Working document for beneficiaries:
APPLICATION FORM - 2 Seas Programme

Please note that this document is only a working document whose purpose is solely of helping applicants to develop their Application Form in partnership.

This document will not be considered as a formal Application Form.

Only Application Forms submitted through the online platform, which address will be available in the Terms of Reference of the Call for Proposals, will be considered by Programme authorities.

Applicants using this document prior to receiving the Programme recommendations on their concept note should keep in mind that these recommendations will have an important impact on the further development of their project. Depending on the recommendations, applicants may need to rework the initial proposal or potentially decide not to continue with the second step of the submission process at all.

Please note that the working version here below represents a simplified version of the full Application Form template available in the EEP. Furthermore, there is no guarantee that the word version you may dispose corresponds 100% to the latest official version included in the EEP. Therefore, you are strongly encouraged to login in to the EEP as soon as the step 2 of your call is open.

Finally, please be aware that character limits are to be considered including spaces.

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PART A – Concept note summary

A.1 Project identification

Project acronym		*Here we are looking for an abbreviation of your project title.*
Project title		[250 characters]
Name of the lead partner organisation		
Project duration	Start date	
	End date	
Programme Priority		*The 2 Seas Programme has defined 4 Programme priorities. To understand what a Programme priority is, please check the glossary.* *To have an overview of the Programme strategy before choosing the Programme priority you can check in the website page 2014-2020 and consult any available document.*
Programme Specific Objective		*The 2 Seas Programme has defined 6 specific objectives. To understand what a specific objective is, please check the glossary available here.* *To have an overview of the Programme strategy before choosing the Specific Objective you can check in the website page 2014-2020 and consult any available*

	document.

A.2 Project summary

By reading your summary, the reader should understand what are the main characteristics of your project. Please define in a clear and concise way the key points asked in the various questions below.
Normally, you will be able to draft your summary once the whole Application Form is defined.

- the common challenge of the programme area you are jointly tackling in your project;
[1000 Characters]
- the overall objective of the project and the expected change your project will make to the current situation;
[1000 Characters]
- the main outputs you will produce and who will benefit from them;
[1000 Characters]
- why is cross-border approach needed;
[1000 Characters]
- what is new/original about it.
[1000 Characters]

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PART B – Project partners

B.1 Partner number	Partner role in the project
PP1	**Lead Partner (PP1)**
Name of organisation in English	
Department/unit/division	*Please indicate only if different from the name of the organisation*
Contact person and contact details	
Which are the organisation's thematic competences and experiences relevant for the project?	*Please tell us why are you the appropriate partner for this project?* [800 Characters]
What is the benefit for the organisation from participating in the project?	[800 Characters]
If applicable, describe the organisation's experience in participating in and/or managing EU co-financed projects or other international projects.	[800 Characters]

B.1 Partner number	Partner role in the project
PPN	**Partner 2 (PP2)**
Name of organisation in English	
Department/unit/division	*Please indicate only if different from the name of the organisation*
Contact person and contact details	
Which are the organisation's thematic competences and experiences relevant for the project?	*Please tell us why are you the appropriate partner for this project?* [800 Characters]
What is the benefit for the organisation from participating in the project?	[800 Characters]
If applicable, describe the organisation's experience in participating in and/or managing EU co-financed projects or other international projects.	[800 Characters]

B.2 State Aid *(to be added for each partner)*

Step 1: Risk of State Aid

Is your organisation considered as an undertaking in the framework of this project?
Undertakings are entities engaged in an economic activity, regardless of their legal status (they can be public bodies, charities, NGOs, associations or universities, as well as private firms) and regardless of whether they aim to make a profit or not. The classification as an undertaking is specific to an activity, NOT the status of an entity such as public or private.

The following questions and the guidance provided in the programme manual as well as the guidance available on the 2 Seas website (http://www.interreg2seas.eu/en/content/state-aid) will help you to answer to this question.

1. Economic Activity

1. Is your organisation engaged in an economic activity in the project? YES ☐ NO ☐	*Economic activity is broadly defined as 'offering goods or services on a given market'.* *In thinking about this, it is useful to ask whether, in principle, the activity could be carried out by a private body in order to make a profit.* *The following questions must be answered by any applicant filling in an Application Form.* *Please have in mind all your activities in the project.* *- Do you implement activities and/or offer goods/services for which a market exists? Yes / No* *- Are there activities/goods/services that could be undertaken by a private operator with the view to making profit (even if this is not the intention)? Yes / No* *- Do you plan to disseminate your goods/services on an exclusive and discriminatory basis, for example through restricted access databases, restricted publications or software? Yes / No* *- Do you plan any kind of training, education measure, etc.? Yes / No* *- If yes to previous question: Is the training/education measures NOT organised within the national educational system, predominantly or entirely funded by the State and supervised by the State? Yes / No* *Conclusion:* *- In case of YES to all questions above, the risk that activity (activities) is (are) regarded as an ECONOMIC ACTIVITY is HIGH. In that case, tick "Yes" to question 1 of the section State Aid in the Application Form.* *- In case of NO to at least one question above, the risk that your activity (activities) is (are) regarded as an ECONOMIC ACTIVITY is LOW. In that case, tick "No" to question 1 of the section State Aid in the Application Form.* -
If yes, please state which Work Package is concerned. Please provide short	

explanation concerning activities for which an economic activity has been identified.	

If you answer "Yes" to question 1, please answer to question 2.

2. Economic advantage

Does your organisation gain an advantage from the project that it would not have had otherwise? YES ☐ NO ☐	*The following questions must be answered by any applicant filling in an Application Form.* *Please consider your economic activities.* - *Do you plan to carry out the economic activities on your own i.e. not to select an external service provider via public procurement procedures? □ Yes □ No* - *Do you gain any benefits from your economic activities, which you would not have received in the normal course of business? □ Yes □ No* *Please also consider the potentially purely local impact of your economic activities i.e. that may not have a distorting effect on trade between EU Member States and therefore could eventually reduce any economic advantage gained through the project.* *<u>Conclusion</u>:* - *In case of YES to all questions above, the risk that your organisation gains an economic ADVANTAGE from the project activities is HIGH. In that case, Tick "Yes" to question 1 of the section State Aid in the Application Form.* - *In case of NO to at least one question above, the risk organisation gains an economic ADVANTAGE from the project activities is LOW. In that case, tick "No" to the question 1 of the section State Aid in the Application Form.*
If yes, please state which Work Package is concerned. Please provide short explanation concerning activities for which your organisation could gain an advantage. If No, please also provide explanations.	

PLEASE GO TO STEP 2 ONLY IF YOU ANSWERED "YES' TO BOTH QUESTION 1 AND 2.

<u>Step 2: Eligibility of the partner to the De Minimis regulation and General Block Exemption Regulation (GBER)</u>

1. Additional Conditions for the GBER and De Minimis

Article 1 of the De Minimis and GBER defines the scope under which the regulations is applicable.
Does one of the following statements apply to your organisation?
- In the project, I carry out export-related activities towards third countries or Member States, namely aid directly linked to the quantities exported, to the establishment and operation of a distribution network or to other current costs linked to the export activity;
- I seek support for aid contingent on the use of domestic over imported goods;
- My activities in the project fall in the fishery and aquaculture sector;
- My activities are related to the primary agricultural production sector;
- My activities concern the processing and marketing of agricultural products;
- My undertaking is subject to an outstanding recovery order following a previous Commission decision declaring an aid illegal and incompatible with the internal market;
- My undertaking is a firm in difficulty.

Conclusion:
- In case of "YES" to at least one question above, the activities carried out in the project are OUT of the scope of the GBER and De Minimis. Please tick "No". In that case, your organisation is not entitled to apply the GBER nor De Minimis.
- In case of "NO" to all questions above, the activities carried out in the project can fall under the scope of the GBER or De Minimis. Please tick "Yes". In that case, your organisation is entitled to apply to the GBER or De Minimis.

-

Do the activities carried out in the project fall under the scope of the EU regulations?	**Yes** ☐ *=> Your organisation is entitled to apply the De Minimis or the GBER in order to make the aid received compatible with the state aid rules.* ⇨ *Please fill in following sections*	**No** ☐ *=> Your organisation is NOT eligible to the GBER and De Minimis* ⇨ *You are not allowed to participate in the project*

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2. Type of Undertaking in the framework of State Aid regulation

Please note that this status only applies in the particular framework of this project, whatever your official legal status is.
This question will help to determine what are the adequate EU regulations in which your project activities can be framed.

In the framework of the implementation of this project, your organisation is:	**SME** ☐ *A small and medium-sized enterprise (SME) is a particular case of an undertaking, which – like an undertaking - is NOT defined by its legal form in the context of State aid.* *All undertakings meeting the criteria laid down in Annex 1 of the GBER are SMEs: An SME employs fewer than 250 persons and has an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million. Detailed instructions are provided in Annex 1 of the GBER.* *The type of enterprise must be considered when calculating the size of your organisation: Autonomous Enterprise / Partner Enterprise / Linked Enterprise.* *Please refer to the guidance provided in the Programme Manual and to Annex 1 of the GBER.* -	**Large Enterprise** ☐ *Any enterprise not falling down under the definition of SME.*

3. Code NACE

Please state here your code NACE corresponding to your sector of activity at NACE group level	***00.0 (code defined with 3 figures as follow: 00.0)*** *Please refer to Regulation (EC) N°1893/2006 establishing the statistical classification of economic activities NACE* *A list of NACE Code is available via the Eurostat website here: http://bit.ly/29CfaYV*

Following sections have to be filled in by all partners for which a high risk of state aid has been identified in STEP 1.

STEP 3: Can the state aid relevant activity be covered by De Minimis?

Under the 2 Seas Programme, where possible, State aid relevant projects will be supported on the basis of the de minimis Regulations. The general de minimis Regulation allows support of up to €200,000 in any three-year period to fall outside the scope of State aid. The ceiling on de minimis aid is calculated per single undertaking.

1. De Minimis Declaration

Please state here any contribution falling under the de Minimis Regulation during the previous three fiscal years (this being the current fiscal year and the previous two fiscal years). In case you did not receive any

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contribution falling under the de Minimis Regulation, leave the table empty. A signed De Minimis form will have to be signed and uploaded in the system at the end of the submission process.

- ☐ the institution I represent and all other entities belonging to the same company group as my institution **have not received any contribution falling under the de minimis Regulation** during the previous three fiscal years (this being the current fiscal year and the previous two fiscal years);
- ☐ the institution I represent and all other entities belonging to the same company group as my institution **have received the following contribution(s) falling under the de minimis Regulation** during the previous three fiscal years (this being the current fiscal year and the previous two fiscal years):

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Please also indicate in which type for aid was granted. If aid is granted in the form other than grants (e.g. guarantee and loans) please explain in the comment box how the conditions under Article 4 of (EC) No 1407/2013 (Calculation of gross grant equivalent) are complied with.

Organisation providing the de minimis aid and reason of the aid	**Country** which granted the de minimis	**Amount** of the contribution in EUR *Please also indicate in which for aid was granted. If aid is granted in the form other than grants (e.g. guarantee and loans) please explain how the conditions under Article 4 of (EC) No 1407/2013 (Calculation of gross grant equivalent) are complied with*	**Year** of granting	**TOTAL €**
	Indicate MS			
				TOTAL €

Additional comments, if applicable	

2. Maximum Budget authorized

Maximum ERDF allowed by the De Minimis Aid regulation	200.000€
Previous De Minimis aid received	*Total As stated in previous table*
Maximum ERDF budget for this project	*Difference Max funds De Minimis and Previous De Minimis*
Maximum Total Budget authorized *This is the maximum amount that you will be allowed to budget if you choose to apply the De Minimis support from the 2 Seas programme.*	*= Max ERDF / 60%*
Contribution	***Own-funds or private contribution only*** *You are not allowed to add external public contribution to co-finance your project. Your contribution must come from own resources or from external private contributions.*

3. Conclusion

Would you like to apply for De Minimis support from Interreg 2 Seas programme?	**Yes** · *=> Partner budget will have to fit with budget constraints as defined here above.*	**No** · *=> Please go to step 4.*

STEP 4: Can the activity be framed by the Article 20 of the General Block exemption Regulation (GBER)?

Article 20 of GBER: Aid for cooperation costs incurred by SMEs participating in European Territorial Cooperation projects

- *Costs for organisational cooperation including the cost of staff and offices to the extent that it is linked to the cooperation project*
- *Costs of advisory and support services linked to cooperation and delivered by external consultants and service providers*
- *Travel expenses, costs of equipment and investment expenditure directly related to the project and depreciation of tools and equipment used directly for the project.*

The advisory and support services referred to above shall not be a continuous or periodic activity nor relate to the undertaking's usual operating costs, such as routine tax consultancy services, regular legal services or routine advertising

1. Budget limits

Maximum ERDF	*Max. €2 million ERDF*
Maximum ERDF grant rate	50%
Maximum Total Budget authorized *This is the maximum amount that you will be allowed to budget if you choose to apply the GBER – Article 20.*	*Max. €4 million per project and per partner*
Contribution You are not allowed to add external public contribution to co-finance your project if you foresee to ask for the full 2 million ERDF. In that case your contribution must come from own resources or from private contributions. In other words, the total public aid must remain limited to 2 million €.	*Own-funds or private contribution only*

2. Conclusion

Would you like to apply for the GBER – Article 20?	**Yes** · *=> Partner budget will have to fit with budget constraints as defined here above.*	**No** ·

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B.3 Observers partners

Observer partner number 1	*automatic*
Name of organisation in original language	
Name of organisation in English	*preferably using the official translation*
Address	*street, postcode, town, country*
Legal representative	*contact details - name*
Contact person (if different from legal representative)	*contact details - name, e-mail address, telephone*
Partner's role in the project	[1000 Characters]

Observer partner number N	*automatic*
Name of organisation in original language	
Name of organisation in English	*preferably using the official translation*
Address	*street, postcode, town, country*
Legal representative	*contact details - name*
Contact person (if different from legal representative)	*contact details - name, e-mail address, telephone*
Partner's role in the project	[1000 Characters]

B.4.1. Origin of partner contribution (indicative)

Please specify the origin and the amount of the contribution. The amount of contribution needs to be covered from financial resources different than those provided by the 2 Seas Programme and also different from other European Community financial instruments.

When the contribution source is not originating from your organisation, it is to be considered as "external". Please refer to the Programme Manual to better understand what is meant by cash or in-kind contribution and internal or external source.
Any additional information on the contribution's sources is to be mentioned in the "comment" column.

Please fill this table out once you have come up with your budget for all the different Work Packages that you are involved in. This will allow you to know how much contribution is required to co-finance the total requested partner budget. Please note that the contribution is indicative only if the partner represents a low risk of state aid – if a partner represents a high risk of state aid, the applicant shall ensure that the listed contributions comply with the maximum public funding his partner organisation is entitled to receive according to the adopted state aid scheme.

Name of organisation/ source of contribution	**Legal status** (public/private)	**Amount**	**cash or in-kind contribution**	**Comment**

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name of partner organisation automatically filled in	*legal status of the partner organisation automatically filled in*			
external source 1	*legal status of the partner organisation automatically filled in*			
external source 2	*legal status of the partner organisation automatically filled in*			
external source n	*legal status of the partner organisation automatically filled in*			
Total				

B.4.2 Revenue generation

Does the partner organization foresee to generate net revenue after the project implementation? Y/N
Is it objectively possible to estimate the revenue in advance? Y/N

Please refer to fact sheet 10 of the Programme Manual for more details on revenue-generating projects.
If the partner answered yes to the first question and yes to the second one, the budget in the application form shall be net of net revenue identified in the net revenue analysis.
In this case, you need to fill in the net revenues analysis template that is available in the Application Pack and upload it through the EEP. Please consider that in case you do not send this document, the Programme may not be in a position to correctly evaluate the budget of the partner included in the proposed Application Form. This can have a negative impact on the qualitative evaluation of your Application Form.
Afterwards, no further monitoring should be required.
Please be aware that, if the partner answered yes to the first question and no to the second one, the net revenue generated within three years of the completion of the project or by the Programme closure deadline, whichever is earlier, shall be deducted from the expenditure declared to the Commission. If necessary, a procedure of recovery of unduly paid ERDF will be undertaken by the Managing and Certifying Authorities towards the beneficiary concerned.
In the framework of the management verifications, the Programme will adopt specific procedures to verify the accuracy of the net revenue that beneficiaries have reported.

Please fill in the net revenue analysis template available in the Application pack.

B.4.3 . Staff Costs Methodology

You must select here the staff costs calculation methodology you will apply for the entire project lifetime.

2 methodologies are proposed:

- *Staff costs calculated as 20 % flat rate of direct costs other than staff costs*
- *Staff costs calculated as real costs: Costs will have to be calculated in accordance with methodologies described in the programme manual.*

Pay attention that the methodology selected will be applied for the entire project lifetime and cannot be changed anymore after project approval.

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Please refer to the programme manual for detailed explanations.

Please select the staff costs calculation methodology that you will apply for the entire project	- *20 % flat rate* - *Real costs*

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PART C – Project description

C.1 Project relevance

C.1.1 What are the common territorial challenges that will be tackled by the project?
Please describe the relevance of your project for the Programme area in terms of common challenges and opportunities addressed. The common territorial challenges for the 2 Seas area are analysed in chapter 1 of the Cooperation Programme. You can find the full text in the Programme's website. [2500 Characters]

C.1.2 What is new about the project?
Please describe new solutions that will be developed during the project and/or existing solutions that will be adopted. Please provide evidence (links to data and sources, scientific publications, graphs, etc) to back up your statement and if needed make use of the section "additional information". [2500 Characters]

C.1.3 Why is cross-border cooperation needed to achieve the project's objectives and result?
Please explain why the project objectives cannot be efficiently reached acting only on a national/regional/local level and/or describe what benefits the project partners/target groups/ project/programme area gain in taking a cross-border approach. For example: *- is there a knowledge gap at national level?* *- Is there a scale gap at national level?* *- Is there a coordination need going beyond boundaries?* [2500 Characters]

C.2 Project context

C.2.1 Strategies and policies: is the project part of wider strategies and policies?
Please describe the project's contribution to relevant strategies and policies; in particular, those relevant for the 2 Seas Cooperation Programme. [2500 Characters]

C.2.2 What are the **synergies with past or current EU and other projects or initiatives** the project makes use of?
[2500 Characters]

C.2.3 Horizontal principles

Please indicate which type of contribution to horizontal principles applies to the project, and justify the choice.		
Horizontal principles	**Type of contribution**	**Description of the contribution**
Sustainable development	*(drop-down value list) Choose from: neutral, positive effects, negative effects*	[1000 characters]
Equal opportunities and non-discrimination	*(drop-down value list) Choose from: neutral, positive effects, negative effects*	[1000 characters]
Equality between men and women	*(drop-down value list) Choose from: neutral, positive effects, negative effects*	[1000 characters]

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C.4 Project focus

C.4.1 what does the project want to change and deliver? *In this section you are asked to provide with your project's intervention logic, meaning the full chain between the identified common challenge and the solution proposed.*	
PROGRAMME priority specific objective	**PROGRAMME result indicator**
Select one programme priority specific objective your project will contribute to.	(Programme Result indicator from the Cooperation Programme).
PROJECT overall objective	**PROJECT main result(s)**
Define your project overall objective. It provides overall context for what the project is trying to achieve, and aligns to programme priority specific objective. It relates to the strategic aspects of the project. [500 characters]	*Specify your project's main result/s and describe its/their contribution to the Programme result indicator.* *In line with the Programme result, the project's results should define the changes it is intended to be brought to the current situation.* *Please provide figures, a baseline value (when possible) and an envisaged method to measure the results (qualitative or quantitative). If needed, please make use of the section "additional information".* *Please consider that the main results are not the sum of the projects outputs but rather the global change triggered by the project's implementation.* [500 characters]

PROJECT specific objective	**PROGRAMME output indicator(s)**	**PROJECT output**	**Target value of PROJECT expected output(s)**	**PROJECT specific result (linked to the expected output)**	**Responsible partner**
Project Specific Objective 1 *Define max. 3 project specific objectives.* *A concrete*	Programme Output indicator 1 (See Cooperation Programme)	*What are the project's outputs and how do they link to your specific objectives?* *Please list all project outputs that were defined in the work plan under the corresponding*		*The immediate advantage of producing an output telling us about the benefit of using it.* *Please provide figures and a baseline value where possible or explain briefly the measurement*	

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statement describing what the project is trying to achieve. It refers to the project outputs. It can be evaluated at the conclusion of a project to see whether it was achieved [150 characters]		*programme output indicator. A project output is the product of the activities funded telling us what has actually been produced for the money given to the project. It can be captured by a Programme output indicator and directly contributes to the achievement of the project result.* Project Output X [150 characters]		*method (quantitative or qualitative) you envisage in order to capture the specific result.* [800 characters]	
		Project Output Y [150 characters]		[800 characters]	
	Programme Output indicator 2 (See Cooperation Programme)	Project Output Z [150 characters]		[800 characters]	

Project Specific Objective 2 [150 characters]	Programme Output indicator 1 (See Cooperation Programme)	Project Output W [150 characters]		[800 characters]	
	Programme Output indicator 3 (See Cooperation Programme)	Project Output V [150 characters]		[800 characters]	

Project Specific Objective 3 [150 characters]	Programme Output indicator 2 (See Cooperation Programme)	Project Output S [150 characters]		[800 characters]	
		Project Output R [150 characters]		[800 characters]	

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C.4.2 Target groups: please tell us who will use the project outputs and how

Please state here the stakeholders directly affected by the project outputs. Not necessarily receiving a financial grant and even not directly involved in the project, the target groups may exploit project outputs for their own benefits.

Project outputs (coming from table C.3.1)	**Target groups**	**Please further specify the target groups**	How will you involve target groups?	**Target value** Please indicate the size of the target group you will reach.
Project Output X	Target group a	[500 characters]	[500 characters]	
	Target group b	[500 characters]	[500 characters]	
Project Output Y	Target group b	[500 characters]	[500 characters]	
	Target group x	[500 characters]	[500 characters]	
Project Output n	Target group n	[500 characters]	[500 characters]	

C.4.3. Durability of project outputs: How will the project ensure that project outputs have a lasting effect beyond project duration?

Durability of project outputs refers to the long-lasting effect of a project's achievements beyond project duration. A project main output is the product of the activities funded telling us what has actually been produced for the money given to the project. Will the outputs realized be maintained after the project's end? Please describe concrete measures (including institutional structures, financial resources etc.) taken during and after project implementation to ensure and/or strengthen the durability of the project outputs. If relevant, explain who will be responsible and/or who will be the owner of the outputs.

[2500 characters]

C.4.4 Transferability of project outputs: How will the project ensure that project outputs are applicable and replicable by other organisations/regions/countries outside of the current partnership?

Is the output potentially useful for other organisations/region/countries outside the current partnership? Can it realistically be used by organisations other than the project's partner?

Transferability refers to the degree to which the project outputs can be generalized or transferred to other contexts or settings. The project partners can enhance transferability by doing a thorough job of describing the outputs and the assumptions that were central to its development. The organisation which wishes to "transfer" the outputs to a different context is then responsible for making the

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judgment of how sensible the transfer is.

[2500 characters]

C.4.5. Durability of project results: How will the project ensure that project results have a lasting effect beyond project duration?

Durability of project results refers to the long-lasting effect of a project's achievements beyond project duration. A Result refer to the changes sought (in the reference situation) in view of the Programme priority specific objective which your project contribute to. In this sense one should clarify whether and how the change brought by the project as a direct consequence of the outputs produced will be long lasting. Please describe concrete measures (including institutional structures, financial resources etc.) taken during and after project implementation to ensure and/or strengthen the durability of the results.

[2500 characters]

C.4.6 Risk management:

What could possibly go wrong with my project? A risk is defined as an uncertain event which, should it occur, will have an effect on the project meeting its objectives.

This table aims at identifying the backbone of your future risk management strategy.

Please provide a description of the main risks to the successful delivery of the outputs and how you will mitigate against these risks. Please list the main risks anticipated. Projects that are transparent in their risk management will not be penalized. On the contrary, you risk a negative judgment if you instrumentally underestimate a risk.

Description of the risk	impact	likehood	Actions to mitigate the risk
Text field *Please describe shortly the risk identified.* *Risks can be linked to the partnership, delay in implementing actions, delivery of outputs, financial problems, etc.* [500 characters]	*1- Incident* *2- Minor* *3- Serious* *4- Major* *5- Catastrophic*	*1- Improbable* *2- Remote* *3- Possible* *4- Probable* *5- Likely*	*Text field* [500 characters]

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Work plan per work package

A work package is a group of related project activities required to produce project outputs. The articulation of your work packages will constitute your project's work plan.

WP Nr	WP title	WP start month	WP end month	WP budget
0	**Project preparation**	*MM.YYYY*	*MM.YYYY*	*Automatic*
Partners' involvement				
Involved partners	*Drop-down list*			
Summary				
Please shortly describe the work package carried out and role of each partner. [2500 Characters]				
Work Package Budget				
PP1				
PP2				
PPn				

WP Nr	WP title	WP start month	WP end month	WP budget
1 - 5		*Automatic from activities*	*Automatic from activities*	*Automatic*
Partners' involvement				
WP responsible partner				
Involved partners				
Summary				
[2500 Characters]				
Activities, output and deliverables				
Activity 3.1	Activity title *An activity is a work package component which shall result in at least one deliverable or output. Please describe the activity and detail which partner(s) is (are) involved in what*		Start month *(MM.YYYY)*	End month *(MM.YYYY)*
	Activity description and partners involved (including observer partners, if applicable) [1000 characters]			
D / O 3.1.1	Deliverable or output description and partners involved (including observer partners, if applicable) *A deliverable is a tangible or intangible object produced as a side-product of the project that contributes to the development of a project output. An output is what has actually been produced for the money given to the*		Target value	Delivery month *(MM.YYYY)*

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	project. It can be captured by a programme output indicator, and directly contributes to the achievement of the project result. *Please choose whether the given activity will produce a deliverable or an output and provide with a description.* *Please consider that in general terms 2 or more deliverables are necessary to produce a project output.* [500 characters]		
Activity N	Activity title	Start month *(MM.YYYY)*	End month *(MM.YYYY)*
	Activity description and partners involved (including observer partners, if applicable) [1000 characters]		
D / O N	Deliverable or output description and partners involved (including observer partners, if applicable) [1000 characters]	Target value	Delivery month *(MM.YYYY)*

Work Package Budget

Please describe here the work package budget per partner. The work package budget must reflect the financial distribution of tasks between the partners but also the value for money of the proposed deliverable and outputs.
Please ensure that there is a global consistency between the work package description and the work package budget.
The information inserted here will directly feed the part D section of the application form.

Partner 1

Budget Line	**Description of expenditure**
BL1	[300 characters]
BL3	[300 characters]
BL4	[300 characters]
BL5	[300 characters]

PP1	TOTAL	Indicative spending over time		
		Period 1	Period 2	Period n
BL1	*sum of periods 1-n*			
BL2	*flat rate of BL1 sub-total*			
BL3	*sum of periods 1-n*			
BL4	*sum of periods 1-n*			
BL5	*sum of periods 1-n*			
Total eligible budget	*Total sum*			

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WP investment	Title *To each WP investment corresponds 1 or more WP investment.*	WP start month	WP end month	WP budget
8 – 11 *Max 3 WP investment can be created*		*Automatic from activities*	*Automatic from activities*	*Automatic*

Partners' involvement	
WP responsible partner	*Drop-down list*
Involved partners	*Drop-down list*

Summary
[2500 Characters] Please shortly describe the work package.
Justification *Explain the need for this WP to achieve project objectives and results. Clarify the link with the generic work package(s) and overall project logic.* *Describe clearly the cross-border relevance of the WP* *Describe who is benefiting (e.g. partners, regions, end-users etc.) from and in what way.*

<u>Investment 1</u>

A fiche "Investment" has to be filled for each investment included in the project. Detailed explanations are expected.
Each investment shall correspond to 1 output. To realise the investment and deliver the related output you may need 1 or more deliverables.

Description of the investment	
Please describe the investment and clarify the link with the generic work package(s) and overall project logic. [1500 characters]	
Involved partners	*Drop-down list*
Location of the investment	
Location of the physical investment (NUTS3) [1500 characters]	
Risks associated with the investment	
Description of the risks associated with the investment, go/no-go decisions, etc. (if any) [1500 characters]	
Investment documentation	
Please list all technical requirements and permissions (e.g. building permits) required for the investment according to the respective national legislation. [1500 characters]	

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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 maintenance of the investment? How will this be done?* [1500 characters]			
Please describe activities and deliverables within the work package.			
Activity 8.1	Activity title *An activity is a work package component which shall result in at least one deliverable or output. Please describe the activity and detail which partner(s) is (are) involved in what*	Start month *(MM.YYYY)*	End month *(MM.YYYY)*
	Activity description and partners involved (including observer partners, if applicable) [1000 characters]		
D / O 8.1.1	Deliverable or output description and partners involved (including observer partners, if applicable) *A deliverable is a tangible or intangible object produced as a side-product of the project that contributes to the development of a project output. An output is what has actually been produced for the money given to the project. It can be captured by a programme output indicator, and directly contributes to the achievement of the project result.* *Please choose whether the given activity will produce a deliverable or an output and provide with a description.* *Please consider that in general terms 2 or more deliverables are necessary to produce a project output.* [1000 characters]	Target value	Delivery month *(MM.YYYY)*
Activity 8.2	Activity title	Start month *(MM.YYYY)*	End month *(MM.YYYY)*
	Activity description and partners involved (including observer partners, if applicable)		
D / O 8.2.1	Deliverable or output description and partners involved (including observer partners, if applicable)	Target value	Delivery month *(MM.YYYY)*
Activity 8.3	Activity title	Start month *(MM.YYYY)*	End month *(MM.YYYY)*
	Activity description and partners involved (including observer partners, if applicable)		
D / O 8.3.1	Deliverable or output description and partners involved (including observer partners, if applicable)	Target value	Delivery month *(MM.YYYY)*
Activity 8.4	Activity title	Start month *(MM.YYYY)*	End month *(MM.YYYY)*
	Activity description and partners involved (including observer partners, if applicable)		

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D / O 8.4.1	Deliverable or output description and partners involved (including observer partners, if applicable)	Target value	Delivery month *(MM.YYYY)*

Budget Line	**Description of expenditure**
BL1	[300 characters]
BL3	[300 characters]
BL4	[300 characters]
BL5	[300 characters]
BL6	[300 characters]

PP1	TOTAL	Indicative spending over time		
		Period 1	Period 2	Period n
BL1	*sum of periods 1-n*			
BL2	*flat rate of BL1 sub-total*			
BL3	*sum of periods 1-n*			
BL4	*sum of periods 1-n*			
BL5	*sum of periods 1-n*			
BL6	*sum of periods 1-n*			
Total eligible budget	*Total sum*			

<u>Investment N : please add as much as investment needed.</u>

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WP Nr	WP title	WP start month	WP end month	WP budget
Second last WP	**Project management**	*Automatic from activities*	*Automatic from activities*	*Automatic*

Partners' involvement	
WP responsible partner	*Lead partner – automatically inserted from Part B - Partners*
Involved partners	

Summary
[1500 characters]

Activities and deliverables			
Activity 1.1	Activity title *An activity is a work package component which shall result in at least one deliverable or output. Please describe the activity and detail which partner(s) is (are) involved in what*	Start month *(MM.YYYY)*	End month *(MM.YYYY)*
	Activity description and partners involved (including observer partners, if applicable) [1000 characters]		
D 1.1.1	Deliverable description and partners involved (including observer partners, if applicable) [1000 characters]	Target value	Delivery month *(MM.YYYY)*
Activity N	Activity title	Start month *(MM.YYYY)*	End month *(MM.YYYY)*
	Activity description and partners involved (including observer partners, if applicable)		
D N	Deliverable description and partners involved (including observer partners, if applicable)	Target value	Delivery month *(MM.YYYY)*

Work Package Budget

Budget Line	Description of expenditure
BL1	[300 characters]
BL3	[300 characters]
BL4	[300 characters]
BL5	[300 characters]

PP1	TOTAL	Indicative spending over time		
		Period 1	Period 2	Period n
BL1	*sum of periods 1-n*			
BL2	*flat rate of BL1 sub-total*			
BL3	*sum of periods 1-n*			

Working version

BL4	*sum of periods 1-n*			
BL5	*sum of periods 1-n*			
Total eligible budget	*Total sum*			

WP Nr	**WP title**	**WP start month**	**WP end month**	**WP budget**
Last WP	**communication** *Before filling this Communication Work Package, applicants are kindly asked to carefully read the Factsheet on communication of the 2 Seas Programme Manual where is detailed their regulatory obligations with regard to acknowledging and promoting receipt of EU funds.*	*Automatic from activities*	*Automatic from activities*	*Automatic*

Partners' involvement	
WP responsible partner	*Lead partner – automatically inserted from Part B - Partners*
Involved partners	

Summary
[1500 characters]

Activities and deliverables

As the 2 Seas Programme has 3 official languages (English, French and Dutch), translation costs should be budgeted or alternative solutions (in-house translation) planned. Similarly interpretation should be planned for events.
External events that could have an influence on or maximise the communication strategy must be taken into account and already planned in the application form. (Eg: Presentations in thematic conference, stands at professional and regional fairs, Europe celebration…).
Projects are highly encouraged by the 2 Seas Programme to take part in the celebrating days organised at European and national level for the Europe Day (9th May) the European Cooperation Day (21 September) or any thematic Day (World Ocean Day,…).

Activity 1.1	Activity title *EU requirements: Creating Posters/ plaques /billboards*	Start month *(MM.YYYY)*	End month *(MM.YYYY)*
	Activity description and partners involved (including observer partners, if applicable) [1000 characters]		
D 1.1.1	Deliverable description and partners involved (including observer partners, if applicable) *Applicants will be required to outline the publicity activity to be used for their operations at application stage, which include mention of the EU and the INTERREG 2 Seas Programme contribution on the communication products, production of specific communication material (A3 posters, list of operations and in certain cases on billboards and plaques)…. The extent and nature of the publicity activities should be proportionate to the size, character and purpose of the project.*	Target value	Delivery month *(MM.YYYY)*

	[1000 characters]		
Activity N	Activity title	Start month *(MM.YYYY)*	End month *(MM.YYYY)*
	Activity description and partners involved (including observer partners, if applicable)		
D N	Deliverable description and partners involved (including observer partners, if applicable)	Target value	Delivery month *(MM.YYYY)*
Activity	**Final cross-border dissemination activity** *mandatory*	Start month *(MM.YYYY)*	End month *(MM.YYYY)*
	Activity description and partners involved (including observer partners, if applicable)		
D	Deliverable ***2 Seas Programme requirement****: within the 6 months period before the project closure, the 2 Seas project must plan a final cross-border dissemination activity to present the results of a 2 Seas project. This will ensure the effective dissemination and the sustainability of the project activities undertaken and results obtained at cross-border level.* *This closure communication activity must be organised at cross border level, and may be a cross-border thematic event, a cross-border publication (in the 3 Programme languages) or any .*	Target value	Delivery month *(MM.YYYY)*

Work Package Budget
For each of the tools/ activities, value for money should be considered by the applicants, and will be evaluated by the 2 Seas Joint Secretariat.

Budget Line	**Description of expenditure**
BL1	[300 characters]
BL3	[300 characters]
BL4	[300 characters]
BL5	[300 characters]

PP1	TOTAL	Indicative spending over time		
		Period 1	Period 2	Period n
BL1	*sum of periods 1-n*			
BL2	*flat rate of BL1 sub-total*			
BL3	*sum of periods 1-n*			
BL4	*sum of periods 1-n*			
BL5	*sum of periods 1-n*			
Total eligible budget	*Total sum*			

Working version

C.5. Location of all activities

C.5.1 Location of all activities in the Programme area

Drop down list of NUTS3

C.5.2 Activities outside the programme area

What is the added value of activities to be carried out outside programme area? *If applicable, please list the relevant activities and describe how they will benefit the programme area.*	
Total budget of partners located outside the programme area	*EUR*
Total budget of partners located in the programme area for activities carried out outside the programme area (indicative) *Please identify the part of the budget of the partners that are located inside the programme area which will be dedicated to (a part of) activities implemented outside the programme area.*	*EUR*
Total budget outside the programme area	*Total EUR*

PART D. Additional tab

1. Scientific evidence
If applicable, please add here any scientific reference, study or other types of publication that could demonstrate the innovative character of the project and the fact that the project makes use of existing knowledge.

2. Capturing the results
If applicable, please add here any clarification in the envisaged method to measure the project's main and specific results. Please clarify the baselines and targets and what the envisaged methods to capture the results are (e.g. quantitative/qualitative, source of data, etc).

3. Visualisation of the project's logic
If applicable, please include here any pertinent web links to any graphs / schemes that may clarify the project's innovativeness/added value/logic.

4. Any other points you wish to clarify
If applicable, please include here any other information you would like to share (e.g. linked to the project's generation, any points linked to the recommendations you received for your Concept Note, have you applied for funding for (parts of) this project elsewhere, etc).

Working version