sections from B.1 repeat

# PART C – Project description

## C.1 Project overall objective

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

|  |  |
| --- | --- |
| Programme priority specific objective | *Automatically filled in* |

Project overall objective

Now think about your main objective – what do you aim to achieve by the end of your project? Remember your project needs to contribute to the programme’s objective.

Your objective should:

* be realistic and achievable by the end of the project, or shortly after;
* specify who needs project results and in which territory;
* be measurable – indicate the change you are aiming for.

|  |
| --- |
| Project overall objective |
| *Enter text, max 500 characters* |

C.1.a Project specific objectives

|  |
| --- |
| In Step 1: List your foreseen project specific objectives (up to three)In Step 2: List your project specific objectives (up to three) |
| ***First******project specific objective*** *(Recommended in step 1: 200 characters)Max 500 characters per specific objective* |
| ***Second project specific objective*** *(Recommended in step 1: 200 characters)Max 500 characters per specific objective*  |
| ***Third project specific objective*** *(Recommended in step 1: 200 characters)Max 500 characters per specific objective* |

## C.2 Project relevance and context

|  |
| --- |
| C.2.1 What are the common territorial challenge(s) that will be tackled by the project?Please describe the territorial challenges and opportunities your project addresses in the NWE area. Why is transnational cooperation needed to address these challenges and opportunities? |
| *Enter text, max 2000 characters* |
| C.2.2a – How does the project tackle identified common challenges and/or opportunities?Please describe if your project activities will develop and test new approaches; and/or if they will adapt and implement existing approaches for further uptake. |
| *Enter text, max 2000 characters* |
| C2.2.b – What is new about the approach the project takes?Please describe how your approach is different from the current situation or existing practice. Explain what you expect to change in the sector/Programme area/participating countries. |
| *Enter text, max 2000 characters* |
| C.2.4 Who will benefit from your project?In the first column of each row, please select one of the pre-defined target groups from the drop-down list. In the second column explain in more detail exactly who will benefit from your project. For example, if you choose the category *education*, you need to explain which specific schools or groups of schools and in which territory. |
| Target group  | Specification  |
| Select from drop-down | *Enter text, m*ax 500 characters |
| Select from drop-down | *Enter text, m*ax 500 characters |
| Select from drop-down | *Enter text, m*ax 500 characters |
| … |  |
| C.2.7 How does the project build on available knowledge?Please describe what the project draws on e.g. from EU and/or other projects, and other available knowledge, and how the project capitalises on this knowledge. |
| *Enter text, max 1000 characters* |

## C.3 Project partnership

|  |
| --- |
| Describe the structure of your partnership and explain why these partners are needed to implement the project and to achieve project objectives.In Step 1: Please describe which types of organisations are already included in step 1 as partners, and which ones will be further added in step 2, if any.In Step 2: Please describe the final partnership composition, partners, roles, and how they will interact and cooperate. |
| *Enter text, max 4000 characters* |

## C.5 Project results

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

Regarding the drop-down list of ‘Programme result indicators’:

For every project result you define, you must choose one Programme result indicator to contribute to from the drop-down list and quantify your contribution.

Overall, as a project, you must contribute to a minimum of 2 out of the 3 following result indicators.

Make sure they correspond to the output indicators you have chosen (applicable only in Step 2):

- R.1: Joint strategies and action plans taken up by organisations

- R.2: Solutions taken up or up scaled by organisations

- R.3: Completion of joint training schemes

In addition to the 2 chosen from the list above, please note R.4 ‘Organisations with increased institutional capacity due to their participation in cooperation activities across borders’ must be contributed to by default by all projects.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Result 1 | Result 2 | Result 3 |
| Programme result indicator | *Choose from the drop-down list* | *Choose from the drop-down list* | *Choose from the drop-down list* |
| Measurement unit | *Automatic* | *Automatic* | *Automatic* |
| Result indicator baseline | *Automatically retrieved from programme data* | *Automatically retrieved from programme data* | *Automatically retrieved from programme data* |
| Result indicator target value | *Enter the number* | *Enter the number* | *Enter the number* |
| Result description | *Describe in more detail the change expected**Recommended in step 1: 500 characters**(Max 1000 characters)* | *Describe in more detail the change expected**Recommended in step 1: 500 characters**(Max 1000 characters)* | *Describe in more detail the change expected**Recommended in step 1: 500 characters**(Max 1000 characters)* |

## C.6 Time plan

Only applicable in step 2

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Period 1 | Period 2 | Period 3 | Period 4 | Period 5 | Period 6 |
| Result indicator |  |  |  |  |  |  |
| *e.g. 2.6. R.4* |  |  |  |  |  |  |

## Application annexes

At step 1 projects have the possibility to upload a one-page document to illustrate the content described in the application form. This document can only include visual elements (such as illustrations, infographics, graphs) and the format must be a single A4 page in PDF format.

Any other format or type of content (e.g., long descriptions, or text unrelated to the visuals for instance) will be disregarded. This document remains optional for applicants.

This is the only document that applicants can potentially upload in Jems at step 1. Any other attachment will not be considered.

## ANNEX 1 - Classification of type of partners and target groups

|  |  |  |  |
| --- | --- | --- | --- |
| Nr | Main categories | Examples | Measurement unit |
| 1 | Local public authority | municipality, etc. | [number of organisations] |
| 2 | Regional public authority | regional council, etc. | [number of organisations] |
| 3 | National public authority | ministry, etc. | [number of organisations] |
| 4 | Sectoral agency | local or regional development agency, environmental agency, energy agency, employment agency, etc. | [number of organisations] |
| 5 | Infrastructure and (public) service provider | public transport, utility company (water supply, electricity supply, sewage, gas, waste collection, etc.), airport, port, railway, etc. | [number of organisations] |
| 6 | Interest groups including NGOs | international organisation, trade union, foundation, charity, voluntary association, club, etc. | [number of organisations] |
| 7 | Higher education and research organisations | university faculty, college, research institution, RTD facility, research cluster, etc.  | [number of organisations] |
| 8 | Education/training centre and school | primary, secondary, pre-school, vocational training, etc. | [number of organisations] |
| 9 | Enterprise, except SME |  | [number of enterprises] |
| 10 | SME  | micro, small, medium | [number of SME] |
| 11 | Business support organisation | chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc. | [number of organisations] |
| 12 | EGTC |  | [number of organisations] |
| 13 | International organisation, EEIG | under national law, under international law | [number of organisations] |
| 14 | General public[[1]](#footnote-1) |  | [number of people] |
| 15 | Hospitals and medical centres |  | [number of organisations] |
| 16 | Other |  |  |

1. Relevant only for target groups. [↑](#footnote-ref-1)