PART A – Project identification

A.1 Project identification

Project ID	*Automatically generated according to the programme rules in their monitoring system*
Name of the Lead Partner organisation (in English language)	*Automatically filled in from part B*

Project title
Enter title here

Project acronym
Enter acronym here

Policy Objective
Select from drop-down

Programme priority Specific Objective
Select from drop-down of objectives the one the project contributes to (links to Part C)

Project duration (nr. of months)
Enter

A.2 Project summary

In English language [2000 characters]

A.3 Project partner overview

Partner number	Project Partner title	Partner role in the project	NUTS (country, if NUTS not applicable)	Partner total eligible budget
Automatically filled in	*Automatically filled in*	*Automatically filled in*	*Automatically filled in*	*Automatically filled in*
Automatically filled in	*Automatically filled in*	*Automatically filled in*	*Automatically filled in*	*Automatically filled in*

Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in
Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in
Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in

A.4 Project budget overview (automatic generated)

Partner			Programme Co-	Contribution						Total Eligible Budget
Partner	Partner Acronym	Country	Interreg funds	Public Contribution			Private Contribution	Total Contribution		
				Automatic Public Contribution	Public Own Contribution	Total Public Contribution				
LP										
PP1										

A.5 Project outputs and result overview

Purpose and logic:
- This is an overview table based on data from outputs and results tables in the work plan.

Programme output indicator	Measurement unit	Project's target	Project output number	Project outputs	Target for outputs	Programme result indicator	Measurement unit	Project's target
Automatic	*Automatic*	*Automatic*	*Automatic*	*Automatic*	*Automatic*	*Automatic*	*Automatic*	*Automatic*
			Automatic	*Automatic*	*Automatic*			
Automatic	*Automatic*	*Automatic*	*Automatic*	*Automatic*	*Automatic*	*Automatic*	*Automatic*	*Automatic*

			Automatic	Automatic	Automatic			
			Automatic	Automatic	Automatic			

PART B – Project partnership

B.1 Lead Partner

B.1.1 Partner identity

Partner role in the project	*Drop-down list: lead partner, project partner*
Partner ID	*Automatically generated by the system (Interreg Funds)*
Name of organisation in original language*	*Enter here*
Name of organisation in English	*If existing, using the official translation*
Department /unit / division	*If applicable, enter here*
Abbreviated name of organisation	*Enter here*

B.1.2 Partner main address

Country* (Nuts 0)

Drop-down

Region (Nuts 2)

Drop-down

Nuts 3

Drop-down

Street*

House number*

Postal code*

City*

Homepage

Address of department / unit / division (if applicable)

Country* (Nuts 0)	*Drop-down*

Region (Nuts 2)	Nuts 3
Drop-down	*Drop-down*

Street*	House number*

Postal code*	City*

B.1.3 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 (minimum this: public* / private* but there could be more options)*
Co-financing rate (%)	
Tax number	
Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project?*	*Drop-down list: yes/no/partly*

B.1.4 Legal representative

Title	First name*	Last name*
Drop-down list (for example: Mr, Mrs, Dr, etc.)	*Enter here*	*Enter here*

B.1.5 Contact person

Title	First name*	Last name*
Drop-down list: Mr, Mrs, Dr, etc.	*Enter here*	*Enter here*

E-mail address*	Telephone*
Enter here	*Enter here*

B.1.6 Partner motivation and contribution

Which of the organisation's thematic and territorial competences and experiences are relevant for the project?

Enter text here

What is the role (contribution and main activities) of your organisation in the project?

Enter text here

Only for the LP, describe the organisation's experience in participating in and/or managing EU co-financed projects or other international projects.

Enter text here

B.1.7 Associated Strategic Partner

Associated Strategic Partner number	*Automatically generated by the system*
Name of organisation in original language	*Enter here*
Name of organisation in English	*If existing, using the official translation*
Country (Nuts 0)	*Drop-down*

Region (Nuts 2)		Nuts 3	
Drop-down		*Drop-down*	

Street		House number	

Postal code		City	

Legal representative

Title	First name	Last name
Drop-down list: Mr, Mrs, Dr, etc.	*Enter here*	*Enter here*

Contact person

Title	First name	Last name
Drop-down list: Mr, Mrs, Dr, etc.	*Enter here*	*Enter here*

E-mail address	Telephone
Enter here	*Enter here*

Amount sponsored with and sponsoring partner

Enter here

Please describe the role of the associated strategic partner in the project.

Enter text here

B.2 Project Partner 2

All sections from B.1 repeat
PART C – Project description

C1.1 Project main objective

>

C.1.2 Project Specific Objectives (maximum 3 project Specific Objectives can be defined)

Project specific objective	Description
Title of the PSO1	*A short explanation on the defined specific objectives can be inserted here*
Title of the PSO2	*A short explanation on the defined specific objectives can be inserted here*
Title of the PSO3	*A short explanation on the defined specific objectives can be inserted here*

C.2 Project relevance and context

C.2.1 What are the common territorial needs and challenge(s) that will be tackled by the project?

Please describe the common needs and challenges of the addressed territory in relation to the project topic.

Enter text here

C.2.2 How does the project tackle identified common challenges and/or opportunities and what is new and innovative about the approach the project takes?

Please describe new solutions that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime. Describe also in what way the approach goes beyond existing practice in the sector/DRP programme area/participating countries.

Enter text here

C.2.3 Why is transnational cooperation needed to address the identified needs and challenges?

Please explain why the project objectives cannot be efficiently reached acting only on a national/regional/local level and describe what benefits the project partners/target groups/ project area/DRP programme area gain in taking a transnational approach.

Enter text here

C.2.4 Who will benefit from your project outputs?

In the first column of each row, please select one of the pre-defined target groups from the drop-down list. In the second column explain in more detail exactly who will benefit from your project,. For example, if you choose the category *education*, you need to explain which specific schools or groups of schools and in which territory are targeted.

Target group	Specification
Select from drop-down	*Enter text*
Select from drop-down	*Enter text*
Select from drop-down	*Enter text*

C.2.5 How does the project contribute to wider strategies and policies?

Please indicate to which strategies and policies your project will contribute. Then describe in what way you will contribute.

Strategy		Contribution
EUSDR	☐	*Enter text*
Green Deal	☐	Enter text
Territorial Agenda 2030	☐	*Enter text*
Other (please specify)	☐	*Enter text*

C.2.6 Which synergies with past or current EU and other projects or initiatives will the project make use of?

Please indicate the acronym of the project which is planned to be capitalised, or to build synergies with. Then describe what concrete part, outcome of the specific project, initiative is to be capitalised, or to build synergies with.

Project or initiative		Synergies
Enter title	☐	*Enter text*
Enter title	☐	*Enter text*

C.2.7 How does the project build on available knowledge?

Please describe the experiences/lessons learned that the project draws on, and other available knowledge the project capitalises on.

Enter text here

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. What is the contribution of each partner to the project?

Enter text here

C.4 Project work plan

C.4.1 Project Specific Objective 1

Project Specific Objective 1	*Enter project Specific Objective here*
Communication objective(s) and target audience	*If applicable for this work package, enter communication objective here*

Please indicate how many investments this specific	*Enter a number here*

objective contains

Investment

Purpose and logic:
- *A box with questions opens for each investment. Where this box will appear depends on the technical solution in the monitoring system.*
- *Each bullet point is one entry field with a list of possible questions the applicant needs to answer. The programme can modify these questions based on how they defined investments in their programme.*

Fields with questions about the investment:
- *Investment number (automatic)*
- *Investment title*
- *delivery period*
- *Justification*
  - *Explain why this investment is needed.*
  - *Clearly describe the transnational relevance of the investment.*
  - *Describe who is benefiting (e.g., partners, regions, end-users, etc.) from this investment, and in what way.*
  - *In the case of pilot investment, please clarify which problem it tackles, which findings you expect from it, how it can be replicated, and how the experience coming from it will be used for the benefit of the programme area.*
- *Location of the investment*
  - *Location of the physical investment; if possible, a specific address where the investment will be located*
  - *Drop-down list (NUTS3 codes + whole programme area)*
- *Risks associated with the investment*
  - *Description of the risks associated with the investment, go/no-go decisions, etc. (if any)*
- *Investment documentation*
  - *Please list all technical requirements and permissions (e.g., building permits) required for the investment according to the respective national legislation and indicate when you expect them to be available.*
- *For investments in infrastructure with an expected lifespan of at least five years, please include an assessment of expected impacts of climate change.*

- *Ownership*
  - *Who owns the site where the investment is located?*
  - *Who will retain ownership of the investment at the end of the project?*
  - *Who will take care of the maintenance of the investment? How will this be done and ensured?*

Activities

Please describe the activities by which the project achieves the above project Specific Objective and related communication objective(s). The communication activities, if a communication objective is relevant for this SO, are to be planned accordingly and appropriately to reach the relevant target group.
Add deliverables to activities – see Programme rules.

Is any activity state aid relevant under GBER?

Select Y/N answer from drop-down

Ac Nr.	Activity title	Activity description	Start period	End period	Milestones	Activity Budget	State aid Y/N	Which partner?
A 1.1	*Enter text*	*Enter text*	*Select the period from drop-down*	*Select the period from drop-down*	*Add deliverable(s)*		*Select Y/N answer from drop-down*	*Select relevant partner(s) in Tick boxes*
A 1.2	*Enter text*	*Enter text*	*Select the period from drop-down*	*Select the period from drop-down*	*Add deliverable(s)*		*Select Y/N answer from drop-down*	*Select relevant partner(s) in Tick boxes*
A 1.3	*Enter text*	*Enter text*	*Select the period from drop-down*	*Select the period from drop-down*	*Add deliverable(s)*		*Select Y/N answer from drop-down*	*Select relevant partner(s) in Tick boxes*
A 1.4	*Enter text*	*Enter text*	*Select the period from drop-down*	*Select the period from drop-down*	*Add deliverable(s)*		*Select Y/N answer from drop-down*	*Select relevant partner(s) in Tick boxes*
A 1.5	*Enter text*	*Enter text*	*Select the period from drop-down*	*Select the period from drop-down*	*Add deliverable(s)*		*Select Y/N answer from drop-down*	*Select relevant partner(s) in Tick boxes*

Del Nr.	Milestone	Delivery period
D 1.1.1	*Enter text*	*Select the period from drop-down*

Outputs

Based on the activities you need to implement to achieve this Specific Objective, please list below the outputs that will be delivered during the project implementation,

Output Nr.	Programme output indicator	Measurement unit	Output title	Output description	Target value	Delivery period
OI 1.1	*Choose from the drop-down list*	*Automatic*	*Enter text*	*Describe in more detail what will be delivered*	*Enter the number*	*Drop-down*
OI 1.2	*Choose from the drop-down list*	*Automatic*	*Enter text*	*Describe in more detail what will be delivered*	*Enter the number*	*Drop-down*
OI 1.3	*Choose from the drop-down list*	*Automatic*	*Enter text*	*Describe in more detail what will be delivered*	*Enter the number*	*Drop-down*

How will the target groups identified use the outputs and integrate them into the daily work?

Enter text here

C.4.2 Project Specific Objective 2

Repeat of the whole section C.4.1

C.4.3 Project Specific Objective 3

Repeat of the whole section C.4.1

C.5 Project results

What do you expect to change by the activities you plan to implement and the outputs you are going to deliver? Please take a look at the Programme result indicators and select those that you will contribute to.

Result	Programme	Measure	Result description	Result	Target	Delivery

Nr.	result indicator	ment unit		indicator baseline	value	period (OPTIONAL)
RI 1	*Choose from the drop-down list*	*Automatic*	*Describe in more detail the change expected*	*from programme data*	*Enter the number*	*Drop-down*
RI 2	*Choose from the drop-down list*	*Automatic*	*Describe in more detail the change expected*		*Enter the number*	*Drop-down*
RI 3	*Choose from the drop-down list*	*Automatic*	*Describe in more detail the change expected*		*Enter the number*	*Drop-down*

C.6 Time plan

PSO and activities	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
PSO1: Title						
A 1.1 title						
A 1.2 title			Deliverable. 1.2.1			
A 1.3 title						Output 1.1
A 1.4 title						
PSO2: Title						
A 2.1 title						
A 2.2 title						
A 2.3 title						
A 2.4 title						
PSO3: Title						
Etc.						

C.7 Project management

In addition to the thematic work you will do in your project, you will need time and resources for coordination and internal communication. Please describe below how you plan to organise yourself to ensure the project work runs smoothly.

C.7.1 How will you coordinate your project?

Who will be responsible for coordination? Will you have any other management structures (e.g., thematic groups, SO / activity managers)? How will the internal communication work?

Enter text here

C.7.2 Which measures will you take to ensure quality in your project?

Describe specific approaches and processes and responsible Project Partners. If you plan to have any type of project evaluation, please describe its purpose and scope here.

Enter text here

New C.7.3 What will be the general approach you will follow to communicate about your project?

Who will coordinate project communication and how will he/she ensure the involvement of all Project Partners? How will the communication function contribute to transfer your project results? Please ensure that the mandatory communication requirements are met. Please note that all communication activities should be included in the different specific objectives, as an integral part of your project. There is no need to repeat this information here.

Enter text here

C.7.4 How do you foresee the financial management of the project and ensure that the spending forecast is kept?

Define responsibilities, deadlines in financial flows, reporting flows, project related transfers, reclaims, etc.

Enter text here

C.7.5 Cooperation criteria - Please select all cooperation criteria that apply to your project and describe how you will fulfil them.

Cooperation criteria

Joint Development ☐

Joint Implementation	☐	
Joint Staffing	☐	
Joint Financing	☐	

C.7.6 Horizontal principles - Please indicate which type of contribution to horizontal principles applies to the project, and justify your choice.

Horizontal principles	Type of contribution	Description of the contribution
Sustainable development	*Drop-down list: neutral, positive effects, negative effects*	
Equal opportunities and non-discrimination/ accessibility for persons with disabilities	*Drop-down list: neutral, positive effects, negative effects*	
(Gender) Equality / among genders	*Drop-down list: neutral, positive effects, negative effects*	
Strategic Environmental Assessment (if applicable)	*Drop-down list: neutral, positive effects, negative effects*	
Do Not Harm Principle (if applicable)	*Drop-down list: neutral, positive effects, negative effects*	

C.8 Durability and transferability

As a programme, we aim to support projects that will have a long-lasting effect in the DRP territory and those who will benefit from them. Please describe below what you will do to ensure this.

C.8.1 Durability - All outputs should be used by relevant groups (Project Partners or others) after the project's lifetime, in order to have a long-lasting effect on the territory and the population. For example, new practices in urban transport need to be used by local authorities to have cleaner air in the city, and the whole population will benefit from this. Please describe how your outputs will be used after the project ends and by whom and how the institutional and financial support will be ensured.

Enter text here

C.8.2 Transferability - All outputs that you will deliver ideally could be adapted or further developed to be used by other target groups or in other territories and even outside the DRP area. What will you do to make sure that relevant groups are aware of your outputs/deliverables and are able to use them?

Enter text here

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]		[number of people]
15	Hospitals and medical centres		[number of organisations]
16	Other		

[1] Relevant only for target groups.