

IPA ADRION

OFF-LINE APPLICATION FORM - CONTENT -

1st Call for proposals projects

Version 1.0 – March 2023

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DISCLAIMER

- Please note that this is not the official application form but only an offline template for information and guidance purposes, based on the template provided by **Interact HIT (Harmonized Implementation Tools)**.
- This offline template shall not be submitted to the programme. The only valid procedure to apply for IPA ADRION 1st call for proposal is applying through our Joint Electronic Monitoring System (JEMS) via the following link: <https://jems.regione.emilia-romagna.it/>
- We are doing our best to ensure a high level of consistency between this offline template and the final application form in JEMS, but please be aware that there might be differences with regard to wording, numbering, overview tables and character limitation.
- In the present template character limits are set for most text boxes. Such limits must not be exceeded since JEMS does not allow longer texts.

SECTION A – PROJECT IDENTIFICATION

A.1 – PROJECT IDENTIFICATION

Project ID

Automatically generated

Name of the lead partner (in English language)

Automatically filled-in from part B

Project title

Enter title here [max 200 characters]

Project acronym

Enter acronym here [max 25 characters]

Programme priority

Select from drop-down

Programme priority specific objective

Select from drop-down of objectives that belong to the selected programme priority

Project duration (nr. of months)

Enter a number

A.2 – PROJECT SUMMARY

Please give a short overview of the project and describe:

- the common challenge of the programme area you are jointly tackling in your project;
- the overall objective of the project and the expected change your project will make to the current situation;
- the main outputs you will produce and those who will benefit from them;
- the approach you plan to take and why a cross-border/transnational/inter-regional approach is needed;
- what is new/original about the project.

Enter text here [max 2000 characters]

A.3 – PROJECT BUDGET OVERVIEW

Programme funding			Contribution					Total eligible budget
Funding source	Funding amount	Co-financing rate (%)	Public contribution			Private contribution	Total partner contribution	
			Public contribution	Auto. public contribution	Total public contribution			
INTERREG	Automatically filled-in	Automatically filled-in	Automatically filled-in	Automatically filled-in	Automatically filled-in	Automatically filled-in	Automatically filled-in	Automatically filled-in
SAN MARINO	Automatically filled-in	Automatically filled-in	Automatically filled-in	Automatically filled-in	Automatically filled-in	Automatically filled-in	Automatically filled-in	Automatically filled-in
TOTAL	Automatically filled-in	Automatically filled-in	Automatically filled-in	Automatically filled-in	Automatically filled-in	Automatically filled-in	Automatically filled-in	Automatically filled-in

A.4 – PROJECT OUTPUTS AND RESULTS OVERVIEW

Purpose and logic:

- this is an overview table based on data from outputs and results tables in the work plan. No new data is presented here.

Programme output indicator	Measurement unit	Aggregated value per programme output indicator	Project output number	Project output (Output title)	Output target value	Programme result indicator	Measurement unit	Result indicator target value
From WPs	From WPs	Automatically calculated	From WPs	From WPs	From WPs	From WPs	From WPs	From C.5
			From WPs	From WPs	From WPs			
From WPs	From WPs	Automatically calculated	From WPs	From WPs	From WPs	From WPs	From WPs	From C.5
			From WPs	From WPs	From WPs			
			From WPs	From WPs	From WPs			

SECTION B – PROJECT PARTNERS

Purpose and logic:

- this is the place where the information on each project partner must be entered
- all sections need to be repeated for each partner.
- B.1.7 Partner budget is an overview table.

B.1 – PROJECT PARTNER 1

B.1.1 PARTNER IDENTITY

Partner role in the project	<i>Button: lead partner, project partner</i>
Partner Nr.	<i>Automatically generated (upon submission of AF)</i>
Abbreviated name of the partner	<i>Enter here [max 15 characters]</i>
Name of the partner in original language	<i>Enter here [max 100 characters]</i>
Name of the partner in English	<i>If existing, using the official translation [max 100 characters]</i>
Unit / division	<i>If applicable, enter here [max 250 characters]</i>

LEGAL AND FINANCIAL INFORMATION

Type of partner	<i>Drop-down pre-defined list (see Annex 1 – Type of partner and target group classification)</i>
Subtype of partner	<i>Drop-down (Micro/small/medium-sized/large enterprise).</i>
Legal status	<i>Drop-down (public / private / BGPL)</i>
Co-financing rate (%)	<i>Automatic from B.1.8 Partner co-financing</i>
VAT number	<i>Enter here [max 50 characters]</i>

Other identifier number

Enter here [max 50 characters]

Other identifier description

Enter here [max 100 characters]

Please insert your PIC. In case you still don't have one, be aware it will be requested in case your project is approved. Register at EC Participant Register website

Enter PIC number

B.1.2 PARTNER ADDRESS

Country (Nuts 0)

Drop-down

Region (Nuts 2)

City (Nuts 3)

Drop-down

Drop-down

Street

House number

Enter here [max 50 characters]

Enter here [max 20 characters]

Postal code

City / town

Enter here [max 20 characters]

Enter here [max 50 characters]

Homepage

Enter here [max 250 characters]

Address of unit / division (if applicable)

Country (Nuts 0)

Drop-down

Region (Nuts 2)

Drop-down

City (Nuts 3)

Drop-down

Street

Enter here [max 50 characters]

House number

Enter here [max 20 characters]

Postal code

Enter here [max 20 characters]

City / town

Enter here [max 50 characters]

B.1.4 LEGAL REPRESENTATIVE

Title (e.g. Mr, Ms, Mx)

Enter here [max 25 characters]

First name

Enter here [max 50 characters]

Last name

Enter here [max 50 characters]

B.1.5 CONTACT PERSON

Title (e.g. Mr, Ms, Mx)

Enter here [max 25 characters]

First name

Enter here [max 50 characters]

Last name

Enter here [max 50 characters]

E-mail address

Enter here [max 255 characters]

Telephone

Enter here [max 25 characters]

B.1.6 PARTNER MOTIVATION AND CONTRIBUTION

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

Enter text here [max 3000 characters]

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

Enter text here [max 3000 characters]

Describe the organisation's experience in participating in and/or managing EU co-financed projects or other international projects

Enter text here [max 3000 characters]

BUDGET

	Amount	
Programme co-financing	<i>automatically calculated based on the co-financing rate</i>	Co-financing rate
Partner contribution	<i>automatically calculated</i>	
of which automatic public contribution	EUR	Rate of automatic public contribution
		<i>automatically calculated %</i>
PARTNER TOTAL ELIGIBLE BUDGET	<i>automatically filled-in from E.4</i>	

PARTNER BUDGET OPTIONS

The Lead Applicant should choose one or more of the following options. Please note that not all the options can be flagged together, since they can conflict. Depending on the choice, some of the below tables can change their aspect.

- Staff costs flat rate based on direct cost (20 %)
- Office and administrative flat rate based on staff costs (15 % of staff costs) (MANDATORY unless "other costs flat rate" is selected)
- Travel and accommodation flat rate based on staff costs (15 % for IPA partners, 10 % for ERDF partners)
- All other costs based on staff costs (40 %)

PARTNER BUDGET

STAFF COSTS

Staff function	Comments	Unit type	No of units	Price per unit	Total	Period 1	Period N	Gap
<i>Enter text here [max 255 characters]</i>	<i>Enter text here [max 250 characters]</i>	<i>Enter text here [max 100 characters]</i>	<i>Enter here</i>	<i>Enter here</i>	<i>Automatically calculated</i>	<i>Enter here</i>	<i>Enter here</i>	<i>Automatically calculated</i>

OFFICE AND ADMINISTRATIVE COSTS

Total Office and administration flat rate is calculated by applying the rate (15 %) to the total Staff costs.

Flat rate for office and administrative costs	Total
	<i>Automatically filled-in</i>

TRAVEL AND ACCOMMODATION COSTS

Description	Comments	Unit type	No of units	Price per unit	Total	Period 1	Period N	Gap
Drop-down	Enter text here [max 250 characters]	Enter text here [max 100 characters]	Enter here	Enter here	Automatically calculated	Enter here	Enter here	Automatically calculated

EXTERNAL EXPERTISE AND SERVICES COSTS

Description	Comments	Unit type	No of units	Price per unit	Total	Period 1	Period N	Gap
Drop-down	Enter text here [max 250 characters]	Enter text here [max 100 characters]	Enter here	Enter here	Automatically calculated	Enter here	Enter here	Automatically calculated

EQUIPMENT COSTS

Description	Comments	Unit type	No of units	Price per unit	Total	Period 1	Period N	Gap
Drop-down	Enter text here [max 250 characters]	Enter text here [max 100 characters]	Enter here	Enter here	Automatically calculated	Enter here	Enter here	Automatically calculated

CO-FINANCING

Source of contribution	Legal status	Amount	% of total partner budget
<i>Partner organisation automatically filled-in</i>	<i>Drop-down menu</i>	<i>Enter here</i>	<i>Automatically filled-in</i>

Contribution	Amount	% of total partner budget
<i>Sub-total public contribution</i>	<i>Automatically filled-in</i>	<i>Automatically filled-in</i>
<i>Sub-total automatic public contribution</i>	<i>Automatically filled-in</i>	<i>Automatically filled-in</i>
<i>Sub-total private contribution</i>	<i>Automatically filled-in</i>	<i>Automatically filled-in</i>
Total	<i>Automatically filled-in</i>	<i>Automatically filled-in</i>

B.1 – PROJECT PARTNER 2

All sections from B.1.1 to B.1.6 repeated

B.1 – PROJECT PARTNER N

All sections from B.1.1 to B.1.6 repeated

ASSOCIATED PARTNERS

Partner number	Name of associated partner	Associated to project partner
<i>Automatically filled-in</i>	<i>Automatically filled-in</i>	<i>Automatically filled-in</i>
<i>Automatically filled-in</i>	<i>Automatically filled-in</i>	<i>Automatically filled-in</i>

Associated partner number

Automatically generated by the system (upon AF submission)

Name of the partner in original language

Enter here [max 100 characters]

Name of the partner in English

If existing, using the official translation [max 100 characters]

Partner to which the associated partner is associated

Drop-down

Country (Nuts 0)

Drop-down

Region (Nuts 2)

Drop-down

City (Nuts 3)

Drop-down

Street

Enter here [max 50 characters]

House number

Enter here [max 20 characters]

Postal code

Enter here [max 20 characters]

City / town

Enter here [max 50 characters]

LEGAL REPRESENTATIVE

Title (e.g. Mr, Ms, Mx)

*Enter here [max 25
characters]*

First name

*Enter here [max 50
characters]*

Last name

Enter here [max 50 characters]

CONTACT PERSON

Title (e.g. Mr, Ms, Mx)

*Enter here [max 25
characters]*

First name

*Enter here [max 50
characters]*

Last name

Enter here [max 50 characters]

E-mail address

Enter here [max 255 characters]

Telephone

Enter here [max 25 characters]

Please describe the role of the associated partner

Enter text here [max 3000 characters]

SECTION C – PROJECT DESCRIPTION

This part is about the description of the whole project. The overall logic (the story) is:

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

C.1 – PROJECT OVERALL OBJECTIVE

Programme priority specific objective

(Automatically inserted once it is selected in section A.1)

PROJECT OVERALL OBJECTIVE

Below, you can choose to which programme priority specific objective your project will contribute to. Now think about your main objective – what do you aim to achieve by the end of your project? Remember, your project needs to contribute to the programme objective. Your objective should:

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

Enter text here [max 500 characters]

C.2 – PROJECT RELEVANCE AND CONTEST

C.2.1 WHAT ARE THE COMMON TERRITORIAL CHALLENGE(S) THAT WILL BE TACKLED BY THE PROJECT?

Please describe why your project is needed in the programme area and the relevance of your project for the programme area, in terms of common challenges and opportunities addressed.

Enter text here [recommended max 2000 characters, available 5000]

C.2.2 HOW DOES THE PROJECT TACKLE IDENTIFIED COMMON CHALLENGES AND/OR OPPORTUNITIES AND WHAT IS NEW ABOUT THE APPROACH THE PROJECT TAKES?

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

Enter text here [recommended max 3000 characters, available 5000]

C.2.3 WHY IS TRANSNATIONAL COOPERATION NEEDED TO ACHIEVE THE PROJECT OBJECTIVES AND RESULTS?

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

Enter text here [recommended max 2000 characters, available 5000]

C.2.4 WHO WILL BENEFIT FROM YOUR PROJECT OUTPUTS?

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

Target group	Specification
Select from drop-down	Enter text [recommended max 500 characters, available 2000]
Select from drop-down	Enter text [recommended max 500 characters, available 2000]
Select from drop-down	Enter text [recommended max 500 characters, available 2000]

C.2.5 HOW DOES THE PROJECT CONTRIBUTE TO WIDER STRATEGIES AND POLICIES?

Please indicate in which way your project will contribute to the implementation of EUSAIR Strategy and Action Plan and European Green Deal. Please note that contribution to EUSAIR Strategy and EU Green Deal is mandatory (**eligibility criteria**).

Strategy	Contribution
EU Strategy for the Adriatic and Ionian Region (EUSAIR) <input type="checkbox"/>	<input type="text"/>
European Green Deal <input type="checkbox"/>	<input type="text"/>

C.2.6 WHICH SYNERGIES WITH PAST OR CURRENT EU AND OTHER PROJECTS OR INITIATIVES WILL THE PROJECT MAKE USE OF?

Project or initiative	Synergy
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

C.2.7 HOW DOES YOUR PROJECT BUILD ON AVAILABLE KNOWLEDGE?

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

C.3 – PROJECT PARTNERSHIP

Describe the structure of your partnership and explain why these partners are needed to implement the project and to achieve project objectives. What is the contribution of each partner to the project?

Enter text here [max 5000 characters]

C.4 – PROJECT WORK PLAN

Purpose and logic:

- only thematic work packages will be used. WP Project management is not a work package anymore – instead, questions about how the project will be managed are in section C.7. Communication activities also don't have a separate WP – instead, they are embedded in the thematic work packages
- Capitalization activities shall be included in thematic WPs

C.4.1 WORK PACKAGE 1

Work package number

Automatically generated

Work package title

Enter the title here [max 100 characters]

OBJECTIVES

Your objectives should be:

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

Define one project specific objective that will be achieved when all activities in this work package are implemented and outputs delivered.

Project specific objective

Describe the project specific objective here [max 250 characters]

Think about the communication objective that will contribute to the achievement of the specific objective. Communication objectives aim at changes in a target audience's behaviour, knowledge or belief.

Communication objective(s) and target audience

Describe the communication objective here [max 500 characters]

ACTIVITIES

Purpose and logic:

- the project needs to describe how the activities suggested are needed for the delivery of outputs listed in a specific work package.
- project partners' involvement in each activity should be described in the activity description.
- an activity can have one or more deliverables. According to the HIT glossary, a deliverable is a side-product or service of the project that contributes to the development of a project output.

Please describe the activities by which the project achieves the above project specific objective and related communication objective(s). Add deliverables to activities – see programme rules.

Ac Nr.	Activity title	Activity description	Start period	End period	Deliverables
A 1.1	<i>Enter text [max 200 characters]</i>	<i>Enter text [max 3000 characters]</i>	<i>Select the period from drop-down</i>	<i>Select the period from drop-down</i>	<i>Add deliverable(s)</i>
A 1.2	<i>Enter text [max 200 characters]</i>	<i>Enter text [max 3000 characters]</i>	<i>Select the period from drop-down</i>	<i>Select the period from drop-down</i>	<i>Add deliverable(s)</i>

A 1.N	Enter text [max 200 characters]	Enter text [max 3000 characters]	Select the period from drop-down	Select the period from drop-down	Add deliverable(s)
-------	---------------------------------------	-------------------------------------	--	--	-----------------------

DELIVERABLES

Please define at least one deliverable for each activity

Del Nr.	Deliverable title	Deliverable description	Delivery period
D 1.1.1	Enter text [max 100 characters]	Enter text [max 300 characters]	Select the period from drop-down

OUTPUTS

Purpose and logic:

- there is only one output table in each work package. It is for outputs that contribute directly to programme output indicators; i.e., have the same measurement unit and can be aggregated on project and programme level.

Based on the activities you need to implement to achieve the specific objective in this work package, please list below the outputs that will be delivered during the implementation.

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

C.4.1 WORK PACKAGE 2

Repeat the whole section C.4.1 for WP2

C.4.1 WORK PACKAGE N

Repeat the whole section C.4.1 for WPn

C.5 – PROJECT RESULTS

Purpose and logic:

- In 2021-2027, result indicators need to be delivered by the end of the project lifetime, unless it is indicated otherwise.

What do you expect to change because of the activities you plan to implement and the outputs you plan to deliver? Please take a look at the programme result indicators and select those that you will contribute to.

Result Nr.	Programme result indicator	Measurement unit	Result description	Result indicator baseline	Result indicator target value	Delivery period
RI 1	Choose from the drop-down list	Automatic	Describe in more detail the change expected	Automatically retrieved from programme data	Enter the number	Drop-down
RI 2	Choose from the drop-down list	Automatic	Describe in more detail the change expected	Automatically retrieved from programme data	Enter the number	Drop-down
RI 3	Choose from the drop-down list	Automatic	Describe in more detail the change expected	Automatically retrieved from programme data	Enter the number	Drop-down

C.6 – PROJECT TIME PLAN

Purpose and logic:

- this overview table is automatically generated from thematic work packages.
- please note: deliverables are linked to activities, outputs are per work package and results are on project level.
- the time plan shows only periods, not months. The length of periods is decided by the programme.

(the table below shows indicative filled-in periods for information purposes only)

Work packages and activities	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
WP 1: Title						
A 1.1 title						
A 1.2 title			Deliverable 1.2.1			
A 1.3 title						
A 1.4 title						
OI 1.1						
OI 1.2						
WP 2: Title						
A 2.1 title						
A 2.2 title						
A 2.3 title						
A 2.4 title						
OI 2.1						
WP 3: Title						
Etc.						
Result indicator						
RI 1						
RI 2						

C.7 – PROJECT MANAGEMENT

Purpose and logic:

- the purpose of this section is to find out if the partnership has thought through the implementation of the project and is aware of the time and resources needed for coordination and administrative requirements.
- question C.7.3 about the communication in the project management section should not contain additional communication activities which should all be in the work packages. Its main purpose is to raise awareness about the importance of communication. To be more specific, its aims are:
 - to provide a summary of the communication approach across the project, including how the communication function is used to transfer project results.
 - to give a strong signal to applicants that they need to use communication as a key tool in their project.
 - to give a strong signal to applicants that communication is the responsibility of all partners and needs to be done in a coordinated and consistent manner.

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

C.7.1 HOW WILL YOU COORDINATE YOUR PROJECT?

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

Enter text here [recommended max 2000 characters, 5000 available]

C.7.2 WHICH MEASURES WILL YOU TAKE TO ENSURE QUALITY IN YOUR PROJECT?

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

Enter text here [recommended max 2000 characters, 5000 available]

C.7.3 WHAT WILL BE THE GENERAL APPROACH YOU WILL FOLLOW TO COMMUNICATE ABOUT YOUR PROJECT?

Who will coordinate project communication and how will he/she ensure the involvement of all partners? How will the communication function contribute to transfer your project results? Please note that all communication activities should be included in the work packages, as an integral part of your project. There is no need to repeat this information here.

Enter text here [recommended max 2000 characters, 5000 available]

C.7.4 HOW DO YOU FORESEE THE FINANCIAL MANAGEMENT OF THE PROJECT AND REPORTING PROCEDURES FOR ACTIVITIES AND BUDGET (WITHIN THE PARTNERSHIP AND TOWARDS THE PROGRAMME)?

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

Enter text here [recommended max 2000 characters, 5000 available]

C.7.5 COOPERATION CRITERIA

Please select all cooperation criteria that apply to your project and describe how you will fulfil them. Please note that the **Joint development**, **Joint implementation** and **Joint financing** criteria are **mandatory (eligibility criteria)**.

Cooperation criteria	Description
Joint development <input type="checkbox"/>	<i>Enter text here [recommended max 500 characters]</i>
Joint implementation <input type="checkbox"/>	<i>Enter text here [recommended max 500 characters]</i>
Joint staffing <input type="checkbox"/>	<i>Enter text here [recommended max 500 characters]</i>
Joint financing <input type="checkbox"/>	<i>Enter text here [recommended max 500 characters]</i>

C.7.6 HORIZONTAL PRINCIPLES

Please indicate which type of contribution to horizontal principles applies to the project and justify your choice.

Horizontal principles	Type of contribution	Description of the contribution
Sustainable development as set out in Article 11 TFEU, taking into account the UN Sustainable Development Goals, the Paris Agreement and the "Do No Significant Harm" principle	<i>Drop-down list: neutral, positive effects, negative effects</i>	<i>Enter text here [max 2000 characters]</i>
Equal opportunities and non-discrimination	<i>Drop-down list: neutral, positive effects, negative effects</i>	<i>Enter text here [max 2000 characters]</i>
Equality between men and women	<i>Drop-down list: neutral, positive effects, negative effects</i>	<i>Enter text here [max 2000 characters]</i>

C.8 – LONG-TERM PLANS

As a programme, we would like to support projects that have a long-lasting effect (outputs/results) in the territory and those who will benefit from them. Please describe below what you will do to ensure this.

C.8.1 OWNERSHIP

Please describe who will ensure the financial and institutional support for the outputs/deliverables developed by the project (e.g., tools), and explain how these outputs/results will be integrated in the work of the institutions.

Enter text here [recommended max 2000 characters, available 5000]

C.8.2 DURABILITY

Some outputs/results should be used by relevant groups (project partners or others) after the project's lifetime, in order to have a lasting effect on the territory and the population. For example, new practices in urban transport need to be used by local authorities to have cleaner air in the city, and the whole

population will benefit from this. Please describe how your outputs/results will be used after the project ends and by whom.

Enter text here [recommended max 2000 characters, available 5000]

C.8.3 TRANSFERABILITY

Some outputs/results that you will deliver could be adapted or further developed to be used by other target groups or in other territories. What will you do to make sure that relevant groups are aware of your outputs/results and are able to use them?

Enter text here [recommended max 2000 characters, available 5000]