**Interreg VI-A Lithuania-Poland**

**Application Form – Offline template**

**For the 1st Call for Proposals**

Disclaimer:

This is unofficial template used for preparation of applications intended for the 1st call for proposals within Interreg VI-A Lithuania-Poland Programme. For guidance how to fill in the template please check the [Guide or Programme Manual](https://lietuva-polska.eu/en/1-call-for-proposals/). For technical guidance regarding JEMS, please consult the JEMS User Manual.

**This is not an official application form!**

Applications to the 1st Call can be submitted only through the Joint Electronic Monitoring System (JEMS) when the Call opens. Please consult the [Programme website](https://lietuva-polska.eu/en/interreg.html) for the details.

This offline template is intended to help during the official Application Form submission. Applicants can fill in the template in preparation of the project, and then copy-and-paste the prepared information into appropriate field in JEMS. Please read carefully the rules provided in the Programme Manual and pay attention while transferring the information into JEMS. Please note that excess of characters will not be taken into account in JEMS (the punctuation and spaces between words or paragraphs are considered as characters) – character limit is indicated in the template fields.

While we our best to ensure that all information provided in this template is up to date and consistent with official form in JEMS, please be aware that there might be some small differences in wording or overview tables.

In case of any additional questions, please contact the Joint Secretariat.

**Notes:**

When box states *Automatically generated* it means that field will be automatically generated in the JEMS Application Form and you don’t have to fill it in by hand.

The Application Form is divided into parts titled A, B, C, D, E – they can be filled independently and you will see references to different parts throughout the AF.

**PART A – PROJECT IDENTIFICATION**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | Name of the lead partner organisation |  | Project ID |  |  |  |  | | --- | --- | --- | | *Automatically generated from part B* |  | *Automatically generated* |  |  |  |  | | --- | --- | --- | |  |  |  | | Project title |  | Project acronym |  |  |  |  | | --- | --- | --- | | *[maximum 250 characters]* |  | *[maximum 15 characters]* |  |  |  |  | | --- | --- | --- | |  |  |  | | Programme priority |  | Programme priority specific objective |  |  |  |  | | --- | --- | --- | | *Select from drop-down* |  | *Select from drop-down of objectives that belong to the selected programme priority (links to Part C)* |  |  |  |  | | --- | --- | --- | |  |  |  |  |  |  | | --- | --- | | Project duration |  | | *Enter a number (months)* |  | |

**A.2 Project summary**

|  |
| --- |
| *Enter text [2000 characters]* |

**A.3 Project budget overview** – will be automatically generated from part C

**A.4 Project outputs and result overview**– will be automatically generated from part C

**PART B – PROJECT PARTNERS**

**B.1 Project partner 1**

**B.1.1 Partner identity**

|  |  |  |
| --- | --- | --- |
| Partner role in the project |  | *Choice between Lead Partner and Project partner* |
| Abbreviated name of organisation |  | *Enter text – short name preferably in English.* |
| Name of organisation in original language |  | *Enter text* |
| Name of organisation in English |  | *Enter text* |
| Department /unit / division in English |  | *If applicable* |

|  |  |  |
| --- | --- | --- |
| Type of partner |  | *Drop-down list* |
| Legal status |  | *Drop-down (public or private)* |
| VAT number (or other identifier) |  | *Enter number or other identifier here.* |
| Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project? |  | *Drop-down list: yes/no/partly* |
| other identifier number/description |  |  |

**B.1.2 Partner main address**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Country |  | Region (Nuts 2) |

|  |  |  |
| --- | --- | --- |
| *Drop-down list* |  | *Drop-down list* |

|  |  |  |
| --- | --- | --- |
| Street |  | House number |

|  |  |  |
| --- | --- | --- |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Postal code |  | City |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Homepage |  |  |
|  |  |  |

**B.1.4 Legal representative**

|  |  |  |  |
| --- | --- | --- | --- |
| First name |  |  | Last name |

|  |  |  |
| --- | --- | --- |
|  |  |  |

**B.1.5 Contact person**

|  |  |  |
| --- | --- | --- |
| First name |  | Last name |

|  |  |  |
| --- | --- | --- |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| E-mail address |  | Telephone |
|  |  | *(format: 0049 (0) 123456789)* |

**B.1.6 Partner motivation and contribution**

|  |
| --- |
| Which are the partner’s thematic competences and experiences relevant for the project? |
| *Enter text here [max 2000 characters]* |
| What is the role (contribution and main activities) of your organisation in the project? |
| *Enter text here [max 2000 characters]* |
| If applicable, describe the organisation's experience in participating in and/or managing EU co-financed projects or other international projects. |
| *Enter text here [max 2000 characters]* |

**B.2 Project partner 2, 3 …**

→ All sections from B.1 repeated.

**B.1.7 Partner budget**

Staff costs flat rate

*Automatically generated [if selected]*

Office and administrative costs

*Automatically generated [if selected]*

Travel and accommodation flat rate

*Automatically generated [if selected]*

External expertise and services

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Description | Comments | Unit type | No. of units | Price per unit | Total |
| *[255 characters]* | *[250 characters]* | *[100 characters]* | *[Enter number]* | *[Enter number]* | *Automatically generated* |
| … | … | … | … | … | … |

Equipment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Description | Comments | Unit type | No. of units | Price per unit | Total |
| *[255 characters]* | *[250 characters]* | *[100 characters]* | *[Enter number]* | *[Enter number]* | *Automatically generated* |
| … | … | … | … | … | … |

Infrastructure and works (if applicable)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Description | Comments | Unit type | No. of units | Price per unit | Total |
| *[255 characters]* | *[250 characters]* | *[100 characters]* | *[Enter number]* | *[Enter number]* | *Automatically generated* |
| … | … | … | … | … | … |

**B.1.8 Co-financing**

|  |  |  |
| --- | --- | --- |
| Co-financing source |  | *Drop-down list [ERDF]* |

Origin of partner contribution:

|  |
| --- |
| Legal status of contribution |
| *Drop-down [public or private]* |
| Amount |
| *Insert amount generated automatically in Co-financing source table* |

**PART C – PROJECT DESCRIPTION**

**C.1 Project overall objective**

|  |  |
| --- | --- |
| Programme specific objective | Project overall objective |
| *Automatically inserted once it is selected in section A.1.* | *Enter text [max 500 characters]* |

**C.2 Project relevance and context**

|  |
| --- |
| C.2.1 What are the common territorial challenge(s) that will be tackled by the project? |
| *Enter text [max 5000 characters]* |
|  |
| C.2.2 How does the project tackle identified common challenges and/or opportunities and what is new about the approach the project takes? |
| *Enter text [max 5000 characters]* |
| C.2.3 Why is cross-border/transnational/inter-regional cooperation needed to achieve the project’s objectives and result? |
| *Enter text [max 5000 characters]* |

C.2.4 Who will benefit from your project outputs?

|  |  |
| --- | --- |
| **Target group** | **Specification** |
| *Select from drop-down* | *[max 2000 characters]* |
| *Select from drop-down* | *[max 2000 characters]* |
| *…* | *…* |

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

|  |  |
| --- | --- |
| **Strategy** | **Contribution** |
| *EUSBSR* | *[max 2000 characters]* |
| *Select from drop-down* | *[max 2000 characters]* |
| *…* | *…* |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Project or initiative** | | **Synergies** | |
| *Enter title* |  | *Enter text [max 2000 characters]* |
| *Enter title* |  | *Enter text [max 2000 characters]* |
| C.2.7 How does the project build on available knowledge? | | |
| *Enter text [max 5000 characters]* | | |
|  | | |

**C.3 Project partnership**

|  |
| --- |
|  |
| *Enter text here [max 5000 characters]* |

**C.4 Project work plan**

*Add new work package*

**C.4.1 Work package 1**

* **Objectives**

|  |  |
| --- | --- |
| **Work package title** | *[max 100 characters]* |
| **Work package number** | *Automatically generated* |

|  |  |
| --- | --- |
| **Project specific objective** | *[max 250 characters]* |

|  |  |
| --- | --- |
| **Communication objective and target audience** | *[max 500 characters]* |

* **Investments**

*Add investment*

|  |  |
| --- | --- |
| **Investment number** | *Automatically generated* |
| **Investment title** | *Automatically generated* |
| **Delivery period** | *Drop-down list [period when final product is delivered]* |

**Justification**

Please explain why this investment is needed.

|  |
| --- |
|  |
| *Enter text here [max 2000 characters]* |

Please clearly describe the cross-border/transnational relevance of the investment.

|  |
| --- |
|  |
| *Enter text here [max 2000 characters]* |

Please describe who is benefiting (e.g. partners, regions, end-users, etc.) from this investment, and in what way.

|  |
| --- |
|  |
| *Enter text here [max 2000 characters]* |

In the case of pilot investment, please clarify which problem it tackles, which findings you expect from it, how it can be replicated, and how the experience coming from it will be used for the benefit of the programme area.

|  |
| --- |
|  |
| *Enter text here [max 2000 characters]* |

**Investment documentation**

Please list all technical requirements and permissions (e.g. building permits) required for the investment according to the respective national legislation. If these are already available, attach them to this application form, otherwise indicate when you expect them to be available.

|  |
| --- |
|  |
| *Enter text here [max 2000 characters]* |

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

|  |
| --- |
|  |
| *Enter text here [max 2000 characters]* |

**Ownership**

Who owns the site where the investment is located?

|  |
| --- |
|  |
| *Enter text here [max 500 characters]* |

Who will retain ownership of the investment at the end of the project?

|  |
| --- |
|  |
| *Enter text here [max 500 characters]* |

Who will take care of the maintenance of the investment? How will this be done?

|  |
| --- |
|  |
| *Enter text here [max 2000 characters]* |

* **Activities**

*Add activity*

*Activity number is automatically generated*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ac Nr.** | **Activity title** | **Activity description** | **Start period** | **End period** |
| A 1.1 | *Enter text*  *[max 200 characters]* | *Enter text*  *[max 1000 characters]* | *Select the period from drop-down* | *Select the period from drop-down* |
| A 1… | *Enter text* | *Enter text* | *Select the period from drop-down* | *Select the period from drop-down* |

**Deliverables**

|  |  |  |  |
| --- | --- | --- | --- |
| **Running number** | **Deliverable title** | **Description** | **Delivery period** |
| D.1.1.1 | *Enter text*  *[max 200 characters]* | *Enter text*  *[max 1000 characters]* | *Select the period from drop-down [when final product is delivered]* |
| D.1.1.2 | *Enter text* | *Enter text* | *Select the period from drop-down [when final product is delivered]* |

* **Outputs**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Output Nr.** | **Output title** | **Programme output indicator** | **Measurement unit** | **Output target value** | **Delivery period** | **Output description** |
| OI 1.1 | *Enter text [max 200 characters]* | *Choose from the drop-down list* | *Automatic* | *Enter the number* | *Drop-down* | *Enter text*  *[max 500 characters]* |
| OI 1.2 | *Enter text* | *Choose from the drop-down list* | *Automatic* | *Enter the number* | *Drop-down* | *Enter text* |
| OI 1.3 | *Enter text* | *Choose from the drop-down list* | *Automatic* | *Enter the number* | *Drop-down* | *Enter text* |

**C.5 Project results**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Result Nr.** | **Programme result indicator** | **Measurement unit** | **target value** | **Delivery period** | **Result description** |
| RI 1 | *Choose from the drop-down list* | *Automatic* | *Enter the number* | *Drop-down* | *Enter text*  *[max 500 characters]* |
| RI 2 | *Choose from the drop-down list* | *Automatic* | *Enter the number* | *Drop-down* | *Enter text* |

**C.6 Time plan**

This is an overview table that is automatically generated from section C.4 “work plan”.

**C.7 Project management**

|  |
| --- |
| C.7.1 How will you coordinate your project? |
| *Enter text [max 5000 characters]* |
| C.7.2 Which measures will you take to ensure quality in your project? |
| *Enter text [max 5000 characters]* |
| C.7.3 What will be the general approach you will follow to communicate about your project? |
| *Enter text [max 5000 characters]* |
|  |

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)?

|  |
| --- |
| *Optional - Enter text [max 5000 characters]* |

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 you have to choose Joint Staffing and/or Joint Financing

|  |  |  |
| --- | --- | --- |
| **Cooperation criteria** | | **Description** |
| Joint Development |  | *Obligatory - Enter text [max 100 characters]* |
| Joint Implementation |  | *Obligatory - Enter text [max 100 characters]* |
| Joint Staffing |  | *Optional - Enter text [max 100 characters]* |
| Joint Financing |  | *Optional - Enter text [max 100 characters]* |

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 | *Select: neutral, positive effects or negative effects* | *Enter text [max 2000 characters]* |
| Equal opportunities and non-discrimination | *Select: neutral, positive effects or negative effects* | *Enter text [max 2000 characters]* |
| Equality between men and women | *Select: neutral, positive effects or negative effects* | *Enter text [max 2000 characters]* |

**C.8 Long-term plans**

|  |
| --- |
| C.8.1 Ownership |
| *Enter text [max 5000 characters]* |
|  |
| C.8.2 Durability |
| *Enter text [max 5000 characters]* |
|  |
| C.8.3 Transferability |
| *Enter text [max 5000 characters]* |

**PART D – PROJECT BUDGET**

**D.1 Project budget per fund**

Will be automatically generated based on your entries in section B.1.7/8.

**D.2 Overview per partner / cost category**

Will be automatically generated based on your entries in section B.1.7/8.

**D.3.1 Project budget - overview per partner / per period**

Will be automatically generated based on your entries in section B.1.7/8.

**D.3.2 Project budget - overview per fund / period**

Will be automatically generated based on your entries in section B.1.7/8.

**PART E – LUMP SUMS**

In this table you can define your project lump sums. Please choose the applicable lump sums from the dropdown and allocate the lump sum cost to project partner(s).

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Programme lump sum | Period | Split-up | Costs | LP1 | PP2 | Sum | Gap | Description |
| Drop down list [Preparation costs] | Drop-down list | Yes | 2.250,00  [Automatically generated] | Enter Number | Enter Number |  |  |  |

**APPLICATION ANNEXES**

*Upload necessary files*

**CHECK & SUBMIT**

Before you can submit your application form, the pre-submission-check needs to be valid. The check will provide you with an overview of missing or inconsistent data. Results do not update automatically. Run the check again after changes to your application form.