Guidelines for Applicants 2019

LIFE Climate Action "traditional projects"

PLEASE NOTE:

Call 2019 for Life Climate Action remains a <u>One-Stage Process</u>

The current guidelines apply to the preparation of project proposals to be submitted to the Contracting Authority under the LIFE sub-programme for Climate Action. They are intended to help the applicant prepare the content of the project proposal.

This document only applies to this call for LIFE project proposals ("LIFE 2019"). Furthermore, these guidelines only concern applications for the following types of "traditional" projects in the priority area *Climate Action*: "pilot projects", "demonstration projects" and "best practice projects", as well as "information, awareness and dissemination projects". Separate guidance documents are available on the LIFE web page for other components of the LIFE 2019 call.

The document LIFE Orientation Document provides guidance to applicants on how to identify the most suitable LIFE sub-programme and priority area under which they could submit their proposal. This document also discusses the distinctions between LIFE and other EU direct funding programmes: https://ec.europa.eu/easme/en/section/life/calls-proposals

The current guidelines are part of the call for proposals application package 2019 which also includes the following documents that should be carefully read before submitting a LIFE proposal:
- Guide for the evaluation of Climate Action LIFE project proposals 2019
- Model LIFE Grant Agreement with Special and General Conditions

Applicants are invited to read the present guidelines in conjunction with the model Grant Agreement, as well as the financial rules applicable to the general budget of the Union:
http://ec.europa.eu/budget/biblio/documents/regulations/regulations_en.cfm

What's new in 2019

1. New Climate Action work areas for the Call 2019

Applicants must submit their proposals to the Contracting Authority via eProposal before **16:00 Brussels local time** on **12 September 2019.**

1. Introduction to LIFE

1.1 What is LIFE?

LIFE is the European Programme for the Environment and Climate Action, for the period from 1 January 2014 until 31 December 2020. The legal basis for LIFE is Regulation (EU) No 1293/2013 of the European Parliament and of the Council of 11 December 2013,[1] (hereinafter "the LIFE Regulation").

The LIFE Programme is structured in two sub-programmes: the sub-programme for environment and the sub-programme for climate action.

The **sub-programme for environment** covers three priority areas:

- ***LIFE Environment and Resource Efficiency***
- ***LIFE Nature and Biodiversity***
- ***LIFE Environmental Governance and Information***

The thematic priorities for each priority area are further described in Annex III to the LIFE Regulation.

The **sub-programme for climate action** covers three priority areas:

- ***LIFE Climate Change Mitigation***
- ***LIFE Climate Change Adaptation***
- ***LIFE Climate Governance and Information***

The overall financial envelope for the implementation of the LIFE Programme is EUR 3.457 Billion, 75% of which is allocated to the sub-programme for environment (EUR 2,592,491,250) and 25% of which is allocated to the sub-programme Climate Action (EUR 864,163,750).

According to Article 17(4) of the LIFE Regulation, at least 81% of the total budget shall be allocated to projects supported by way of action grants or, where appropriate, financial instruments.

The second LIFE Multiannual Work Programme covering the period 2018-2020 foresees a budget of EUR 413,25 million for the sub-programme for climate action.[2]

1.2 "Traditional" projects

Article 2 of the LIFE Regulation defines the various types of projects which may be supported by the LIFE 2014-2020 programme.

[1] Regulation (EU) No 1293/2013 of the European Parliament and of the Council of 11 December 2013, published in the Official Journal L 347/185 OF 20 December 2013 http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:347:0185:0208:EN:PDF

[2] Commission Implementing Decision of 12 February 2018 on the adoption of the LIFE multiannual work programme for 2018-2020, OJ L39 of 13 February 2018, p.11; https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32018D0210

The "traditional" types of projects are:

- "pilot projects" meaning projects that apply a technique or method that has not been applied or tested before, or elsewhere, and that offer potential environmental or climate advantages compared to current best practice and that can subsequently be applied on a larger scale to similar situations;
- “demonstration projects” meaning projects that put into practice, test, evaluate and disseminate actions, methodologies or approaches that are new or unknown in the specific context of the project, such as the geographical, ecological and socio-economic context, and that could be applied elsewhere in similar circumstances;
- “best practice projects” meaning projects that apply appropriate, cost-effective, state-of-the-art techniques, methods and approaches taking into account the specific context of the project;
- "information, awareness and dissemination projects" meaning projects aimed at supporting communication, dissemination of information and awareness raising in the fields of the sub-programmes Environment and Climate Action.

The following table summarizes which type of project may be submitted to which priority area within the sub-programme for Climate Action:

Priority Area	**Types of Action Grant Projects Eligible**	**Indicative budget Call 2019**
Climate Change Mitigation	Best practice, demonstration, and pilot projects	29.5 Mio EUR
Climate Change Adaptation	Best practice, demonstration, and pilot projects	24.0 Mio EUR
Climate Goverance and Information	Information, awareness and dissemination projects	4.2 Mio EUR

The total amount available for co-financing action grants for all types of "traditional" projects under the climate action sub-programme is indicatively set at EUR 57.7 Mio. This allocation is indicative, and subject to the actual number of proposals under each priority area. In the exceptional case, that there would not be a sufficient number of projects passing the quality threshold in one of these three broad categories the allocation of funds would be adjusted accordingly.

Projects financed by the LIFE Programme under one priority area shall avoid undermining environmental or climate objectives in another priority area and, where possible, promote synergies between different objectives as well as the use of green procurement.

1.3 How, where and when to submit a proposal?

Applicants for LIFE funding for action grant projects must submit their proposals using the web tool eProposal available via the LIFE web page.

The application tool contains all administrative (A), technical (B and C) and financial (F) forms required, and functionalities to attach relevant documents (maps, photos, diagrams, graphs, mandatory administrative and financial annexes). For details regarding the application forms, please refer to section 3 of this document. For details regarding the use of the eProposal tool, please refer to Annex 3 of this document.

Applicants must submit their proposals to the Contracting Authority via eProposal before **16:00 Brussels local time** on **12 September 2019.**

The proposal can be modified, validated and (re)submitted as many times as needed until the deadline. You are recommended to submit your draft(s) regularly during the entire submission period to avoid last minutes issues with your internet connection or other IT related failures. Each subsequent submission overwrites the previously submitted version (earlier versions are not archived and are therefore not available anymore).

The Executive Agency for Small and Medium-sized Enterprises (EASME) of the European Commission is the Contracting Authority for the proposals covered by these guidelines.

When preparing the proposal, the applicants may wish to consult the relevant LIFE National Contact Point for further information; the complete list of the names and contact addresses of the national/regional authorities for LIFE in the Member States can be found on the LIFE website at

https://ec.europa.eu/easme/en/section/life/life-national-contact-points

1.4 How will LIFE projects be selected?

The technical methodology for the project selection procedure and the selection and award criteria are described in section 5 of the LIFE multiannual work programme for 2018-2020. For a detailed description of how this procedure will be implemented, please refer to the '*LIFE Climate Action Guidelines for evaluation of project proposals 2019*'.

Very important:
Please note that the e-mail address specified by the applicant as the contact person's e-mail address in form A2 will be used by the Contracting Authority as the single contact point for all correspondence with the applicant during the evaluation procedure. It should therefore correspond to an e-mail account which is valid, active and checked on a daily basis throughout the duration of the evaluation procedure.

The individual grant agreements are expected to be signed by the Contracting Authority in May 2020. The earliest possible starting date for projects is **1 June 2020** (detailed timetable in Annex 1).

1.5 General Guidance to Applicants

The current chapter replies to some frequently asked questions on how to conceive a LIFE project proposal, applicable to all three priority areas of LIFE Climate Action. For specific guidelines on policy priorities, see section 2; for recommendation on how to fill in the technical and financial forms, please refer to section 3 of this document.

1.5.1 In which language may the proposal be submitted?

The Contracting Authority strongly recommends that applicants fill in the technical part and especially the financial part of the proposal in clear English, although proposals may be submitted in any of the official EU languages, except Irish.

The title of the proposal and form B1 ("Summary description of the project") must always be submitted in English. Form B1 may, **in addition,** also be submitted in the language of the proposal.

Note that the grant agreement, project management, formal reporting, key deliverables and all communication with the Contracting Authority will have to be in English.

1.5.2 Who may submit a proposal?

A proposal may be submitted by any legal person registered in the European Union.

Entities participating in the proposal may fall into three types of beneficiaries: (1) *public bodies*, (2) *private commercial organisations* and (3) *private non-commercial organisations* (including non-governmental organisations, NGOs).

The term "public bodies" is defined as referring to national public authorities, regardless of their form of organisation – central, regional or local structure – or the various bodies under their control, provided these operate on behalf of and under the responsibility of the national public authority concerned. In the case of entities registered as private law bodies wishing to be considered for the purpose of this call as equivalent to "public law bodies", they should provide evidence proving that they comply with all criteria applicable to bodies governed by public law and in the event the organisation stops its activities, its rights and obligations, liability and debts will be transferred to a public body. For a complete definition, please refer to the annex "Public body declaration", which must be completed by all beneficiaries which wish to be considered and treated as a 'public body'. The only exception concerns those central (e.g.: Ministry) and local administrations (e.g.: Provinces, Municipalities, Regions, etc.) whose nature of 'public body' is clear.

Please note that so called 'Sole traders' (i.e. entities owned and run by one individual and where there is no legal distinction between the owner and the business) are considered natural persons and are therefore not eligible to participate as beneficiary or affiliate in this call.

Please refer to the *'LIFE Climate Action Guidelines for evaluation of project proposals 2019'* for full details regarding the compulsory administrative documents which are required with the proposal depending on the legal status of the coordinating beneficiary.

Once a proposal has been accepted for co-funding, the applicant will become the **coordinating beneficiary** who is responsible for ensuring the implementation of the project. The coordinating beneficiary will be the single point of contact for the Contracting Authority and will be the only beneficiary to report directly to the Contracting Authority on the project's technical and financial progress.

The coordinating beneficiary receives the EU financial contribution from the Contracting Authority and ensures its distribution as specified in the partnership agreements established with the associated beneficiaries (if there are any – see below). The coordinating beneficiary must be directly involved in the technical implementation of the project and in the dissemination of the project results.

The coordinating beneficiary must bear part of the project costs and must thus contribute financially to the project budget. It cannot therefore be reimbursed for 100% of the costs that it incurs.

The coordinating beneficiary must show its legal status (by completing application form A2) confirming legal registration in the EU.

In addition to the coordinating beneficiary, a LIFE proposal may also involve one or more associated beneficiaries and/or one or more project co-financers.

An **associated beneficiary** may be legally registered outside the European Union, provided that the coordinating beneficiary is based in the EU. In order to be considered as associated beneficiary the entity shall be responsible for carrying out actions outside the EU and those actions must be necessary to achieve EU environmental objectives and to ensure the effectiveness of interventions carried out in the Member State territories to which the Treaties apply. In other words, the participation of an entity established outside the EU that will only contribute with the know-how or will collaborate to implement actions in the EU will not be considered as sufficient. The associated beneficiary must always contribute technically to the proposal and hence be responsible for the implementation of one or several project actions. An associated beneficiary must also contribute financially to the project. Furthermore, it must provide the beneficiary with all the necessary documents required for the fulfilment of its reporting obligations to the Contracting Authority.

There is no pre-defined number of associated beneficiaries to be involved in a LIFE proposal. A proposal that is submitted without any participant other than the coordinating beneficiary itself is eligible. Beside this, a beneficiary should not hesitate to associate other beneficiaries, if this would bring an added value to the project, such as when the partnership strengthens the feasibility or the demonstration character of the proposal, its European added value, its impacts and/or the transferability of its results and lessons learnt.

Public undertakings whose capital is publicly owned and which are considered an instrument or a technical service of a public administration, and which are subject to the public administration's control, but are in effect separate legal entities, must become beneficiaries if a public administration intends to entrust the implementation of certain project actions to these undertakings.[3]

All associated beneficiaries must show their legal status (by completing application form A5), and provide full information on the EU Member State or third country in which they are registered. In addition, all beneficiaries whether registered or not in the EU must declare that

[3] This is the case for example in Spain for "empresas públicas" such as TRAGSA or EGMASA, and in Greece for regional development agencies.

they are not in any of the situations foreseen under Article 136(1), 136(4) and 141 of the EU Financial Regulation[4] (by signing the application form A3 or A4 – see instructions in section 3 of this document).

For private entities, the Contracting Authority may accept that **affiliated entities to a beneficiary** participate in a project as long as all conditions listed in the Model Grant Agreement and its Annex X (Financial and Administrative Guidelines) are fulfilled. However, the association of entities as affiliates may complicate the project structure and thus have a negative impact on the technical and financial coherence of the project. It is therefore entirely in the Contracting Authority's administrative discretion to accept affiliates, and in no case will affiliated entities be accepted for public entities or entities that do not comply with the description of affiliated entities hereafter.

Affiliated entities need to comply with the eligibility and exclusion criteria applying to applicants and should have a structural link with the beneficiary concerned (i.e. a legal or capital link) that is neither limited to the project nor established for the sole purpose of the project implementation (so the link would exist independently of the award of the grant; it should exist before the call for proposals and remain valid after the end of the project).

As affiliated entities could be accepted those directly controlled by the beneficiary (i.e. daughter companies or first-tier subsidiaries), entities controlling the beneficiary (mother company) OR in case of Memberships, the beneficiary has to be legally defined as a network, federation, association in which the proposed affiliated entities participate. **However, if several beneficiaries want to work with the same 'affiliate', the 'affiliate' should be proposed as 'beneficiary' instead.**

If you consider using young volunteers for specific actions, please consider applying for the European Solidarity Corps calls. The European Solidarity Corps (ESC) is conceived to offer young people between 18 and 30 in Europe the chance to support a non-governmental organisation (NGO), local authority or private company active in addressing challenging situations across the European Union. In 2019 additional emphasis is placed inter alia on response to environmental and climate challenges, including disaster prevention, preparedness and recovery (excluding immediate disaster response). For further information:

https://europa.eu/youth/solidarity/organisation_info_en

A **project co-financer** only contributes to the project with financial resources, has no technical responsibilities, and cannot benefit from the EU financial contribution. Furthermore, it cannot act, in the context of the project, as a sub-contractor to any of the project's beneficiaries.

For specific tasks of a fixed duration, a proposal may foresee the use of **sub-contractors**. Sub-contractors provide external services to the project beneficiaries who fully pay for the services provided. Beneficiaries (including their affiliated entities) may not act as sub-

[4] Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012, OJ L 193, 30.7.2018, p. 1

contractors. Sub-contractors should normally not be identified by name in the proposal; if they are, the General Conditions of the Model LIFE Grant Agreement must still be respected.

For a more detailed description of the respective rules related to the coordinating beneficiary, associated beneficiaries affiliates, co-financers and sub-contractors, please refer to the General Conditions of the Model LIFE Grant Agreement.

For British applicants: Please be aware that eligibility criteria must be complied with for the entire duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of Article II.17.3 of the Grant Agreement.

1.5.3 What is the optimal budget for a LIFE project?

There is no fixed minimum size for project budgets. While large ambitious projects (i.e. over EUR 5 million total costs) have been financed several times in the past, small projects (i.e. below EUR 500,000 total costs) have seldom succeeded due to the limited output and consequently the low added value.

Applicants for Climate Action Information and Governance projects are advised to ensure that the scale (and the budget) of the proposed actions is sufficiently large to ensure that the project achieves meaningful results with a significant EU added value.

1.5.4 What is the maximum rate of EU co-financing under LIFE?

For the duration of the second LIFE multiannual work programme for 2018-2020, the maximum EU co-financing rate for 'traditional' LIFE projects is 55% of the total eligible project costs.

The payment schedule foreseen is the following:

	1st pre-financing	Further pre-financing(s)	Final payment
No Mid-term report (for projects with a duration of 24 months or less and where the Union contribution is less than or equal to EUR 300,000)	70%	0%	max. 30%
One Mid-term report (for projects with a duration exceeding 24 months or where the Union contribution exceeds EUR 300,000)	30%	40%	max. 30%
Two Mid-term reports (Upon request of the coordinating beneficiary and only in case of projects with a duration of 48 months and where the Union contribution exceeds EUR 4,000,000)	30%	20%	max. 30%

1.5.5 How much should project beneficiaries contribute to the project budget?

The coordinating beneficiary and any associated beneficiaries are expected to provide a reasonable financial contribution to the project budget. A beneficiary's financial contribution is considered as a proof of its commitment to the implementation of the project objectives – a very low financial contribution may therefore be considered as an absence or lack of commitment.

A proposal will be rejected if the financial contribution of any of the beneficiaries to the proposal budget is EUR 0.

Moreover, where public bodies are involved as coordinating and/or associated beneficiaries in a project, the sum of their financial contributions to the project budget must exceed (by at least 2%) the sum of their salary costs charged to the project for personnel who are not considered 'additional'. For details, please refer to section 3.4 of this document.

1.5.6 What is the optimal starting date and duration for a project?

When preparing the project's time planning, beneficiaries should be aware that the expected date of the signature of the grant agreements for the LIFE 2019 projects will be during May 2020. The earliest possible starting date for these projects is **1 June 2020**. Any costs incurred before the project's starting date will not be considered eligible and cannot be included in the project budget.

There is no pre-determined project duration for a LIFE project. The project duration must correspond to what is necessary to complete all of the project's actions and to reach all its objectives. Most projects last between 2 and 5 years.

Only under exceptional circumstances, the Contracting Authority may decide to grant an extension of the project duration. The experience of the previous LIFE Programmes has shown that many projects had difficulties completing all actions within the proposed project duration, mostly due to unforeseen delays and difficulties encountered during the project. Beneficiaries are therefore strongly advised to build an appropriate safety margin (for example 6 months) into the timetable of their proposal.

Beneficiaries should also be aware that a project that has completed all of its actions prior to the expected end date can submit its final report ahead of schedule and receive its final payment before the official project end date mentioned in the grant agreement.

1.5.7 Where can a LIFE project take place?

LIFE projects shall take place in the territory of the European Union Member States. The LIFE Programme may also finance activities outside the EU and in overseas countries and territories[5] (OCTs), provided that the coordinating beneficiary is based in the EU and strong evidence is provided that the activities to be carried out outside the EU are necessary to achieve EU climate objectives and to ensure the effectiveness of interventions carried out in the Member State territories to which the Treaties apply (for example, actions implemented on a trans boundary river). Please note that this is clearly an exception as normally actions

[5] in accordance with Article 6 of the LIFE Regulation and Decision 2001/822/EC (the Overseas Association Decision)

should be carried out in the EU. However, when the problem at stake cannot be addressed successfully or efficiently unless actions are carried out also in non-EU countries, this will be possible. Qualitative and quantitative evidence to justify the need for those actions outside the EU must be given in the description of each of these actions in the relevant forms.

1.5.8 Who should manage a LIFE project?

It is expected that the project management is carried out by the staff of the coordinating beneficiary. However, on the basis of an appropriate justification it may be carried out by a sub-contractor under the coordinating beneficiary's direct control. Any other arrangements for the project management would have to be adequately explained and justified. Very often a proper project management implies the involvement of a full-time project manager for a smooth coordination and implementation of the project.

The proposal should clearly describe who will be in charge of the project management, how much personnel and time will be devoted to this task and how and by whom decisions on the project will be made during the project period (i.e. how and by whom the project management will be controlled).

1.5.9 Outsourcing of project activities

The beneficiaries should demonstrate the technical and financial capacity and competency to carry out the proposed project activities. It is therefore expected that the share of the project budget allocated to external assistance should remain below 35%. Higher shares may only be accepted if an adequate justification for this is provided in the project proposal.

The General Conditions of the Model LIFE Grant Agreement must be respected for any external assistance.

In line with Article 19(3) of the Regulation, beneficiaries (public and private) are strongly advised to use "green" procurement. The European Commission has established a toolkit for this purpose. More information can be found at
http://ec.europa.eu/environment/gpp/toolkit_en.htm.

1.5.10 Under which conditions does LIFE favour transnational projects?

The LIFE Regulation indicates that, while selecting the projects to be co-funded, the Contracting Authority shall have special regard to transnational projects, when transnational cooperation is essential to guarantee climate objectives. On the basis of award criterion 6, additional points will be given to a proposal if there is sufficient evidence for an added value of the transnational approach. If such evidence can be provided, the proposal will be considered for a higher scoring in the project selection process and will therefore have a higher chance of being selected for co-funding.

N.B.: The meaning of "transnational" as foreseen in the LIFE Regulation only covers cooperation among Member States as well as cooperation among Member States and third countries participating in the LIFE Programme under article 5 of the LIFE Regulation. Activities outside the Union or in overseas countries and territories, while possible as foreseen under article 6 of the LIFE Regulation, will not entail additional points under award criterion 6.

1.5.11 How elaborated should a LIFE proposal be?

A proposal should be as concise and clear as possible. Applicants should avoid voluminous proposals.

Clear and detailed descriptions should be provided for all project actions. Maps should be annexed wherever this would be useful to clarify the location of the proposed actions.

Brochures, CVs and similar documents should not be submitted and will be ignored if provided.

1.5.12 Ongoing activities

Actions already ongoing before the start of the project are not eligible.

Where actions to be undertaken in the project are significantly different from previous or ongoing activities in terms of frequency or intensity they are not considered ongoing. The applicant must provide adequate information in the proposal that allows assessing this aspect.

Exceptionally, in case of actions that were undertaken and completed in the past and that are proposed to be repeated at a similar frequency or intensity during the project, the applicant must provide evidence that such actions would not have been carried out in the absence of the LIFE project.

1.5.13 Sustainability of the project and its actions

LIFE projects represent a considerable investment, and the European Union attaches great importance to the long term sustainability of these investments. The sustainability of the project results in the medium and long term is understood as the capacity to maintain them after project implementation, be it by continuation, by replication or by transfer. It is obligatory that throughout the duration of the project, the beneficiaries consider how these investments will be secured, maintained, developed and made use of or replicated/transferred during or after the end of the project. Successful continuation, replication and/or transfer require a strategy including tasks to multiply the impacts of the projects' solutions and mobilise a wider uptake, reaching a critical mass during the project and/or in a short and medium term perspective after the end of the LIFE project. This goes beyond transfer of knowledge and networking, and involves putting the solutions developed and/or applied in the project into practice beyond the project period, elsewhere or for a different purpose.

All proposals, including those submitted by public authorities, non-profit organisation and research and development agencies, should include a thorough replication and transferability strategy with respective activities and deliverables. The chosen technical scale and foreseen output should clearly allow the implementation and/or continuation of the proposed solution in order to deliver clear, substantial, ambitious and credible climate action related benefits already during the implementation of the project and further 3/5 years after it. Typical projects will have to develop a compulsory replication and transfer plan.

LIFE finances "close-to-market projects

LIFE has financed close-to-market projects since its start in 1992, and many of those are today best available technologies or normal products available for producers and consumers.

Hence, proposals aiming at piloting or demonstrating technical solutions for reducing greenhouse gas emissions or adapting to climate change through eco-innovation, bio-economy, circular economy, innovative technologies and other means are encouraged to present "close-to-market" projects. Such proposals should build on best available technologies and advance the technology readiness levels towards industrial and commercial scale. Industrialisation and commercialisation can already start during the LIFE project, and it should be supported by a credible business strategy, including, for example, market analyses, economic feasibility, a business model, market positioning and competitors, distribution channels, and potential investment. . The development of a credible business plan as well as a replication and transferability plan are compulsory deliverables for close-to-market projects.

For further guidance or for examples of typical activities of close-to-market projects, please see Chapter 2.3.1 of the "Guidelines for applicants 2019: LIFE Environment and Resource Efficiency".

1.5.14 Research activities and large infrastructure

Whereas EU funding for research activities is provided under Horizon 2020 – the Framework Programme for Research and Innovation (2014–2020)[6], limited research aimed to improve and enhance the knowledge data underpinning the project may be carried out within a LIFE project. Research must be strictly limited and intrinsically related to the project's objectives. The applicant shall explain in detail how the proper implementation of the project relies on these research activities, showing that the existing scientific basis is insufficient, and how the additional knowledge will be used to implement the project actions and reach the objectives. In such a case, scientific publications are considered important deliverables of the project.

Projects dedicated to the construction of large infrastructure do not fall within the scope of the LIFE Programme and are therefore not eligible. A project is considered to be dedicated to the construction of large infrastructure if the cost of a "single item of infrastructure" exceeds EUR 500,000. A "single item of infrastructures" means all elements as described in form F4a that are physically bound to ensure the functionality of the infrastructural investment (e.g. pipes, foundations, or earth movements for blue-green infrastructure[7], building to host technical equipment, etc.). Such amount may be exceptionally exceeded if full technical justification is provided in the proposal demonstrating the necessity of the infrastructure for ensuring an effective contribution to the objectives of Articles 14, 15 or 16 of the LIFE Regulation.

[6] Regulation (EU) No 1290/2013 of the European Parliament and of the Council of 11 December 2013 laying down the rules for participation and dissemination in "Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020)" and repealing Regulation (EC) No 1906/2006 (OJ L 347, 20.12.2013, p. 81).

[7] Green infrastructure is a planned network of natural and semi-natural areas, which is designed and managed to deliver a wide range of ecosystem services and protect biodiversity. Green Infrastructure is made up of a wide range of different environmental features, from green roofs to floodplain green areas or free-flowing rivers. For more information, see http://ec.europa.eu/environment/nature/ecosystems/index_en.htm.
Blue-green infrastructure is applied in an urban context and places a greater emphasis on the management of stormwater.

1.5.15 Complementarity with other EU funding programmes

According to Article 8 of the LIFE Regulation, activities supported from the LIFE Programme must ensure consistency and synergies, and avoid overlap with other funding programmes of the Union. In particular, the Contracting Authority and the Member States must ensure coordination with the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development, the European Maritime and Fisheries Fund and Horizon 2020.

The LIFE Programme encourages the uptake of the results of environmental and climate-related research and innovation of Horizon 2020 in projects. Within this context, it offers co-financing opportunities for projects with clear environmental and climate benefits that ensure synergies between the LIFE Programme and Horizon 2020.

It is thus essential that, prior to submitting their proposal to the Contracting Authority, beneficiaries check thoroughly whether the actions proposed under their project in practice could be, or are, funded through other EU funds.

The beneficiaries must inform the Contracting Authority about any related funding they have received from the EU budget, as well as any related ongoing applications for funding from the EU budget. The beneficiaries must also check that they are not receiving on-going operating grants from LIFE (or other EU programmes) that would lead to double financing.

Failure to signal this in the appropriate form A7 might lead to rejection of the proposal.

Please note that this is an area of growing concern, evidence shows that an increasing number of similar or same proposals are submitted to various programmes. Increasingly severe checks and cross-checks are carried out by the contracting authority. Failure to declare that the same or a similar proposal has been submitted to another programme (or worst, already even partly financed) may have serious consequences.

1.5.16 Proposals following or based on previous LIFE projects

If the applicant is proposing a continuation of a previous LIFE project, he should clearly describe in form A7 why a further project phase is needed and how this will complement the results achieved with the previous project. The applicant should also explain when discussing sustainability (form B6), how a further continuation would be ensured with resources other than the LIFE programme. Last, but not least, in the description of every key action (C-forms) the applicant should provide precise information on how this action builds upon and complements the similar action carried out in the previous project phase.

Applicants should also show that they have taken into consideration other LIFE projects financed that addressed a similar issue. They will need to explain how their proposal builds upon or differs from the others and how it will coordinate with them if those projects are still on-going.

During the evaluation process these aspects will be carefully checked.

1.5.17 Quantification of climate action benefits

The improved performances/advantages introduced by the proposed solution must be quantified in terms of the expected climate action benefits. This must be done by clearly indicating what the chosen baseline is. Climate action benefits must be presented in a life-cycle approach where relevant and shall be clear, substantial, ambitious, as well as credible. In this regard, consistency shall be ensured between climate action benefits described in the relevant forms of the proposal and values reported in the table on LIFE Key project level indicators.

1.5.18 Coordination requirements for multiple proposals aimed at the same/similar issue

Evidence shows that an increasing number of proposals aimed at the same or at a similar issue are submitted, often in the same Member State.

To avoid such situations applicants are strongly encouraged to consult with National Contact Points (https://ec.europa.eu/easme/en/section/life/life-national-contact-points) to check whether the issue that they are targeting is being addressed already by other applicants. If this is the case, applicants are encouraged to seek cooperation to avoid possible overlaps and increase synergies.

1.6 Personal Data Protection

The personal data supplied with your proposal, notably the name, address and other contact information of the beneficiaries and co-financers, will be placed in a database named ESAP that will be made available to the EU Institutions and agencies, as well as to a team of external evaluators who are bound by a confidentiality agreement. ESAP is used exclusively to manage the evaluation of LIFE proposals.

The same personal data of successful projects will be transferred to another database called BUTLER, which will be made available to the EU Institutions and agencies and to an external monitoring team who are bound by a confidentiality agreement. BUTLER is used exclusively to manage LIFE projects.

A summary of each project, including the name and contact information of the coordinating beneficiary, will be placed on the LIFE website and made available to the general public. At a certain point the coordinating beneficiary will be invited to check the accuracy of this summary.

The list of successful beneficiaries and the relative amounts awarded to the projects selected will also be published in a public database called the Financial Transparency System[8].

The Contracting Authority, or its contractors, may also use the personal data of unsuccessful applicants for follow up actions in connection with future applications.

Throughout this process, data will be processed pursuant to Regulation (EC) No 2018/1725 on the protection of natural persons with regard to the processing of personal data by the EU institutions, bodies, offices and agencies. Unless indicated otherwise, the questions and any

[8] Financial Transparency System (FTS) - European Commission: http://ec.europa.eu/budget/fts/about_en.htm

personal data requested that are required to evaluate the application in accordance with the specifications of the call for proposal will be processed solely for that purpose by the Head of Unit Eco-innovation and LIFE of EASME.

Details concerning the processing of personal data are available on the privacy statement at: https://ec.europa.eu/easme/sites/easme-site/files/privacy-statement-calls-easme.pdf

Personal data may be registered in the Early Detection and Exclusion System by the EASME, should the beneficiary be in one of the situations mentioned in Articles 136 and 141 of Regulation (EU, Euratom) 2018/1046[1] For more information see the Privacy Statement on: https://ec.europa.eu/info/data-protection-public-procurement-procedures_en.

Submission of a proposal implies that you accept that the personal data contained in your proposal is made available as described above. It will not be used in any other way or for any other purposes than those described above.

Key elements of the proposal	Checklist
Identification of the problem	- Describe the problem and its root causes - Indicate who is affected by the problem – clarify who the target audience is and why the target group has been selected - Check whether the proposal fully and clearly respond to the LIFE Call requirements - Check in the database on the LIFE website to see whether similar projects have been undertaken in the same field and verify if similar solutions can be applied in the proposal
Description of the baseline – Form B.2	- Describe clearly the climate/environmental threads and awareness/communication challenges of the current situation <u>in the specific context targeted</u> - Provide quantitative and/or qualitative baseline data, including data of both climate action and awareness/communication challenges - Provide the source of information for data
Description of the objectives of the project	- Describe what the project will achieve (expected impacts), by whom and when - Fill in the excel indicators table with the expected Impact indicator and add other indicators, if appropriate - Clarify if/how and to what extent the results will be sustained after the end of the project
Description of the activities of the project	- Describe why the activity is needed (is it appropriate to achieve the expected results?), what the activity is about, by whom it will be carried out, when and what are the resources needed – budget, human resources and equipment - Check whether you have included concrete actions to replicate and transfer the results of your project - Describe clearly the logical link between the problem/baseline data, the actions and the expected results - Projects should not have negative impacts, for example impacts on environment and biodiversity. Where relevant, applicants may implement a full Life Cycle Analysis (LCA) and include it as a project deliverable - Include a strategy and related actions to ensure that results are sustained and used after the project ends

2. LIFE Climate Action

2.1 What is LIFE Climate Action?

LIFE Climate Action aims specifically to fulfil the following general objectives as set out in Article 3 of the LIFE programme:

- *to contribute to the shift towards a resource-efficient, low- carbon and climate-resilient economy;*
- *to improve the development, implementation and enforcement of Union climate policy and legislation;*
- *to act as a catalyst for, and promote, the integration and mainstreaming of climate objectives into other Union policies and public and private sector practice;*
- *to support better climate governance at all levels, including better involvement of civil society, NGOs and local actors.*

In October 2014 the European Council[9] set the 2030 climate and energy policy framework for the EU setting an ambitious economy-wide domestic target of at least 40% greenhouse gas emission reduction for 2030, as well as renewable energy and energy efficiency targets of at least 27%. The Paris Agreement indicates the EU's approach: implementing the 2030 energy and climate framework as agreed by the European Council is a priority in follow up to the Paris Agreement.

As indicated in the EU Regulation of the European Parliament and of the Council on the establishment of the LIFE Programme[10] "specific approaches are required to deal with uneven integration of their objectives into Member States' practices, uneven and inadequate implementation of the legislation in the Member States, and insufficient dissemination of information about, and promotion of, policy goals.

Projects under this call for proposals should **support the implementation of the EU's climate policy and prepare the EU for the climate action challenges** in the coming years. The “Framework strategy for a resilient Energy Union with a forward-looking climate change policy”[11] and the Commission Communication of 15 December 2011 entitled "A Roadmap for moving to a competitive low carbon economy in 2050" (the "Roadmap 2050") acknowledged that testing new approaches to climate change mitigation would remain essential for moving to a low-carbon economy. The Resource Efficient Europe flagship initiative supports the shift towards a resource-efficient, low-carbon and climate resilient economy to achieve sustainable growth, providing a long-term framework for actions in many policy areas, including climate change and energy. Moreover, effective uptake of adaptation to climate change, as a cross-cutting Union priority, also needs to be ensured as acknowledged in the Commission Communication "An EU Strategy on adaptation to climate change"[12]. In addition, improved governance, in particular through awareness raising, capacity building and stakeholders' involvement, is essential to deliver climate objectives.

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9 European Council conclusions of 24 October 2014.
10 Recital (3) of Reg. No. 1293/2013
11 COM(2015)80 final
12 COM/2013/0216 final

Therefore, the sub-programme for Climate Action requires **projects to contribute to one** of the following three priority areas:

- Climate Change Mitigation,
- Climate Change Adaptation and
- Climate Governance and Information.

Projects must choose which priority area they contribute to and indicate this in the application form in eProposal. It is encouraged, where relevant, for projects to contribute to **more than one of those priority areas**.[13]

With a view to optimising the use of LIFE Programme resources, links between actions under the LIFE sub-programme for Environment and climate change mitigation and adaptation measures under the LIFE sub-programme for Climate Action should be fostered.[14,15] (for example, climate change adaptation and biodiversity should be promoted, wherever relevant; for forests and soil, water scarcity and droughts, as well as management of flood risks; CO_2 savings and air quality; etc.). The LIFE Regulation and the EU Adaptation Strategy, highlight ecosystem-based approaches to adaptation. As this approach clearly results in multiple benefits, applicants should determine whether the proposal is geared, from its initial conception and design, towards adaptation to climate change or towards nature conservation, and thus apply for the relevant subprogramme of the LIFE Programme. Examples of this may include proposals concerning peatland restoration, coastal realignment or river floodplain restoration. Projects in urban areas can also promote benefits on both climate change adaptation and mitigation, in addition to environmental policies. Examples of this may include proposals concerning thermal insulation of buildings, green infrastructure and water savings.

Solutions, methods and approaches developed by projects under the LIFE sub-programme for Climate Action should be suitable to be scaled up and supported by private investments, other Union or national funding programmes, as well as financial instruments, where applicable.

Projects in one priority area that might undermine environmental or climate objectives in another priority area will not be funded unless this impact is clearly explained and justified in the proposal and the possible alternatives and mitigation and adaptation measures have been correctly planned if appropriate.

The experience of past LIFE programmes has highlighted the need to focus efforts on concrete environmental and climate policy priorities and areas for action. Those thematic priorities should not be exhaustive to allow applicants to submit proposals in other areas and to incorporate new ideas to react to new challenges.[16] In line with the general objective of the LIFE Regulation, the project applications are especially encouraged to address specific climate challenges **in each of the three priority areas, which are outlined below in the form of EU policy areas and work areas.**

[13] Recital (18) of Reg. No. 1293/2013
[14] Recital (16) of Reg. No. 1293/2013
[15] Recital (17) of Reg. No. 1293/2013
[16] Recital (36) of Reg. No. 1293/2013

2.2 What are Climate Action projects?

According to the LIFE Regulation, *LIFE Climate Change Mitigation and Climate Change Adaptation* projects must be pilot, demonstration or best practice projects:

- **Pilot project** means projects that apply a technique or method that has not been applied or tested before, or elsewhere, that offers potential environmental or climate advantages compared to current best practice and that can subsequently be applied on a larger scale to similar situations. These projects aim to assess the effectiveness of the method, to inform other stakeholders of the results and to encourage them where appropriate to use the techniques and methods successfully tested in the project.

  Note that the application of an established solution action/methodology in a particular geographical region where it has not been applied before is not considered to be a "pilot" activity but a "demonstration" activity.

- **Demonstration project** means projects that put into practice, test, evaluate and disseminate actions, methodologies or approaches that are new or unknown in the specific context of the project, such as the geographical, ecological, socio-economic context, and that could be applied elsewhere in similar circumstances. In order to achieve the required EU added value, they must be designed to demonstrate whether or not the target techniques and methods work in the project's context. A successful demonstration project is available to all potential stakeholders and aims to encourage other stakeholders to use the techniques and methods demonstrated in the project. Demonstration projects may have a higher EU added value if they take place on a national or transnational level, rather than on a local scale.

  As regards the **demonstration scale**, the project should be implemented on a technical scale that allows the evaluation of the technical and economic viability of the proposed pilot on a larger scale. The proposal must justify the choice of scale for the project in the light of the above. In particular, for projects developing decision support systems, planning tools or the like, <u>there has to be a specific project action implementing the tool</u> to demonstrate its technical and economic viability and to enable a **comparison with the baseline situation**.

  Note that the application of an established best practice action/methodology in a particular geographical region where it has not been applied before is considered to be a "best practice" activity.

- **Best practice project** means projects that apply appropriate, cost-effective and state-of-the-art techniques, methods and approaches taking into account the specific context of the project. They are available to all potential stakeholders to adopt and illustrate how this can be done.

According to the LIFE Regulation, *LIFE Climate Governance and Information* are:

- **Information, awareness and dissemination projects** aiming at supporting communication, dissemination of information and awareness raising in the fields of the sub-programmes for Environment and Climate Action. They must especially serve one or more of the general objectives of the Climate Governance and Information priority area, in accordance with Article 16 of the LIFE regulation. Projects aiming to enhance climate governance and capacity building are strongly encouraged.

All projects need to contribute to the general objectives of the LIFE programme according to Article 1 of the LIFE Regulation. This means that the climate advantages demonstrated by the project need to have a clear intended application and a potential impact towards achieving a low emission and climate resilient society and/or the integration of climate objectives into the public and private sector.

In order to achieve the required EU added value, the monitoring, evaluation and active dissemination of the main project results and/or lessons learnt should be an integral part of the project and its follow up.

2.3 Priority Area: Climate Change Mitigation

2.3.1 General scope and objectives

The LIFE Regulation states that to contribute to the reduction of greenhouse gas emissions the priority area of Climate Change Mitigation has in particular the following specific objectives[17]:

- to contribute to the implementation and development of Union policy and legislation on climate change mitigation, including mainstreaming across policy areas, in particular by developing, testing and demonstrating policy or management approaches, best practices and solutions for climate change mitigation;
- to improve the knowledge base for the development, assessment, monitoring, evaluation and implementation of effective climate change mitigation actions and measures and to enhance the capacity to apply that knowledge in practice;
- to facilitate the development and implementation of integrated approaches, such as for climate change mitigation strategies and action plans, at local, regional or national level;
- to contribute to the development and demonstration of innovative climate change mitigation technologies, systems, methods and instruments that are suitable for being replicated, transferred or mainstreamed.

2.3.2 Link to EU climate policy objectives

Projects under the Climate Change Mitigation Priority Area should contribute to the transition towards a low emission economy and to reaching the EU target of at least 40% greenhouse gas emission reduction for 2030 compared with 1990 levels, as well as renewable energy and energy efficiency targets of at least 27% compared with the business-as-usual scenario.

The Union climate policy and legislation aiming to reduce greenhouse gas emissions focus in particular on:

- renewable energy,
- energy efficiency,
- the emissions trading system,
- energy and greenhouse gas intensive industrial production,
- land use, agriculture and forestry,
- conservation and enhancement of natural carbon sinks,
- transport and fuels,
- fluorinated gases and ozone depleting substances,

[17] Article 14 of the LIFE Regulation (EU) No 1293/2013

- carbon capture and use,
- carbon capture and storage[18],
- efforts by Member States and regional/local authorities to reduce greenhouse gas emissions, and
- greenhouse gas monitoring and reporting.

2.3.3 EU policy areas and related work areas for the 2019 call

According to the LIFE Programme Multiannual Work Programme 2018-2020[19], the **EU policy areas** are the following:

1. Member States' and regional/ local authorities' efforts to reduce greenhouse gas emissions in the sectors not covered in the EU Emissions Trading System but covered by the Effort Sharing Decision (EU) 406/2009 and subsequent legislation[20]: transport and fuels, agriculture, construction (e.g. energy efficiency in buildings), land use, land-use change and forestry;
2. The development and implementation of greenhouse gas accounting and climate change mitigation in the land use sector;
3. The development of land management practices which have an impact on emissions and removals of emissions;
4. Actions which enhance the functioning of the emissions trading system and which have an impact on energy and greenhouse gas intensive industrial production;
5. Fluorinated gases and ozone – depleting substances;
6. Greenhouse gas monitoring and reporting by authorities.

Policy areas number 1, 2 and 3 and related work areas:

1. Member States' and regional/ local authorities' efforts to reduce greenhouse gas emissions in the sectors not covered in the EU Emissions Trading System but covered by the Effort Sharing Decision (EU) 406/2009 and subsequent legislation[21]: transport and fuels, agriculture, construction (e.g. energy efficiency in buildings), land use, land-use change and forestry;

[18] The construction of carbon capture and storage infrastructure is considered beyond the scope of the LIFE Programme and is supported via other EU Programmes (for example Connecting Europe Facility for CO_2 transport pipelines or Innovation Fund).
[19] Commission Implementing Decision (EU) 2018/210 of 12 February 2018 on the adoption of the LIFE multiannual work programme for 2018-2020
[20] Effort sharing Regulation (EU) 842/2018 and LULUCF Regulation (EU) 841/2018
21 Effort sharing Regulation (EU) 842/2018 and LULUCF Regulation (EU) 841/2018

2. The development and implementation of greenhouse gas accounting and climate change mitigation in the land use sector;
3. The development of land management practices which have an impact on emissions and removals of emissions

The Council and the European Parliament have adopted in 2018 the climate legislation setting out how the EU will achieve its Paris Agreement commitment of a 40% reduction in emissions by 2030 in the non-ETS sectors. This legislation will be in force as of 2021. The agricultural sector is directly covered by the Effort Sharing Regulation (EU) 2018/842 and the Land Use, Land Use Change and Forestry (LULUCF) Regulation (EU) 2018/841. The ESR sets Member States targets for emissions reduction in non-ETS sectors, including transport and fuels, buildings and agriculture. This legislation covers methane and nitrous oxide emissions that are a consequence of agricultural activities (fertiliser use, livestock, manure management and more). Besides, the LULUCF Regulation requires Member States to ensure that the amount of greenhouse gas absorbed by the LULUCF sector is at least equivalent to that emitted. Moreover, the proposal for the future Common Agricultural Policy adopted by the European Commission in 2018 underlines as one of its main objectives the contribution to the EU's environmental and climate goals.

A key challenge for the land use sector is to incentivise measures ensuring that EU activities on landscapes (forests, soils and agriculture) contribute to the Paris Agreement goals. These measures should be implemented in a manner that does not threaten food production, and should aim to achieve a balance between anthropogenic emissions and removals by 2050, while conserving and enhancing both terrestrial sinks (carbon capture) and reservoirs (carbon storage). For this purpose, innovative solutions need to be tested and implemented taking particular account of their potential replication and transfer across regions and Member States.

The LIFE programme will furthermore support projects enhancing the mitigation role of wetlands and peatlands and tackling the climate change problems posed by **soil degradation** in its various forms. Finally, actions promoting the cascading use of wood materials may also be included as part of a project, to exploit the importance of harvested wood products both as carbon storage and as substitutes of more polluting fossil-based materials (bio-economy). Such land use measures would contribute to building a low-carbon economy.

Proposals should include good practices that can be **replicated and transferred across regions and Member States,** and are focused on **synergies between environmental and climate actions associated with agriculture, forests and soils including their monitoring**.

Projects related to one or more policy areas n° 1, 2 or 3 should in particular address the **specific EU <u>work areas</u> listed below**:

Land use
New, innovative and cost-efficient landscape and land management techniques, to improve the implementation of mitigation measures such as:

- Reduction of CH_4 emissions from the livestock sector (e.g. feed additive technologies, precision and multi-phase feeding of livestock, better livestock genomics, welfare planning);
- Reduction of N_2O emissions from fertiliser use (e.g. supporting the uptake of modern fertilizer techniques, improvement of nitrogen fertilizer use efficiency/application technology, carbon audit tools);
- Reduction of CO_2 emissions from land use and land use change (e.g. land management techniques such as conservation till or no-till, crop residue management, prevention of soil compaction, solar fodder dryers, carbon audit tools);
- Enhancement of CO_2 removals from land use and land use change (e.g. crop rotations, catch crops, perennial energy crops, agro-forestry, restoration of degraded lands);
- Wetland and peatland management (e.g. preventing the drainage or incentivising the rewetting of wetlands, preventing further drainage and bog fires, incentivising restauration of mires, rewetting wetlands, promoting climate-friendly forms of peatland management, particularly after exploitation).

Sustainable Forest Management and cascading use of solid biomass

- Develop and promote effective climate smart forestry activities related to:
  - Afforestation and reforestation.
  - Forest restoration.
  - Conservation of carbon in forests.
  - Enhancing forest management, including tending and thinning, and soil conservation.
- Efficient conversion of solid biomass into long-term carbon storage and sources of renewable energy, fostering the principles of cascading use of biomass and substitution of fossil-based materials with bio-based materials.

Policy area number 4 and work areas

4. Actions which enhance the functioning of the emissions trading system and which have an impact on energy and greenhouse gas intensive industrial production.

In order to reach the targets set out in the EU's 2030 Climate and energy framework and to contribute to the implementation of the 2050 low-carbon economy roadmaps, significant investments in industrial innovation and demonstration plants are necessary. In this context, LIFE programme supports the development and implementation of advanced low-carbon manufacturing and processing breakthrough solutions. These are essential to maintain the competitiveness of EU industries while ensuring the climate objectives are reached.

Proposals shall focus and target the specific work areas related to **energy-intensive industries (EIIs)** and especially (but not exclusively) those industries which may be exposed to a **significant risk of carbon leakage.**

Therefore, **priority will be given to projects focusing on the development and demonstration of innovative and cost-effective technologies and processes**, with the objective of reducing the greenhouse gases (GHG) emission intensity[22] of manufacturing and processing industries. Applicants for this type of projects are invited to consider the following key features:

- **EII proposals should focus on the design, development and implementation of innovative solutions** mainly via demonstration programmes with a long-term impact, including in real industrial environments. Projects should deliver economically viable solutions, processes and technologies, new raw-materials or products that allow a significant reduction in specific GHG emission intensity[23]. The reduction of GHG emissions should not be achieved solely through fuel switching.

- **Activities are intended to start at Technology Readiness Level 4-5 and target Technology Readiness 8-9**. Applicants can propose preparatory work, such as development of strategies and pre-feasibility studies on innovative solutions provided that these are used for the development of concrete activities implemented during the project. The activities are expected to be led by industries with support from partners and technology providers.

- The proposals **may address a variety of technological solutions and processes** with potential widespread applications or combine different technologies and processes across the sectors. Cooperation between industrial sectors is encouraged, and applicants should, whenever possible, seek synergies, including possibilities for funding from relevant national/regional research, innovation or climate programmes and/or cumulative funding.

- A dedicated action should address the transferability of the developed technologies processes or products within the sector and possibly to other sectors. It is expected that they transfer solutions and technologies or enhance innovations of suppliers to energy intensive industries.

- Projects should boost Europe's industrial leadership in advanced manufacturing and processing and foster employment particularly in the small and medium-sized enterprises and open new market opportunities in this field.

5. Fluorinated gases and ozone – depleting substances

Hydrofluorocarbons (HFCs) and other fluorinated greenhouse gases do not deplete the ozone layer, but are climate gases with high Global Warming Potential (GWP), therefore their use needs to be drastically reduced. This is why Regulation (EU) No 517/2014 on fluorinated greenhouse gases includes a phase-down of HFCs by almost 80% by 2030. In 2016 an agreement was also reached under the Montreal Protocol (the "Kigali Amendment") to phase down HFCs at global level. Therefore, in general terms, the projects shall help the implementation of the Kigali Amendment and the EU Regulation on reducing the use of fluorinated greenhouse gases.

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[22] Ratio between direct GHG emissions and output units of an activity

[23] The best available techniques are defined in the relevant Best Available Techniques Reference Documents and are in line with the benchmarks set in the Benchmarking Decision. http://eippcb.jrc.ec.europa.eu/reference

For 2019 call, projects under this policy area should, in particular, address the issues of the following work areas:

- **Availability of suitable alternatives to fluorinated gases:** In most HFC-using sectors alternatives are available today in a few application areas, however, there still remains an urgent need to innovate further and/or demonstrate the suitability (safety, costs, energy efficiency, fit-for-purpose) of climate-friendly alternatives. Other fluorinated gases, such as sulphur hexafluoride (SF_6), nitrogen trifluoride (NF_3), and perfluorocarbons (PFC), have particularly high climate-warming properties (up to 23.000 times more than CO_2); therefore, it is a high priority to find suitable alternatives for their uses also.

  Demonstration, pilot or best practice projects showing the use of low GWP alternatives to fluorinated gases should be trialled in particular in the following sectors:

  - MDIs (metered dose inhalers = "asthma sprays");
  - Air conditioning and refrigeration equipment for high ambient temperatures;
  - ORCs (Organic Rankine Cycles);
  - Heat pumps;
  - Niche applications where no alternatives to HFCs are readily available;
  - Improving system design to address flammability/pressure issues to encourage use of natural refrigerants (e.g. hydrocarbons, CO_2) for any kind of F-gas using equipment;
  - SF_6 use in electrical switchgear, in particular primary medium voltage, and high voltage;
  - Fluorinated gases (SF_6, NF_3, PFCs, etc.) used in manufacturing processes such as in the electronics industry (semiconductors, photovoltaics) and other emissive uses (aircrafts, industrial processes etc.).

- **Supporting the reclamation and recycling of fluorinated greenhouse gases.** At the end of life of equipment/products using fluorinated greenhouse gases it is important that these gases are efficiently recovered and preferably recycled or reclaimed for re-use in servicing existing or charging new equipment. Demonstration or best practice projects supporting and assuring an efficient recovery and reclamation/recycling of fluorinated greenhouse gases, in particular for HFC blends (mixtures), are sought.

- **Removal of barriers posed by standards:** Another important barrier to the use of climate-friendly alternatives to fluorinated gases are standards in the area of refrigeration and air conditioning. A major gap is that relevant information on risk management and minimization approaches for flammable refrigerants, in particular hydrocarbons, are not available to the relevant standard-setting bodies.

Demonstration, pilot or best practice projects should demonstrate how risks of flammable refrigerants, in particular hydrocarbons, are minimized in design and use of equipment to maximize refrigerant charge sizes without compromising safety. The minimization of risks should be guided by objective data. The development of additional technical specifications for the installation and operation of flammable alternatives, in particular hydrocarbons, in relevant standards for refrigeration and air conditioning technologies, in support of the on-going standard setting process, are particularly requested. This could involve bringing relevant existing information together with new complementary laboratory and field studies in support of standard setting processes and the work of existing standard committees.

6. Greenhouse gas monitoring and reporting by authorities

There are no specific work areas for this policy area under the 2019 call for proposals.

2.4 Priority Area Climate Change Adaptation

2.4.1 General scope and objectives

With a view to supporting efforts leading to increased resilience to climate change, the priority area Climate Change Adaptation has in particular the following specific objectives as set out in Article 15 of the LIFE Regulation:

- to contribute to the development and implementation of Union policy on climate change adaptation, including mainstreaming across policy areas, in particular by developing, testing and demonstrating policy or management approaches, best practices and solutions for climate change adaptation, including, where appropriate, ecosystem-based approaches;
- to improve the knowledge base for the development, assessment, monitoring, evaluation and implementation of effective climate change adaptation actions and measures, prioritising, where appropriate, those applying an ecosystem-based approach, and to enhance the capacity to apply that knowledge in practice;
- to facilitate the development and implementation of integrated approaches, such as for climate change adaptation strategies and action plans, at local, regional or national level, prioritising, where appropriate, ecosystem-based approaches;
- to contribute to the development and demonstration of innovative climate change adaptation technologies, systems, methods and instruments that are suitable for being replicated, transferred or mainstreamed.

2.4.2 Link to EU climate policy objectives

Climate change is having a variety of impacts on our health, ecosystems and economy, often in interaction with other factors such as land-use change. Many economic sectors are directly dependent on climatic conditions and are already facing the impact of climate change in areas such as agriculture, forestry, beach and snow tourism, health and fisheries. Major utilities, such as energy and water providers, are also affected. Ecosystems and the services they provide are suffering from the adverse impacts of climate change, which is accelerating the decline of biodiversity and reducing their ability to buffer natural extremes.

The **EU Strategy on Adaptation to Climate Change[24],** adopted in April 2013, provides a framework and mechanisms to improve the preparedness of the EU for current and future impacts of climate change. It recognizes that improved access to funding is critical in building a climate-resilient Europe. The implementation of adaptation policies in many European countries and worldwide is gradually picking up pace, buttressed by the **Paris Agreement**. The agreement sets out a global action plan to avoid dangerous climate change by limiting global warning to well below 2°C. In relation to climate adaptation, governments agreed to strengthen societies' ability to deal with the impact of climate change.

Objectives and priorities for funding adaptation to climate change are specified in the **EU Adaptation Strategy** and in the LIFE Multiannual Work Programme 2018-2020.

[24] An EU Strategy on adaptation to climate change – COM (2013) 2016

2.4.3 EU policy areas and related work areas for the 2019 call

Proposals within the following policy areas are encouraged:

1. Urban adaptation and land use planning which limits the impacts of climate change;
2. Resilience of infrastructure, including application of blue-green infrastructure and ecosystem-based approaches to adaptation;
3. Sustainable management of water in drought-prone areas, flood and coastal management;
4. Resilience of agricultural, forestry and tourism sectors, including in island and mountain areas;
5. Support to the EU's Outermost Regions[25]: preparedness for extreme weather events, notably in coastal areas.

As regards the adaptation priority area, proposals should address the implementation of adaptation strategies that focus on a number of key areas with EU added value, including implementation at regional or cross-border level, and through ecosystem-based adaptation where relevant. Projects should have a demonstration and transferability potential and should address the promotion of innovative adaptation solutions, in particular through mobilising the private sector, and, where relevant through the Covenant of Mayors for Climate and Energy Initiative. Projects should also promote synergies between climate change adaptation and mitigation, as well as disaster risk reduction.

In particular, EU adaptation climate policy can be supported by applications in the following policy areas:

1) Urban adaptation and land use planning which limits the impacts of climate change

Urban adaptation has been one of the priority actions of the EU Adaptation Strategy. The European Commission launched the new Covenant of Mayors on Climate and Energy in October 2015, building on the 2008 Covenant of Mayors and the 2014 Mayors Adapt initiatives. The new Covenant informs, mobilises and supports cities to take action on mitigation and adaptation to climate change as well as access to clean and affordable energy. Signatories pledge actions to support implementation of the EU 40% greenhouse gas-reduction target by 2030 and to carry out a comprehensive risk and vulnerability assessment and an adaptation action plan.

Project proposals under this policy area should focus on climate change adaptation and mitigation, as well as nature conservation and biodiversity objectives in urban areas.

Projects under policy area number 1 should in particular address the following work areas:

[25] Canary Islands, La Réunion, Guadeloupe, Martinique, Madeira, French Guiana, Azores, Mayotte, and Saint Martin

- developing and implementing adaptation initiatives ideally following an approach integrating mitigation through the Covenant of Mayors for Climate and Energy, including establishing cooperation with local, regional and/or national authorities as well as involving stakeholders where relevant;

- developing and deploying innovative adaptation solutions in urban areas, including in the **water, energy and construction sectors** and solutions addressing health and wellbeing.;
- implementing **public-private partnerships** to mobilise private sector involvement and finance of adaptation, including through integrating insurance solutions.

2) Resilience of infrastructure, including application of blue-green infrastructure and ecosystem-based approaches to adaptation

The EU adaptation strategy includes specific actions on enhancing the resilience of infrastructure. Projects under policy area number 2 could focus on climate-proofing of infrastructure, such as energy, transport or social housing, for example through applying standards and building codes or through monitoring performance of infrastructure. Projects could also focus on application of blue-green infrastructure and ecosystem-based approaches to adaptation, including promoting and developing green infrastructure.

Projects under policy area number 2 should in particular address the following work areas:

- Assessing the vulnerability and enhancing resilience of public infrastructure, e.g. transport networks, security, health infrastructure, water and waste management

3) Sustainable management of water in drought-prone areas, flood and coastal management

Projects under policy area number 3 should in particular address the following work areas:

- management of floods, including landslides;
- urban and rural drainage system improvements;
- coastal management, with emphasis on densely populated deltas and coastal cities.
- Preventing saltwater intrusion and freshwater loss in coastal areas.
- Improving rainwater management and resilience to drought.

4) Resilience of agricultural, forestry and tourism sectors, including in island and mountain areas

Projects under policy area number 4 should in particular address the following work area:

- Forest adaptation to increase its resilience to climate change impacts such as forest fire risk, pest outbreaks, prolonged droughts, etc.
- Adaptation of agriculture to the effects of climate change, with particular attention to vulnerability assessment and adaptation strategies.
- Prevention and containment of invasive species linked to climate change.

5) Support to the EU's Outermost Regions: preparedness for extreme weather events, notably in coastal areas.

Extreme weather events, such as hurricane Irma, have demonstrated that Outermost Regions (ORs) are particularly vulnerable to the effects of climate change. The new strategy for ORs26 foresees and encourages measures to address climate change, including the LIFE Programme.

Projects under policy area number 5 should in particular address the following work areas:

- development and implementation of risk and vulnerability assessments and adaptation strategies;
- early warning systems for extreme events;
- improving resilience of ecosystems to climate impacts, notably precipitation variability and drought
- coastal management to adapt to extreme weather events through ecosystem-based approaches to adaptation (e.g. conservation and restoration of mangroves, saltmarshes and coral reefs, sand dune and beach area management, wetland management, etc.);
- implementation of innovative approaches to ensure resilience of energy infrastructure from extreme weather events, especially renewable energy infrastructure.

[26] COM(2017) 623 final: A stronger and renewed strategic partnership with the EU's outermost regions

2.5 Priority area Climate Governance and Information

2.5.1 General scope and objectives

LIFE Climate Governance and Information specifically aims at contributing to the development and implementation of EU climate policy and legislation.

The specific objectives of the priority area Climate Governance and Information set out in Article 16 of the LIFE Regulation are in particular:

- to promote awareness raising on climate matters, including generating public and stakeholder support of Union policy making in the field of the climate, and to promote knowledge on sustainable development;
- to support communication, management, and dissemination of information in the field of the climate and to facilitate knowledge sharing on successful climate solutions and practice, including by developing cooperation platforms among stakeholders and training;
- to promote and contribute to more effective compliance with and enforcement of Union climate legislation, in particular by promoting the development and dissemination of best practices and policy approaches;
- to promote better climate governance by broadening stakeholder involvement, including NGOs, in consultation on and implementation of policy.

2.5.2 Link to EU climate policy objectives

Projects under the Climate Governance and Information Priority Area should promote actions contributing to objective of shifting towards a low carbon and resilient economy.

In this context, the development of long term climate strategies and new policy measures, full implementation of climate policy and legislation as well as ensuring a higher uptake of climate friendly technologies is important. These aspects are inextricably linked to achieving, better governance, more accurate monitoring and reporting activities, mainstreaming climate action in other policies as well as promoting knowledge, dissemination of information and stakeholder involvement.

Projects aiming to enhance climate governance and capacity-building are strongly encouraged. Pure awareness raising activities (like creating a webpage) are not encouraged. **If a project develops tools or studies, there must be a specific and concrete action implementing the tool/studies during the implementation of the project.**

Projects could develop cooperation platforms and share best practices for more effective compliance, enforcement and mainstreaming, and generate support from the public and stakeholders for the Union's policy-making efforts.[27]

[27] - Recital 21 of Reg. No. 1293/2013

2.5.3 EU policy areas and related work areas for the 2019 call

In particular the following European policy areas **listed below are encouraged:**

1. **Development and implementation of national 2030 climate and energy strategies and/or mid-century strategies;**
2. **Incentivise behavioural change, mainstream emission reduction and resource efficiency actions in sectors;**
3. **Assessment by authorities of the functioning of the EU ETS;**
4. **Building capacities, raising awareness among end-users and the equipment distribution chain of fluorinated gases;**
5. **Climate policy monitoring, assessment and ex-post evaluation;**
6. **Best practices and awareness raising activities addressing adaptation needs.**

1. Development and implementation of national 2030 climate and energy strategies and/or mid-century strategies

In the context of the Energy Union, it is foreseen to streamline and integrate the planning of climate and energy strategies to ensure coherence across policy fields. Furthermore the Paris Agreement invites Parties to prepare mid-century strategies. An important element of preparing such strategies is the development and use of quantitative modelling tools and the implementation of quantitative projections that can inform policy makers and stakeholders. Where appropriate, the development of these strategies can also address the implications of fundamental sectorial transformations, necessary in the longer term to achieve a low carbon economy, with a view of increasing stakeholder and public awareness.

Proposals should include especially concrete actions for the use and implementation of such modelling tools and strategies developed, for example municipality implementing key activities identified in the climate strategy within the duration of the project.

There are no specific work areas for this policy area under the 2019 call.

2. Incentivise behavioural change, mainstream emission reduction and resource efficiency actions in sectors

Projects shall address, in particular, the following **work areas**:

- Encouraging climate actions in communities where the climate change mitigation potential in the land use sector is particularly relevant (whether in terms of decreasing emissions or maintaining and enhancing carbon storage potential in soils), and improving the understanding of the economic and social benefits of such actions. Successful projects should demonstrate new and innovative climate measures that possibly could later on also be replicated in the context of the Common Agricultural Policy. To this end they should strive not only to be replicable at larger scale, but also identify cost-effective mitigation outcomes that are easy to monitor (in terms of compliance and climate performance) or provide the tools to improve such monitoring.

- Enhancing consumers' empowerment to benefit from real-world fuel consumption savings in cars and vans and allow consumers to make informed purchase decisions for cars with low pollutant emissions. Projects must deliver concrete results for consumers and especially contribute to the collection of robust large-scale data to monitor any remaining gap between WLTP type-approved fuel consumption / CO_2 emission values and real-world values experienced by consumers on the road. Projects should have a wide geographical coverage across the EU. More specifically projects could include:

    - information campaigns on the introduction of the Worldwide harmonized Light vehicles Test Procedure (WLTP) and the Real Driving Emissions (RDE) Test;
    - self-reporting platforms for consumers to report/stimulate and compare their actual fuel consumption (see, for example, the Joint Research Centre's 'Green Driving Tool'[28]);
    - support to voluntary approaches for collecting real-world fuel consumption data or for clear identification of low-polluting vehicles;
    - large-scale fuel consumption monitoring with on-board measurement devices.

  Such projects should ideally involve consumer organisations, car driver associations, environmental groups, leasing companies or independent research organisations.

- Driving the integration of climate mitigation and adaptation considerations in the EU financial system. An orderly transition to a low carbon and climate resilient economy requires a rapid shift in the capital allocation in the EU. The EU High Level Expert Group on Sustainable Finance[29], the EU Sustainable Finance Action Plan[30] and the linked legislative proposals, as well as the work of the EU Technical Expert Group on Sustainable Finance outline concrete actions to this end. Therefore, further development of metrics and benchmarks, improved transparency, accessibility and comparability of data including on scenario analysis and investment pipelines, as well as measures to increase the use of the new information are needed. Projects in this area should seek synergies with the broader sustainable finance and Sustainable Development agenda[31].

3. Assessment by authorities of the functioning of the EU ETS

Enhanced implementation and development of climate policies also requires transparency and accountability. A solid system for tracking progress through enhanced monitoring and reporting is therefore important, as well as a robust evaluation of the effects of climate policies considering the **international dimension of carbon markets**. An essential element is the assessment of the functioning of the EU ETS, its impacts and interaction with energy and other policy instruments and the related development of easily accessible information and data with a view to further develop robust carbon pricing policies and disseminate European experience in this regard.

Under the 2019 call, proposals focusing on the **work area** of building broader and stronger international networks of experts and ensure wider dissemination of knowledge on building

[28] https://green-driving.jrc.ec.europa.eu
[29] https://ec.europa.eu/info/publications/180131-sustainable-finance-report_en
[30] https://ec.europa.eu/info/publications/180308-action-plan-sustainable-growth_en
[31] https://ec.europa.eu/info/strategy/international-strategies/global-topics/sustainable-development-goals/eu-approach-sustainable-development_en

political support for carbon markets and further technical aspects, such as emissions inventories, projections, monitoring and evaluation of policies and measures, are particularly needed.

4. Building capacities, raising awareness among end-users and the equipment distribution chain of fluorinated gases

In relation to Regulation (EU) No 517/2014 on fluorinated greenhouse gases, work areas of increasing the uptake of training for service personnel of equipment using climate-friendly alternatives (e.g. ammonia, CO_2, hydrocarbons, HFOs) are important. Awareness campaigns among end-users and the equipment distribution chain (e.g. wholesalers, supermarkets, large building operators) could promote the training need and facilitate an exchange of best practices. It is especially important to address the existing geographic imbalances in the availability of training and to address the existing shortcomings in the provision of practical “hands-on” training to technicians as regards the servicing of equipment using climate-friendly alternatives. A wider and longer impact could be achieved by train-the-trainer programmes.

Another work area is related to building capacities, raising awareness among end-users and the equipment distribution chain.

5. Climate policy monitoring, assessment and ex-post evaluation

Applicants can propose projects building coordination platforms on climate policy monitoring, assessment and ex-post evaluation in order to support the development of cost-effective climate action, both on mitigation and adaptation. Those projects need to have concrete implementation measures**.**

Proposals shall focus especially on the following **work area:**

A key challenge for the Land Use, Land Use Change and Forestry (LULUCF) sector is the collection or estimation of robust carbon data from forests, wetlands and soils in order to enable transparent reporting and accounting. It is therefore important to test and implement solutions building or strengthening the capacity to: use spatially-explicit geographical data, exploiting existing EU and national data collection systems (such as LUCAS, LPIS/IACS and Copernicus), for the identification and tracking of land use and land use change; monitor and estimate carbon stocks and fluxes in forests, wetlands and agricultural land at local, regional and cross-regional level; monitor and communicate on the loss and degradations of carbon storage (such as grassland loss, degradation and restoration of former and existing wetlands and peatlands).

6. Best practices and awareness raising activities addressing adaptation needs

Applicants can propose projects targeting specific **work areas** under this policy area:

- Projects targeting the development and use of practicable and meaningful adaptation indicators and monitoring systems and the uptake of climate services in adaptation planning at local level ('downscaling of climate impacts');

- Best practice and awareness raising projects focusing on understanding the economic and social impacts as well as costs and effectiveness of adaptation and implementing concrete actions to address such impacts and costs;
- Integration of climate change adaptation into the disaster risk management cycle: establishing coordination platforms and initiatives, best practice and awareness raising projects on integrating long-term climate planning in disaster risk assessments, developing common indicators or using loss data as evidence base for policy-making.
- Enhancing the adaptation knowledge base for land use and planning, particularly in remote or isolated regions.
- Best practice and awareness raising projects focusing on the application of climate change risk assessments at the different stages of an infrastructure's lifecycle (from planning to operation), formulating standardisation needs in relation to the climate proofing of types of infrastructure not yet covered by the work mandated by the Commission to European Standardisation Organisations[1];

[1] See https://www.cencenelec.eu/standards/sectors/climatechange/pages/default.aspx

3. Application forms

3.1 Structure

Proposals are structured in the eProposal system[32] as follows:

- **Administrative forms (A forms)**
  - Form A1 – General project information
  - Form A2 – Coordinating beneficiary
  - Form A3 – Coordinating beneficiary declaration
  - Form A4 – Associated beneficiary declaration and Mandate
  - Form A5 – Associated beneficiary
  - Form A6 – Co-financiers
  - Form A7 – Other proposals submitted for European Union funding
- **Project outline (B forms)**
  - Form B1 – Summary description of the project
  - Form B2 - Climate problem targeted and, if applicable, other environmental benefits
  - Form B3 – EU added value and socio-economic effects
  - Form B4 – Stakeholders involved and main target audience of the project
  - Form B5 – Expected constraints and risks related to the project implementation and how they will be dealt with
  - Form B6 - Continuation / valorisation of the project results after the end of the project
- **Detailed actions (C forms)**
  - Form C0 – List of all actions
  - Form C1

    A. Preparatory actions (if needed)
    B. Land purchase/lease of land and/or compensation payments for use rights (if needed)
    C. Implementation actions (obligatory)
    D. Monitoring the impact of the project actions (obligatory)
    E. Communication and dissemination of results (obligatory)
    F. Project management (obligatory)

[32] Refer to Annex 3 on how to create a proposal on-line by using the eProposal tool

- Form C2 Reporting schedule

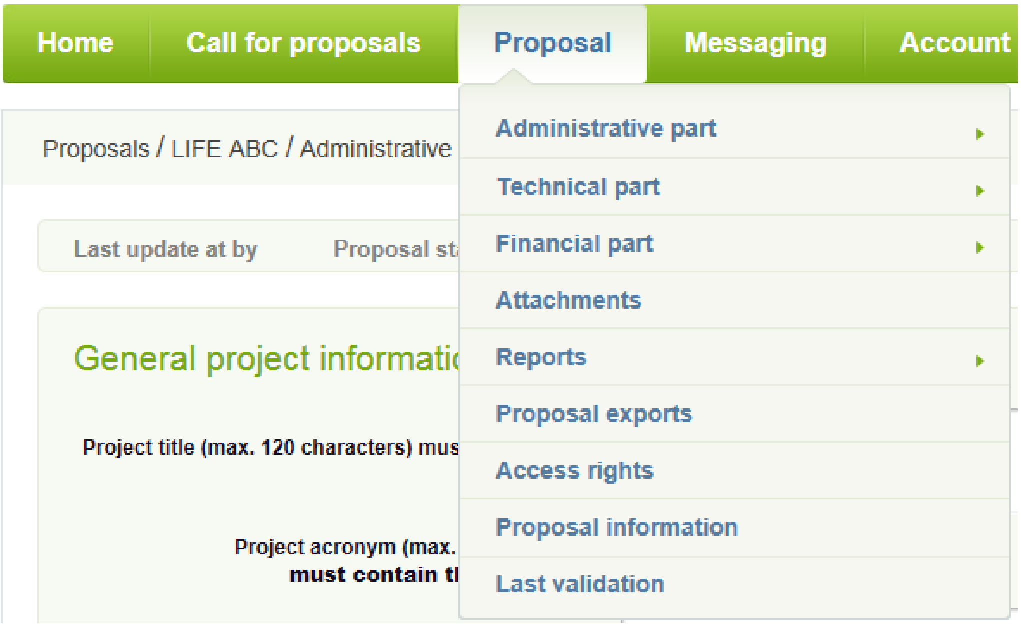
- **Financial application forms**
  - Form F1 – Direct personnel costs
  - Form F2 – Travel and subsistence costs
  - Form F3 – External assistance costs
  - Form F4.a – Infrastructure costs
  - Form F4.b – Equipment costs
  - Form F4.c – Prototype costs
  - Form F6 – Costs for consumables
  - Form F7 – Other costs
  - Form F8 – Overheads
  - Form FC – Financial contributions

Refer to paragraphs 3.3 and 3.4 to get details about the technical and financial application forms.

3.2 General rules

- It is recommended to use either Firefox and/or Google Chrome browsers.
- In order to enter data into the proposal, use the 'Edit' mode; a 'View' mode is also available and you can switch from one mode to the other at any time during preparation of your proposal;
- You may introduce the information either directly into the textboxes or you may copy and paste information in simple text format; note that for security reasons, a text copied and pasted from a Word document or an html page may not be accepted entirely, therefore simple, basic text editors such as Notepad suit better for this purpose;
- **Always click on the 'Save' button before switching to another form**;
- All fields allow introducing a limited number of characters – these limits are clearly displayed in e-Proposal. Please note that in order to ensure that the text input in large text fields can be printed in the pdf extract, only the following formatting may be used: bold, italics, underlined. Only simple lists (simple enumerations 1,2,3, A, B,C etc.; or bullet points) will appear correctly. If you need to insert tables, do not do so in text fields: please use the Add picture(s) functionality available at the end of most forms;
- Fields marked with a **red** asterisk (*) are obligatory information and must be filled in. When validating the proposal, error messages will be displayed if mandatory fields have been left empty;
- The data between various technical and financial forms are intrinsically connected, this is why as a matter of principle the information will be introduced manually only once and then automatically transferred to other relevant forms across the application;

- Disabled fields cannot be filled in manually since the respective information will be extracted and/or calculated automatically from other forms;
- You will be allowed to insert objects (such as maps, graphs, tables, photos) in certain forms where the "Maps", "Pictures" or "Declaration" headings appear; you may only use png, jpg, tif, gif, bmp formats; the maximum size accepted is 2MB;
- Enter all dates in DD/MM/YYYY format or use the calendar functionality where available;
- At any stage, you may view your proposal as a pdf document, by clicking the 'Request pdf' button available in the Proposal exports and Attachments sections of eProposal. Once the pdf version of your proposal has been created, you will receive an e-mail which will allow you to download it straight away, or to do so from the Proposal exports and Attachments sections of eProposal (remember to 'refresh' the page, press key F5 or Ctrl+F5);
- You may extract the content of your proposal in order to work off-line:
    - B and C forms to an editable Word document, by clicking on the 'Download working copy' button available in the Proposal exports section;
    - Financial forms and reports to an editable Excel document, by clicking on the 'Financial data export' button available in the Proposal exports and Attachments sections;
    - Please note that these are only working documents to be used to prepare input in eProposal forms and fields. It is not possible to automatically transfer the Word text or the Excel data back into eProposal.
- All the content of a proposal can be edited / viewed using the Proposal menu available at the top of the screen.



3.3 Technical application forms

The technical part of the *LIFE Climate Action* application file consists of three parts (A, B and C).

Where you have no specific information to put on certain parts of obligatory forms, you are advised to indicate "not applicable" or "none" or "no relevant information" or an equivalent indication. Do not leave empty parts in obligatory forms.

3.3.1 Administrative forms (A forms)

Form A1 – General project information

Project title (check e-Proposal for max. no. of characters)**:** It should include the key elements and objective of the project, such as the climate objective targeted by the project. Note that the Contracting Authority may ask you to change the title in order to make it clearer. The title of the project must be in English, even if the proposal itself is submitted in a different language.

Project acronym (check e-Proposal for max. no. of characters): The acronym must begin with the word 'LIFE', e.g. 'LIFE ADAPT'. Once the proposal is created in the eProposal system, all technical, financial and reporting forms will bear this acronym (e.g. 'Proposals / **LIFE ADAPT**/ Technical Forms / **A1 – General project information**')

LIFE Programme priority area: Select the priority area from the drop-down menu.
Applicants must indicate whether the project is being submitted to the priority area Climate Change Mitigation (CCM), Climate Change Adaptation (CCA) or Governance and Information (GIC).

Sector priority: Select the sector priority from the menu. If the proposal does not fit within the sectors that are listed, please select "Other". This information is used for statistical purposes only.

Expected start date: Type in the date in the format DD/MM/YYYY or use the calendar functionality. The earliest possible start date is 1 June 2020. The start date should be realistic. Please note that if you choose a late date the costs of participation in the kick-off meeting for all new projects may not be eligible.

Expected end date: Type in the date in the format DD/MM/YYYY or use the calendar functionality.

Language of the proposal: Select the language from the drop-down menu. The Contracting Authority nevertheless strongly recommends that applicants fill in the technical and especially the financial parts of the proposal in English.

Click on the 'Next' button and fill in form A2 (see below).

Please note that after the creation of the proposal (see below, form A2) you will be required to enter the following information in form A1:

The project will be implemented in the following Member State(s) and Region(s) or other countries:

- by default the eProposal tool selects the Member State where the coordinating beneficiary is legally registered (as per form A2). You may change it by using the 'Delete' and 'Add' buttons;
- to add a region, select the Member State, then the Region, and click on the Add button; at least one region must be selected.

If project actions will be implemented outside the EU, select the country from the drop-down list.

Member State	Selected regions	Actions
IT - Italy	All regions	✖
AT - Austria	All regions	Add

Please note that **National Authorities**, when allowed, can see that a proposal (identified by its reference, title, coordinating applicant, total costs and contribution requested) has been submitted, but cannot view the full proposal on-line until the submission deadline is reached, unless the coordinating applicant has given them the authorisation to do so.

This authorisation can be granted by marking the radio button to YES. If the coordinating applicant does not want to grant the authorization, the NO button must be marked.

In case the applicant chooses NO, he will have to confirm the choice by agreeing to the following message:

"*Please note that by choosing not to reveal the proposal details to the National Contact Point you also may lose the opportunity to:*

- *Get assistance to prepare the LIFE proposal;*
- *Get assistance for revision phase if your proposal is selected;*
- *Get support in liaising with public authorities when this is needed for the proper implementation of the activities (e.g.: permit request);*
- *Get assistance to ongoing project to promote dissemination as well as the replication and transfer of project results across the Union.* "

Please note that the refusal of granting access to the National Authorities applies also to the proposals after the submission.

When a National Authority user (for the Member State where the Coordinating applicant or one of the Associated applicants is/are registered) next logs on to eProposal, s/he will be able to view that proposal after approval, even though the submission deadline has not been reached yet.

You may remove access authorisation at any point in time.

Please note that after the submission deadline has been passed, this option is no longer accessible.

Form A2 – Coordinating beneficiary

Short Name (check e-Proposal for max. no. of characters)**:** The beneficiary will be identified throughout the technical forms, the financial forms and the reports by its short name.

E-mail: This e-mail address will be used by the Contracting Authority as the single contact point for all notifications of correspondence availability with the applicant during the evaluation procedure (see above Step 3 point "eProposal Tool", Step 3 "Post-submission Communication").

Legal name (check e-Proposal for max. no. of characters)**:** Provide the full name under which the beneficiary is officially registered.

Legal Status: Select one of the following 3 choices: *Public body*, *Private commercial* or *Private non-commercial* (including NGOs). Tick the appropriate box. Further guidance on how to distinguish private entities from public bodies can be found in section 1.5.2 of this document. Tick the box "Is your company a SME?" if your company is considered a Small or Medium-Sized Enterprise (SME). Fill in the box "Number of employees" if you are an SME.

Value Added Tax (VAT) number: If applicable, provide the entity's VAT registration number.

VAT Reimbursement: please note that non-deductible VAT is an eligible cost, save for those activities matching the concept of sovereign powers exercised by Member States. If your organisation is unable to recover VAT paid (for public entities it can only concern VAT related to activities that do not match the concept of sovereign powers) you can opt to include the reimbursement of VAT in your costs submitted under this proposal, in that case then please tick the box 'YES', otherwise tick the box 'NO'.

Legal Registration Number: If applicable, provide the entity's legal national registration number or code from the appropriate trade register (e.g. the Chamber of Commerce register), business register or other.

Registration date: Type in the date in the format DD/MM/YYYY or use the calendar functionality.

PIC Number (not compulsory): The PIC (Participant Identification Code) is a unique 9-digit code used for the identification of legal entities of projects funded under a number of EU programmes (for example FP7, Horizon 2020, etc.). In case your organisation **is** already registered, please include your PIC number.

Legal address: Enter Street name and no., PO Box, Town / City, Post code.

Member State: Select the relevant member state from the drop-down menu.

Legal Representative information: Enter Name, Surname, Street name and no., PO Box, Town / City, Post code (if they are identical to the legal address, you may copy them directly).

Contact person information: Enter Name, Surname, Street name and no., PO Box, Town / City, Post code (if they are identical to the legal address, you may copy them directly).

Telephone/Fax: Provide information for the contact person.

Title: Title commonly used in correspondence with the person in charge of proposal co-ordination.

Function: Provide the function of the person in charge of coordinating the proposal. Example: Managing Director, Project Manager, etc.

Department / Service Name: Name of the department and / or service in the entity co-ordinating the proposal and for which the contact person is working. The address details given in the fields which follow must be for the department/service and not the legal address of the entity.

Website: Provide the beneficiary's official website.

Brief description of the activities of the beneficiary (check e-Proposal for max. no. of characters)**:** Please describe the entity, its legal status, its activities and its competence in climate action, particularly in relation to the proposed actions. The description given should enable the Contracting Authority to evaluate the technical reliability of the coordinating beneficiary, i.e. whether it has the necessary experience and expertise for a successful implementation of the proposed project.

In case you propose to include affiliated entities in your proposal, list them here clearly indicating their legal name, pic number (if available) as well as legal status and address. Please also explain in a separate document to be uploaded under the attachments in eProposal ('Affiliates_ACRONYM beneficiary) how the affiliated entities comply with the conditions described above in section 1.5.2.

For private non-commercial entities please provide the key elements that prove that the entity is recognised as such.

Click on the 'Save' button available at the bottom of the form.

Your project proposal has been now created in the eProposal system and the project acronym is automatically displayed on all screens and forms throughout the entire proposal.

<u>Form A3 – Coordinating beneficiary declaration</u>

This form is available at the end of form A2 under the heading 'A3 – Coordinating Beneficiary declaration'.

Some information contained in this form will be automatically retrieved from the data entered in other forms of the proposal.

Click on the 'Generate declaration' button and fill in manually the following fields:

- 'At….on….': indicate the place and the date of the signature.
- 'Signature': This form must be signed.
- 'Name(s) and status of signatory': The **name** and **status** of the person signing the form must be clearly indicated.

Important:
Before completing this form, please check that the beneficiary does not fall into any of the situations listed in art. 136(1), 136(4) and 141 of the Financial Regulation n° 2018/1046 of 18 July 2018 (JO L 193 of 30/07/2018) [33]

and that the beneficiary complies with all relevant eligibility criteria, as defined in the LIFE multiannual work programme for 2018-2020[34] and the LIFE Call documents, including this Guidelines for applicants.

For accuracy purposes, make sure that this form is **generated,** signed and dated **after** having entered all the technical and financial data into your application.

When the form is completed, scan it as an image file (not as a .pdf file, see accepted formats under point 4.1 General rules), then upload it by using the 'Upload declaration' button.

Form A4 – Associated beneficiary declaration and Mandate

This form is available at the end of form A5 (see below) under the heading 'A4 – Associated Beneficiary declaration and Mandate'; click on 'Generate declaration'.

For completing this form, please **see instructions for form A3.**

- The forename and surname of the legal representative of the future associated beneficiary signing the form is automatically filled.

You need to manually fill in the following fields:

- 'At….on….': Indicate the place and the date of the signature.
- 'Signature': This form must be signed.
- 'Name(s) and status of signatory': The **name** and **status** of the person signing the form must be clearly indicated.

Form A5 – Associated beneficiary

Click on the 'Create Associated Beneficiary' button: fill-in all necessary information and click on 'Save' button. The Associated Beneficiary then appears in the list of Associated Beneficiaries.

For completing this form, please **see instructions for form A2.**

If the associated beneficiary is not legally registered in the EU, select the country from the drop-down list.

Form A6 – Co-financer and commitment form

If a co-financer will contribute to the project, click on the 'Add Co-financier' button: fill-in all necessary information and click on 'Save' button. The Co-financier then appears in the list of Co-financiers.

[33] https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1549552252045&uri=CELEX:32018R1046
[34] https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1518531793134&uri=CELEX:32018D0210

For completing this form, please **see also the instructions for form A3 above.**

Note that the co-financier contribution will have to be entered in form FC (see below).

Status of the financial commitment: please indicate either "*Confirmed"* or "*To be confirmed"*. If the status is "to be confirmed", this must be explained. Note that at a later stage, if recommended for funding, you will be required to provide the A6 form with status "confirmed".

When the form is completed, scan it as an image file (not as a .pdf file, see accepted formats under 3.2 – General rules), then upload it by using the 'Upload declaration' button.

Important note: A coordinating / associated beneficiary should only appear in the proposal with that single role of coordinating / associated beneficiary and not also as a co-financier. In case a coordinating / associated beneficiary wishes to be a net financial contributor to the project, they should still only submit forms A2/A3 or A4/A5 in which their financial contribution may be higher that their foreseen costs.

Form A7 – Other proposals submitted for European Union funding

Please check the box "Has this proposal been submitted before?" if you are resubmitting this proposal. Please provide the references and acronym of the previous proposal. For example: "LIFE18 CCA/country/001040 "ACRONYM". This information is used for statistical purpose and to ensure the best quality evaluation.

Applicants should not underestimate the importance of this form: Clear and complete answers must be provided to each question (check e-Proposal for max. no. of characters for each question). The beneficiaries must inform the Contracting Authority about any related funding they have received from the EU budget, as well as any related ongoing applications for funding from the EU budget. The beneficiaries must also check that they are not receiving on-going operating grants from LIFE (or other EU programmes) that would lead to double financing.

Failure to signal this in the appropriate form might lead to rejection of the proposal.

If the applicant is proposing a continuation of a previous LIFE project, he should clearly describe in this form why a further project phase is needed and, how this will complement the results achieved with the previous project ensuring that no double financing will occur.

LIFE projects should not finance actions that are better financed by other EU funding programmes (see, section 1.5.15). **Applicants must therefore verify this aspect carefully** and provide the fullest possible information in their answers. Supporting documents (e.g. extracts from the texts of the relevant programmes) should be provided (as far as possible and appropriate). Please also note point 1 of the declaration in form A3 that you have to sign; National Authorities may be asked to review this declaration.

3.3.2 Project outline (B forms)

<u>Form B1 – Summary description of the project</u> (to be completed in English)

Please provide a Summary Description of your project. The description should be structured, concise and clear. It should include:

- **Project objectives** (check e-Proposal for max. no. of characters)**:** Please provide a detailed description of all project objectives, listing them by decreasing order of importance. Objectives should be phrased in terms of the project's contribution to the development and demonstration of innovative policy approaches, technologies, methods and instruments; and in terms of its contribution to consolidating the knowledge base for the development, assessment, monitoring and evaluation of climate policy and legislation. These objectives must be realistic (be achievable within the timeframe of the project with the proposed budget and means) and clear (without ambiguity).
- **Actions and means involved** (check e-Proposal for max. no. of characters): Please explain clearly what means will be utilised during the project to reach the objectives indicated above (financial means should not be indicated). Please ensure that there is a clear link between the proposed actions and means and the project's objectives.
- **Expected results and impacts (quantified as far as possible)** (check e-Proposal for max. no. of characters): Please list the main results expected at the end of the project. These must directly relate to the climate problems targeted and to the project's objectives. The expected results must be concrete, realistic and **quantified** as far as possible. Since the project's final achievements will be judged against its expected results, please make sure that the expected results are well defined and well quantified. Expected results should not be the project's objectives, but they should be *outputs* and quantified *achievements* allowing it to reach the objectives. In this regard, consistency shall be ensured between environmental benefits and/or the climate action described here and values reported in the table on Performance Indicators.
- **EU policy priorities and Reasons why the proposal falls under the selected policy priority** (check e-Proposal for max. no. of characters): Applicants are required to indicate whether the proposal addresses one of the EU policy priorities listed in section 2 of this document. The applicant has to explain in detail why he considers that the proposal falls under the selected policy priority.

If the project proposal is not presented in English, applicants may provide a summary description of the project in the language of the proposal as well. This is however optional. A separate form 'B1 – Summary description of the project (in the language of the proposal)' is available.

Form B2 – Climate problem targeted and, if applicable, other environmental benefits

- **Climate problem targeted and, if applicable, other environmental benefits** (check e-Proposal for max. no. of characters)**:**

  Please provide a clear description of the climate problem targeted by your proposal, and how it relates to one or more of the three climate priority areas. Explain why you consider that this problem is related to European climate policy and legislation.

  For certain types of projects eligible under LIFE Climate Governance and Information there may not be a specific climate problem as the project proposal may relate to more general activities in support of effective control process as well as measures to promote compliance in relation to Union climate legislation, and in support of information systems and information tools on the implementation of Union climate legislation. In such cases where the "problem" relates to one of the above governance areas and not, strictly speaking, to a specific climate problem, the project proposal should specify and detail the climate governance problem targeted.

  If other environmental benefits are applicable, please provide a description of expected results and synergies with other policy areas, especially regarding ecosystem based adaptation projects and their scope to deliver biodiversity and nature conservation benefits and include appropriate indicators to measure output and impact.

- **Please explain the project's best practice, demonstration or pilot character** (check e-Proposal for max. no. of characters)

  For definitions, see section 1.2**.**

  State of the art and innovative aspects of the project:

  Provide a description of the state of the art of the technique or method addressed and a description of the technical scale of the project (pilot scale, pre-industrial scale, first full-scale application). In the case of pilot/demonstration projects elaborate on the technical description of the processes or methods and / or proposed innovation(s), new elements, improvements and describe the previous research and experience carried out in preparation for the project implementation, including feasibility studies. In any case, describe the key climate benefits of the project and its objectives for replicability and transferability. Describe activities for monitoring / measurements and / or evaluation of the project.

  If the proposal aims to develop and demonstrate innovative climate change mitigation/adaptation technologies, systems, methods and instruments, please take into account that the innovative nature of the proposed actions can be evaluated from different perspectives: a) relative to the technologies applied by the project (technological innovation), b) relative to the way technologies are implemented (innovation in processes or methods) and, c) concerning the business and economic models developed by the project (innovative business model). These different dimensions of the innovatory nature have to be compared with the state of the art at global (world) level. Innovation should not be restricted to pure technological breakthroughs. For instance, a new procedure may change one specific step in the process of manufacturing a product or, alternatively, it may bring about a more general transformation of the entire production cycle, and thus of that cycle's total impact. The same applies for a new economic or business model which would have the potential to turn a hitherto valueless waste into an input by means of business reengineering or change in the economic model.

N.B. Projects which involve any research and development or merely preparatory activities (studies, surveys, etc.) cannot be considered innovative per se. Transfer of best practice cannot be considered innovative.

Form B3 – EU added value and socio-economic effects

EU added value of the project and its actions (check e-Proposal for max. no. of characters)**:** Please indicate whether and how your project contributes to the implementation and the development of the European Union climate legislation. Describe if it contributes to the integration of climate into other policies and/or if it contributes to sustainable development.

The information provided in these fields will be used for the evaluation of the proposal under the respective award criteria (for details see the *'LIFE Climate Action Guidelines for evaluation of project proposals 2019'*):

- **Contribution to climate objectives**

  Outline the contribution to increased climate resilience and/or the reduction of greenhouse gas emissions. Projects need to demonstrate a transformative impact which should contribute to the shift towards a resource-efficient low-carbon economy.

- **Contribution to EU policy priorities**

  Describe the extent and the quality of the contribution to the specific objectives of the climate action priority areas, the policy areas laid out in the Multi-annual work programme 2018-2020 and to the annual work areas for 2019 as described in chapter 2 of this document.

- **Replicability and transferability**

  Please describe your replicability and transferability strategy during and after project implementation (see section 1.6.13 for further details). As explained below specific project activities will have to be envisaged to support statements made here (see section 3.3.3. on 'Detailed technical description of the proposed actions C forms').

  In the context of this priority area a strategy to ensure replicability and transferability of project results to other contexts means going further than simply committing to project continuation, but entails a clear and sound plan supported by project activities that would allow replication to other sectors, entities, regions or countries (for example through close to market approach). Although replicability and transferability are different from sustainability that is addressed in Form B6, it is part of an overall sustainability strategy.

- **Quality of multipurpose, synergies, integration, as well as transnational character, green procurement, eco-label and uptake**

  Please provide a summary of whether your project includes a multi-purpose delivery mechanism which improves integration of specific environmental or climate objectives in other policy areas or has synergies with the objectives of other Union policies. For example, regarding ecosystem-based adaptation projects, please provide a description of expected results and synergies with other policy areas, such as the scope to deliver biodiversity and nature conservation benefits.

  EU added value may also be considered for project with a well-justified **transnational approach**, a mechanism to ensure extensive application of green procurement or which foresees uptake of results from EU financed research projects.

  With regard to the bonus for uptake of results from EU financed research projects, this will be awarded only if a brief but comprehensive description of such results and of how they will be used for the implementation of the LIFE project is included in this form.

- **Socio-economic effects of the project**

  Please indicate the probable impact of the project actions on the local economy and population. In particular, applicants are expected to elaborate on the assessment of the impact on jobs and growth, also taking into consideration the continuation of the project and relevant replicability/transferability scenarios. In this regard, consistency shall be ensured between jobs and growth data reported in this form and values reported in the table on Performance Indicators.

Form B4 – Stakeholders and target audiences (check e-Proposal for max. no. of characters)

Indicate the stakeholders the proposal intends to involve and how. Please indicate what kind of input you expect from them and how their involvement will be used and useful and/or needed for the project.

Describe target groups and methods for dissemination of knowledge. Comment on activities for general publicity and / or marketing of the concept during and after implementation. Please link this information with the actions you foresee in terms of replication and transferability of the results and include qualitative/quantitative data on target groups (for example, stakeholders actually or potentially interested in the project results, market analysis, etc.).

Please ensure a clear distinction between main target audiences and stakeholders:

- **"Stakeholders**" refers to entities (e.g. organisations, authorities, persons, groups of persons, NGOs etc.) that have an interest in the issue targeted by the project. Project participants do not have to be listed in this section. Proper stakeholder consultation and/or involvement should be ensured during the project, as appropriate with respect to the nature of the project.

- **"Main target audience**" refers to the audience (e.g. sections of the population, category of professionals, type of bodies or organisations, economic players, etc.) the project activities are targeting. These audiences must be defined as precisely as possible (both qualitatively and quantitatively) in the proposal and must be linked to the problem addressed by the project. Project monitoring activities must include the measurement of the impact of the project's activities on this target audience or on its activities (as appropriate, depending on the nature of the project). The selection of the target audience(s) must be justified in view of reaching the project's objectives. Quantitative and qualitative information should be provided wherever possible.

Form B5 – Expected constraints and risks related to the project implementation and how they will be dealt with (check e-Proposal for max. no. of characters)

It is important that applicants identify all possible **internal or external events** ("constraints and risks") that could have **major negative impacts** on the successful implementation of the project. Please list such constraints and risks, in decreasing order of importance. Please also indicate any possible constraints and risks due to the **socio-economic environment**. For each constraint and risk identified, please indicate how you envisage overcoming it.

You are strongly advised to include in this section any details on licences, permits, EIA, etc., and to indicate what support you have from the competent bodies responsible for issuing such authorisations. The experience of the LIFE programme has shown that some projects have difficulties completing all actions within the proposed project duration, due to unforeseen delays and difficulties encountered during the project. It is important that applicants identify all possible external events ("constraints and risks") that could cause such delays. One possible reason for such difficulties is the obligation to perform assessments that were not foreseen during the preparation of the LIFE project, in particular:

- Environmental Impact Assessment (EIA), according to the Directive 85/337/EEC (the EIA Directive), codified by Directive 2011/92/EU of 13 December 2011[35];
- Strategic Environmental Assessment (SEA), according to the Directive 2001/42/WE (the SEA Directive)[36];

These assessments may involve long administrative procedures and data collection analysis. This is normally not a problem if the time and funds necessary are foreseen in the project.

Therefore, before submitting a LIFE proposal, applicants should find out whether one or more of the assessment mentioned above will be required under EU or national law.

Applicants should describe in Form B5 how these issues are taken into account and how they envisage overcoming potential problems. To pre-empt unforeseen problems good communication and consultation with the competent authorities in charge of these procedures is essential. This should already be done at the beginning of the LIFE proposal preparation. Form B5 is the correct place to indicate whether the competent authorities in

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35 Codified version of the EIA Directive: http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:026:0001:0021:EN:PDF

36 SEA Directive: http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2001:197:0030:0037:EN:PDF

charge of assessments procedures have been consulted and the results of these consultations.

Finally, please detail how you have taken into account the risks identified into the planning of the project (time planning, budget, etc.) and the definition of the actions.

Form B6 - Continuation / valorisation of the project results after the end of the project:

Describe how the project will be continued after the end of the LIFE funding; what actions are required to consolidate the results in order to ensure the sustainability of the project results. Please describe a clear strategy or mechanisms to be put in place to ensure that the results of the project will continue after the funding period. This goes beyond dissemination and After-LIFE plan. Projects should include a clear strategy for maintaining project results of the proposed solutions after the end of the project. Project activities should show such commitment and already prepare for project continuation during the project timeframe.

In particular, please reply to the following questions:

- **Which actions will have to be carried out or continued after the end of the project?** Please list such project actions indicating their reference (e.g. A1, A2…) and title.
- **How will this be achieved? What resources will be necessary to carry out these actions?** Please indicate how the above actions will be continued after the project, by whom, within what timeframe and with what financing the above actions will be continued after the project. Discuss here the technical, financial and human resources.
- **To what extent will the results and lessons of the project be actively disseminated, transferred and/or replicated after the end of the project to those persons and / or organisations that could best make use of them? (Please identify these persons / organisations):** Please indicate how dissemination/replication activities will continue after the end of the project. Please list the persons / organisations that have been so far identified as targets for these dissemination activities.
- **How will the long-term sustainability of the project's concrete actions be assured?** Please provide respective details.

3.3.3 Detailed technical description of the proposed actions (C forms)

The applicant must list all the actions that will be implemented under the project. There are six types of actions:

A. Preparatory actions (if needed)

B. Purchase / lease of land and / or compensation payments for use rights (if needed)

C. Implementation actions (obligatory)

D. Monitoring the impact of the project actions (obligatory)

E. Communication and dissemination of results (obligatory)

F. Project management (obligatory).

To be considered eligible for funding, all actions must meet each of the following conditions:

- the need of the action has to be well justified in view of the objectives of the project; and
- the long-term sustainability of the investments must be guaranteed.

Under each type of C form actions (A, B, C…), the applicant must list the different actions: A1, A2 …, B1, B2 … C1, C2 … etc. Sequential numbers under the same category of actions are generated automatically and their order may be changed using the 'Up↑' and 'Down↓' arrows. Inside each action (A1, A2, …, B1, B2,… etc.) specific sub-actions (A1.1, A1.2, ...) may be included by the applicant (manually) in the section "***Description (what, how, where, when and why)***". When structuring a proposal, it is strongly recommended to limit the number of actions as much as possible grouping them into homogenous activities and clarifying the logical flow through sub-actions. **Please be reminded that the number of actions and sub-actions should be limited to those strictly necessary to clarify the logical flow of the project.**

It is recommended that only actions that are expected to have an important output for the project (e.g. design of the pilot, construction of the pilot, etc.) are presented as a **separate action**.

The actions must be described as precisely as possible. The descriptions may be accompanied by maps locating the actions, explanatory graphs, tables or pictures which may be included in the forms by using the "Pictures" functionality. Actions must not be confused with deliverables.

The description of each action should clearly indicate the links with other actions and should clearly (and in quantitative terms) indicate how it contributes to the project's overall objectives. There should be a **clear coherence between the technical description of the action and the financial resources allocated.**

For each action, the applicant should provide the following information:

- **Action title** (check e-Proposal for max. no. of characters): Please ensure that the name is short and that it clearly reflects the objective of the action.
- **Beneficiary responsible for implementation:** Please indicate by selecting from the drop-down menu which of the project's beneficiaries will be in charge of the coordination of the implementation of this action. Should more than one beneficiary be implicated, please give full details of which beneficiary is responsible for what in the text field (check e-Proposal for max. no. of characters) available under the drop down list.
- **Description and methods employed (what, how, where, when and why)** (check e-Proposal for max. no. of characters): Please describe the content of the action indicating what will be done, using what means, on which location / site, with what duration and with what deadline. Specify the links with other actions. Please indicate **why** the action is necessary and how it will contribute to reaching the project's objectives. For actions implemented outside the EU, full details should be provided on why such actions are necessary to achieve EU environmental objectives and to ensure the effectiveness of interventions carried out during the LIFE project in the Member State territories to which the Treaties apply. Specific sub-actions (A1.1, A1.2,

...) may be included by the applicant manually in this section (see example for Action D above).

- **Assumptions related to major costs of the action** (check e-Proposal for max. no. of characters): Please summarise the methodology used for estimating the costs of the main expenditures in this action (e.g. number of days * average cost / day, …). Please note that the total cost of the action as inserted in financial forms is displayed automatically (sum of the cost lines created in the F forms for that Action); when creating a new action, this value is by default 0 €. You must give details of the different calculations and estimations on which this total cost is based.
- **Project deliverable products:** Please list all deliverable products associated with each action and the corresponding completion deadline (day/month/year) by using the 'Add' button. ***Deliverable products*** are all those **tangible** products that can be shipped (e.g. management plans, studies and other documents, software, videos, etc). For each deliverable, please include the deadline for its completion (day/month/year). Please note that any deliverable product will have to be **submitted as a separate document** (bearing the LIFE logo) to the Contracting Authority together with an activity report.
- **Project milestones:** Please list all project milestones associated with each action and the corresponding delivery / achievement deadline (day/month/year). ***Project milestones*** are defined as **key moments** during the implementation of the project e.g. ”Nomination of the Project Manager”, "Initial operation of prototype", “Final conference”, etc. The corresponding documents do not need to be submitted to the Contracting Authority. You will need to inform the Contracting Authority whether the milestone has been completed or not in the technical reports you will send to the Contracting Authority.
- **Action timetable:** For each project action, please tick the corresponding implementation period. When planning the implementation period of your project, please bear in mind that a LIFE 2019 project cannot start before 1 June 2020. Also, please add an appropriate safety margin at the end of the project to allow for the inevitable unforeseen delays.

Please find below indication on the additional information to be provided for specific actions.

<u>Form C0 – List of all actions</u>

This form allows the applicant to create all the actions foreseen in the project, per type of action (A, B, C…), by using the 'Add project action' button. Once an action has been created, you may use the 'Save and next' button to directly create another action.

Very important: **project actions have to be created before you are able to introduce any costs in the financial F forms.**

Form C1

A. Preparatory actions (if needed)

All preparatory actions must produce practical recommendations and/or information that can be implemented (either during the project or after the project) and be used without requiring further preparatory work. Projects may not include preparatory actions that have been fully completed prior to the start of the project.

Preparatory actions should:

- be clearly related to the objective(s) of the project;
- be significantly shorter than the project duration and end well before the end of the project;
- not be research actions, unless they fall under the exceptions described in point 1.5.14 of this Guide,

Preparatory actions should thus primarily remain restricted to the preparation of the actual implementation phase of the project (technical planning, permit procedures, stakeholder consultations, etc.).

The preparatory actions should cover all that has to be completed to allow the start or proper implementation of other project actions indicated in categories B, C, D, E or F. This includes the preparation of technical documents (blueprints, etc.) and any administrative or legal procedure needed to be carried out (consultation, call for tender, deliberations, training etc.).

If the elaboration of a management plan and / or action plans is foreseen, the description of the corresponding preparatory action should specify what will be done to ensure that these plans will be implemented (for example, competent authorities adopt the plan before the end of the project).

Where preparatory actions do not lead to direct implementation during the project, their description should include a sufficient set of explanations, commitments and guarantees to show that their full implementation after the project is effectively ensured. Otherwise, such actions may be deleted from the project during the revision phase.

B. Purchase / lease of land and / or compensation payment for use rights

It is particularly important that the description of each action clearly indicates how **each** of the eligibility conditions described in the Guidelines for applicants 2019 LIFE Nature and Biodiversity, section 2.4.3 on land purchase is met.

For each action, please indicate the state of discussions with the landowners. Have they been consulted and do they agree in principle? Specify clearly what kind of habitats will be bought / leased and where they are located. Specify how much land will be bought / leased of each habitat types and justify the proposed cost/ha in relation to current land prices. If the land is to be bought through **land swaps**, specify this clearly (to be eligible the swap must be completed before the end of the project). If land is to be bought or leased in order to undertake other actions within the project, **indicate which actions** are dependent on the land purchase being achieved. If appropriate, please indicate **'alternative' land** that can be bought should difficulties arise with the prime target.

C. Implementation actions (obligatory)

Implementation actions (C actions) are the core actions of the proposal. They should always be *pilot, demonstration and/or best practise actions,* or support communication, dissemination of information and awareness rising in the field of climate action. The output of all C actions should be **concrete, measurable and with a clear benefit** for the climate actions concerned. This benefit should be measured and evaluated under **D-category monitoring action(s)**. The output of each action, quantified when possible, should be reflected in the corresponding deliverable and/or milestone section.

The proposal must include an obligatory action on **replicability or transferability.** This will include a clear set of activities for the cost-efficient replicability or transferability of the actions and results, and the measures taken to ensure the actual replication or transfer of successful pilot/demonstration actions. Successful replication and transferability require a strategy including tasks to multiply the impacts of the projects' solutions and mobilise a wider uptake, reaching a critical mass during the project and/or in a short and medium term perspective after the end of the LIFE project. This goes beyond transfer of knowledge and networking, and involves putting the techniques, methods or strategies developed or applied in the project into practice elsewhere.

Replication and transferability go beyond dissemination and concern concrete project actions that replicate and transfer, for example, projects' solutions to other sectors, entities, regions and countries.

The following activities can be considered as examples of replicability and transferability activities during the implementation of the project:

1. apply the technique or method in several geographic areas;
2. licencing of the proposed techniques or methods to other entities;
3. sign cooperation agreement with other commercial/industrial partners to implement the proposed techniques or methods in several geographic areas additional to those addressed in the project;
4. Prepare business cases (a business plan for close-to-market projects) on the application of the proposed techniques or methods in sectors different from the one addressed in the project.

A business plan is compulsory for close-to-market projects and must be included as a deliverable of a relevant C-action.

D. Monitoring of the impact of the project actions (obligatory)

Each project will have to report on the outputs and impact of the project taking into account the **LIFE Key project level indicators** (see the excel table: LIFE Key project level indicators Call 2019). These indicators will contribute to evaluating the impact of the LIFE project. Please review project indicators and complete them with the impact of the solution proposed during or at the end of the project (include clear quantification in absolute and relative terms). Please do the same 3 or 5 years after the project ends (please select the timeframe most suitable for your project).

The excel table of LIFE Key project level indicators has to be submitted through eProposal as an attachment.

At the application stage the applicants need to fill in the provided Excel table. The dynamic online database cannot be completed at this time and is presented only to show the applicants the type of information they will be asked to complete if and **after** their grant agreement is signed.

A specific action to monitor and measure the performance indicators, with an individual budget, should be part of the proposal. Information on progress regarding performance indicators have to be submitted at least at the time of the project formal reporting (Progress, Mid-term and Final).

Where relevant, applicants may implement a full Life Cycle Analysis (LCA) and include it as a project deliverable.

An assessment of the **socio-economic impact** of the project actions on the local economy and population is also obligatory and shall be included as a deliverable. This can take the form of a study consolidating the data and results over the project lifetime, to be delivered with the Final Report. Examples of positive effects of the project are: direct or indirect employment growth, enhancement of other activities (e.g. ecotourism) aimed to develop supplementary income sources, offsetting social and economic isolation, raising the profile of the area/region, resulting in increasing the viability of the local community (especially in rural areas).

E. Communication and dissemination of results (obligatory)

LIFE Climate Action projects **must include a significant set of activities (synthetically and homogeneously grouped in a few sub-actions) to disseminate the results of the project**.

Projects should typically include the following types of communication activities:

- information and awareness raising activities regarding the project to the general public and stakeholders. These activities should start at an early stage in the project.
- more technical dissemination activities aimed at transferring the results and lessons learnt **to those stakeholders that could usefully benefit from the project's experience.**
- Networking.

For each action, please specify and justify the target audience. If an action involves meetings (for example with local stakeholders), you should specify how many meetings, where, when, who will attend, what will be discussed, how many persons are expected to participate and how this will help the project. If an action concerns brochures, leaflets, publications, etc., specify how many copies, how many pages (size, colour, etc.), to whom they will be distributed and when. Should an action concern a film, specify the format, duration, number of copies, where it will be shown, etc. Should beneficiaries plan to present the project results in national / international events (conferences, congresses), the relevance and added value for the project should be clearly explained.

All actions should specify the expected results in qualitative and quantitative terms (e.g. improved support from the local community, 2,500 persons informed, 3,000 newsletters circulated…), indicating how this serves the project's objectives.

The following dissemination activities are considered obligatory, and shall be grouped in one sub-action which includes the following list of deliverables:

- **Notice boards** describing the project shall be displayed at strategic places accessible to the public. The LIFE logo should always appear on them.
- a newly-created or updated existing **website** (with the LIFE logo) (deliverable),
- A **layman's report** shall be produced in paper and electronic format at the end of the project. It shall be presented in English and in the project's language. This report shall be 5 to 10 pages long and present the project, its objectives, its actions and its results to a general public.

Networking with other projects (including LIFE III, LIFE+ and/or LIFE projects), information exchange activities etc., should be presented as one distinct obligatory sub-action.

Media work, organisation of and participation to events, production of brochures and films, technical publications are not considered obligatory, but are foreseen in many projects and they are welcome as evidence of good dissemination.

See the General Conditions of the Model LIFE Grant Agreement for full details of communication and dissemination requirements. The LIFE website https://ec.europa.eu/easme/en/life-communication also contains detailed advice on communication and dissemination actions and the guidelines on how to design a LIFE web-site.

F. Project management (obligatory)

The applicant should list the different activities (synthetically and homogeneously grouped in a few sub-actions) aiming at managing / operating the project and ensuring quality control and risk management, including contingency planning. This typically involves at least all of the following activities and associated costs:

Overall project management:

Each project must include one sub-action named "Project management by (name of the beneficiary in charge)". This sub-action should include a description of the project **management staff** and describe management and reporting duties of the project beneficiaries, even if no costs will be charged for this to the project.

Please include a **management chart** of the technical and administrative staff involved. This chart must provide evidence that the coordinating beneficiary (Project Manager) has a clear authority and an efficient control of the project management staff, even if part of the project management would be outsourced. Explain if the management staff has **previous project management experience**.

It is **strongly recommended** that the project manager be full-time. If a coordinator or project manager also directly contributes to the implementation of certain actions, an appropriate part of his/her salary costs should be attributed to the estimated costs of those actions.

It is expected that the project management is carried out by the staff of the coordinating beneficiary. However, outsourcing of project management is possible on the basis of an appropriate justification, provided the coordinating beneficiary retains full and day to day control of the project. The proposal should clearly describe how this control will be guaranteed.

Please also include a **rationale of the project consortium** by indicating, for each beneficiary, the country and the role in the project. Please include the table below as an attachment in "Project management":

	Country	Role in the project
[Beneficiary 1]		
[Affiliate to Beneficiary 1]		
[Beneficiary 2]		

In case you propose to include affiliated entities in your proposal, they shall also be reported in the table.

Audit report:

Where required (see General Conditions of the Model LIFE Grant Agreement), this audit should not only verify the respect of national legislation and accounting rules but should also certify that all costs incurred respect the General Conditions of the Model LIFE Grant Agreement. In the financial forms, the costs for the audit should be under the budget item "Other costs". Audit report must be added to the list of deliverables. No specific sub-action is required.

The threshold for the requirement of a certificate on the financial statements (audit certificate) is EUR 750.000 EU contribution on beneficiary level. This means that in the 'other cost' category, the cost for audit certificates should cover the audited costs of all beneficiaries in the project with a Union contribution of at least EUR 750.000. For beneficiaries with a lower Union contribution, there is no need to have their costs audited.

After-LIFE Plan:

The coordinating beneficiary must produce an "**After-LIFE Plan**", including a compulsory exploitation plan, and submit it with the final report. The exploitation plan would detail and present the planned activities and resources through which the project results will be maintained and exploited after the end of the project. It shall be presented in the beneficiary's language and optionally in English, in paper and electronic format. For pilot and demonstration projects, the After-LIFE Plan shall in addition set out how the dissemination and communication of the results will continue after the end of the project. It should give details regarding what actions will be carried out, when, by whom, and using what sources of finance. A separate sub-action for this plan should be added to the proposal and the plan must be added to the list of deliverables.

Form C2 Reporting schedule

Activity reports foreseen:

The coordinating beneficiary shall report to the Contracting Authority about the technical and financial progress of the project. The project's achieved results and possible problems should be highlighted in these reports.

Note that the grant agreement, project management, formal reporting (excluding annexes or deliverables) and all communication with the Contracting Authority must be in English, even if the language of the project proposal is different. The costs for translation of reports (excluding annexes or deliverables) are therefore eligible.

For projects with a duration exceeding 24 months or requesting an EU contribution of more than € 300,000, a Mid-term report with a request for a second pre-financing payment has to be provided. For projects with a duration exceeding 48 months and an EU contribution of more than € 4,000,000, if the coordinating beneficiary wishes to request a third pre-financing payment, a second Mid-term Report has to be provided. The Mid-term report(s) are to be delivered, together with the requests for mid-term pre-financing, in line with the thresholds defined in the Special Conditions of the Model LIFE Grant Agreement. One "Final Report with payment request" shall be submitted, not later than 3 months after the project end date. Please note that the reporting schedule may be modified during the revision phase. "Progress reports" may be added if deemed necessary depending on complexity and duration of the project. Please consult General Conditions of the Model LIFE Grant Agreement for full details on reporting obligations of LIFE projects.

3.4 Financial application forms

***Important**: The project's budget may only include costs which are in accordance with Article II.19 of the General Conditions of the Model LIFE Grant Agreement. The EU contribution will be calculated on the basis of eligible costs.*

General remarks

- All costs must be rounded to the nearest Euro. Decimals cannot be entered in the forms.
- The coordinating beneficiary and associated beneficiaries, entities identified as 'affiliated entities', as well as other companies that are part of the same groups or holdings, cannot act as sub-contractors.
- Internal invoicing (i.e. costs that result from transactions between departments of a beneficiary) is to be avoided and will only be allowed if it excludes all elements of profit, VAT and overheads. Please note that costs incurred by the same legal entity should in principle be declared under the correct cost categories (personnel costs, consumables, other costs, etc.).
- All contracts attributed under any of the cost categories should respect the principle of absence of conflict of interest, regardless of the amount involved.
- Value added tax paid by the beneficiaries is eligible except for:
  - taxed activities or exempt activities with right of deduction;
  - activities engaged in as a public authority by the beneficiary where it is a State, regional or local government authority or another body governed by public law.
- For each cost line, select from the drop-down menus the short name of the beneficiary that will incur the respective cost and the number of the action to which the respective cost is related.
- To add a cost line use the 'Add' button, to delete a cost line use the 'Delete' button.
- All financial forms are tab activated: in order to create costs lines quickly, you may use the Tab key on your keyboard to move from one field to the next one, and then to the 'Add' button (then press the 'Enter' key: the cost line is added).

If project beneficiaries wish to be involved in project actions at € 0 cost (and have this piece of information reflected in the declarations A3/A4), they have to enter in the financial forms F1-F7 the respective action with the corresponding € 0 cost.

If project beneficiaries (private organisations) wish to include their 'affiliates' in the project, then they should indicate in the description of the cost items concerned that the cost will be incurred by their 'affiliate + name'. Please note that the use of affiliates would need to be introduced in Art. I.7 of the future grant agreement.

<u>Form F1 – Direct personnel costs</u>

Public body personnel: The salary costs of public body personnel may be funded only to the extent that they relate to the cost of project implementation activities that the relevant public body would not have carried out had the project concerned not been undertaken. The personnel in question, irrespective of whether they are working full or part time for the project, must be specifically seconded / assigned to a project; the individual assignment shall either take the format of a contractual document or that of a letter of assignment signed by the responsible service or authority of the relevant beneficiary.

Moreover, the sum of the public bodies' contributions (as coordinating beneficiary and / or associated beneficiary) to the project budget must exceed (by at least 2%) the sum of the salary costs charged to the project for personnel who are not considered "additional" (*please see Article II.19.2(a) of the General Conditions of the Model LIFE Grant Agreement)*. This will be automatically checked under Report R4 – Compliance with 2% rule when your proposal is validated by eProposal prior to submission, and also both during the selection phase and when calculating the final EU contribution at the end of the project.

The definition of 'additional' personnel costs includes the costs of all personnel – permanent or temporary – of public bodies whose contracts or contract renewals:

- start on or after the start date of the project or on or after the date of signature of the grant agreement in case this signature takes place before the project start date, and
- specifically seconded/assigned to the LIFE project.

Further guidance on the above can be found in Annex X of the model grant agreement.

Type of contract: Select from the drop-down menu. Additional or Non-Additional Staff (in line with the definition above).

Note that service contracts with individuals (i.e. natural persons) may be charged to this category on condition that Art. II.19.2 (a) of the model LIFE grant agreement is respected i.e. the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed); the result of the work belongs to the beneficiary (unless exceptionally agreed otherwise); and the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary.

Important: The time each employee spends working on the project shall be <u>recorded and certified</u> on a timely basis (i.e. every day, every week) using time sheets or an equivalent <u>time registration system,</u> unless the employee is specifically assigned to the project full time or for a fixed percentage of his/her time or if he/she works less than 2 days per month on average for the LIFE project within a calendar year.

Category / Role in the project: You should identify each professional category in a clear and unambiguous manner to enable the Contracting Authority to monitor the labour resources allocated to the project. The description shall be brief and clear (e.g.: Senior researcher). *Examples of staff categories / roles in the project are: senior engineer / project manager, technician / data analysis, administrative / financial management, etc.* In case the professional category is not explanatory of the role that the person will play in the project, you should also include the additional information not here but in the section "Assumptions related to major costs of the action" of the related action (C-forms). For example if the role is

Senior researcher in the field of Agricultural Economics, you shall only include here 'Senior researcher', the additional information shall be included in the related action.

Daily rate: The daily rate charged for each member of personnel is calculated on the basis of gross salary or wages plus obligatory social charges, and other statutory costs (provided that these costs are in line with the beneficiary's usual policy on remuneration), excluding any other costs (see Annex X of the model LIFE grant agreement for further guidance on this). For the purpose of establishing the budget proposal only, the daily rate may be calculated based on indicative average salary costs which are reasonable to the concerned category of personnel, sector, country, type of organisation, etc. Please take predictable salary increases into account when estimating the average daily rates for the project duration.

The total number of productive time per year per person should be calculated on the basis of the total working hours / days according to national legislation, collective agreements, employment contracts, etc. An example for determining the total productive time per year could be as follows (provided what is established in the appropriate legislation):

Days / year	365 days
Less 52 weekends	104 days
Less annual holidays	21 days
Less statutory holidays	15 days
Less illness / other (when relevant)	10 days
= Total productive time	215 days

Please note that the daily rates indicated in the budget proposal must not be used when reporting the costs of the project; only actual costs, i.e. actual rates and actual hours/days worked on the project may be charged. Any significant deviations from the budgeted costs will have to be justified. Personnel costs shall be charged on the basis of hourly rates obtained by dividing the actual annual gross salary or wages plus obligatory social charges and other statutory costs included in the remuneration of an employee by the actual total productive hours/days for that employee. In case the actual total productive hours/days for the employee are not to be recorded in a reliable time registration system (e.g. when working less than 2 days per month on average for the LIFE project within a calendar year or when working full time or on the basis of a fixed percentage of time as indicated in the employment contract) a default value of 1720 productive hours shall be used.

Number of person-days: The number of person-days needed to carry out the project.

Direct personnel costs: calculated automatically by multiplying the total number of person-days for a given category by the daily rate for that category.

Form F2 – Travel and subsistence costs

Note: Under this budget category applicants should foresee the travel costs for 2 persons from the project to attend a kick-off meeting with the Contracting Authority representatives.

Beneficiary and Action number: Please select the Beneficiary and the action number to which the travel and subsistence costs are referred to

Destination: Please select the corresponding type of destination: national, inside EU, outside EU (only well justified in the respective action in part C).

Explanation of assumptions: Provide a brief and clear explanation about the assumption used to calculate the travel and subsistance rate.

The purpose of travel must be clearly described (including the number of days and persons traveling for the same purpose), in order to allow an assessment of the costs in relation to the objectives of the project.

Examples for completing the field 'explanation of assumptions': '2 persons x 1 dissemination event 'xxx' for 2 days', '1 person x 1 technical co-ordination meeting x 1 day', '3 persons x 3 project area visit x 2 days'.

Only costs for travel and subsistence must be included here. Costs related to the attendance of conferences, such as conference fees, should be reported under "Other costs" (form F7). The cost of participation in a conference is only considered eligible if the project is presented at the conference. The number of participants in conferences is limited to those for whose attendance there is a valid technical justification.

Travel costs shall be charged in accordance with the internal rules of the beneficiary. Beneficiaries shall endeavour to travel in the most economical and environmentally friendly way – video conferencing must be considered as an alternative.

In absence of internal rules governing the reimbursement of the use of an organisation's own cars (in opposition to private cars) costs related to the use of these are to be estimated at 0.25 € / km. If only costs for fuel are foreseen, they should also be listed here.

Subsistence costs shall be charged in accordance with the internal rules of the beneficiary (daily allowances or direct payment of meals, hotel costs, local transportation etc.). Make sure that meals related to travel / meetings of the beneficiaries are not included if subsistence costs are already budgeted as per diem allowances.

Travel and subsistence rate and number of travels: Please insert the travel and substance rate and the number of travels. The field 'travel and subsistence costs' should contain the unit cost for one person, the field 'number of travels' should contain the number of travels per person (i.e. if two persons are traveling 3 times to a coordination meeting, then the number of travels is '6').

Form F3 – External assistance costs

General: External assistance costs refer to sub-contracting costs: i.e. services / works carried out by external companies or persons (other than those for which costs can be included under Form F1), as well as to renting of equipment or infrastructure. They are limited to 35% of the total budget unless a higher level is justified in the proposal.

For example, the creation of a logo, establishment of a dissemination plan, design of dissemination products, publication of a book or renting of material should be included in external assistance.

Please note that any services supplied under subcontract, but which are **related to prototype development** should be budgeted under prototype and not under external assistance. Costs related to the **purchase or leasing** (as opposed to renting) **of equipment**

and infrastructure supplied under subcontract (e.g. installation services) should be budgeted under those cost categories and not under external assistance if they are also depreciated in accordance with the accounting rules.

Procedure: Specify the procedure foreseen to sub-contract the work by using for public bodies 'public procurement', and for private entities 'direct treaty', 'open tendering procedure', 'multiple offers' and 'framework contract'. Subcontracts must be awarded in accordance with Articles II.10 and II.11 of the General Conditions of the Model LIFE Grant Agreement and the beneficiary's internal rules (for as far as they comply with the aforementioned Articles).

Description: Provide a clear description of the subject of the service that will be subcontracted, e.g. 'carrying out impact assessment', 'maintenance of …', 'renting of …', 'consultancy on …', 'web page development', 'intra-muros assistance', 'organisation of dissemination event', etc. Please consult e-Proposal for the maximum no. of characters for the description of the subcontract (if applicable).

General comments on Forms F4.a, F4.b and F4.c – Durable goods

Please put in this category only those goods that the accounting rules of the beneficiary in question classify as durable goods (including goods obtained through financial leasing, i.e. with option to buy). Conversely, do not put anything in this category that the accounting rules of the beneficiary in question do not classify as durable goods.

In the sub-categories equipment and infrastructure, you need to indicate the actual cost as well as the value of depreciation, in accordance with Article II.19.2 (c) of the General Conditions of the Model LIFE Grant Agreement. Only the depreciation is an eligible cost for the project and the EU co-financing will be calculated on the basis of this amount.

Important: Depreciation of durable goods already owned by beneficiaries at the start of the project is not eligible for LIFE funding.

Actual cost: Full cost of the infrastructure or equipment without applying any depreciation.

Depreciation: Total value of the depreciation in the accounts of the beneficiaries at the end of the project. For the purpose of establishing the budget proposal, the beneficiaries should estimate as precisely as possible the amount of depreciation for each item, from the date of entry into the accounts (if relevant) until the end of the project. This estimation is based on their internal accounting rules and / or in accordance with national accounting rules.

The amount of depreciation to be included as eligible cost in the budget is limited to a maximum of 25% of the actual cost for infrastructure and a maximum of 50% of the actual cost for equipment (i.e. per cost item). Blocking error messages will be displayed when validating the proposal if these rules are not being observed. **You should be aware of the fact that, although these are the maximum percentages in the LIFE programme, it does not mean they will be automatically accepted because depreciation must firstly be in line with your internal accounting rules/national accounting rules as mentioned above.** Please note the exceptions listed under Annex X to the model grant agreement.

Exception: For prototypes, the eligible costs are equal to real costs under the conditions set up in Article I.13 of the Special Conditions and Article II.19.2 (c) of the General Conditions of the Model LIFE Grant Agreement.

Form F4.a – Infrastructure costs

Procedure: Specify the procedure foreseen to contract the work by using for public bodies 'public procurement' and for private entities: 'direct treaty', 'open tendering procedure', 'multiple offers' 'framework contract'. Contracts must be awarded in accordance with Articles

II.10 and II.11 of the General Conditions of the Model LIFE Grant Agreement and the beneficiary's internal rules (for as far as they comply with the aforementioned Articles).

Description: Give a clear description and breakdown of the infrastructure per cost item, e.g. ‘supporting steel construction’, ‘foundation of installation’, ‘fencing’ etc.

Important: *All the costs related to infrastructure, even if the work is carried out under sub-contract with an external entity, should be reported under this heading. In addition, the entity who directly owns or will own the infrastructure assets should be part of the project partnership.*

NB: *Projects dedicated to the construction of large infrastructure do not fall within the scope of the LIFE Programme and are therefore not eligible. A project is considered to be dedicated to the construction of large infrastructure if the actual cost (as defined above) of a "single item of infrastructure" exceeds EUR 500,000. A "single item of infrastructure" means all elements as described in form F4a that are physically bound to ensure the functionality of the infrastructural investment (e.g. for an eco-duct the bridge, barriers, signposting, etc.) Such amount may be exceptionally exceeded if full technical justification is provided in the proposal demonstrating the necessity of the infrastructure for ensuring an effective contribution to the objectives of the LIFE Regulation.*

Form F4.b – Equipment costs

Procedure: Specify the procedure foreseen to contract by using for public bodies ‘public procurement’ and for private entities: ‘direct treaty’, 'open tendering procedure', 'multiple offers' ‘framework contract’. Contracts must be awarded in accordance with Articles II.10 and II.11 of the General Conditions of the Model LIFE Grant Agreement and the beneficiary's internal rules (for as far as they comply with the aforementioned Articles).

Description: Provide a clear description of each item, e.g. ‘laptop computer’, ‘database software (off-the-shelf or developed under sub-contract)’, ‘measurement equipment’, ‘mowing machine’, etc.

Form F4.c – Prototype costs

A prototype is an infrastructure and/or equipment specifically created for the implementation of the project and that has never been commercialised and is not available as a serial product. It may not be used for commercial purposes during the life of the project. (See Article I.13 of the Special Conditions and Article II.19.2 (c) of the General Conditions of the Model LIFE Grant Agreement). Durable goods acquired under the project can only be accepted in this cost category when they are essential to the pilot or demonstration aspects of the project.

Procedure: Specify the procedure foreseen to contract by using: for public bodies ‘public procurement’ and for private entities: ‘direct treaty’, 'open tendering procedure', 'multiple offers' ‘framework contract’ .Contracts must be awarded in accordance with Articles II.10 and II.11 of the General Conditions of the Model LIFE Grant Agreement and the beneficiary's internal rules (for as far as they comply with the aforementioned Articles).

Description: Give a clear description of the prototype.

Important: *All the costs related to the prototype, even if the work is carried out under sub-contract with an external entity, should be reported under this heading.*

Form F6 – Costs for consumables

General: Consumables declared on this form must relate to the purchase, manufacture, repair or use of items which are not placed in the inventory of durable goods of the beneficiaries (such as materials for experiments, animal feeding stocks, materials for dissemination, repair of durable goods given that this is not capitalised and that they are purchased for the project or used 100% for the project etc.). Should the project include a significant dissemination activity in which substantial mailing or other communication forms are used, the corresponding costs may also be declared here.

Costs for consumables must be specifically related to the implementation of project actions.

General consumables / supplies (as opposed to direct costs), such as telephone, communication costs, photocopies, office material, water, gas, etc. are deemed to be covered by the overheads category.

Procedure: Specify the procedure foreseen to contract by using for public bodies 'public procurement' and for private entities : 'direct treaty', 'open tendering procedure', 'multiple offers' 'framework contract'. Contracts must be awarded in accordance with Articles II.10 and II.11 of the General Conditions of the Model LIFE Grant Agreement and the beneficiary's internal rules (for as far as they comply with the aforementioned Articles).

Description: Provide a clear description of the type of consumable materials, linking it to the technical implementation of the project, e.g. 'raw materials for experiments action 2', 'stationery for dissemination products (deliverable 5)', etc.

Form F7 – Other costs

General: Direct costs which do not fall in any other cost category should be placed here, for example costs for bank charges borne by the Coordinating beneficiary, conference fees, insurance costs when these costs originate solely from the project implementation), etc. Please note that financial support to third parties (including prizes) are not eligible.

Auditor costs (ONLY for those beneficiaries requesting a Union Contribution of at least € 750,000) related to the auditing of the beneficiaries' financial reports should always be placed under this budget category.

Costs for translation, if needed, must always be reported in this category.

Dissemination materials: costs related to dissemination of information and reproduction (e.g. purchase or printing dissemination materials/products…).

The cost of a **bank guarantee, if required by the Contracting Authority, must always be reported in this category.** Please refer to Article I.4.2 of the Special Conditions and Article II.19.2 (e) of the General Conditions of the Model LIFE Grant Agreement and to the *Guide for the evaluation of LIFE project proposals 2019* for more information.

Procedure: Specify the procedure foreseen to contract by using for public bodies 'public procurement' and for private entities 'direct treaty', 'open tendering procedure', 'multiple offers' 'framework contract'. Contracts must be awarded in accordance with Articles II.10 and II.11 of the General Conditions of the Model LIFE Grant Agreement and the beneficiary's internal rules (for as far as they comply with the aforementioned Articles).

Description: Give a clear description of each item, linking it to the technical implementation of the project.

Form F8 – Overheads

Overhead amount: Indicate the general indirect costs (overheads) for each beneficiary. Where the operating grant covers the entire usual activity of the beneficiary, the latter is not entitled to declare any eligible indirect costs under an action grant. Indeed, in that case the operating grant covers the entire overheads needed for the functioning of the beneficiary. Paying indirect costs under the action grant would therefore lead to double financing. Where the operating grant covers only part of the usual activity of the beneficiary, indirect costs under the LIFE action grant may be considered eligible if the beneficiary is able to demonstrate clearly that the operating grant does not cover any costs (including overheads) that may be claimed under the action grant.

To demonstrate this beneficiary must:

a. use analytical cost accounting that allows to separate all costs (including overheads) attributable to the operating grant and the action grant. For that purpose the beneficiary must use reliable accounting codes and allocation keys ensuring that the allocation of the costs is done in a fair, objective and realistic way.

b. record separately: all costs incurred for the operating grants (i.e. personnel, general running costs and other operating costs linked to the part of its usual annual activities), and all costs incurred for the action grants (including the actual indirect costs linked to the action).

In case a beneficiary would receive in future an operating grant (covering the indirect costs of the LIFE action grant) for (a part of) the duration of the project, the beneficiary is obliged to report this and introduce an amendment/correction of the budget tables (Forms F) before the end of the project, excluding the 'overheads' budgeted.

Overheads (also referred to as "indirect costs") are eligible at a flat rate, which will be fixed in the grant agreement as a percentage of the total eligible direct costs of each beneficiary, excluding long-term lease of land/one-off compensations for land use rights (and excluding the overheads themselves, since they are indirect costs). In accordance with Article II 19.3 of the General Conditions for the Model LIFE Grant Agreement this percentage may not exceed 7% for each of the beneficiaries. A blocking error message will be displayed in Report R1 and when validating the proposal if this rule is not observed.

Note that the column 'Total eligible direct costs excluding land related costs' is automatically filled in by the tool based on the costs entered in forms F1 to F7.

Form FC – Financial contributions

This form describes the funding of the project by the beneficiary(ies) and / or co-financier(s), as well as the EU contribution requested per beneficiary.

Goods or services which are to be provided **"in kind"**, i.e. for which there is no cash-flow foreseen, are ineligible for EU co-financing and should not be included in the project's budget.

Important: The column 'Total costs of the actions in €' is automatically filled in by the application, based on the costs entered in forms F1-F8.

Coordinating beneficiary contribution: Specify the amount of financial contribution provided by the coordinating beneficiary. This amount cannot include any funding obtained from other public or private sources specifically earmarked for the project or for a part of it (which should be declared as other co-financing).

Associated beneficiary contribution: Indicate the financial contribution from each associated beneficiary**.** These amounts cannot include any funding obtained from other public or private sources specifically earmarked for the project or for a part of it (which should be declared as other co-financing).

Amount of EU contribution requested: Specify the amount of financial EU contribution requested by the coordinating beneficiary and each of the associated beneficiaries. This amount must be in accordance with Articles II.19 and II.25 of the General Conditions of the Model LIFE Grant Agreement.

Amount of co-financing in €: Indicate the financial contribution of each co-financier**.**

The amounts corresponding to the own contributions and the total costs are transferred automatically to forms A3 and A4. The amounts corresponding to co-financiers contributions are transferred automatically to form A6.

3.5 Reports

eProposal reports contain detailed financial calculations and they are generated automatically, based on the data entered in the technical and financial forms.

Only reports R1 – Budget and R2 – Costs per Action will be included in the .pdf version of the proposal generated by the eProposal tool. The other reports provide, however, practical financial information.

Report R1 – Budget

The form summarises the financial structure of the project, by providing a budget breakdown for the project and an overview of the financing plan.

Reports R2 – Costs per Action, R2a – Costs per Beneficiary, R2b – Costs per Action per Beneficiary, R2c – Costs per Beneficiary per Action

These forms are very useful in order to link technical outputs and costs.

Report R3 – Profit rule per beneficiary

This report verifies that none of the beneficiaries receives a share of the EU contribution exceeding the costs it will incur (see the no-profit rule in Article II.25.3 of the General Conditions of the Model LIFE Grant Agreement).

Report R4 – Compliance with 2% rule

This report shows whether the sum of the public bodies' contributions (as coordinating beneficiary and / or associated beneficiary) to the project budget exceeds (by at least 2%) the sum of the salary costs of their permanent staff charged to the project. If this is not the case, an error message will be displayed when validating the proposal.

3.6 Attachments

Attachment type: Select from the drop-down menu.

Attachment name: Please ensure that the name is short (check e-Proposal for max. no. of characters).

Important: the maximum size of each document attached is 2Mb

Attach in this section the appropriate mandatory financial annexes, as explained in the document *'Guide for the evaluation of LIFE project proposals 2019'*. The templates of the 'Public body declaration' and 'Simplified Financial Statement' and the LIFE performance indicators table are provided in the application package available on the LIFE web page**.**

4. Checklist

The questions below aim to help you check that your application is as well prepared as possible. Your answers should in all cases be "yes". However, the list of questions is not exhaustive and the questions do not provide all the detailed information necessary; please refer to the detailed information included in other sections of this document.

1. Have you checked whether your project fits with the requirements of a LIFE Climate Change Mitigation (CCM), Climate Change Adaptation (CCA) or Climate Governance and Information (GIC) project?
2. Are forms A3, A4 and A6 signed and dated?
3. Is form B1 in English?
4. Have you included a safety margin at the end of the project to allow for unforeseen delays?
5. Is the applicant legally registered in the EU?
6. Have you included the mandatory annexes? **A)** ***For coordinating beneficiaries that are not public bodies*** : (1) annual balance sheet and profit and loss account, (2) audit report or auditor-certified balance sheet and profit and loss account if the amount of the grant exceeds € 750,000 (even if according to your national legislation you are not required to have your accounts audited), (3) simplified financial statement. **B)** public body declaration for coordinating beneficiaries that are public bodies.
7. For each action, have you detailed the expected results as far as possible in quantitative terms?
8. Does your project integrate monitoring, evaluation and active dissemination of the project's results and lessons learnt?
9. Have you included a coherent package of communication and dissemination actions?
10. Have you included substantial activities - beyond the transfer of knowledge and networking - to ensure the replicability and transferability of your solution?
11. Have you included indicators of your project impact during and 3 or 5 years after the project ends?
12. Is the project management team sufficient? Is an organigramme provided? Is project management well ensured (this often implies having a full time project coordinator)?
13. Have you excluded all actions that can be better financed by other EU funding programmes? In case of doubt, have you foreseen complementary actions or objectives?
14. Have you and your associated beneficiaries read the General Conditions of the Model LIFE Grant Agreement in full?
15. Do all actions take place in the European territory of the EU (or are covered by the exceptions foreseen)?
16. For land purchase / compensation payments have you clearly explained how you meet all of the eligibility conditions?

ANNEXES

ANNEX 1: Calendar - LIFE 2019 evaluation and selection procedure

Date or period	Activity
12 September 2019	Deadline for applicants to submit proposals to Contracting Authority
September 2019 to May 2020	Evaluation and revision of the proposals
May 2020	Signature of individual grant agreements
1 June 2020	Earliest possible starting date for the Call 2019 projects

ANNEX 2: Important links

a) *General documents for all applicants:*

- *LIFE Regulation*
  http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:L:2013:347:TOC
- LIFE Multiannual Work Programme 2018-2020:
  https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32018D0210
- Link to the LIFE Communication toolbox
  http://ec.europa.eu/environment/life/toolkit/comtools/index.htm
- Financial Regulation
  http://ec.europa.eu/budget/biblio/documents/regulations/regulations_en.cfm

b) *LIFE Climate Action:*

- EU Strategy on adaptation to climate change:
  https://ec.europa.eu/clima/policies/adaptation_en#tab-0-1
- Climate-ADAPT, the European climate change adaptation platform:
  http://climate-adapt.eea.europa.eu/
- *Covenant of Mayors:*
  https://www.covenantofmayors.eu/
- *Decision on land use, land-use change and forestry*
  http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32013D0529
- *Effort Sharing Decision*
  http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.L_.2009.140.01.0136.01.ENG
- *EU forest strategy*
  http://ec.europa.eu/agriculture/forest/strategy/index_en.htm
- *Rural Development*
  http://ec.europa.eu/agriculture/rural-development-2014-2020/index_en.htm
- *Agriculture*
  http://ec.europa.eu/agriculture/climate-change/index_en.htm
  http://ec.europa.eu/agriculture/cap-post-2013/index_en.htm

ANNEX 3. eProposal Tool

The eProposal tool allows applicants for LIFE "traditional" projects to create and submit proposal(s) online. Only proposals submitted through eProposal are eligible to be evaluated.

Please post exclusively IT questions/problems about eProposal to

eProposal Help Desk: env-clima-life-helpdesk@ec.europa.eu

Please note that this Help Desk is **only for IT questions** related to the use of eProposal.

All other questions about LIFE should be addressed by reading the documents included in the application package and, in case of need, by contacting the LIFE National Contact Point.

If you cannot find any clarification there, you may also write to easme-life@ec.europa.eu, the latest until 10 working days before the call closure.

After this date, EASME will endeavour to answer timely but cannot guarantee a response to your question.

To ensure equal treatment of applicants, EASME will not give a prior opinion on a work programme, an action or specific activities.

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Please note that if you registered on eProposal for previous LIFE Calls for proposals, you may continue to use the same user credentials to register, and may skip steps 1 and 2. You may however be requested to change the password.

Step 1: Create your EU Login user ID and password (for all users)

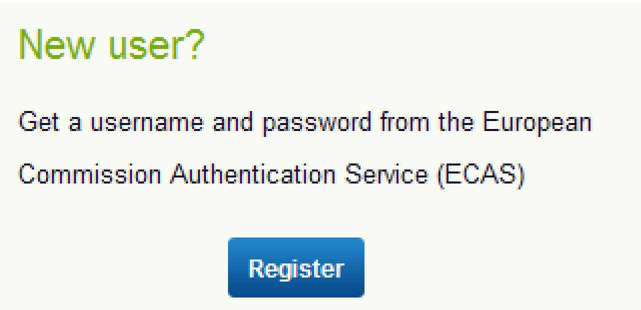
Access to eProposal Welcome Page is provided via the LIFE web page.

Please, connect to https://webgate.ec.europa.eu/eproposalWeb

Please note that the eProposal tool can only be accessed through EU Login (One account, many EU services). Therefore you have to register in EU Login first and obtain a user ID and a password.

Once you have authenticated your identification, you do not have to re-enter your credentials (username and password) within the same browser session.

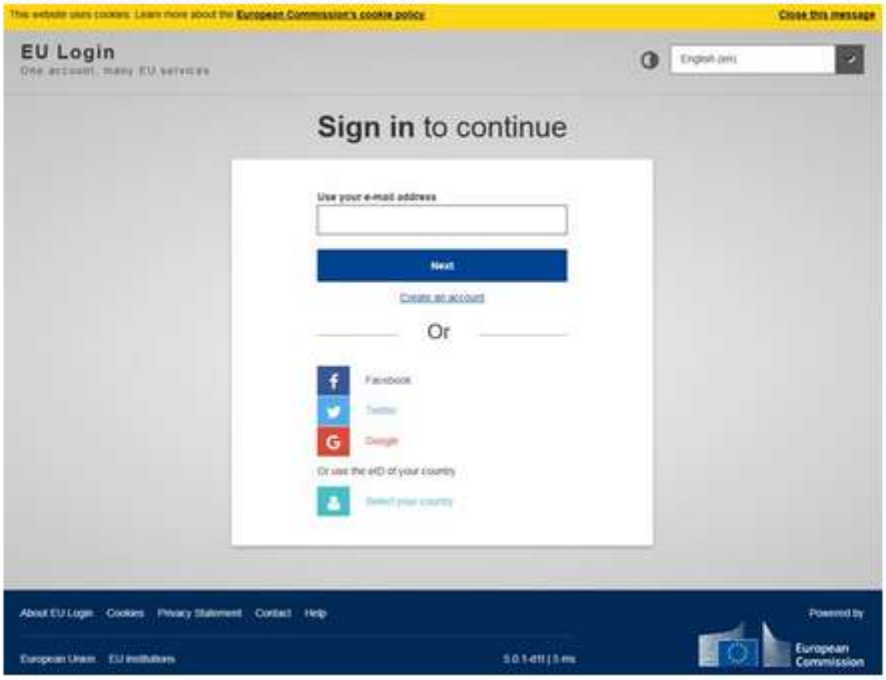
In the 'New user?' menu click 'Register':

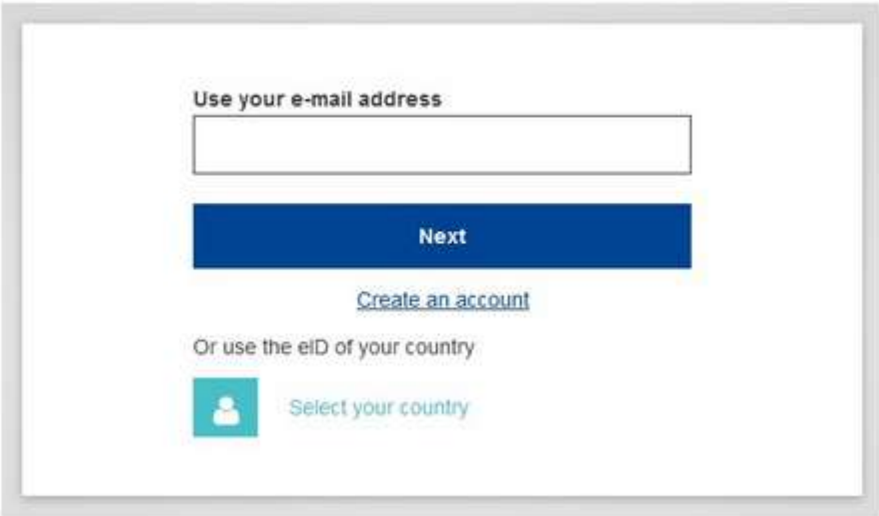


Create an EU Login account

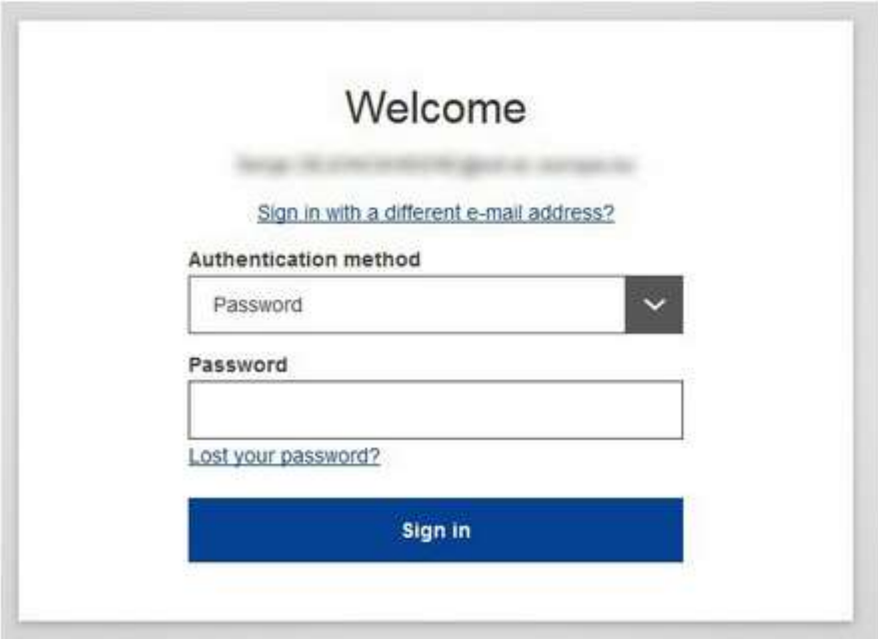
Please provide the information required:

Note that your domain of connexion must be EXTERNAL





Once you have submitted this information, click on the 'Create an account' button. You should then get the confirmation message



EU Login Create your password

You will receive a confirmation message at the provided e-mail account from EU Login.

Note: it can take up to half an hour for the confirmation e-mail to arrive. If you do not receive this e-mail at all, please first check your SPAM folder before contacting the eProposal Help Desk.

From the moment the e-mail was sent to you, you have 90 minutes

to generate your EU Login password!

In the confirmation e-mail received, click on 'this link'.

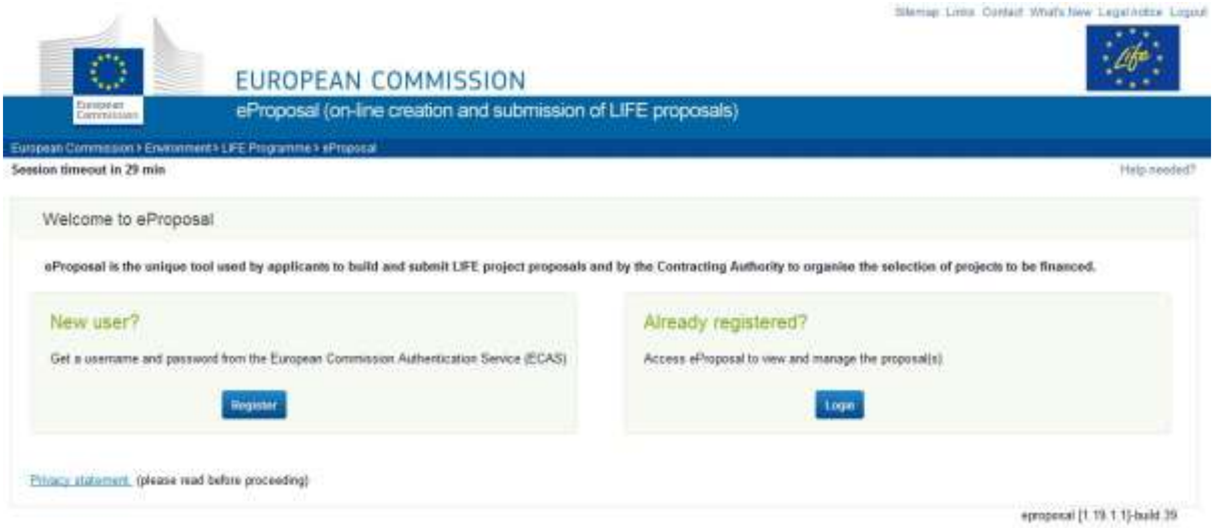
Define your password (minimum 10 characters, containing at least 1 capital letter and 1 digit or special character) and submit.

Once submitted, a confirmation message should appear:

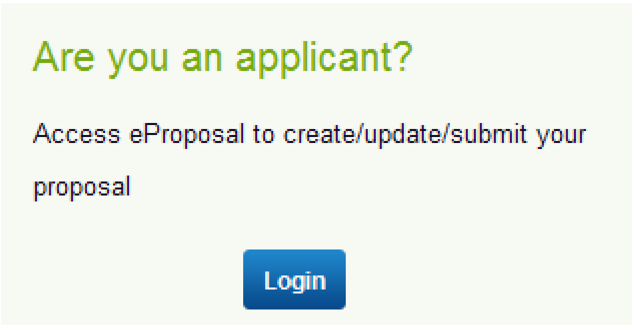
You may change your password or ask for it to be reset in case you forget it. We recommend you keep safely the user ID / e-mail address and password you used to register for registration and login to eProposal (Step 2).

Step 2: Register as a user on eProposal (for all users)

Go to the LIFE eProposal Welcome Page

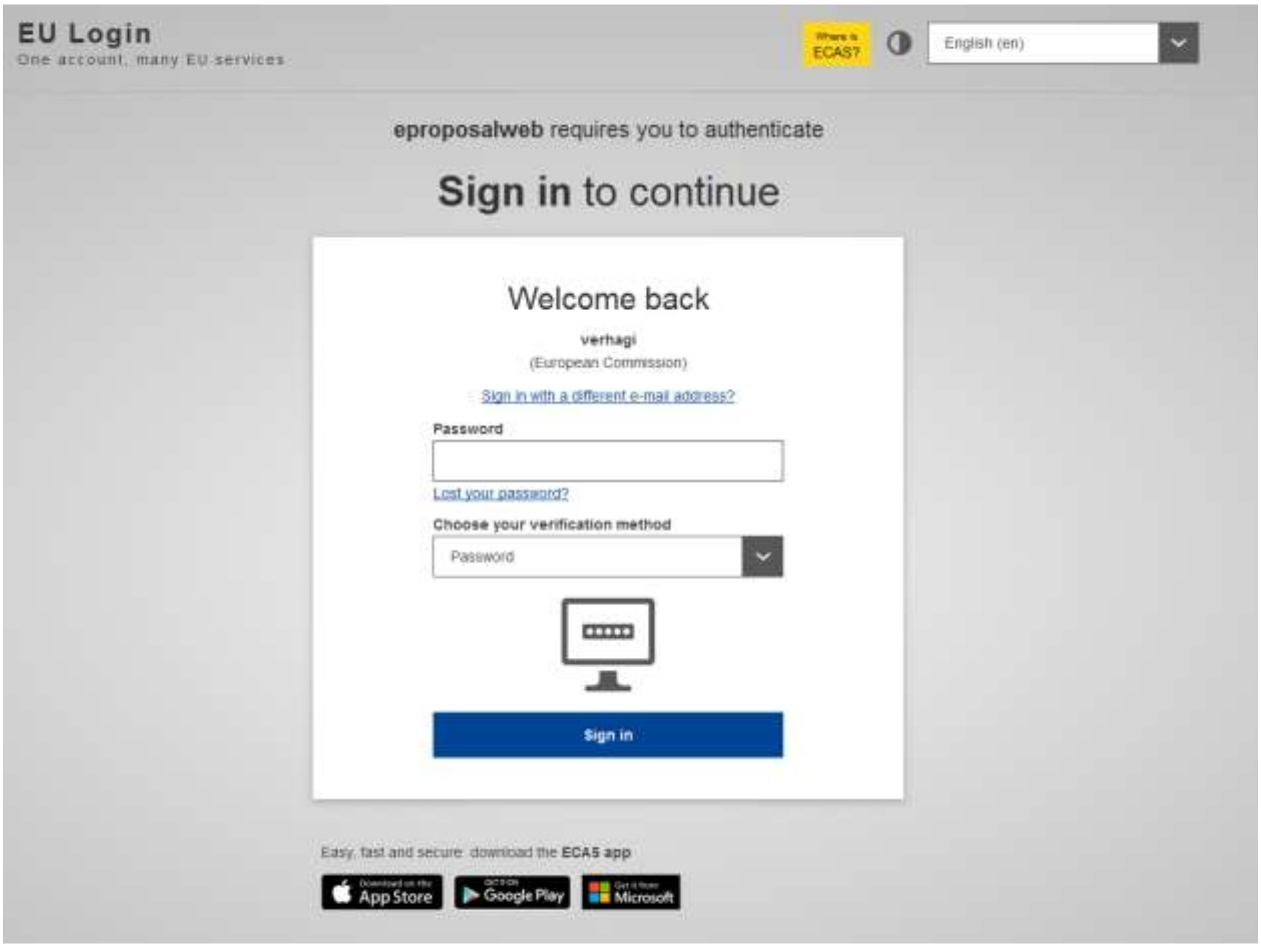


Click on the option 'Are you an applicant?'



In the "Are you an applicant?' menu click 'Login'.

You will be redirected to this page:



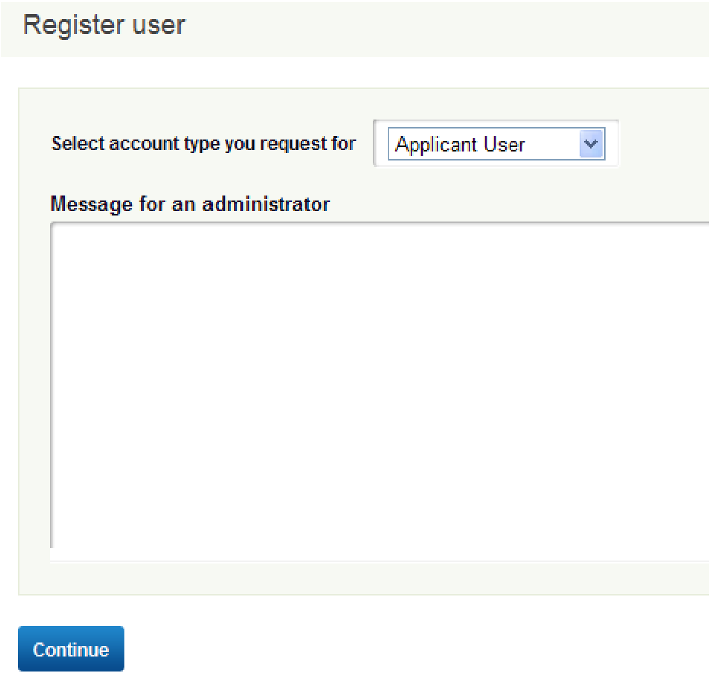
(1) Check that the domain selected is 'External' (if not, please change it to 'External' by using the 'Change it' link and when asked 'Where are you from?', please specify 'Neither an institution nor a European body' + click on 'Select').

(2) Enter your e-mail address and password (the one you created in Step 1).

(3) Click on 'Login' button.

You are now in the LIFE eProposal tool.

Please select the **Applicant User** account type:



Then fill in the required information (compulsory fields are marked by a red asterisk *), and click on the 'Save' button available at the bottom of the screen.

You will get the following confirmation message: 'Your user account has been created'.

Once you are registered as a user, you will also see in the list of proposals any proposal you created (or were invited to see) during this LIFE Call or the 2012, 2013, 2014, 2015, 2016 and 2017 LIFE calls.

Step 3: Create a proposal (to be done by coordinating applicant)

Proposals may only be created in eProposal by registered users acting as "coordinating applicant", i.e. "the owner" of the proposal.

The 'coordinating applicant' will become the 'coordinating beneficiary' should the proposal be selected for LIFE co-financing.

You may now create a LIFE project proposal by clicking the 'Create new proposal' button available at the bottom of the screen:

You will be requested to input basic information concerning your proposal, based on the selected LIFE priority area. This information remains editable once the proposal has been created.

For this purpose, you will be automatically redirected to technical form A1 (see below). Please note that you have to fill in both form A1 AND form A2 in order to create a new project proposal in the eProposal tool. The proposal will be then identifiable with the project acronym entered in technical form A1. The information already entered while registering as an applicant will be available under forms A1 and A2 for the proposal you have created.

Please note that for technical reasons it will not be possible to digitally 'recycle' proposals from the LIFE programme. You cannot generate a new 2019 proposal based on a LIFE proposal; you would need to download the old proposal and cut and paste the contents into the 2019 application forms.

Manage access rights (optional)

A LIFE proposal created in eProposal is linked by default to its owner: the user who created it.

The owner of the proposal may:

- view and/or edit the proposal;
- invite other users and grant them edit rights;
- submit the proposal.

Management of access rights

In order for the owner to manage access rights and for other users linked to the proposal to view access rights, you have to perform the following operations:

(a) Select the proposal for which you want to give access rights to another user or invite an associated beneficiary;

(b) Go to Proposal menu / Access rights part.

If only the owner is linked to the proposal, the screen will look like this

Inviting another user (optional)

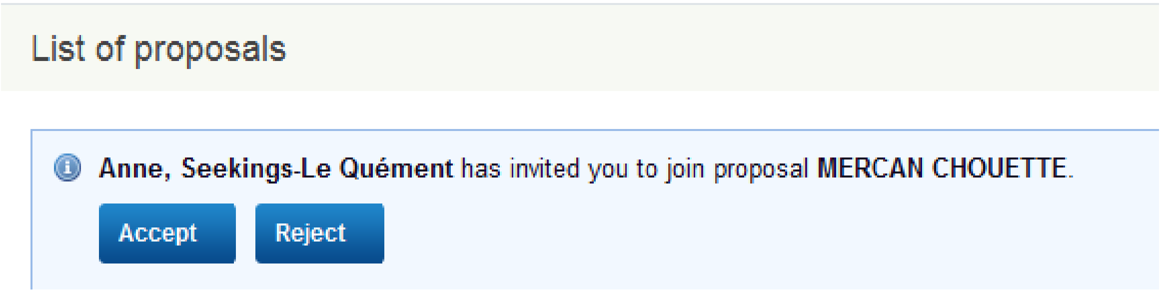
(c) In order to **invite** another user, the owner of the proposal (the coordinating applicant) must specify the e-mail address of the person to be invited in the bottom field of the screen 'List of proposal users' The person invited MUST have an account registered in eProposal..

(d) If the invited user is already registered on eProposal:

– The first and last names of this user will appear as '(Pending)' in the Access rights list of users.

– An invitation message is received at the e-mail address entered by the invited user (when they registered to eProposal).

– The user logs on to eProposal: on the top of the first screen, the invitation is visible. The user may accept or reject it.



–

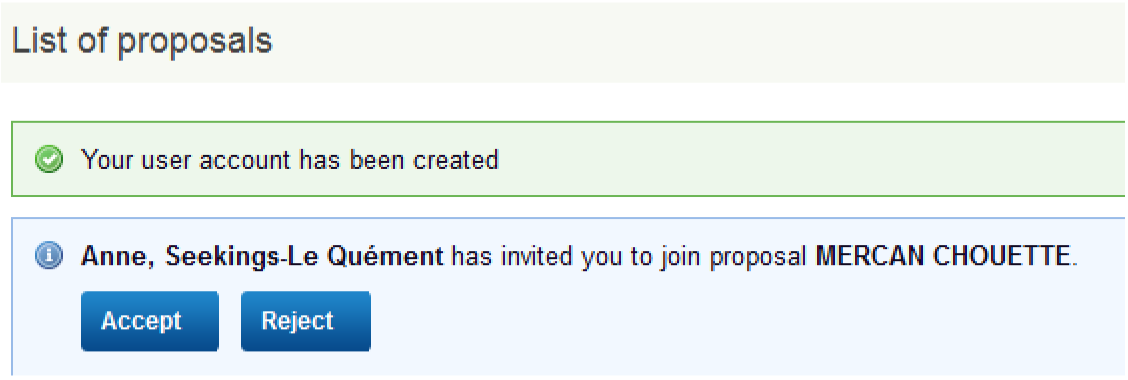
– If the invited user accepts the invitation, the proposal will appear in this user's list of proposals, and the user will be able to view it straight away. The owner of the proposal may then grant this user editing rights

(e) If the invited user is NOT yet registered on eProposal:

– The first and last names of this user will appear as '(Pending)' in the Access rights list of users.

– An invitation message is received at the e-mail address of the invited user specified by the owner of the proposal. This message contains a link to register on EU Login (if needed, see Step 1) and another one to register on eProposal (see Step 2).

– The user logs on to eProposal: on the top of the first screen, both confirmation or registration and the invitation are visible. The user may accept or reject the invitation.



– If the invited user accepts it, the proposal will appear in this user's list of proposals, and the user will be able to view it straight away. The owner of the proposal may then grant to this user editing rights.

(f) The owner of the proposal may invite as many users as wished, following the same steps.

(g) If several users are linked to a proposal, the Access rights screen will look like this (for the owner of the proposal, for the other users linked to it, all squares will be greyed out):

(h) The owner of the proposal is always greyed out (at least one user must be owner of a proposal at all times).

User(s) who have accepted the invitation are listed and the squares in the columns 'Owner', 'Can view' and 'Can edit' are activated.

If the first and last names are still '(Pending)', it means that this (these) user(s) have not yet accepted the invitation.

The owner of the proposal may decide to **grant editing rights to other user(s) linked to that proposal**. The only condition is for the user to have accepted the invitation sent by the owner. This enables several users to work in parallel on the same project proposal.

To grant editing rights to a user, the owner must click on the 'No' square in the 'Can edit' column: it will then turn to yes. When that user next logs on to eProposal, s/he will be able to edit that proposal.

Important: If a user has been granted editing rights, s/he will be able to perform exactly the same actions as the coordinating beneficiary, i.e. modify, delete, add technical and financial data, etc. but will not be able to submit the proposal and invite other users. The switch between edit and view modes for an associated applicant can be performed as many times as needed / wished by the coordinating beneficiary.

Changing owner

The user that has to become the owner must have already been invited to the proposal To change owner, the (original) owner must click on the 'No' square in the 'Owner' column corresponding to the user that is to become the new owner: after a confirmation message, it will then turn to Yes. From that moment on the 'former' owner does not have the possibility to manage user rights anymore. When the 'new' owner next logs on to eProposal, s/he will be able to manage user rights for that proposal.

Any data that was already entered in the technical and/or financial forms for the coordinating applicant (e.g. in relation to actions for which the coordinating applicant is responsible, or for costs incurred by this applicant), will have to be manually edited so as to align them to the new set-up of the proposal.

Validating and submitting a proposal

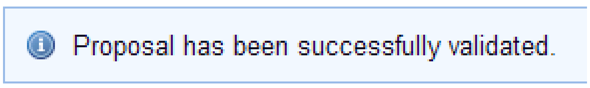
Please note that both steps are compulsory to ensure that the proposal is taken into consideration during the evaluation process!

Validation

After completing the proposal, click on the 'Validate' button available on form A1. A number of pre-defined verifications will be launched throughout the entire proposal, such as checks that mandatory fields are filled in and in the correct format, coherency between dates, consistency of various elements of the budget, etc.

Validation error messages indicate missing or incorrect information. They block the submission of the proposal (e.g. 'Total costs must equal total contributions').

When the validation is performed without any blocking errors, you will receive the following confirmation message:

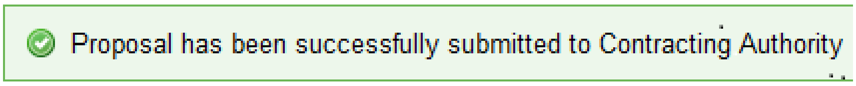


Please note that at this stage the proposal has NOT been submitted yet.

Upon successful validation of the proposal, eProposal will request the owner whether s/he wants to submit the proposal at that moment.

Submission
Once the proposal is validated and before the submission deadline, the coordinating applicant (owner of the proposal) should submit the proposal by clicking on the 'Submit to Contracting Authority' button (this button becomes available on form A1 only after the proposal has been validated and no more blocking validation errors are identified).

After clicking on this button, you will receive the following message confirming that the proposal is successfully submitted:



The proposal can be modified, validated and (re)submitted as many times as needed until 12 September 2019 (16:00 Brussels time). Each subsequent submission overwrites the previously submitted version (earlier versions are not archived and are therefore not available anymore).

This submission deadline will only be extended in case of 'force majeure' or breakdown of the system and the new deadline (established in a way to compensate the down period) will be communicated on the LIFE website and eProposal welcome page immediately.

The proposal will be automatically forwarded to the Contracting Authority. National Authorities of the Member States in which beneficiaries are legally registered, may also view the proposal if the owner of the proposal ticks the button National authorities access.

Each submitted proposal is automatically attributed a unique project reference code that includes the year of the call, the LIFE priority area and a sequential 6 digits number. All technical, financial and reporting forms will bear this code (e.g. 'Proposals / **LIFE19 CCA/FI/000001 LIFE Adapt** / Financial Forms / **F1 – Direct personnel costs'**). This code will be referred to in all correspondence with the Contracting Authority during the selection procedure and during the project implementation, if the proposal is retained for LIFE co-financing. A proposal that has not been submitted yet does not carry a reference.

Important: proposals submitted can be modified and re-submitted until the submission deadline is reached. Only the final submitted version of the proposals will be evaluated by the Contracting Authority.

If you want your proposal to be taken into account under the evaluation process, please make sure that you click on the 'Submit to Contracting Authority' button prior to the submission deadline.

The button 'Submit to Contracting Authority' will be deactivated at the submission deadline (12 September 2019 at 16:00 Brussels time). The Contracting Authority may not be held responsible for any problem

<u>caused by slow performance of the system or similar issues. Applicants should take the necessary steps to avoid "last minute" submissions.</u>

Actively working in your proposal simultaneously with two or more user accounts or two or more same accounts may cause your proposal data to become corrupted and will impair the submission process.

Post-submission Communication

Once the submission deadline has passed, communication with applicants who have submitted a proposal will be solely through the proposal Mailbox.

Only the owners of proposals with status 'Received by Contracting Authority' (and later statuses) have access to this Mailbox.

WHO CAN USE IT?

- the applicant: to read messages sent by the Contracting Authority or its Consultant and to reply to these messages and to initiate new messages addressed to the Contracting Authority or its Consultant;

- the Contracting Authority or its Consultant: to send messages to any Applicant and to read Applicants' replies.

HOW DO I READ AND SEND MESSAGES?

There are 2 options to access the messages:

- go to the List of proposals: if you have a new message for a particular proposal, the icon  becomes visible in the 'Unread' column; click on  it to access the mailbox directly;

- if you have already opened a particular proposal, the "Mailbox" is available in the drop-down menu under 'Proposal'.

These 2 options lead to the Thread list:

The proposal LIFE12 ENV/ES/000692 LIFE SMART FOREST has been submitted to NA on 26/09/2012 13:24:12 (Brussels time).

Create thread

Unread	Topic	Created at	Type	Phase	Status	Actions
1	Official letter	07/12/12 13:08	Rejection letter	Technical compliance check (SELTEC)	Open	
	New thread 1	07/12/12 11:29	Rejection letter	Technical compliance check (SELTEC)	Open	
1	Official EC letter	04/12/12 15:21	Rejection letter	Technical compliance check (SELTEC)	Open	

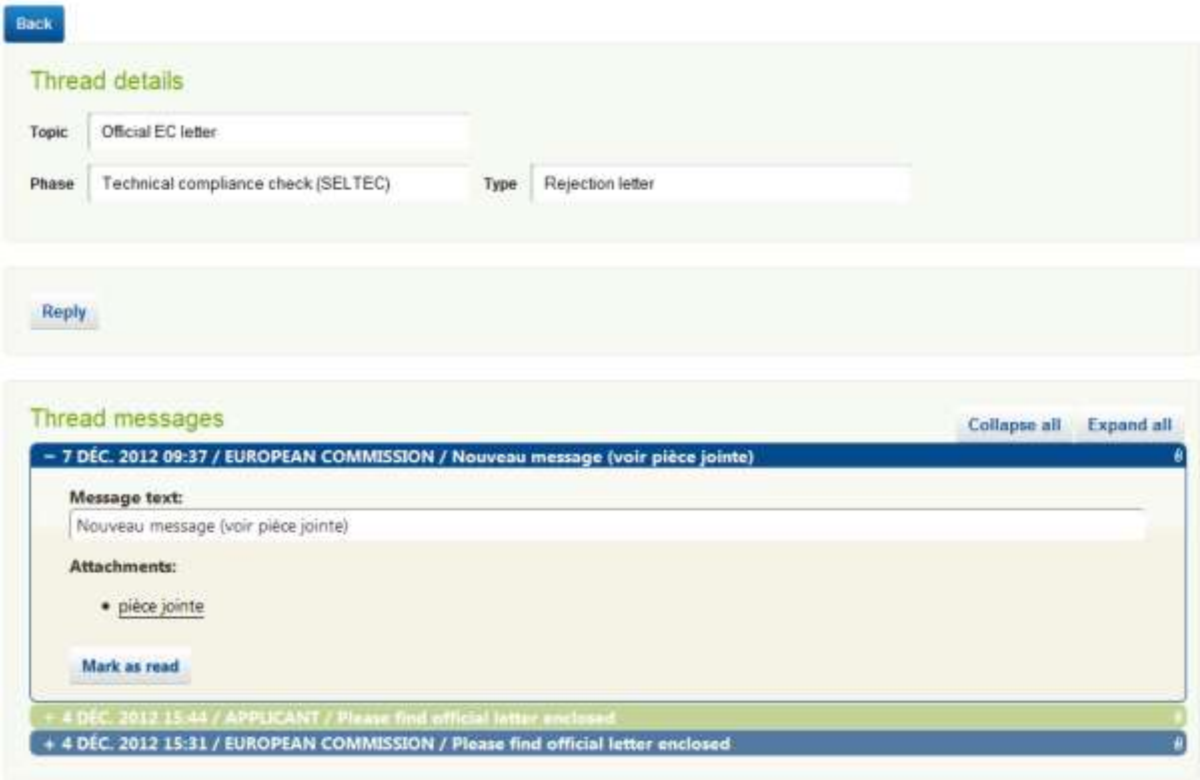
3 item(s) found

A thread groups all messages linked to the same 'Topic' (which is defined by the one who creates the thread), 'Phase' (the phase of the selection process to which this message is linked) and 'Type' (e.g.: rejection letter, question letter, instruction letter or 'Other').

Threads can be created and closed. Official threads (such as Rejection letter, Instructions letter, etc…) can only be created by the Contracting Authority. Applicants can create (and afterwards Close) 'Other' types of threads, using the button **Create thread** .

The Contracting Authority and its Consultant can close any type of thread.

When clicking on icon  for a given thread, the Thread details appear:



This screen enables you to view all past correspondence (green colour is used for messages posted by applicants, blue colour for messages posted by the Contracting Authority and its consultant). The same colours appearing in a stronger shade indicate a new message, whereas a message in a lighter shade indicates that it has been marked as read.

All applicants have the possibility to define one or many new messages

by clicking the button **Create thread** .. This is also used to reply to messages previously sent to them (choosing the recipient: Contracting Authority or consultant and clicking on **Save** ; if necessary attachment(s) of 2MB maximum size each may be uploaded; please use only generic formats to ensure readability by other users).

By clicking on **Ready to send** the Applicant may see the message about to be sent and check its content and list of attachments. To send the new message click on **Send** . To continue editing the message click on **Not ready to send** .

HOW WILL I BE ALERTED IF A NEW MESSAGE IS AVAILABLE?

Applicants will receive an e-mail notification message in the mailbox corresponding to the e-mail address indicated on form A2, informing that a new message is available in their Proposal Mailbox.

We advise applicants to regularly check the Proposal Mailbox in eProposal as notification messages may sometimes not reach the recipient (e.g. filtered as SPAM, mailbox changed, mailbox full, etc.).

Only coordinating applicants will receive notification messages.

Deleting a proposal

A proposal which has not been submitted can be deleted at any point in time by the applicant (owner).

To delete a proposal:

- Find it in your list of proposals;
- For that proposal, click on the icon in the corresponding Actions column;
- When prompted 'Are you sure you want to delete proposal?', press 'OK' to delete it, or 'cancel' to cancel the deletion.

Please be aware that all the information entered in eProposal will be permanently deleted and therefore not retrievable anymore once you have deleted the proposal.

Withdrawal of a Proposal

The applicant (owner) retains the right to withdraw a proposal at any moment after submission. A withdrawn proposal will not be considered during the evaluation.

To withdraw a proposal:

- Find it in your list of proposals;
- For that proposal, click on the Edit icon in the corresponding Actions column;
- In the proposal menu, choose the Withdrawal form. There you will be able to detail the reason(s) why you need to withdraw your proposal (for instance: expected financing did not materialise), and to confirm the fact that you withdraw your proposal.
- If you click on 'OK' you will receive the following confirmation message:

Proposal has been successfully withdrawn.

Further recommendations:

- It is recommended to use either Google Chrome or Firefox browsers .
- In order to enter data into the proposal, use the 'Edit' mode; a 'View' mode is also available and you can switch from one mode to the other at any time during preparation of your proposal;
- You may introduce the information either directly into the textboxes or you may copy and paste information in simple text format; note that for security reasons, <u>a text copied and pasted from a Word document or an html page may not be accepted entirely and cause issue to the eProposal system</u>, therefore simple, basic text editors such as Notepad suit better for this purpose;
- **Always click on the 'Save' button before switching to another form**;
- All fields allow introducing a limited number of characters – these limits are clearly displayed in e-proposal. Please note that in order to ensure that the text input in large text fields can be printed in the pdf extract, only the following formatting may be used: bold, italics, underlined. Only simple lists (simple enumerations 1,2,3, A, B,C etc; or bullet points) will appear correctly. If you need to insert tables, do not do so in text fields: please use the Add picture(s) functionality available at the end of most forms;
- Fields marked with a red asterisk * are related to obligatory information and must be filled in; when validating the proposal, error messages will be displayed if mandatory fields have been left empty;
- The data between various technical and financial forms are intrinsically connected, this is why as a matter of principle the information will be introduced manually only once and then automatically transferred to other relevant forms across the application;
- Disabled fields cannot be filled in manually since the respective information will be extracted and/or calculated automatically from other forms;
- You will be allowed to insert objects (such as maps, graphs, tables, photos) in certain forms where the "Maps", "Pictures" or "Declaration" headings appear; you may only use png, jpg, tif, gif, bmp formats; the maximum size accepted is 2MB;
- Enter all dates in DD/MM/YYYY format or use the calendar functionality where available;
- At any stage, you may view your proposal as a pdf document, by clicking the 'Request pdf' button available in the Proposal exports and Attachments sections of eProposal. Once the pdf version of your proposal has been created, you will receive an e-mail which will allow you to download it straight away, or to do so from the Proposal exports and Attachments sections of eProposal (remember to 'refresh' the page, press key F5);
- You may extract the content of your proposal in order to work off-line:
  - B and C forms to an editable Word document, by clicking on the 'Download working copy' button available in the Proposal exports section;
  - Financial forms and reports to an editable Excel document, by clicking on the 'Financial data export' button available in the Proposal exports and Attachments sections;
  - Please note that these are only working documents to be used to prepare input in eProposal forms and fields. It is not possible to automatically transfer the Word text or the Excel data back into eProposal.
- All the content of a proposal can be edited / viewed using the Proposal menu available at the top of the screen.