

ADRION off-line application form Priority Axis 4

The off-line application form intends to provide information to the applicants on the content of the on line application form to be filled in via e-MS.
It is for information purpose only.

PART A - Project summary

Project identification

Programme priority	Automatically filled in
Programme priority specific objective	Automatically filled in
Project acronym	Automatically filled in
Project title	To be filled in - max 255 characters
Project number	Automatically provided by e-MS
Name of the lead partner organisation in original language	Automatically filled in
Name of the lead partner organisation in English	Automatically filled in
Project duration	Automatically filled in
Start date	Automatically filled in
End date	Automatically filled in

A.1 Project summary

<p>Please give a short overview of the challenges the macro region EUSAIR is going to face and how the project proposal will support its implementation. Define the project overall objective and the expected change it will make to the current situation; the main outputs it will produce and who will benefit from them.</p>
<p>Maximum 2000 characters</p>

Total EU Funds								
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PART B - Project partners

Project partners overview (automatically filled in)

Partner No.	Partner name	Abbreviation	Total ERDF/IPAII budget	Total budget	Country
1					
2					
3					
4					
5					
...					

B.1 Lead Partner

Lead partner

Partner Role in the project	Drop down menu
Name of the organization in original language	To be filled-in – max 255 characters
Name of the organization in English	To be filled-in – max 255 characters
Abbreviation of organization	To be filled-in
Department/Unit/Division in English	To be filled-in – max 255 characters
Country (Nuts 0)	Drop down menu
Region (Nuts 2)	Drop down menu
Sub-region (Nuts 3)	Drop down menu
Postal code / City	To be filled-in
Street, Number	To be filled-in
Web site	To be filled-in
AssimilatedPartner	Drop down menu
Vat number (if applicable)	To be filled-in
Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project?	To be filled-in
Other national identifying number (if no VAT number is provided)	To be filled-in
Type of Identifying Number	To be filled-in
Type of Partner	To be filled-in
Co-financing Source	To be filled-in
Co-financing rate (%)	To be filled-in
Legal Representative first name	To be filled-in
Legal Representative last name	To be filled-in
Legal Representative email	To be filled-in
Legal Representative telephone	To be filled-in
Contact Person first name	To be filled-in
Contact Person last name	To be filled-in
Contact Person e-mail	To be filled-in
Contact Person telephone	To be filled-in
Legal Status	To be filled-in

B.2 Project Partners

Partner 2

Partner Role in the project	To be filled-in
Name of the organization in original language	To be filled-in – max 255 characters
Name of the organization in English	To be filled-in – max 255 characters
Abbreviation of organization	To be filled-in
Department/Unit/Division in English	To be filled-in – max 255 characters
Country (Nuts 0)	Drop down menu
Region (Nuts 2)	Drop down menu
Sub-region (Nuts 3)	Drop down menu
Postal code / City	To be filled-in
Street, Number	To be filled-in
Web site	To be filled-in
AssimilatedPartner	Drop down menu
Vat number (if applicable)	To be filled-in
Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project?	To be filled-in
Other national identifying number (if no VAT number is provided)	To be filled-in
Type of Identifying Number	To be filled-in
Type of Partner	To be filled-in
Co-financing Source	To be filled-in
Co-financing rate (%)	To be filled-in
Legal Representative first name	To be filled-in
Legal Representative last name	To be filled-in
Legal Representative email	To be filled-in
Legal Representative telephone	To be filled-in
Contact Person first name	To be filled-in
Contact Person last name	To be filled-in
Contact Person email	To be filled-in
Contact Person telephone	To be filled-in
Legal Status	To be filled-in

Table repeated according to the number of partners involved

B.3 Associated Partner

Role in the project	Drop down menu
Name of the organization in original language	To be filled-in
Name of the organization in English	To be filled-in
Nuts Id	Drop down menu
Postal code / City	To be filled-in
Street, Number	To be filled-in
AssimilatedPartner	Select NO in the drop down menu
Legal Representative first name	To be filled-in
Legal Representative last name	To be filled-in
Legal Representative email	To be filled-in
Legal Representative telephone	To be filled-in
Contact Person first name	To be filled-in
Contact Person last name	To be filled-in
Contact Person e-mail	To be filled-in
Contact Person telephone	To be filled-in
Benefit What is the benefit for the organization from	To be filled-in – max 2000 characters

participating in the project?	
Role Partner's role in the project	To be filled-in – max 255 characters

Table repeated according to the number of associated partners involved

B.4 Support to partnership

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Who is associated to the project and assists the partnership?
<ul style="list-style-type: none"> If organisations have committed to help the partnership reach the project objective, describe their competences and how they will contribute to the project: What political scope do they have?
To be filled in Max 2000 characters

PART C - Project description

c.1 Project coherence

C.1.1 How coherent is the project proposal with the overall goal of providing support to EUSAIR implementation?
Max 2000 characters

C.1.2 How well does the project proposal support the EUSAIR Governing Board in its functions?
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Max 2000 characters

Support to the EUSAIR governance structures

C.1.3 How well does the project proposal support the EUSAIR Thematic Steering Groups?
Max 2000 characters

Cooperation criteria

C.1.4. Please select all cooperation criteria that apply to your project and describe how you fill fulfil them. Please select all that apply to your project.		
Cooperation criterion		Description
Joint Development	checkbox	To be filled in – max 500 characters
Joint Implementation	checkbox	To be filled in – max 500 characters

Joint Staffing	checkbox	To be filled in – max 500 characters
Joint Financing	checkbox	To be filled in – max 500 characters

C.2 Project focus

C.2.1 Project objectives, expected result and main outputs

What is the main overall objective of the project and how does it link to the programme specific objective? Specify the project main overall objective(s) and describe its contribution to the programme priority specific objective.
Max 2000 characters

Programme result

Select the programme result indicator your project will contribute to.
Drop down menu

Project main result

What is/are the project main results and how do they link to the programme result indicator? Specify the projects' main results and describe their contribution to the programme result indicator.
Max 2000 characters

Project specific objectives

Which are the specific objectives the project will be working towards? Define max. 3 project specific objectives.	
Title of specific objective	Please provide a short explanation on the defined specific objectives
To be filled in	To be filled in – max 750 characters
To be filled in	To be filled in – max 750 characters
To be filled in	To be filled in – max 750 characters

Overview table on project outputs as defined in the work plan (automatically generated)				
Programme output indicators Subset programme indicators	Programme output quantification Subset programme indicators quantification	Measurement unit Project output quantification	Project output list	Project main output (title)

C.2.2 Target groups

Target group/s	Please further specify the target group/s (e.g., bilingual elementary schools, environmental experts, etc.)	Target value Please indicate the size of the target group you will reach

Drop down menu	To be filled in - max 1000 characters	To be filled in
Drop down menu	To be filled in - max 1000 characters	To be filled in
Drop down menu	To be filled in - max 1000 characters	To be filled in

C.2.3 Partnership contribution to EUSAIR

Please describe how the partnership shall support the EUSAIR governance structure for its coordination and implementation at national level.

C.2.4 Relations with EU institutions

Please describe how the partnership shall ensure durable relations with the EU institutions.

C.2.5 Project management risk

Please note that the definition of at least 2 risks (up to three) is compulsory

Risk 1		
Title	Start month	End month
Description		
To be filled in Max 500 characters		
Likelihood that the risk will occur	Impact of the risk on delivery	
What is foreseen to mitigate the risk?		
To be filled in Max 500 characters		

Risk 2		
Title	Start month	End month
Description		
To be filled in Max 500 characters		
Likelihood that the risk will occur	Impact of the risk on delivery	
What is foreseen to mitigate the risk?		
To be filled in Max 500 characters		

Risk 3		
Title	Start month	End month
Description		
To be filled in		

Total	
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Periods (automatically generated)

Period Number	Duration (month)	Start Date	End Date	Reporting Date
0				
1				
2				
3				
4				
...				

Work Package: Preparation

WP No.	WP title	WP start date	WP end date	WP budget
To be filled in	To be filled in	To be filled in	To be filled in	To be filled in
Partner involvement				
Partners involved				
Summary description and objectives of the work-package including explanation of how will partners be involved of activities carried out and contribution of each partner.				
Not applicable for this work package				

Work Package: Management

WP No.	WP title	WP start date	WP end date	WP budget
To be filled in	To be filled in	To be filled in	To be filled in	To be filled in
WP responsible partner				
Partners involvement				
Partners involved				
Describe how the management on the strategic and operational level will be carried out in the project.				
To be filled in – max 500 characters				
Please describe the activities and deliverables within the work package				
Activity number	Activity title	Activity start date	Activity end date	Activity budget (sum of the activity budgets must correspond to the WP budget)
To be filled in	To be filled in	To be filled in	To be filled in	To be filled in
Activity description				
To be filled in – max 1000 characters				

Deliverable Number	Deliverable Title	Deliverable Description	Target Value
To be filled in	To be filled in	To be filled in max 255 characters	To be filled in
To be filled in	To be filled in	To be filled in max 255 characters	To be filled in

Work Package: Implementation

WP No.	WP title	WP start date	WP end date	WP budget
To be filled in	To be filled in	To be filled in	To be filled in	To be filled in
WP responsible partner				
Partner involvement				
Partners involved				
Summary Implementation Summary description and objectives of the work package including explanation of how many partners will be involved.				
To be filled in Max 2000 characters				
Main Outputs				
Please describe the project main outputs that will be delivered based on the activities carried out in this work package. For each project main output a programme output indicator should be chosen. Please note that they need to have the same measurement unit.				
Project main outputs	Description of the project main outputs	Programme indicator and subset programme indicators to which the project main outputs contributes	Measurement unit	Delivery Date
To be filled in	To be filled in	To be filled in Max 255 characters	Drop down menu	To be filled in
To be filled in	To be filled in	To be filled in Max 255 characters	Drop down menu	To be filled in
To be filled in	To be filled in	To be filled in Max 255 characters	Drop down menu	To be filled in
....				
Target groups per main outputs				
Who will use the main outputs?		Drop down menu		
Target groups: how will you involve target groups (and other stakeholders) in the development of the project main outputs?		To be filled in Max 2000 characters		

Please describe activities and deliverables within the work package				
Activity number	Activity title	Activity start date	Activity end date	Activity budget
To be filled in	To be filled in	To be filled in	To be filled in	To be filled in
Activity description				
To be filled in – max 1000 characters				
Deliverable number	Deliverable title	Deliverable description	Target Value	
To be filled in	To be filled in	To be filled in max 255 characters	To be filled in	
To be filled in	To be filled in	To be filled in max 255 characters	To be filled in	

Work Package: Communication

WP No.	WP Title	WP start date	WP end date	WP budget
To be filled in	To be filled in	To be filled in	To be filled in	To be filled in
WP responsible partner				
Partner involvement				
Partners involved				
Summary description and objectives of the work-package including explanation of how will partners be involved in activities carried out and contribution of each partner.				
To be filled in – max 2000 characters				
Project specific objectives	Communication objectives - What can communications do to reach a specific project objective?	Approach/tactics - How do you plan to reach the communication objective?		
To be filled in Max 255 characters	Drop down menu	To be filled in Max 255 characters		
To be filled in Max 255 characters	Drop down menu	To be filled in Max 255 characters		
To be filled in Max 255 characters	Drop down menu	To be filled in Max 255 characters		
Please describe activities and deliverables within the work package				
Activity number	Activity title	Activity start date	Activity end date	Activity budget
To be filled in	Drop down menu	To be filled in	To be filled in	To be filled in
Activity description				

To be filled in – max 1000 characters			
Deliverable number	Deliverable title	Deliverable description	Target Value
To be filled in	To be filled in	To be filled in max 255 characters	To be filled in

C.5 Indicative time plan (automatically generated)

Work packages and activities	Automatically filled-in	Automatically filled-in	Automatically filled-in

WP0	Automatically filled-in
WP1	Automatically filled-in
Activity	Automatically filled-in
WP2	Automatically filled-in
Activity	Automatically filled-in
Activity	Automatically filled-in
WP3	Automatically filled-in
Activity	Automatically filled-in
....	Automatically filled-in
....	Automatically filled-in

A gantt chart is automatically generated from the work plan, visualizing work packages and including outputs, activities and deliverables

PART D - Project Budget

d.1 Project budget per co-financing source (fund) - breakdown per partner (automatically generated)

Partner		ProgrammeCo-financing			Contribution					Total eligible budget
Partner abbreviation	Country	ERDF	ERDF Co-financing (%)	Percentage of total ERDF	Public contribution			Private contribution	Total contribution	
					Automatic public contribution	Other contribution	Total public contribution			
Total										

Partner		ProgrammeCo-financing			Contribution					Total eligible budget
Partner abbreviation	Country	IPAI	IPAI Co-financing (%)	Percentage of total IPAI	Public contribution			Private contribution	Total contribution	
					Automatic public contribution	Other contribution	Total public contribution			
Total										

D.1 Project budget - overview per partner/ per budget line (automatically generated)

Partner abbreviation	Co-financing source	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Total budget	Net revenue	Total eligible budget
Total									
Percentage of total budget								% of total budget	% of total budget

Project budget - overview ERDF and IPAll co-financing per budget line

Co-financing Source	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Total budget	Net revenue	Total eligible budget
ERDF								
IPAll								
Total EU Funds								

D.2 Project budget - overview per partner/ per period

Partner Abbreviation	Co-financing source	Period 0	Period 1	Period 2	Period 3	Period 4	Period ...	Total budget	Net revenue	Total eligible budget

Total										
Percentage of total budget	0,00 %	0,00 %	0,00 %	0,00 %	0,00 %	0,00 %		100,00 %	0,00 % of total budget	0.00 % of total budget

Project budget - overview ERDF and IPAll co-financing per period

Co-financing source	Period 0	Period 1	Period 2	Period 3	Period 4	Period ...	Total eligible budget
ERDF							
IPAll							
Total EU Funds	0,00	0,00	0,00	0,00	0,00		

D.3 Project budget - overview per partner/ per WP

Partner abbreviation	Co-financing source	W P P	W P M	W P Tx	W P Ty	W P C	Total budget	Net revenue	Total eligible budget
Total									

Percentage of total budget	0,00 %	0,00 %	0,00 %	0,00 %		100,00 %	0,00 % of total budget	0,00 % of total budget
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Project budget - overview ERDF and IPAll co-financing per WP

Co-financing source	WP P	WP M	WPTx	WP Ty	WPC	Total
ERDF						
IPAll						
Total EU Funds						

*net revenues included

D.4 Project budget - overview per WP/ per budget line

WP Number	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Total budget	Net revenue	Total eligible budget
WPP					Not applicable			
WPM								
WPT								
WPC								
WP...								
Total								
Percentage of total budget	0,00 %	0,00 %	0,00 %	0,00 %	0,00 %	100,00 %	0,00 % of total budget	0,00 % of total budget

Project budget - overview ERDF and IPAIL co-financing per budget line

Co-financing Source	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Total budget	Decreasing net revenue)	Total eligible budget
ERDF								
IPAIL								
Total EU Funds								

D.5 Project budget - overview per WP/ per period

WP Number	Period 0	Period 1	Period 2	Period 3	Period 4	Period ...	Total budget	Net revenue	Total eligible budget
WP P									
WP M									
WP T									
WP C									
WP ...									
Total									

Project budget - overview ERDF and IPAI co-financing per WP/period

Co-financing Source	Period 0	Period 1	Period 2	Period 3	Period 4	Period ...	Total eligible budget
ERDF	0,00	0,00	0,00	0,00	0,00		
IPAI	0,00	0,00	0,00	0,00	0,00		
Total EU Funds	0,00	0,00	0,00	0,00	0,00		

Lead Partner Budget

Name of partner organisation	Automatically filled in
Partner ID	Automatically filled in
Legal status	Automatically filled in
Type of partner	Automatically filled in
Co-financing source	Automatically filled in

Partner Budget		
	Amount	Co-financing rate
Programme co-financing		
Partner contribution		
Partner total eligible budget		

Origin of partner contribution			
Source of contribution	Legal status	% of total partner contribution	Amount
Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in
sub-total public contribution		%	
sub-total private contribution		%	
Total		%	

Partner budget breakdown – staff costs

Staff costs	
Are you using the flat rate for staff costs?	yes/no
Preparation WP 0	
Management WP M	
Implementation WP T	
Communication WP C	
Total:	

Table to be filled in if it is opted for **staff costs** based on real costs (automatically generated).

Staff costs	Description			Unit type	WP			
	Staff function	Type of staff			Period	No. of units	Price per unit	Total

Total								

To be repeated per each work package

Partner budget breakdown – Office and administration costs (10% of staff costs)

Office and administration costs - real costs	
Are you using the flat rate for office and administration costs?	Yes
Flat rate percentage:	10,00 %
Preparation WP O	
Management WP M	
Implementation WP Tx	
Communication WP C	
Total:	

To be repeated per each work package

Partner budget breakdown – Travel and accommodation

Travel and accommodation	Description	Unit type	WP			
			Period	No. of units	Price per unit	Total
Total						

To be repeated per each work package

Partner budget breakdown – External expertise and services

External expertise and services	Description	Unit type	WP			
			Period	No. of units	Price per unit	Total
Total						

To be repeated per each work package

Partner budget breakdown – Equipment

Equipment	Description	Unit type	WP
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			Period	No. of units	Price per unit	Total
Total						

Equipment costs are not eligible in the WP Preparation

To be repeated per each work package

Net Revenue	Description	Unit type	WP			
			Period	No. of units	Price per unit	Total
Total						

Project Partner Budget

As above