Interreg Europe 2021-2027
The draft application form
for the first call for proposals

Disclaimer

Information in the present document is subject to the programme approval by the European Commission and validation by the future Interreg Europe monitoring committee.

Contents

Note:

To apply to Interreg Europe, an **online application form** must be submitted through the Interreg Europe Portal. **The present draft template is for information purpose only**. It can help applicants prepare their application. The information provided here is not binding and minor deviations with the online form may occur.

Gray boxes show fields that need to be filled manually.
Green boxes show fields that are filled automatically by the system.

PART A – Project overview

A.1 Project identification

Project ID	*Automatically generated*
Project title	*[110 characters]*
Project acronym	*[18 characters]*

Policy objective & specific objective

Select from drop-down menu

Smarter Europe (policy objective 1)
Research and innovation capacities
Digitisation
SME competitiveness
S3, industry and entrepreneurship
Digital connectivity

Greener Europe (policy objective 2)
Energy efficiency
Renewable energy
Smart energy systems
Climate change
Water management
Circular economy
Nature and biodiversity
Zero-carbon urban mobility

More Connected Europe (policy objective 3)
Sustainable TEN-T
Sustainable mobility

More social Europe (policy objective 4)
Employment
Education
Social inclusion
Integration of third-country nationals
Health care
Culture and sustainable tourism

Europe closer to citizens (policy objective 5)
Integrated urban development
Integrated non-urban development

Better governance (policy objective 6)
Policy governance

Core phase	*Fixed value: 36 months*
Follow-up phase	*Fixed value: 12 months*

A.2 Project summary

Please give a short overview of the project (in the style of a press release) focusing in particular on the issue addressed, the partnership and the overall objective.

Please note that, should the project be approved, this summary will be published on the programme's website.
[2000 characters]

A.3 Overview of project partners and their budget

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

A.4 Project budget overview

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

PART B – Partners / associated policy authorities

Overview partners *(consolidated table)*

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

Overview associated policy authorities *(consolidated table)*

Name of the organisation	Country
…	…
…	…

→ *Add as many organisations as needed:*

B.1 Organisation 1

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

If applicable (in case of advisory partner):
What are the partner's competences and experiences in the issue addressed by the project?
[1500 characters]

What is the advisory partner's role in the project?
[1500 characters]

B.n Organisation n

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

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[1] See the form to introduce new organisations at the end of the document.
[2] Not applicable for partners from non-EU countries.
[3] Not applicable for partners from non-EU countries (except Norway).

PART C – General Project description

C.1 Issue addressed

What is the common regional development issue addressed by the project? Please make sure this information is coherent with the programme specific objective you selected in section A and with the description of the policy instruments in section D.

[1000 characters]

Why is this issue important for European regions? Please be as specific as possible (data and statistics are welcome if possible).

[1000 characters]

How does the project contribute to the EU Cohesion policy? Does it also contribute to other European strategies or policies?

[1000 characters]

C.2 Project's overall objective

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

[1000 characters]

C.3 Project's innovative character

Please explain the innovative character of the project and of its expected results, in particular in comparison to similar initiatives/ projects you are aware of.

[1000 characters]

For projects deriving from past Interreg experiences (follow-up projects), please clarify the added value of this cooperation compared to the previous experience.

[1000 characters]

C.4 Project approach

Please describe the approach/ methodology adopted to achieve the project's objective within the core phase.

- How is the learning process organised at regional and interregional levels? If applicable, please describe the different steps you envisage to reach the project's objective.
- What is the purpose of the different types of activities proposed? In particular, how do they contribute to individual and/or organisational learning? How are these activities interrelated?
- How do you ensure the involvement of stakeholders in the learning process?

[4000 characters]

Please explain the approach/ methodology envisaged for the follow-up phase? To what extent are the stakeholders expected to be involved in the follow-up phase?

[1000 characters]

C.5 Project indicators

Output indicators

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

Result indicators

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

C.6 Communication strategy

Please indicate the overall objectives of the project's communication strategy.

[500 characters]

Please describe the target groups of your communication strategy.

[500 characters]

Please explain the main communication tools and channels (including social media outreach) that will be used.

[500 characters]

Please describe briefly how the communication strategy will be implemented and evaluated.

[500 characters]

Will the management of the project's communication be externalised?   *Yes/No*

C.7 Horizontal principles

Please indicate to which extent the project contributes to EU horizontal principles and justify your choice.

	Type of contribution	Description of the contribution
Sustainable development	*Select from drop-down menu:* *Neutral* *positive effects*	*[1000 characters]*
Equal opportunities and non-discrimination	*Select from drop-down menu:* *Neutral* *positive effects*	*[1000 characters]*
Gender equality	*Select from drop-down menu:* *Neutral* *positive effects*	*[1000 characters]*

C.8 Project management

C.8.1 Overall management

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

[2000 characters]

C.8.2 Day-to-day coordination

Please describe how the day-to-day coordination will be ensured.

[1000 characters]

Will the project coordination be externalised?	*Yes/No*

C.8.3 Financial management and reporting

Please describe how the financial management and reporting procedures will be ensured.

[1000 characters]

Will the financial management be externalised?	Yes/No

PART D – Main policy instruments addressed

Overview policy instruments (consolidated table)

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

→ *Create as many policy instruments as needed:*

D.1 Policy instrument 1

D.1.1 Territorial context and general description

What is the state of play of the issue addressed by the project in the territory covered by the policy instrument? Which challenge needs to be overcome in this territory? Please be as specific as possible and provide detailed information on the characteristics of the concerned territory.
[1500 characters]

Please name the policy instrument addressed (for Investment for jobs and growth goal programmes, please provide the name of the operational programme concerned).
[150 characters]

Is this instrument an Investment for jobs and growth goal programme (i.e. national or regional operational programme)?	*Yes/No*
Please indicate the geographical scope of this instrument	*Select from drop-down menu:* *local* *regional* *national.*
Please select how the authority responsible for this policy instrument is involved in the project: The authority responsible for this policy instrument is involved as…	*Select from drop-down menu:* *partner* *associated policy authority*
Please select the authority responsible for this policy instrument.	*Depending on the answer to the above question, select from drop down menu:* - *List of project partners[5]* - *List of associated policy authorities* *As filled in section B.*

Please describe the main features of this policy instrument (e.g. objective, characteristics, priority or measure addressed).
[1500 characters]

What kind of improvements do you envisage for this instrument? *(Select at least one.)*

• New projects financed by the instrument	☐
• Change in the management of the instrument	☐
• Revision of the instrument itself	☐

Please further explain the way the policy instrument can be improved.

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[4] At least one of the policy instruments addressed by the project must be an Investment for Jobs and Growth goal programme.
[5] Except advisory partners who do not address any policy instrument.

[1500 characters]

D.1.2 Partner(s) addressing policy instrument 1

Partner[6]   *If it is involved as partner, the policy responsible authority appears automatically. Additional partners can be added with a drop-down menu showing the list of partners.*

If not, select from drop-down menu showing the list of partners.

What is the policy relevance of this partner (the link to the authority responsible for the policy instrument addressed, and its capacity to influence this instrument)?
[1000 characters]

What are the partner's competences and experiences in the issue addressed by the project?
[1000 characters]

How will the partner benefit from the cooperation? In case this partner plays a particular role in the project, please also indicate it here.
[1000 characters]

In case the partner is involved in several Interreg Europe applications/ projects, please justify this multiple involvement.
[1000 characters]

D.1.3 Stakeholder group relevant for policy instrument 1

Please provide an indicative list of the most relevant stakeholders (i.e., name of the organisation concerned) to be involved in the project: *(max 10 entries)*

Organisation name: *[300 characters]*

→ *add up to ten organisations*

D.1.4 Pilot action under policy instrument 1[7]

Is a pilot action proposed to improve this policy instrument?   *Yes/No*

Following questions only appear if applicable (if 'yes)
Is this pilot action also proposed to be implemented in other partner region(s)?   *Yes/No[8]*

Following questions only appear if applicable (if 'yes)
Please indicate which other policy instrument(s) are subject to the same pilot action *(Select at least one.)*   *Select from drop-down menu with list of all policy instruments as filled in section D.*

D.1.4.1 Core features

Title of the pilot action
[150 characters]

Nature of the test: Please describe what will be tested in the region(s)? What is the precise nature of the pilot action envisaged?
[2000 characters]

Interregionality and contribution to the learning process: How is the pilot action linked to the interregional exchange of experience process? How will the implementation and lessons learnt from the pilot action be shared among the partnership to enrich the interregional exchange of experience?
[1000 characters]

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[6] Section repeats for every partner addressing the policy instrument.
[7] Only one pilot action can be added per policy instrument.
[8] If no, go to D.1.4.1 Core features

Which other project partner(s) (from a different country) will be involved in the implementation of the pilot action?
[1000 characters]

What is the exact role of the other partner(s) in the implementation of the pilot action?
[1000 characters]

D.1.4.2 Link to the policy instrument

Policy relevance and durability: How will the pilot action contribute to improving the above policy instrument? In case of success, how will the initiative be continued/ generalised within this policy instrument?

[2000 characters]

Confirm additionality: By clicking this box, the partner(s) concerned confirms that the pilot action cannot be financed by the above policy instrument or by other local, regional or national funds.   ☐[9]

D.1.5 Compliance with State Aid rules

Is the project partner involved in economic activities within the pilot?

Please select the applicable answers to the questions below and explain your reasoning.

	Drop-down:	Explanation
1. Will the project partner implement activities and/or offer goods or services for which a market exists?	*Yes/No*	*[1000 characters]*
2. Will the project partner receive an economic advantage, i.e., a financial or non-financial benefit from the pilot action which it would not have obtained under normal market conditions (in the absence of fundings granted through the project)?	*Yes/No*	*[1000 characters]*
3. Will the project partner carry out **at least part** of these economic activities on its own (if an external provider is contracted via public procurement to carry out **all** the economic activities, select no)?	*Yes/No*	*[1000 characters]*

RESULT (depending on the answers to the questions above):

"Based on the results of the state aid self-assessment, this pilot action could be concerned by direct state aid rules. Compliance with state aid rules will be checked by the JS as part of the quality assessment and exemption options will be explored if the project is recommended for approval. This does not impact as such the eligibility of this application."

If 'yes' to questions 1, 2 and 3, a new question is displayed asking the following:

4. Please state the source of your co-financing:	Drop-down: a) Own funds b) Funds from other external public sources (e.g.: local, regional or national subsidies) c) Funds from private sources

Will any third party receive an advantage through its involvement into the pilot action?

Please select the applicable answer to the question below and explain your reasoning.

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[9] Box must be ticked to enable submission.

1. Could any third party receive an economic advantage, i.e., a financial or non-financial benefit from its involvement into one or several activities of the pilot action which it would not have obtained under normal market conditions (in the absence of the pilot action)?	*Drop-down:* *Yes/No*	*Explanation* *[1000 characters]*

RESULT (depending on the answers to the questions above):

"Based on the results of the state aid self-assessment, this pilot action could be concerned by indirect state aid rules. Compliance with state aid rules will be checked by the JS as part of the quality assessment and exemption options will be explored if the project is recommended for approval. This does not impact as such the eligibility of this application."

D.n Policy instrument n

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

PART E – Work plan

E.1 Core phase 'Exchange of experience'

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

E.1.1 Semester 1

Exchange of experience	*[3000 characters]*
Pilot action n *(if applicable)*[10]	*[1500 characters]*
Communication	*[1000 characters]*
Management	Ongoing management activities to ensure smooth implementation and reporting of the project

Pre-defined output indicators	**Target value**
N° of interregional policy learning events organised	
N° of good practices identified	

E.1.2 Semester 2

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

E.1.x

E.1.6 Semester 6

E.2 Follow-up phase

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

E.2.1 Semester 7

Monitoring results of main phase and, if applicable, exchange of experience	*[3000 characters]*
Communication	*[1000 characters]*
Management	Ongoing management activities to ensure smooth implementation and reporting of the project

Pre-defined output indicators	**Target value**
N° of interregional policy learning events organised	
N° of good practices identified	

E.2.2 Semester 8

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

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[10] One field for each pilot action as included in section D.

PART F – Project budget

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

F.1 Budget breakdown per cost category and partner[11]

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

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[11] Except for partners from Switzerland, partners from non-programme countries or partners from the EU that are financing their participation in the project through the Investment for Jobs and Growth programme (article 22(3) (d) (vi) of Regulation (EU) No 2021/1060). These partners will have to fill in only their 'TOTAL BUDGET' in F.1.

F.2 External expertise and services

Item number	Description	Contracting partner	Type of costs	TOTAL
1	*[500 characters] unless pre-filled by the system*	*Drop-down to select from project partners*	*Drop-down menu to select from the following:* 1. *Exchange of experience – meetings [description pre-filled and not editable]* 2. *Exchange of experience – travel and accommodation external bodies [description pre-filled and not editable]* 3. *Exchange of experience – external support* 4. *Pilot action (if applicable)* 5. *Communication – events [description pre-filled and not editable]* 6. *Communication – material* 7. *Management – external support [description pre-filled and not editable]* 8. *Management – expenditure control [description pre-filled and not editable]*	*EUR*
n	*[500 characters] unless pre-filled by the system*	*Drop-down to select from project partners*	*Drop-down menu to select from the following:* 1. *Exchange of experience – meetings [description pre-filled and not editable]* 2. *Exchange of experience – travel and accommodation external bodies [description pre-filled and not editable]* 3. *Exchange of experience – external support* 4. *Pilot action (if applicable)* 5. *Communication – events [description pre-filled and not editable]* 6. *Communication – material* 7. *Management – external support [description pre-filled and not editable]* 8. *Management – expenditure control [description pre-filled and not editable]*	*EUR*
			Total	*Automatically calculated*

F.3 Equipment

Item number	Description	Contracting partner	Type of costs	TOTAL
1	*[500 characters] unless pre-filled by the system*	*Drop-down to select from project partners*	*Drop-down menu to select from the following:* 1. *Office equipment [description pre-filled and not editable]* 2. *Pilot action (if applicable)*	*EUR*
n	*[500 characters] unless pre-filled by the system*	*Drop-down to select from project partners*	*Drop-down menu to select from the following:* 1. *Office equipment [description pre-filled and not editable]* 2. *Pilot action (if applicable)*	*EUR*
			Total	*Automatically calculated*

F.4 Infrastructure and works

(only in case of pilot actions)

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

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

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

F.6 Spending Plan

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

PART G– Annex - Declarations

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

Lead partner declaration

You are about to officially submit your project application: XYZ

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

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

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

ANNEX: Create a new organisation

Name in English   *[200 characters]*

Name in local language *[200 characters]*

Country	NUTS 1
Select from drop-down menu	*Select from drop-down menu*

Region (NUTS 2)	NUTS 3
Select from drop-down menu	*Select from drop-down menu*

Address
[200 characters]

Postal code	City
[200 characters]	*[200 characters]*

Website	VAT number (or other identifier)
[200 characters]	*[200 characters]*

Legal status	Co-financing rate (%)
Select from drop-down menu: public / private	*Automatically filled: 80% (public) / 70% private*

Type of partner

Select from drop-down menu
Local public authority
Regional public authority
National public authority
Business support organisation
Education and research institution
Agency
Infrastructure and (public) service provider
Interest group
EGTC[12]
International organisation,
EEIG
Other

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

Legal representative

First Name	Last Name
[100 characters]	*[100 characters]*

E-Mail Address	Telephone
[200 characters]	*[200 characters]*

Contact person

First Name	Last Name
[100 characters]	*[100 characters]*

E-Mail Address	Telephone
[200 characters]	*[200 characters]*

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[12] In case EGTC is selected, countries represented need to be in a dedicated field.