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# Offline template

Phase 1 Application Form

**Please note that both Phase 1 and Phase 2 Application Forms must be completed and submitted via the Electronic Monitoring System (eMS) of the Programme. This offline template is for information and preparation purposes only.**

**The JS strongly recommends that applicants use this template as a working document to familiarise themselves with the Application Form, and transfer in to eMS after the contents have been reviewed by a Programme Facilitator.**

**Drafting and submitting your application through the monitoring system**

**Starting from the 4th call for projects (13 September 2016 – 13 October 2016) the Interreg VA France (Channel) England Programme is using eMS for the submission and assessment of applications, and project monitoring.**

**The eMS system has been developed by INTERACT.**

**Online submission**

Applications needs to be submitted electronically through eMS. eMS is a web application that is accessible from the common internet browsers. It is however advised to use Google Chrome.

To submit an application, you will need to register and login using the following url: <http://emschannelmanche.norfolk.gov.uk/ems/>

The operations of the system are in line with data standards for filling and submitting data using web based applications.

**Attention**

* **Save your changes.** Changes do not automatically save in eMS. Please be aware that you need to save all changes manually. eMS will not provide any warning before leaving a section of the Application Form with unsaved data, or before logging out. Always remember to save the data before leaving, using the Save button in the upper left corner.
* **Use of “Enter”.** Do not use the Enter/Return key in forms as it may lead to unexpected results. Always use the commands provided by eMS interface.

**Lead Partner registration**

The proposed Lead Partner (LP) is responsible for the registration and submission of the project application. To register on eMS, the LP must connect to eMS and click on “Register”. The person registering should be the contact person of the LP institution. Automatically generated emails (e.g. on successful submission) will be sent to the email address used for registration **only.**

Please contact your facilitator for advice when registering on eMS.

**Filling in and submitting your application**

The LP can give editing rights for some sections of the Application Form to other users (namely the Project Partners ((PPs)). The PP representatives have to be registered on the system and to have provided the LP with their username. The LP can then add new users in the “User Management” section. Users can be granted either read-only rights (“add for reading”), or edit and add data rights (“add for modification”).

**The JS strongly advises partnerships to work together on this offline template. Once finalised and after reviewed by a Programme Facilitator, it is advised that only the LP enters the project data onto eMS, including information on each PP.**

To a certain extent, it is possible for different users to work in parallel (at the same time) on the same Application Form. When working in parallel, users must make sure that they are not working in the same section or sub-section (in the case that the section is divided).

Please note that you can create a PDF file of the Application Form at any point during its development by clicking on the “Save As PDF File” button. You will find the created PDF file(s) under the general menu in the section “File browser” (the saving of the PDF document in the file browser might take several minutes).

**Automatic checks of eMS**

This check is done by pressing the “Check Saved Project” button in the menu on the left. The system then performs several automatic checks of the formal requirements (e.g. completeness of information, minimum number of partners, etc.). If all automatic checks are successfully passed, the message “Success” will be displayed. In case of automatic checks showing deficiencies, the system indicates these in an error message on top of the page and the partnership can amend the Application Form accordingly.

**Please note that the automatic checks serve as an informative guide. You are responsible for the completeness of your project application.**

**Final submission**

Before the final submission of the Application Form it is recommended that applicants save the final version of the Application Form as a PDF file.

When submitting the final Application Form by pressing the “Submit Saved Project” button, the system performs the same automatic checks described above. Only if all automatic checks are successfully passed, will the AF1 be submitted. Once submitted, **a signed hard copy of the AF1 in the language of the LP must reach the Joint Secretariat within 5 working days of the call end date. This copy should be a printout of a PDF of the submitted version on eMS.** The JS will notify the LP upon receipt of the paper version of the application.

**Helpdesk and technical support**

For more information or support please see the France (Channel) England Programme [website](https://interreg5a-fce.eu/). There you will find Guidance Notes and other relevant information to support the drafting of your application.

For more information on how to fill in the form please consult the document “eMS Technical Guidance for Applicants” available on the Programme website.

For any IT related issues experienced with the online submission system, please contact the JS or send an email to: ems@norfolk.gov.uk

**Offline template Application Form**

Below you will find the data and questions the Programme Monitoring Committee require for a complete AF1.

The template below serves as a working document during the drafting phase of your proposal. Please note that your application needs to be filled in and submitted using eMS.

|  |  |
| --- | --- |
|  | Grey fields will be filled in by eMS using other data. |
|  |  | White or green fields must be filled in by the applicant. |
|  | Fields are multilingual and must be filled in the two official FCE Programme languages. The maximum characters per field are per language. Please anticipate that the French translation usually requires more characters (so if it states 3000 characters, this corresponds to 3000 characters in English and 3000 characters in French). It is therefore advised not to reach the character limit for the English version (allow at least 10% margin) to fit within the allocated space in both languages. |

A glossary of the terms used is available on the Programme website :

<https://interreg5a-fce.eu/en/programme/downloadable-documents/>

# Project summary

## **Project identification**

|  |  |
| --- | --- |
| Programme Priority | **Drop down menu**Choose an item. Further information about the Programme Priorities is available in Guidance Note 2 of the Programme Manual |
| Programme Specific Objective | **Drop down menu**Choose an item.Further information about the Programme Specific Objective is available in Guidance Note 2 of the Programme Manual |
| Project acronym | **Max 20 characters** |
| Project title  | **Max 200 characters** |
| Project number | Automatically inserted |
| Name of the lead partner organisation | Automatically inserted from partner section |
| Project duration | Start date | **Calendar selection DD.MM.YYYY** |
| *Automatically inserted* | End date | **Calendar selection DD.MM.YYYY** |

## **01. Project summary**

Please summarise your project, setting out the rationale connecting the following:

-the project specific objective (see glossary of terms)

-the need and demand justifying your project (with relevant figures, it has to be in line with the Programme challenges identified in Cooperation Programme; p.9)

-what you are looking to achieve (expected result(s) of the project) and how this responds to the need identified

-the outputs that will help realise your project specific objective

-why you need to work in a cross-border manner to deliver those outputs.

Do not repeat information from other sections, be brief

**Max 3000 characters**

|  |
| --- |
| **EN** |
| **FR** |

**02. Need and Demand** 

Why is your project needed?

-Describe the identified problem (with referenced evidence from both French and English sides)

-Describe the existing market/offer, what it is lacking and why your solution is needed and is innovative by comparison (based on the outputs and deliverables).

-Provide a description of the end users and an estimation of the demand.

**Max 3000 characters**

|  |
| --- |
| **EN** |
| **FR** |

## **03. Contribution to the Programme Specific Objective**

Please explain and quantify the long-term effect of your project in relation to the Programme Result Indicator of the chosen Programme Specific Objective.

**Max 2000 characters**

|  |
| --- |
| **EN** |
| **FR** |

**04. The Cross Border Added-Value** 

Why is cross-border cooperation needed to achieve the project specific objective and result?

Please explain why the project specific objective 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 cross-border approach.

Please detail how the partnership will jointly implement the project activities and tasks.

The Cross Border Added-Value (especially regarding joint implementation) must be evidenced in the Annexe 1 - Work Plan

**Max 1500 characters**

|  |
| --- |
| **EN** |
| **FR** |

**05. Expected outputs from the project** 

For each output, please describe:

-The output indicator selected (please refer to the Programme Manual Guidance Note 2)

-Describe and quantify each output, which target group will use the outputs and how relevant they are to the project specific objective

 **Max 2000 characters**

|  |
| --- |
| **EN** |
| **FR** |

**06. Sustainability / Transferability of project outputs and results** 

How will the project ensure that project outputs and results have a lasting effect beyond project duration?

Please describe concrete measures (including institutional structures, financial resources etc.) taken during and after project implementation to ensure and/or strengthen the durability of the project outputs and results.

Please describe concrete measures that ensure the transfer of the project outputs and results to the end users. If relevant, explain who will be responsible and/or who will be the owner of results and outputs.

**Max 2500 characters**

|  |
| --- |
| **EN** |
| **FR** |

# Partners list (table automatically generated by the system)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number** | **Partner name** | **Country** | **Abbreviation** | **Role**  |
| PP1 | (automatically inserted from partner section) | Automatically filled in | Automatically filled in | LP |
| PP2 | (automatically inserted from partner section) | Automatically filled in | Automatically filled in | PP |
| Continuous numbering  | …. | … | … | … |

## **Lead Partner / Project Partner**

**Add or edit a project partner**

|  |  |
| --- | --- |
| Partner role in the project | Lead Partner |
| Name of organisation (in original language) |  |
| Abbreviation of organisation |  |
| Department/unit/division |  |

## **Address**

|  |  |
| --- | --- |
| Country (NUTS 0) |  |
| Region (NUTS 2) |  |
| Sub-region (NUTS 3)  |  |
| Address |  |
| Website |  |

## **Legal and financial information**

|  |  |
| --- | --- |
| Type of partner | Choose an item. |
| Legal status | Choose an item. |
| VAT number (if applicable) |  |
| Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project? | Choose an item. |
| SIRET or SIREN number (French organisation) |  |

## **Legal representative**  **Project Coordinator**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Choose an item. |  | Title | Choose an item. |
| First name |  |  | First name |  |
| Last name |  |  | Last name |  |
| Email address |  |  | Email address |  |

## **Experience and role of partner**

What are the organisation’s thematic expertise and experiences relevant to the project?

And what is the role of this Partner in the project?

**Max 1500 characters**

|  |
| --- |
| **EN** |
| **FR** |

**Please copy and paste this section as many time as needed. The above information is needed for ALL Project Partners**

**For each Partner, a Letter of Intent must be provided to the JS. The scanned versions should be uploaded on eMS as Annexes of the Application Form.**

More information below on the Annexes section.

The template is available on the Programme website:

[*https://interreg5a-fce.eu/en/programme/downloadable-documents/*](https://interreg5a-fce.eu/en/programme/downloadable-documents/)

# Project context

**07. Capitalisation**

What are the synergies with past or current EU and other projects or initiatives the project makes use of?

Please explain the experience gained/lessons learned from other projects and other available knowledge the project capitalises on.

*Do not just list all your previous projects. Please only mention projects related to the project's topic, activities and outputs, explain on what aspects/results you are capitalising for each project. If there are projects carried out by organisations that are not a part of your project's partnership, please refer to these as well.*

**Max 2000 characters**

|  |
| --- |
| **EN** |
| **FR** |

**08. Indicative timeline for project development**

Please indicate the envisaged Phase 2 Application Form submission date.

**Max 10 characters. DD.MM.YYYY**

|  |
| --- |
|  |

**For Technical reason the date will need to entered twice on eMS. Thank you for your understanding.**

# Attachments to uploads

**Attachments associated with your application**

## **Mandatory attachments:**

# Annex 1: Phase 1 Work Plan

# Annex 2: Indicative Budget

# Letters of Intent and organisation charts (for each PP)

**Please be aware that if any of the above mandatory attachments is missing when submitting the application on eMS, the project will be declared ineligible.**

**Annex 1: Work Plan**

**The following question is asked on this compulsory Annex. The table must be filled in.**

What are the project outputs?

Please list and describe:

• The project outputs (each output has to contribute to an output indicator)

• The content of the deliverables (including actions in each year), which partners are involved and in which year the deliverables will be delivered.

Each box as a limit of 500 characters for the outputs description and 1500 for the deliverables description, please don't hesitate to use it.

This section has to be understandable (not too technical)

The logic for each deliverable and activity in relation to the project has to be explicit.

**Annex 2: Indicative Budget**

The Annex 1: Work Plan is available on the Programme website:

[*https://interreg5a-fce.eu/en/programme/downloadable-documents/*](https://interreg5a-fce.eu/en/programme/downloadable-documents/)

**Once completed, please convert the document into PDF (menu file – « export ») and upload it on eMS**

**The partner total budget, the ERDF cofinancing rate and the contribution type must be indicated in the table. This is a compulsory annex.**

Please follow the guidance provided in the instruction box within the document.

The Annex 2: Indicative Budget is available on the Programme website:

[*https://interreg5a-fce.eu/en/programme/downloadable-documents/*](https://interreg5a-fce.eu/en/programme/downloadable-documents/)

**Once completed, please convert the document into PDF (menu file – « export ») and upload it on eMS.**

**Letters of Intent and organisation charts (for each PP)**

The Letter of Intent template is available on the Programme website:

[*https://interreg5a-fce.eu/en/programme/downloadable-documents/*](https://interreg5a-fce.eu/en/programme/downloadable-documents/)

Each PP must provide a signed, scanned copy of a Letter of Intent. The Letter of Intent is to confirm that the organisation is prepared to participate in the Interreg VA France (Channel) England Programme. This does not commit the organisation financially to the project, however **it must be signed by the legal representative of the partner**. The legal representative must be a person who has the authority to commit their organisation to take part in the project. **An organisation chart showing the position of the individual within the organisation should be attached to the letter.**

**The Letters of Intent must be uploaded on eMS.**