

Interreg



Co-funded by
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Northern Periphery and Arctic

OFFLINE PREPARATORY PROJECTS APPLICATION FORM

Interreg Northern Periphery and Arctic Programme

Summary

This Interreg NPA Preparatory project Application Form sample and guidance is intended for assisting applicants in preparing their project application in view of submission via the dedicated online platform, Jems. This document is made available in Word editable format, changes to this template are responsibility of the user.

Version 1

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PREPARATORY PROJECT APPLICATION FORM

Offline template and guidance

This Interreg NPA Preparatory Projects Application Form template and guidance is intended for assisting applicants in preparing their project application in view of submission via the dedicated online platform, Jems. This document is made available in Word editable format, changes to this template are responsibility of the user.

In this template, applicants will find practical information about the content, data and format expected to be submitted in an application. All fields in the Application Form (AF) are to be filled in prior submission of the form. In certain cases, it will not be possible to save and change section until all fields have been completed.

It is recommended to **save frequently** and make use of the “**Pre-submission**” check function available in Jems throughout the drafting process, to check which fields are left empty or generate errors. The system will notify the users in case of missing data or errors, but it will not notify in case of fields partially completed; therefore, **the Lead Partner is responsible to check that the Application form is complete, correctly filled in and consistent in all its parts before it is submitted.**

Once the Application Form is submitted, it is no longer possible to edit it.

This Preparatory project Application Form template is to be used in combination with the [Programme Manual](#) and [Jems instructions](#)¹. The latter has been developed based on the AF for Main project applications, therefore part of it will not apply to Preparatory projects which have a shorter and more focused AF. In these cases, a purple box will highlight the differences in the AF between the two types of projects.

NOTE: Project applications to the Interreg NPA 2021-2027 programme **must** be submitted via the electronic monitoring system, Jems, available at this link: jems.interreg-npa.eu

NOTE: Each session on Jems expires after 60 minutes inactivity. This means that if you are not using Jems for more than 60 minutes, you will have to log in again. Please note that currently, there is **no alert of expiring sessions**. For this reason, we recommend that you refresh the page if you have not been typing in the system for a while. An alert message will become available in future Jems versions.

¹ <https://npa-jum.scrollhelp.site/npa-jum/>

A - Project identification

A.1 Project identification

| | |
|---|--|
| Project id (automatically created) | <i>NPA, Call number, Progressive project number e.g. NPA0900015</i> |
| Name of the lead partner organisation | <i>State partner name in the original language 100 crt</i> |
| Name of the lead partner organisation in English | <i>State partner name in English 100 crt</i> |
| Project title | <i>Type the full project title. Use up to 200 characters (crt).</i> |
| Project acronym | <i>Short project name up to 25 crt</i> |
| Programme priority | <i>To be selected from a drop-down menu</i> |
| Specific objective | <i>To be selected from a drop-down menu</i> |
| Project duration in months | <i>Indicate the project duration: Preparatory projects can be 6 or 12 months long.</i> |

A.2 Project summary

Please give a short overview of the project and describe:

- the common challenges and opportunities of the programme area you are jointly addressing 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 transnational approach is needed; what is new/original about the project.

This summary delivers the first impression of the project. Write here the essential information about your project in an interesting, informative and simple language.

In case the project is approved, this summary will also be used by the programme for communication purposes e.g. published on the Interreg NPA website as well as on www.keep.eu and on the projects' database of the European Commission. Therefore, make sure the text will be understandable by a non-expert audience and will be informative and appealing.

*While Preparatory projects are not expected to deliver outputs, it is possible to include in this summary the potential output(s) of the Main project resulting from this preparatory work.
(Max 2000 crt.)*

B - Project partners

Partners overview

Automatically filled in from Section B Partners Overview

| Number | Status | Name of the Organisation in English | Country | Organisation abbreviation | Partner role | Partner total eligible budget |
|--------|--------|-------------------------------------|--------------------|---------------------------|--------------|-------------------------------|
| 1 | Active | Partner name in English | Éire/Ireland (IE) | LP Acronym | LP | 7140.00 |
| 2 | Active | Partner name in English | Suomi/Finland (FI) | PP Acronym | PP | 1113.00 |

| | |
|--|--|
| B.1 Lead partner | |
| Partner number | 1 <i>Automatically filled in</i> |
| Partner role | LP <i>Automatically filled in</i> |
| Name of the Organisation in original language | <i>State partner name in the original language 100 crt</i> |
| Name of the Organisation in English | <i>State partner name in English 100 crt</i> |
| Organisation abbreviation | <i>Acronym 25 crt</i> |
| Department / unit / division | <i>Indicate, if applicable. This will trigger the section: "Address of department / unit / division" below to be filled in.</i> <i>It is not possible to indicate the department and leave the Address of department section empty.</i> |
| Partner main address | |
| Country | <i>Select the relevant programme partner country from the list.</i> <i>In some cases, the country names are listed in the original language first e.g. Éire/Ireland, Ísland, Suomi/Finland, Sverige/Sweden, Norge/Norway, while the English denomination is used for Faroe Islands and Greenland.</i> |
| NUTS 2 | <i>Select the relevant NUTS region</i> |
| NUTS 3 | <i>Select the relevant NUTS region</i> |
| Street, House number, Postal code, City | <i>Insert the relevant data</i> |
| Homepage | <i>Enter the organisation's website URL</i> |
| Address of department / unit / division (if applicable) | |
| Country | <i>Select the relevant programme partner country from the list. The country names are listed in the original language e.g. Suomi for Finland.</i> |
| NUTS 2 | <i>Select the relevant NUTS region</i> |
| NUTS 3 | <i>Select the relevant NUTS region</i> |
| Street, House number, Postal code, City | <i>Insert the relevant data</i> |

| Legal and financial information | |
|---|---|
| Type of partner | Select the relevant type of partner from the drop-down list. |
| Legal status | Select if the organisation is public or private. |
| VAT number (if applicable) | Enter VAT Number or similar for the organisation. |
| PIC (from EC Participant Register) | The Participant Identification Code (PIC) is issued by the European Commission via the Participants portal. You can verify if your organisation has a PIC at this link. If not relevant, type 000 000 000. |
| Contact | |
| Legal representative | Type Title, Name and Surname |
| Contact person | Type Title, Name and Surname |
| Email | Type email |
| Telephone no. | Type phone number |
| Motivation | |
| Which of the organisation's thematic competences and experiences are relevant for the project? | |
| Describe the partner's competencies and experiences relevant to the project (2000 crt). | |
| What is the role (contribution and main activities) of your organisation in the project? | |
| Describe the role and tasks that the partner will perform in the project (2000 crt). | |
| If applicable, describe the organisation's experience in participating in and/or managing EU co-financed projects or other international projects. | |
| If applicable, please list other EU co-financed projects or other international projects the organisation has participated in and/or managed. (2000 crt). | |
| Partner Budget | |
| The partner budget at cost category level is not included in the Application Form pdf export, but it is only available on Jems. In this section it is requested that each partner specifies the foreseen cost items under each cost category: | |
| <ul style="list-style-type: none"> • Staff • Office and Administration (mandatory as 15% of Staff Costs) • Travel and Accommodation | |

- External expertise
- Equipment

Each partner should provide the adequate level of detail for the programme to assess the project's value for money. For approved Preparatory projects lump-sum reporting will be enabled. It is not possible to submit a lump-sum budget.

Please refer to the Programme Manual for a detailed illustration of eligible costs of a project, and [Jems Instructions for applicants](#) for a step-by-step guide how to fill in the partner's budget.

Co-financing

| Source | Amount | Percentage |
|--|--|--|
| ERDF <i>Select the relevant funding source:</i> <ul style="list-style-type: none"> • ERDF for EU Member State partners and partners outside the programme area, • ERDF_NO for Norwegian partners, • ERDF_IS for Icelandic partners, • ERDF_FO for Faroese partners • ERDF_GL for Greenlandic partners | 4,641.00 <i>Automatically filled in</i> | 65.00 % <i>Automatically filled in based on selected funding source: 65% for all; 50% Norwegian partners.</i> <i>By default the system will indicate the upper limit of the grant rate. If necessary, can be manually changed, i.e. lowered.</i> |
| Partner contribution <i>The exact amount to be assigned to the partner contribution is automatically calculated by the system.</i> | 2,499.00 <i>Copy the exact value.</i> | 35.00 % <i>Automatically calculated</i> |
| Partner total eligible budget | 7,140.00 | 100.00 % |

Origin of partner contribution

| Source of contribution | Legal status of contribution | Amount | % of total partner budget |
|--|--|------------------------|---------------------------------|
| Organisation | Public | 2,499.00 | 35.00 % |
| <i>Automatically filled in with the partner name</i> | <i>Select if the contributor is public, private or a designated public body i.e. Automatic Public.</i> | <i>Type the amount</i> | <i>Automatically calculated</i> |

Total contribution

The system will automatically calculate the total partner contributions and indicate any difference in red. It will also notify the applicant if the amounts do not match.

In case the partner's budget is changed after the co-financing section of the Application form has been filled in, the partner contributions need to be updated! The error will not trigger a warning after the change in this section, but the pre-submission checks will indicate that the contribution needs to be corrected.

| | | |
|--|----------|---------|
| Sub-total public contribution | 2,499.00 | 35.00 % |
| Sub-total automatic public contribution | 0.00 | 0.00 % |
| Sub-total private contribution | 0.00 | 0.00 % |
| Total | 2,499.00 | 35.00 % |

| | |
|--|--|
| B.1 Project Partner 2 | |
| Partner number | 1 <i>Automatically filled in</i> |
| Partner role | LP <i>Automatically filled in</i> |
| Name of the Organisation in original language | <i>State partner name in the original language 100 crt</i> |
| Name of the Organisation in English | <i>State partner name in English 100 crt</i> |
| Organisation abbreviation | <i>Acronym 25 crt</i> |
| Department / unit / division | <i>Indicate, if applicable. This will trigger the section: "Address of department / unit / division" below to be filled in.</i> <i>It is not possible to indicate the department and leave the Address of department section empty.</i> |
| Partner main address | |
| Country | <i>Select the relevant programme partner country from the list. In some cases, the country names are listed in the original language first e.g. Éire/Ireland, Ísland, Suomi/Finland, Sverige/Sweden, Norge/Norway, while the English denomination is used for Faroe Islands and Greenland.</i> |
| NUTS 2 | <i>Select the relevant NUTS region</i> |
| NUTS 3 | <i>Select the relevant NUTS region</i> |
| Street, House number, Postal code, City | <i>Insert the relevant data</i> |
| Homepage | <i>Enter the organisation's website URL</i> |
| Address of department / unit / division (if applicable) | |
| Country | <i>Select the relevant programme partner country from the list. The country names are listed in the original language e.g. Suomi for Finland.</i> |
| NUTS 2 | <i>Select the relevant NUTS region</i> |
| NUTS 3 | <i>Select the relevant NUTS region</i> |
| Street, House number, Postal code, City | <i>Insert the relevant data</i> |
| Legal and financial information | |
| Type of partner | <i>Select the relevant type of partner from the drop-down list.</i> |

| | |
|---|---|
| Legal status | <i>Select if the organisation is public or private.</i> |
| VAT number (if applicable) | <i>Enter VAT Number or similar for the organisation.</i> |
| PIC (from EC Participant Register) | <i>The Participant Identification Code (PIC) is issued by the European Commission via the Participants portal. You can verify if your organisation has a PIC at this link. If not relevant, type 000 000 000</i> |
| Contact | |
| Legal representative | <i>Type Title, Name and Surname</i> |
| Contact person | <i>Type Title, Name and Surname</i> |
| Contact | |
| Email | <i>Type email</i> |
| Telephone no. | <i>Type phone number</i> |
| Motivation | |
| Which of the organisation's thematic competences and experiences are relevant for the project? | |
| <i>Describe the partner's competencies and experiences relevant to the project (2000 crt).</i> | |
| What is the role (contribution and main activities) of your organisation in the project? | |
| <i>Describe the role and tasks that the partner will perform in the project (2000 crt).</i> | |
| If applicable, describe the organisation's experience in participating in and/or managing EU co-financed projects or other international projects. | |
| <i>If applicable, please list other EU co-financed projects or other international projects the organisation has participated in and/or managed. (200 crt).</i> | |
| Partner Budget | |
| <i>The partner budget at cost category level is not included in the Application Form pdf export, but it is only available on Jems. In this section it is requested that each partner specifies the foreseen cost items under each cost category:</i> | |
| <ul style="list-style-type: none"> • <i>Staff</i> • <i>Office and Administration (mandatory as 15% of Staff Costs)</i> • <i>Travel and Accommodation</i> • <i>External expertise</i> • <i>Equipment</i> | |
| <i>Each partner should provide the adequate level of detail for the programme to assess the project's value for money. Approved Preparatory projects will be enabled lump-sum reporting, it is not possible to submit a lump-sum budget.</i> | |

Please refer to the Programme Manual for a detailed illustration of eligible costs of a project, and Jems Instructions for applicants for a step-by-step guide how to fill in the partner's budget.

Co-financing

| Source | Amount | Percentage |
|---|---|--|
| ERDF <i>Select the relevant funding source:</i> <ul style="list-style-type: none"> • ERDF for EU Member State partners and partners outside the programme area, • ERDF_NO for Norwegian partners, • ERDF_IS for Icelandic partners, • ERDF_FO for Faroese partners • ERDF_GL for Greenlandic partners | 723.45 <i>Automatically filled in</i> | 65.00 % <i>Automatically filled in based on selected funding source: 65% for all; 50% Norwegian partners.</i> |
| Partner contribution <i>The exact amount to be assigned to the partner contribution is automatically calculated by the system.</i> | 389.55 <i>Automatically calculated</i> | 35.00 % <i>Automatically calculated</i> |
| Partner total eligible budget | 1,113.00 | 100.00 % |

Origin of partner contribution

In case the partner's budget is changed after the co-financing section of the Application form has been filled in, the partner contributions need to be updated!

| Source of contribution | Legal status of contribution | Amount | % of total |
|---|--|---|--|
| PP Acronym <i>Type the organization name</i> | Public <i>Select Public, Private or Automatic Public from drop-down</i> | 100.00 <i>Type the relevant amount.</i> | 8.98 % <i>Automatically calculated</i> |
| <i>Other sources of contribution can be added</i> | <i>Select Public, Private or Automatic Public from drop-down</i> | 289.55 <i>Insert the relevant amount</i> | 26.01 % <i>Automatically calculated</i> |

The system will automatically calculate the total partner contributions and indicate any difference in red. It will also notify the applicant if the amounts do not match.

Total contribution

| | | |
|---|---------------|----------------|
| Sub-total public contribution | 100.00 | 8.98 % |
| Sub-total automatic public contribution | 289.55 | 26.01 % |
| Sub-total private contribution | 0.00 | 0.00 % |
| Total | 389.55 | 35.00 % |

C - Project description

C.1 Project overall objective

Programme priority specific objective chosen in section A.1.

Select the relevant programme specific objective from the drop-down list.

Preparatory projects' overall objective is to jointly develop a Main project proposal by means of one or more of the following activities:

- *exploring the need for the project,*
- *analysing its feasibility,*
- *mapping the relevant stakeholder to design an effective and proactive engagement plan,*
- *and connect with relevant partners.*

C.2 Project relevance and context

C.2.1 What are the common territorial challenge(s) or joint asset(s) that will be addressed by the project?

Referring to the challenges and opportunities identified in the Interreg NPA Cooperation Programme document, please describe which ones are going to be addressed by your project and why.

Please use up to 5.000 characters.

C.2.2 How does the project approach the identified common challenges and/or opportunities and what is new about the approach the project takes?

Please describe the project approach chosen to address the challenges and opportunities described in C. 2.1. Please also explain how the approach goes beyond existing practice in the sector, programme area, and participating countries, demonstrating the innovativeness of the approach.

Please use up to 5.000 characters.

C.2.3 Why is transnational cooperation needed to achieve the project's objectives and result?

Please explain why the project objectives cannot be efficiently reached acting only on a national/regional /local level and describe what is the added value for the partnership and the project area in taking a transnational cooperation approach.

Please use up to 5.000 characters.

C.2.4 Who will benefit from your project outputs?

Please select the relevant target groups from the drop-down list. For each of them, please provide a more detailed specification and explain how they will benefit from your main project's outputs and results. Please ensure consistency with the target groups addressed in the activities (section C.4).

| Target Group | Specification |
|---|---|
| <p>Select from the target groups from the drop-down list</p> <p>List of target group organisations:</p> <ul style="list-style-type: none"> • Local/Regional/National Public authority, • Sectoral agency, • Infrastructure and (public) service provider, • Interest groups including NGOs, • Higher education and research organisations, • Education/training centre and school, • Enterprise, SMEs, Business support organisation, • EGTC, European Grouping of Territorial Cooperation • International organisation, • EEIG, European Grouping of Economic Interest • General public, • Hospitals and medical centres, • Other | <p>Preparatory projects are not expected to contribute to the programme outputs and results. However, it is important that they develop a clear understanding of who will be the Main project targets groups (end users) and how they will be addressed.</p> <p>This part should reflect the planned exploratory work of the partnership and indicate which target groups categories are going to be considered by the partnership to be addressed in the Main project, and for what reason.</p> <p>(500 crt for each target group)</p> |

C.2.5 Which synergies with past or current EU and other projects or initiatives will the project make use of? How will your project make use of synergies with other Interreg projects (especially from other transnational and Arctic Cooperation programmes), and other EU, international or local initiatives (e.g. Horizon, Nora, national/regional programmes, etc)?

| Project or Initiative | Synergy |
|---|--|
| <i>Type the name of the project or initiative</i> | <i>If applicable, consider where this project is positioned in relation to other potential funding streams. Is this project part of a longer-term strategy to advance the results through other available funding streams? (500 crt for each initiative)</i> |
| <i>Click on the “+” icon to add a new initiative.</i> | |

C.3 Project partnership

What is the rationale of the partnership composition and how are partners complementary to each other? Please describe the structure of your partnership and why the involved partners are needed to implement the project and to achieve the project objectives.

Please answer based on the organisations already approached and/or specify what type of partner organisation(s) are being sought for to include in the Main project, and in which country or region they should be located. Please consider looking into Associated partner organisations in view of the Main project proposal.

Please use up to 2.000 characters.

C.4 Project work plan

Please read carefully Programme Manual sections 2.3 and 2.4 before completing the project workplan.

Work package 1

Work package title

Preparatory projects are expected to have only 1 Work Package for carrying out the activities needed to develop a Main project application.

Preparatory project activities should contribute to the joint development of a Main project proposal. This may include:

- activities to develop the partnership,*
- explore the need underlying a main project e.g. with surveys, benchmarking and other data based activity,*
- assess project feasibility options,*
- map relevant stakeholders to be proactively engaged in a Main project proposal as end users and/or associated partners.*

Please give a short title to the Work Package. (100 crt).

Click on the Work Package number to edit the content of the WP, to add activities, deliverables.

Activities

| Activity 1.1 | |
|---|--|
| Title | <i>Please give a short title to the activity (200 crt)</i> |
| Start period | <i>Select the period in which the activity will begin</i> |
| End period | <i>Select the period in which the activity will end</i> |
| Description | <i>Please give a brief description of the activity. (1.000 crt)</i> <i>An activity is a specific task performed for which resources are used. It's a work package component which may or may not result in a specific deliverable .</i> |
| Participating partners | <i>Select the partners involved from the drop-down list.</i> |
| <i>Click on "Add Activity" to input a new Activity.</i> | |

| Deliverable 1.1 | | | |
|--------------------------------|--|---|--|
| Running Number | Deliverable title | Description | Delivery period |
| <i>Automatically filled in</i> | <i>Please give a short title to the activity (100 crt)</i> | <i>A deliverable is a side-product or service of the project that contributes to the development of</i> | <i>Select the period in which the deliverable will be finalized.</i> |

| | | | |
|--|--|--|--|
| | | <i>the Main project.</i> <i>Please give a brief description of the deliverable. (300 crt)</i> | |
| <i>Click on the icon “+” to input a new deliverable.</i> | | | |

C.5 Project Results

(Not applicable to Preparatory projects)

C.6 Project Time Plan

Automatically filled from section C.4

| | Period 1 | Period 2 | Period 3 | Period 4 | Period 5 | Period 6 |
|--|----------|----------|----------|----------|----------|----------|
| WP1 Please give a short title to the Work Pa... | | | | | | |
| <i>A1.1 Please give a short title to the ac...</i> | | | | | | |
| <i>A1.2 Please give a short title to the ac...</i> | | | | | | |
| <i>RCO87_1.1</i> | | | O1.1 | | | |
| Result indicator | | | | | | |
| <i>RCR104_1.1</i> | | | R1 | | | |

In this table, outputs and results are identified by their codes, e.g. RCO87_1.1, and not by their title. The codes are visible in section C.4 Outputs, as well as listed in detail in the Cooperation Programme and Programme Manual.

C.7 Project management

In addition to the thematic work planned in the Work Plan (C.4), the project needs enough resources for project management, coordination and internal communication.

C.7.1 How will you coordinate the project?

Please describe how the project management on the strategic and operational level will be carried out, including the set-up of management structures, responsibilities and procedures, as well as risk

Please use up to 2.000 characters.

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

(Not applicable to Preparatory projects)

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

(Not applicable to Preparatory projects)

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)?

Please describe how you will ensure a smooth reporting process between partners and their controllers, as well as partners and the Lead Partner. Please also reflect on how the Lead Partner will monitor spending levels, keep an eye on the need for changes, ensure that reporting deadlines are kept, and ensure a swift transfer of funds to the partnership.

Preparatory projects will claim lump-sum payments based on meeting the conditions i.e the implementation of activities and submission of deliverables supported by the needed documentation and evidence. It is therefore a smooth monitoring and careful documentation process that will enable the partners to meet the deadlines and ensure a swift transfer of funds.

.Please use up to 2.000 characters.

C.7.5 Cooperation criteria (Ref Programme Manual section 2.3)

For each cooperation criterion, describe briefly how they will be implemented in your project.

Please note that the joint development, joint implementation and joint financing criteria are mandatory.

| Cooperation criteria | | Description |
|----------------------|------------------|---|
| Joint development | Select Yes | Describe briefly how it will be implemented in the project. (500 crt) |
| Joint implementation | Select Yes | Describe briefly how it will be implemented in the project (500 crt) |
| Joint staffing | Select Yes/No | Describe briefly how it will be implemented in the project. (500 crt) |
| Joint financing | Select Yes | Describe briefly how it will be implemented in the project. (500 crt) |

C.7.6 Horizontal principles (Ref Programme Manual section 2.5)

Please indicate how your project contributes to the horizontal principles (see the Programme Manual).

| Horizontal principles | Type of contribution | Description of contribution |
|---|-------------------------------------|--|
| Sustainable development | Select Positive/Neutral/Negative | Please indicate how your project incorporates the horizontal principle in its daily implementation, and indicate whether it will have negative, neutral or positive effects. (500 crt) |
| Equal opportunities and non-discrimination, | Select Positive/Neutral/Negative | Please indicate how your project incorporates the horizontal principle in its daily implementation, and indicate whether it will have negative, neutral or positive effects. (500 crt) |
| Equality between men and women. | Select Positive/Neutral/Negative | Please indicate how your project incorporates the horizontal principle in its daily implementation, and indicate whether it will have negative, neutral or positive effects. (500 crt) |

C.8 Long-term plans

(Not applicable to Preparatory projects)

D. Project Budget

The project Budget Tables are **not included** in the Application Form pdf export. Project budget tables need to be exported separately in the Export section of Jems.

The following budget breakdown can be viewed in Jems after the individual partners' budget have been filled in in section B.:

- D.1 Project budget per co-financing source (fund) - breakdown per partner
- D.2 Project budget - overview per partner / per cost category

In addition, detailed budget tables can be exported in Excel format from the project Export section:

- **Partners Budget:** this table contains all budget data (programme funding, contribution, detailed cost category breakdown) of each project partner.
- **Programme Funding and Contribution:** this table summarises for each partner the programme funding and the contribution amounts.
- **Budget per partner and budget line:** this table summarises for each partner the total budget per cost category.

For approved Preparatory projects lump-sum reporting will be enabled. It is not possible to submit a lump-sum budget.