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INTERREG ITALY-CROATIA PROGRAMME 2021 – 2027

Guidelines for Applicants

2nd Call for Proposals

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This **Guidelines for Applicants** provides instructions on what kind of information is expected to be included in the Application Form (hereinafter: **AF**) to be submitted to the 2nd Call for Proposals (hereinafter: **Call**). It should be used side by side with the following documents: **Programme Implementation Manual, Manual for Submitting Project Application in Jems, Call Announcement, Annex 1 to the Call announcement - Thematic Descriptive Sheets, Annex 2 to the Call announcement - Guidance on AID schemes for Priority 1** and **Off-line Application Form template for OSIs**. This document is structured in four chapters, mirroring the structure of the AF: Project Identification, Project Partners, Project Description and Project annexes.

/!\ POINT OF ATTENTION:

It is strongly recommended that the project is developed offline by using the Off-line Application Form template for OSIs and only once all the data have been gathered, the information is copied in Jems.



A. Project Identification

Project Identification part consists of the following information to be filled in or selected by each applicant: Project acronym, Project title, Project duration, Programme priority, Specific objective, and Project summary.

A.1 Project identification

Project acronym: The project acronym can include capital letters, small letters, numbers from 0 to 9. Please avoid special characters and punctuation. It is strongly recommended that this acronym does not exceed 12 characters since an excessively long acronym will complicate the project logo production. The Programme recommends checking whether the acronym was already used (also in other projects¹ and initiatives) and to pay attention to possible infringement of existing copyrights.

Project title: The project title must be in English.

Project duration: The project duration indicates the length, in number of months, of the project and shall also be used for the calculation of the project periods in drafting the work plan. The number of project periods is calculated by dividing the project duration by the period length as defined by the Programme, which is set to 6 months. Within the present Call, the duration of the projects must not exceed 42 months from the start date and all projects must end by the 31st of December 2028.

Programme priority: The Programme priority (hereinafter: **Priority**) is the main priority that the project will contribute to. In the present Call any project can contribute to exactly one of the following priorities: 1. Sustainable growth in the blue economy, 2. Green and resilient shared environment, 3. Sustainable maritime and multimodal transport, or 4. Culture and tourism for sustainable development.

Specific objective: Based on the chosen Priority, each project must also choose the Programme's Specific objective (hereinafter: **SO**) it will contribute to.

Programme priorities	Specific Objectives
Priority 1.	S.O. 1.1. Developing and enhancing research and innovation capacities and the uptake of advanced technologies.

¹ See www.keep.eu



	S.O. 1.2. Developing skills for smart specialisation, industrial transition and entrepreneurship.
Priority 2.	S.O. 2.1. Promoting climate change adaptation and disaster risk prevention, resilience, taking into account eco-system based approaches.
	S.O. 2.2. Enhancing protection and preservation of nature, biodiversity and green infrastructure, including in urban areas, and reducing all forms of pollution.
Priority 3.	S.O. 3.1. Developing and enhancing sustainable, climate resilient, intelligent and intermodal national, regional and local mobility, including improved access to TEN-T and cross-border mobility.
Priority 4.	S.O. 4.1. Enhancing the role of culture and sustainable tourism in economic development, social inclusion and social innovation.

A.2 Project summary

It is a short overview of the project that should be written in the manner of a press release, using a journalistic language style that could be understood by non-specialists. Please be concrete and specific (avoid general description). This way of writing the project proposal should be applied for all AF sections. Abbreviations should be avoided and the following project elements must be described:

- the common challenge(s) of the programme area you are jointly tackling in your project.
- the overall objective of the project and the expected change(s) your project will make to the current situation.
- the outputs you will produce and those who will benefit from them.
- the approach you plan to take and why a cross-border approach is needed.
- what is the new/original CB solution the project proposes.



B. Project Partners

This is the place where every project partner (hereinafter: **PP**) enters information about their organisation, starting with the Lead Partner (hereinafter: **LP**). Therefore, **the requested information must be repeated in its entirety for each PP, including the LP**. The LP will be designated as LP1 and all PPs inserted into the AF will be designated according to the order of their insertion, i.e. the PP inserted immediately after the LP will be designated as PP2, the next one will be designated as PP3 and so on. Each partner's section contains the following sub-sections per each partner: Identity, Address, Contact, Motivation, Budget, Co-financing and State aid. If any Associated Partner (hereinafter: **AP**) is included in the project, it must be associated with only one of the existing LP/PPs. In that case, the concerned LP/PP must also fill-in information pertaining to this AP, as described in section "Associated Partner".

B.1.1 Partner Identity

In this sub-section the following **basic information** of the partner organisation must be inserted:

- **Partner role:** LP must choose the LP role, while all other PPs must choose the Partner role. Each project must have only one LP.
- **Abbreviated name of the organisation:** provide an abbreviation of the partner organisation name (official or un-official). Abbreviation in this case refers to a short title of the partner organisation (for example UNESCO is an abbreviation of "United Nations Educational, Scientific and Cultural Organisation").
- **Name of the organisation in original language:** insert the official name of the partner organisation in the national language. The organisations that have already been beneficiaries² of IT-HR Programme, should enter the same name already present.
- **Name of the organisation in English:** provide the consistent name in English of the organisation. Please use the name of the organisation in English, which has been used by your organisation, if it has been already a 2021-2027 project partner, which you may find in the Programme web site - list of operations 2021-2027³.
- **Department/Unit/Division:** this field is mandatory in case your organisation is eligible to participate in this Call "per department". In this case, indicate which department of the organisation will oversee the implementation of the project. Remember that each single "Department" (organizational unit with financial and administrative autonomy and having technical and administrative capacity to ensure its functioning) within Ministries,

² Check "list of operations" in <https://programming14-20.italy-croatia.eu/docs-and-tools-details?id=42271&nAcc=3&file=1>
https://www.italy-croatia.eu/programme-documents#programme_com_liferay_journal_content_web_portlet_JournalContentPortlet_INSTANCE_tnay

³ See above.



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Regions/Countries and Universities/Research institutions, should be considered as a separate potential applicant.

In addition to the above-described basic information, also the following **legal and financial information** must be inserted by the partner organisation:

- **Type of partner:** please refer to the classification in *Annex 1 Classification of type of partners and target groups* of these Guidelines to choose the correct type for your organisation listed in the section column “Examples” (for instance: in case of Port Authority etc., enter “Infrastructure and (public) service provider”).
- **Subtype of partner:** to be filled in **only by enterprises**.
- **Legal status:** choose **one** of the following options for your organisation:
 - Public,
 - Body Governed by Public Law,
 - Private for-profit,
 - Private non-profit,
 - International organization EU,
 - International organization non-EU.

/! POINT OF ATTENTION:

Remember that the choice of "**Legal Status**" must comply with National legislation provisions for your body and, as regards the organisations that have already been beneficiaries of IT-HR Programme, it must be consistent with previously made choices if no legal status changes have occurred in the meantime.

- **Sector of Activity at NACE group level:** can be selected from a pre-defined dropdown of NACE codes taken from the statistical classification of economic activities NACE Rev. 2 (2008) available via the **Eurostat website**. Provide the NACE code with 5 characters: 1 letter and following 4 numbers. (for example: P.85.42).
- **VAT number:** provide the VAT number of the organisation and declare if your organisation is entitled to recover VAT based on national legislation for the activities implemented in the project. The correct VAT format must be respected and depends on the Country. The number shall be one block without prefix (such as IT or HR) spaces or hyphens.
- **Tax number:** provide organisation’s TAX number (even if it coincides with the VAT number) without prefix (such as IT or HR) spaces or hyphens.
- **PEC address:** this field must be filled in with the PEC (mandatory for Italian partners). Croatian partners that do not have a PEC address, must fill the field with the official email address, which will be used by the Programme for any official communication.
- **PIC:** insert Personal Identification Code from EC Participant Register (if existing).



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B1.2 Partner address

In this sub-section, the applicant must insert its **main address (official seat)** and, **if applicable** the address of the **department/unit/division** in the section “Address of department / unit / division (if applicable)”.

/!\ POINT OF ATTENTION:

In case a partner has the official seat outside Programme area but a seat of operation in the area, the **seat of operation** must be entered in the section “**Address of department / unit / division (If applicable)**” and the **official seat** in the section “**Partner main address**”.

Contact

This sub-section must be filled with information on the:

B1.4 Legal Representative

Please enter only the first name and last name of the Legal representative **even if the documents are signed by the delegated person**. Please also read carefully the following “POINT OF ATTENTION”

/!\ POINT OF ATTENTION:

The **legal representative** and the **signatory of the AF** can be different subjects. In fact, the AF may be signed by the legal representative or by a delegated person. The delegated person has the power to sign based on a Delegation Act. Therefore, in case of a **delegated signatory**, only the Delegation Act (from which the power of signature can be clearly understood) must be produced and uploaded in Jems for the purpose of project submission, no other personal information is needed. Otherwise, if a Delegation Act is not provided, the AF must be signed by legal representative that is visible in legal documents of applicant.

B1.5 Contact person

The contact person is the link between the project and the *Programme* for any issues relating to the contracting and implementation of the project (i.e. the Project manager).

B1.6 Motivation

This sub-section consists of the following two questions:

- [Do you possess the necessary competencies and experience needed to participate in the project?](#)

In this question:



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- a) the **LP** should demonstrate to possess the necessary competence and experience (as requested in the table of paragraph 7 of the *Call Announcement in coherence with what declared in point 2 of the LP Declaration*).
- b) The **LP** should demonstrate the capacity to coordinate, manage and monitor project implementation, including financial management.
- c) **PPs** should demonstrate to have proven experience and competence in the thematic field to address the territorial challenges, implement the project and reach the target groups.
- d) **LP and PPs** should demonstrate to possess the operational capacity in terms of financial resources, staff and equipment dedicated to the implementation of the project and indicate if you are planning to bring in relevant external expertise for the project.
- e) **LP and PPs** should detail any competence and previous experience in managing vouchers and similar scheme (**only for OSI proposals in Priority 1**).

Moreover, **Assimilated Partners** should also demonstrate the competence in their scope of action for certain parts of the Programme area and that they carry out activities that are beneficial for the Programme area.

⚠ POINT OF ATTENTION:

- Private Partners are reminded to use the “Explanatory document concerning the assessment of the financial capacity of Private Applicant” to self-assess their financial capacity.
- Avoid general information about the partner organisation: instead of naming all fields/most common fields of expertise and interest, introducing the history of organisation, etc, **indicate only the relevant and concrete know-how which will be used to implement project activities.**
- In the case of Assimilated partners (public entities located outside the Programme area but having competence in their scope of action for certain parts of the Programme area and that can carry out activities that are beneficial for it) please clearly describe in the “Do you possess the necessary competencies and experience needed to participate in the project?” question, the reasons why to be considered assimilated which will be evaluated by the Programme.

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

Describe in synthetic way the role each PP including the LP will have during the project implementation. Information provided should describe the **main role** (main activities and responsibilities) of the organisation in the project. **Focus on why the partner organisation is appropriate to fulfil the specific role and implement the specific tasks in the project taking into account that** it is necessary to involve highly competent and capable partner organisations.



/!\ POINT OF ATTENTION:

- When describing the **partner's role** (contribution and main activities) remember that the description must be aligned with **section C.3 Project partnership** of the AF.

Budget

In this sub-section, **each partner shall define their own budget**. Please read the *Programme Implementation Manual* and the *Call Announcement* carefully before inserting the expenses in the proposed budget. The present budget is based on activities and must respect the principles of effectiveness, efficiency and economy.

/!\ POINT OF ATTENTION:

- It is strongly advised to fill in the partner budget **after** filling-in information in the following sections of the AF:
 - Project Identification
 - Project Description, including Project work plan.

Activity-based budgeting focuses on the costs of activities required to implement the project and achieve objectives. Costs **must** be supported with planned activities regardless of budgeting option (real costs vs. simplified cost option(s)).

- When budgeting, it is strongly recommended not to use decimals or to round up to ,00 or ,50

The *Programme* foresees two **lump sums** and, since they are independent from the rest of the budget, it is recommended to start by assigning these costs to concerned partners. The first lump sum is foreseen for the project **preparation costs** and it is set to 17.500 EUR **per project**. This amount can be divided among the partnership according to needs. On the other hand, the lump sum foreseen for the project **closure costs** is set to 3.000 EUR **per partner**.

In addition to the lump sums described above, the *Programme* also foresees several **simplified cost options (SCOs)**, and **each project partner must select their own** combination in accordance with the budgeting options defined in the *Programme Implementation Manual*. Flat rates envisaged by the *Programme* are:

- Staff costs flat rate (20% of direct costs),
- Office and administration flat rate based on staff costs (15% of Staff costs),
- Travel and accommodation flat rate based on staff costs (15% of Staff costs), and



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- Other costs flat rate based on staff costs (40% of Staff Costs)⁴.

Before choosing the most adequate (and applicable) **budgeting option** for their own budget, **each partner** should **consult** the *Programme Implementation Manual* and the *Call Announcement* documents.

After these two necessary steps (distributing the lump sums and choosing the budgeting options), each partner must draft their budget **according to their role, chosen budgeting option and planned activities**. The partner budget must be drafted **at the level of the applicable cost categories**, which can include:

- Staff costs,
- Office and administration costs,
- Travel and accommodation costs,
- External expertise and services costs,
- Equipment costs, and
- Infrastructure and Works costs.

For the purpose of clarity and transparency of the budget it is advised to use “Comment” field in Jems budget to explain better cost and link it to activities (only for “real costs” budget items).

Please connect each relevant budget item to an **investment** (if applicable) by choosing the relevant “investment.”

If “Other costs flat rate based on staff costs (40% of Staff Costs)”, is selected, in the description of activities (“Project workplan” section and WPs) main cost elements should be presented.

In case that a partner chooses SCO “Other costs flat rate based on staff costs (40% of Staff Costs)”, cost category **Other costs** will also be available, i.e. only cost categories Staff costs and Other costs will be available for this partner.

Depending on the number of periods defined in Project identification, the foreseen **total budget** of the selected cost category should be **split among periods based on dynamic of activities** (try to avoid artificial and linear splitting of costs). The total amount of one budget item should always match the sum of amounts per periods.

Co-financing

This part of the AF can only be completed once the partner budget is completed. It includes the co-financing received by the *Programme* and the partner’s contribution. The *ERDF* is the applicable funding source for all PPs and its contribution is **equal to 80% of the partner’s budget**. The partners are requested to also indicate the source and the amount of the remaining **20% of the partner’s budget**.

- **Italian applicants (both public and private)** in “Co-financing/Sources” sub-section must fill in the 20% remaining in the “FDR” row because the “Fondo di Rotazione” (FDR) covers their own contribution in full.

⁴ This option is not available for projects under OSI Priority 1.



/!\ POINT OF ATTENTION:

Italian applicant should pay attention that the value in “*Co-financing/Sources/Partner contribution*” sub-section **is always 0 (zero)**.

- **Other applicants** in “*Origin of partner contribution/source of contribution*” sub-section must declare the legal status (**public or private**) of their own contribution.

State aid

Before filling in this section of the AF, please read carefully what is provided in the **Call Announcement** and the **Programme Implementation Manual**.

/!\ POINT OF ATTENTION:

It is recommended to fill in this section **only after all other sections of the AF are completed**, especially the project workplan. Otherwise, it will not be possible to indicate which specific activities are at State aid risk.

This section collects information necessary to help the project, if it is selected for funding, to comply with applicable State aid rules and supports partners with **self-assessing the State aid relevance of their project activities**. The “State aid criteria self-check” contains four mandatory questions:

- Will the project applicant implement activities and/or offer goods/services for which a market exists?
- Are there activities/goods/services that could have been undertaken by an operator with the view of making profit (even if this is not the partner’s intention)?
- Does the project applicant plan to carry out the economic activities on its own i.e. not to select an external service provider via public procurement procedures for example?
- Will the project applicant, any other operator not included in the project as a project partner or the target audience gain any benefits from its project economic activities, not received in the normal course of business (i.e. not received in the absence of funding granted through the project)?

In case an answer to any question is “Yes” an explanation needs to be provided. Should the result of the **self-check show that there is a risk of State aid**, the relevant *GBER* or *De minimis* scheme will have to be chosen.



Associated Organization

Before filling in this part of the AF, please make sure to read the section of the **Call Announcement** dedicated to the Associated partners, as well as the **Programme Capitalisation Plan**. Please note that Associated Partners can be significantly important in **facilitating the capitalisation processes of the achieved results, as well as in maximising synergies and complementarities between projects, programmes, and EU macro-regional strategies.**

Therefore, their role in the project should be closely linked either to capitalisation activities, such as validating the quality of the outputs and facilitating the re-use or re-using the produced outputs, as well as to maximising and amplifying the results in the area through contributions to initiatives that foster synergies and complementarities.

Each AP can be associated to only one of the LP/PPs.

In this part of the AF, after filling in all the general data about the AP, which are clearly presented in the **Offline Application Form template for OSIs**, please describe thoroughly the **role of the involved AP in the project**, highlighting its participation with respect to the scopes indicated above.



C. Project Description

The Project Description part aims to describe the intervention logic of the project and should be drafted according to the information included in the “**Thematic Descriptive Sheets**”. It should be described taking into consideration the following broader questions:

- What do you want to achieve? The big dream/goal/aim which is the overall objective.
- Why is this needed and for whom?
- How does it fit into the bigger picture?
- How will you do it? Activities!
- What will be delivered? Outputs!
- What will change at the end? Results!

This is to be done by closely following instructions as they are laid out in the following eight sub-sections: Project overall objective, Project relevance and context, Project partnership, Project work plan, Project results, Project Time Plan, Project management and environmental sustainability and Long-term plans.

⚠ POINT OF ATTENTION:

The cross-cutting elements described in the **Annex 1 to the Call announcement “Thematic Descriptive Sheets”** must be addressed in all OSIs. In particular incorporate **Digitalisation** into the activities to improve efficiency and enhance actions’ outcomes. Clear plans for leveraging digital technologies to streamline processes, enhance data collection, analysis and sharing, and foster communication and collaboration among stakeholders should be incorporate in the proposal ensuring that the benefits of digitalisation reach all stakeholders.

C.1 Project overall objective

Describe the Project overall objective of your project, taking into consideration the related section of the **Programme Implementation Manual, Programme Intervention Logic** document and **Annex 1 - Thematic Descriptive Sheets**. The Project overall objective defines what the project aims to achieve for the benefit of the involved regions and its target group(s) and points to the planned project results (and territorial change). It must contribute to the achievement of the OSI objective selected (see **Annex 1 to the Call announcement - Thematic Descriptive Sheets**). Your objective should:

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

C.2 Project relevance and context

This sub-section consists of the following seven questions to be answered thoroughly:



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

The applicant should demonstrate the real need for the project in respect to the identified challenges taking into consideration the challenges reported in the IP 2021-2027 (chapter 2. Priorities and in the **Programme Intervention Logic document**). In case a SO has more than one identified challenge it is not obligatory to target all of them. The focus should be on the quality and the effectiveness of the intended impact of project activities on the challenge/s.

C.2.2 What is the new CB solution proposed by the project?

In this section applicant should describe which are the new cross-border solutions outlined by the proposal and explain why the solutions go beyond the existing practice in the sector/Programme area/participating Countries.

C.2.3 What added value does cross-border cooperation bring to your project?

The applicant should demonstrate:

- a) why cooperation between Italy and Croatia is important for the topic addressed;
- b) the result cannot (or only to some extent) be achieved without cooperation between Italy and Croatia;
- c) the effective CB nature of each activity proposed;
- d) the benefit deriving from cooperation for all PPs and for both side of the border.

C.2.4 Who will benefit from your project outputs?

Choose from the dropdown menu the target groups addressed by the proposal. In “specification” column (see “Point of Attention”) applicant should: a) identify TG needs b) Indicate with details how the selected TG will benefit from a specific project activity c) quantify the target values (e.g. 50 schools, 20 NGOs). For TG “General public”, individual people are counted while for other TGs the individual organisations are counted. Please avoid double counting: one organisation can be counted only once.

In particular, when it comes to question C.2.4, please consider that Programme has defined specific **target groups** per each SO, which can be found in the relevant section of the **Programme Implementation Manual**. Applicants are requested to select the target group categories envisaged for the SO to which the project will contribute. When answering this question please also refer to **Annex 1 of the Guidelines for applicants**. Target groups selected here must be consistent with those addressed in the communication objectives of the work packages.

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

a) Describe the contribution to specified **EUSAIR** macro-regional strategy pillar objectives and flagships, as specified in the **Annex 1 to the Call announcement - Thematic Descriptive Sheets** (describe how you intend to involve the Pillar Coordinators & National Coordinators in a systematic way (e.g. meetings, info)).



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b) If applicable, describe the contribution to wider strategies on all three policy levels (EU/national/regional), especially as specified in the **Annex1 to the Call announcement - Thematic Descriptive Sheets** (1) European Green Deal; 2) European policy framework for Blue economy 3) Integrated Coastal Zone Management (ICZM) and Marine Spatial Planning (MSP) 4) EU 2021 Strategy on Adaptation to Climate Change and the EU Climate Pact 5) Territorial Agenda 2030 6) EU Biodiversity Strategy 2030 7) Circular economy action plan (CEAP) 8) Zero pollution action plan 9) EU Mission Restore our Ocean and Waters by 2030 10) “Sustainable and Smart Mobility Strategy” 11) Transition Pathway for Tourism 12) Multi-programme coordination mechanism.

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

Applicant should describe in detail the existing complementarities and synergies among the actions in the proposal and specific actions included in other projects financed by Interreg Programmes in the area, regional and national Programmes (co-financed by ERDF, ESF+, EMFAF and CF), and in the respective Recovery and Resilience National Plans (NRRP).

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

Applicant should explain whether and how the project proposal is based on previous results already achieved and/or available knowledge, by specifying and describing exactly which outputs and available knowledge the proposal is based on. The latter need not necessarily derive from previous or other INTERREG projects but can also be related to external initiatives or other types of programmes/projects.

When filling in this sub-sections, the applicant is invited to **be specific and concrete**. Also consider the relevant chapter of the **Programme Implementation Manual**.

C.3 Project partnership

In this sub-section, please describe the **structure of your partnership** and explain why these partners are needed and appropriate to implement the project and achieve project objectives. In particular, describe the **overall relevance and adequacy of the partnership** for achieving the project objectives in terms of overall size of the partnership including associated partners if present, thematic fields covered, governance levels, Country representation. In this section a synthetic description of the distribution of tasks among partners and the contribution of each PP to main activities has to be outlined.

POINT OF ATTENTION:

- Remember that this sub-section **must be aligned** with the sub-section **B.1.6 Motivation**. However, the information included for each partner in that sub-section should not be repeated here as only information on the partnership as a whole should be entered in this sub-section.



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- In this sub-section, it must also be clearly indicated per each Work Package which is the partner that will lead the WP activities (**WP leader**). Partner budget should reflect what is written in WPs. Please include in the description of all the project WPs relevant information.

C.4 Project work plan

In order to achieve the project overall objective, the applicants can define more than one project specific objective. Each project specific objective has a corresponding work package (henceforth: **WP**). This means that the project will have as many WPs as it will have project specific objectives defined. Before building the work plan consisting of such WPs, please read carefully the section “**Project generation**” of the *Programme Implementation Manual*.

/!\ POINT OF ATTENTION:

- **Only thematic WPs will be used.** During the 2021-2027 programming period, management and communication do not exist as separate WPs anymore. Thus, communication and management will be integrated into all thematic WPs as cross-cutting activities.
Be aware that:
 - ✓ There are no separate **investment** work packages, therefore additional information about investments, if applicable, must be included in the thematic work packages.
- Concerning **Project management**: specific questions about how the project will be managed are foreseen in sub-section C.7.
- Concerning **Communication** activities: they must be embedded in the thematic WPs and built as exemplified below and also a summary should be inserted within C.7.3 section of the AF.

Project communication activities: how to build them

To achieve a specific project objective, partners may need to achieve one or more communication objectives, as in the following example:

“To limit pollution in a city (project specific objective), they may need to: 1. Convince commuters to take the bus instead of their private car (communication objective 1); 2. Convince local politicians about putting in place specific measures to reduce car traffic in the city centre (objective 2), etc.” These two examples of communication objectives require different communication activities and therefore need to be specified in the AF.

- Because projects are different it needs to be possible for applicants to include zero, one or more communication objectives per WP, depending on what is relevant for their project. Every project must have at least one communication objective, but the applicant will decide in which WPs they are needed.



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- Define one project specific objective that will be achieved when all activities in this WP are implemented, and outputs delivered.
- Then think about the communication objective that will contribute to the achievement of the specific objective. Communication objectives aim at changes in a target audience's behaviour, knowledge or belief.

Communication activities shall be planned according to what foreseen in the “**Annex 1 to the Call announcement - Thematic Descriptive Sheets**” and in the “**Programme Implementation Manual**”.

WORK PACKAGE

Each WP is structured in the following sections:

- Objectives
- Investments
- Activities
- Outputs

➤ Objectives

Describe per each WP its project specific objective and, if applicable, its communication objective(s). Your objectives should be:

- realistic and achievable by the end of the project;
- specific (who needs project outputs delivered in this work package, and in which territory);
- measurable - indicate the change you are aiming for.

Remember to include communication objectives and target audience, if applicable.

➤ Investments

Describe per each WP the investment(s) that it contains (if applicable). The investment concept is linked to implementation-oriented activities that lead to the development of outputs relevant for the project. Main investment features are as follows:

- 1) A clear link to the development of outputs relevant for the project (core outputs) - Output indicators under each Specific Objective and Programme Intervention Logic;
- 2) The physical character;
- 3) Durability.

For more information, please refer to the **Programme Implementation Manual**.

The description of each investment must include information in the following fields:

- Investment number.
- Investment title.

Please title the investment in order to identify the type of investment and the location.

- Expected delivery period.



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- **Justification.**

This field is divided into four sub-fields, and the information must be provided by closely following the next four instructions:

- **Describe the investment (eg. type of equipment/works/services, summary of specifications, quantities, etc.).**
- **Explain why this investment is needed** detailing which problem it tackles, which findings you expect from it, why budget resources planned are reasonable, who is benefiting (e.g. partners, regions, target groups, etc.) from this investment, and in what way how it can be replicated and how the experience coming from it will be used for the benefit of the programme area.
- **Describe clearly the cross-border relevance (effective for Italy and Croatia) of the investment.** The effective CB character of the investment should be clearly demonstrated.
- **Explain in detail in which way the investment is compliant with the “do not significantly harm” (DNSH) principle** avoiding generic explanation in coherence with what stated in the DNSH Declarations.

- **Location of the physical investment.**- **Risk associated with the investment.**

Describe the risks associated with investment: go/no-go decisions, etc. (if any). This section should detail any risks that may jeopardize the feasibility of the investment both from the standpoint of obtaining the necessary permits and public procurement process and from the standpoint of the feasibility of the investment within the project timeline. Moreover the applicant is invited to specify also the positive or negative environmental effects related to the investment. In case of environmental risks, please describe the mitigation and monitoring measures foreseen.

- **Investment documentation.**

In this section list all technical requirements and permissions (e.g. building permits) authorizations required for the investment according to the respective national legislation. If these are already available, attach them to the AF, otherwise indicate the precise dates when each item on the list will be provided.

For investments in infrastructure with an expected lifespan of at least five years, please indicate whether an assessment of expected impacts of climate change has been carried out. Should it be necessary, you must be ready to submit this documentation to the relevant programme body/ies.

- **Ownership**

Applicant should detail:

- 1) **Who owns the site where the investment is located and who owns the investment itself?** If the involved PP is not the owner of the site it should be explained the reason and the legal framework on which the PP intend to carry out the investment.
- 2) **Who will retain ownership of the investment at the end of the project?** Please confirm that the investment shall remain with the concerned PP either for at least five (5) years following the final



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payment to the beneficiary, or, where applicable, within the period of time set out in State aid rules.

- 3) Who will take care of the maintenance of the investment? How will this be done? Has the involved partners the necessary financial resources and mechanism to cover operation and maintenance cost? Explain all details about the maintenance considering that the involved Partner may put in place long term free of charge (loan) agreements with other entities related to use and maintenance of investments and/or equipment that is part of the project and also through its commercial exploitation and revenue-generating activities.

➤ Activities

Activities are the main implementation steps necessary for achieving the project specific objective and the communication objective(s) of a WP. The project must describe how the activities suggested are needed for the delivery of outputs listed in a specific WP. Projects also must plan and closely link communication activities to thematic activities. It is recommended to limit the number of activities per WP when the complexity of the WP allows it. However, this depends on the complexity of each work package, such as the number and type of **deliverables** to be produced.

A deliverable must present, in an aggregated form, the outcomes of intermediate (smaller) steps of a certain activity and must be sufficiently comprehensive. Deliverables should not merely describe the progress of an activity but must document its outcome. In order to document the implementation of activities, **at least one deliverable per activity should be defined.**

For all deliverables the relevant Target Values have to be clearly quantified (e.g. TV: X).

The responsible and/or participating PPs have to be specified.

If activities are more complex or stretch over a longer period of time, more than one deliverable could be foreseen, preferably after the finalisation of important parts of such activity. In order to keep the work plan manageable and to allow a certain flexibility, it is **recommended to limit the total number of deliverables per activity**, also keeping in mind that reporting and monitoring of project implementation will be based on the deliverables foreseen in the AF.

⚠ POINT OF ATTENTION:

- For activities which include **communication activities**, please describe those communication activities in the column “Activity Description” of the concerned activity.
- **Project partners' involvement** in each activity should also be clearly described in the column “Description”.
- Please identify well in advance any activities outside the Programme area (in line with provisions of *Programme Implementation Manual*) and mention them within the AF.



➤ Outputs

Based on the activities that are necessary to be implemented in order to achieve the project specific objective in a WP, the applicant must per each WP list the outputs that will be delivered during the project implementation. Each WP has to have at least one Output selected. **Only outputs that contribute directly to programme and OSI (see *Annex 1 to the Call announcement – Thematic Descriptive Sheets*) output indicators, i.e. have the same measurement unit, and can be aggregated on project and programme level, should be listed here.**

It is recommended to carefully read the *Programme Intervention Logic document*, which provides guidance on the Programme indicator system, including the descriptions of the types of actions. Project outputs must be coherent with Output requirements defined in the *Programme Intervention Logic document* and must be effective and realistic (it is possible to achieve them with given resources; i.e. time, partners, budget - and they are realistically based on the quantification provided).

⚠ POINT OF ATTENTION:

- For the target values, make **realistic and cautious estimation**, avoid over-optimistic projections, in order to avoid difficulties during project implementation, as **you will be required to provide evidence of the target you will have reached.**

C.5 Project results

Projects must **describe their contribution to the chosen Programme result indicators** and OSI (see *Annex 1 to the Call announcement – Thematic Descriptive Sheets*) linked to the Programme specific objective. To this end, it is important to refer to the *Programme Intervention Logic document*. Please note that the selected result indicators **need to be consistent with the output indicators defined for the WPs**. Special attention should be given to the logical correspondence between output and result indicators. Each output does not necessarily have to lead to a result but it is advised to select only the most relevant and important outputs to be connected to the relevant results therefore their number should not be overestimated. Project results must be effective and realistic (it is possible to achieve them with given resources; i.e., time, partners, budget - and they are realistically based on the quantification provided).

⚠ POINT OF ATTENTION:

Please be aware that result indicators have additional aspects compared to output indicators, which are often clearly required to be described to demonstrate the real impacts on the territories. For example, the output indicator RCO 83 refers to the number of strategies or action plans jointly developed within the project, whereas the corresponding result indicator RCR79 counts the number of joint strategies and action plans adopted and implemented during or after the project, thus not only developed. Targets should then be quantified coherently with concerned activities (deliverables) in the WP.



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C.6 Project Time Plan

Project Time Plan is an overview table that is automatically generated when all the thematic WPs have been defined and scheduled.

C.7 Project management

The purpose of this sub-section is to highlight **how the partnership envisages the implementation of the project**, taking into consideration the time and resources needed for coordination and administrative requirements. This sub-section includes the following questions to be answered thoroughly (refer also to the **Off-line Application Form template for OSIs** for more guidance needed to answer these questions):

C.7.1 How will you coordinate your project?

- a) Describe the management procedures, structures and internal coordination.
- b) Describe the financial management of the project and reporting procedures.
- c) Demonstrate to possess the capacity to coordinate, manage and monitor the project implementation, including financial management.

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

Describe the set-up and functioning of management structures that guarantee the proper implementation of the project (such as Steering Committee, PMU), but also the provision of a risks (including risks associated with investments) management plan including mitigation measures to address possible project's modifications, and an evaluation plan taking into account project's monitoring and assessment to determine its success and effectiveness.

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

The present text box must not contain additional communication activities since they must all be contained in the thematic WPs: only a summary of the communication approach, including how the communication function is used to transfer project results.

Moreover, In this text box the applicant should:

- a) demonstrate that the approach used and activities provided are relevant and sufficient to reach the target groups and stakeholders.
- b) Describe which continuous feedback mechanisms and evaluation measure are envisaged for the communication activities.
- c) Demonstrate that the specific requirements for OSI communication are respected and that the project communication ensure greater visibility of EU support.

Moreover, in this subsection a specific question is focused on Environmental sustainability:



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C.7.4 Do the actions proposed aim to achieve the environmental sustainability objectives of the area?

Before filling this text-box consult the detailed guidelines of the document "**SEA extract for beneficiaries**" in the programme website which will provide you with a numbers of suggestions related to the cultural and environmental sphere divided into types of interventions.

C.7.5 Cooperation criteria

Select all cooperation criteria that apply to your project and describe how you will fulfil them.

C.7.6 Horizontal principle

In the "description of contribution" you must list the specific, effective and measurable action you take to contribute to Horizontal principles contribution. Avoid general reference: only detailed descriptions and specific contribution will be positively assessed. Should be taken into consideration only contribution going beyond regulatory requirements. (please read carefully the **Annex1 to the Call announcement - Thematic Descriptive Sheet**).

- A specific mention must be made to the principle of **Sustainable development**. Applicant should list and explain, in the "description of contribution" box comment, all practices (effective and measurable) aimed to implement green public procurement, nature-based solutions, lifecycle costing criteria, circular economy and other standards beyond regulatory requirements (please read also the practices listed in **Programme Implementation Manual/Greening principles** for tips).

C.8 Long-term plans

The C.8.2 **Durability** and **sustainability** of project outputs and results, as well as their C.8.1 **ownership** are important success factors of a project. Please describe the sustainability provisions you have foreseen beyond the project end by referring to the specific outputs and results considering that the durability and sustainability of Investments is already tackled in the "Investment" section. In other words: are there foreseen **long-term arrangements, agreements for cooperation, maintenance** (including the ICT tools/web platforms)?

The project needs to consider for the durability of outputs and results the following three dimensions of sustainability:

- **Financial sustainability:** i.e. the financing of follow-up activities, leverage of funds, resources for covering future operating and maintenance costs, etc.;
- **Institutional sustainability:** i.e., the "ownership" of project outputs and results that ensures that these will stay in place after the project end;
- **Political sustainability:** i.e., the structural impact of project outputs and results, such as improved policies, legislation, plans, codes of conduct, methods, etc.

The C.8.3 **Transferability/replicability** means the degree to which project outputs and results can be tailored to facilitate their take-up by new target groups or rolled out in other territories beyond the partnership. Outputs and results as well as related knowledge that will be created in the project should



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be easily applicable, transferable and usable in other organisations, regions, and countries outside the partnership.

Describe whether and through which concrete actions the project intends to contribute to the effective transferability of results and promote the re-use of the produced outputs towards new and additional target groups/territories, including, if applicable, through the involvement of Associated Partners (who can facilitate this process, for example, by serving as potential re-users during or after the project).



D. Project Annexes

Before submitting the proposal, the LP must ensure that all mandatory annexes required by the Application Package are included in Jems. Only the following annexes must be uploaded in Jems:

- 1) **Application Form signed** (digitally or handwritten) by the Legal Representative/ Delegated person.
- 2) **LP Declaration signed** (digitally or handwritten) by the Legal Representative/ Delegated person. Use only the official format you find in the application package.
- 3) **PP Declaration signed** (digitally or handwritten) by the Legal Representative/ Delegated person. Use only the official format you find in the application package.
- 4) **AP Declaration signed** (digitally or handwritten) by the Legal Representative/ Delegated person (if applicable). Use only the official format you find in the application package.
- 5) **Valid Identity Cards document** (only in presence of handwritten signed AF and/or Declarations) Front/back side of the ID card.
- 6) **Delegation act** (only in case the AF and/or Declarations are not signed by the LR⁵).
- 7) **Documents related to the Investment section** (Permits, Authorization, in general all mandatory supporting documents) Upload them in Jems if available at the time of submission.
- 8) **Documents related to the DNSH** (DNSH documentation signed⁶) Upload all required Declarations and Annexes in Jems.
- 9) **Bank reference letter** (only in case of private partner) indicating the “Degree of trust” between the applicant and the banking system and assuring the financial reliability of the organisation applying for the funds. No other financial documents are to be uploaded.
- 10) **For each LP and PP** (except the assimilated partners): **official documentation** (e.g. through a public register or equivalent) demonstrating that the official seat or seat of operations **is in the Programme area**.
- 11) **For LP**: documental evidence (abstract of the legal statute, establishment act or equivalent public document) that the **LP belongs to typologies of partners listed in the table “Eligible organization typology”** paragraph 7 of the Call.
- 12) **For OSI Priority 1 proposals**: document describing the needs analysis, activities definition and estimation of costs as required in the Annex 2 to the Call announcement – Guidance on Aid Schemes for Priority 1.

⁵ See paragraph “Contact/ POINT OF ATTENTION”

⁶ Read carefully the “DNSH procedure” guidelines.



⚠ POINTS OF ATTENTION:

- **Lack of signed AF or of the LP Declaration leads to ineligibility of the proposal.**
- **Read carefully the “Manual for Submitting Project Application in Jems” before submitting the proposal.**
- **It is strongly recommended for the applicants to have a consultation with the JS before the finalisation and submission of the proposal.**



Annex 1 - Classification of type of partners and target groups

Nr	Main categories	Examples	Measurement unit
1	Local public authority	municipality, etc.	[No. of organisations]
2	Regional public authority	regional council, etc.	[No. of organisations]
3	National public authority	ministry, etc.	[No. of organisations]
4	Sectoral agency	local or regional development agency, environmental agency, energy agency, employment agency, etc.	[No. 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.	[No. of organisations]
6	Interest groups including NGOs	international organisation, trade union, foundation, charity, voluntary association, club, etc.	[No. of organisations]
7	Higher education and research organisations	university faculty, college, research institution, RTD facility, research cluster, etc.	[No. of organisations]
8	Education/training centre and school	primary, secondary, pre-school, vocational training, etc.	[No. of organisations]
9	Enterprise, except SME		[No. of enterprises]
10	SME	micro, small, medium	[No. of SMEs]
11	Business support organisation	chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc.	[No. of organisations]
12	EGTC		[No. of organisations]
13	International organisation, EEIG	under national law, under international law	[No. of organisations]
14	General public ⁷		[No. of people]
15	Hospitals and medical centres		[No. of organisations]
16	Other		

⁷ Relevant only for target groups.

