

# Offline template

Micro-Project Application Form

**Please note that the Micro-Project Application Form (MAF) 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**

**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 need to be submitted electronically through eMS. eMS is a web application that is accessible from 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 functions 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 access**

The proposed Lead Partner (LP) is responsible for the registration and submission of the micro 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.

If you have got any issues related to a password or username, please send an email to [ems@norfolk.gov.uk](mailto:ems@norfolk.gov.uk)

**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 micro 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**

Once the entry of information into the MAF is at an advanced stage, but well before its final submission, it is recommended to perform the automatic checks on the correctness of data entered into the MAF.

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 micro 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 MAF be officially submitted. Once submitted, a signed hard copy of the Application Form in the language of the LP must reach the Joint Secretariat within 5 working days of the submission of the application 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. 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” 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](mailto:ems@norfolk.gov.uk)

**Offline template Application Form**

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

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/>

# A.1 Micro-Project overview

## **A.1.1 Micro-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 |
| Micro-project acronym | | **Max 20 characters** |
| Micro-project title | | **Max 200 characters** |
| Micro-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** |

**Please note that the Micro-project duration cannot exceed 27 months, including the closure period.**

## **A.1.2 Micro-Project summary**

Please give a short overview of the micro-project and describe:

- the common challenge(s) of the Programme Area you are tackling in your micro-project;

- the specific objective of the micro-project and the expected long-term effect your micro-project will deliver;

- the main outputs you will produce and who will benefit from them;

- the approach you plan to take and why is cross-border approach needed;

- the added value of the partnership;

- what is new/original about it?

**Max 3000 characters**

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

# B.1 Partners list

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number** | **Partner name** | **Country** | **Abbreviation** | **Role** |
| PP1 | (automatically inserted from partner section – LP ) | Automatically filled in | Automatically filled in | LP |
| PP2 | (automatically inserted from partner section) | Automatically filled in | Automatically filled in | PP |
| PP3 | (automatically inserted from partner section) | Automatically filled in | Automatically filled in | PP |
| PP4 | (automatically inserted from partner section) | Automatically filled in | Automatically filled in | PP |
| PP5 | (automatically inserted from partner section) | Automatically filled in | Automatically filled in | PP |

**Please note that under the micro-project scheme the number of PPs (including LP) is limited to 5.**

## **Lead Partner**

|  |  |
| --- | --- |
| Partner role in the micro-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 |  |

## **B.1.1 Experience and role of partner**

Describe the organisation’s thematic expertise and any experience relevant to the micro-project.

What is the role of this Partner in the micro-project?

**Max 2500 characters**

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

**B.1.2 Other EU or international projects**

If applicable, describe the organisation’s experience in participating in and/or managing EU co-financed projects or other international projects.

**Max 1500 characters**

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

## **Project Partner 2**

|  |  |
| --- | --- |
| Partner role in the micro-project | Project 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 |  |

## **B.1.1 Experience and role of partner**

Describe the organisation’s thematic expertise and any experience relevant to the micro-project.

What is the role of this Partner in the micro-project?

**Max 2500 characters**

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

**B.1.2 Other EU or international projects**

If applicable, describe the organisation’s experience in participating in and/or managing EU co-financed projects or other international projects.

**Max 1500 characters**

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

## **Project Partner 3**

|  |  |
| --- | --- |
| Partner role in the micro-project | Project 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 |  |

## **B.1.1 Experience and role of partner**

Describe the organisation’s thematic expertise and any experience relevant to the micro-project.

What is the role of this Partner in the micro-project?

**Max 2500 characters**

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

**B.1.2 Other EU or international projects**

If applicable, describe the organisation’s experience in participating in and/or managing EU co-financed projects or other international projects.

**Max 1500 characters**

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

## **Project Partner 4**

|  |  |
| --- | --- |
| Partner role in the micro-project | Project 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 |  |

## **B.1.1 Experience and role of partner**

Describe the organisation’s thematic expertise and any experience relevant to the micro-project.

What is the role of this Partner in the micro-project?

**Max 2500 characters**

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

**B.1.2 Other EU or international projects**

If applicable, describe the organisation’s experience in participating in and/or managing EU co-financed projects or other international projects.

**Max 1500 characters**

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

## **Project Partner 5**

|  |  |
| --- | --- |
| Partner role in the micro-project | Project 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 |  |

## **B.1.1 Experience and role of partner**

Describe the organisation’s thematic expertise and any experience relevant to the micro-project.

What is the role of this Partner in the micro-project?

**Max 2500 characters**

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

**B.1.2 Other EU or international projects**

If applicable, describe the organisation’s experience in participating in and/or managing EU co-financed projects or other international projects.

**Max 1500 characters**

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

**The above information is needed for ALL Project Partners.   
Please note that under the micro-project scheme the number of PPs (including LP) is limited to 5.**

# C.1 Project relevance

## **C.1.1 Contribution to the Programme Specific Objectives**

Please explain in what way your micro-project contributes to the Programme Result Indicator of the chosen Programme Specific Objective.

**Max 2000 characters**

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

**C.1.2 Need and Demand** 

Why is your micro-project needed?

-Describe the identified problem (giving evidence of need within the Programme Area)

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

**Max 3000 characters**

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

## **C.1.3 Cross-Border Added-Value**

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

Please explain why the micro-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.

**Max 1500 characters**

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

# C.2 Project focus

# C.2.1 Programme Priority Specific Objective

|  |
| --- |
| Automatically inserted from Project Summary section |

# C.2.2 Micro-Project Specific Objective

What is the specific objective of the micro-project and how does it link to the Programme Specific Objective?

Please explain the micro-project specific objective and how it contributes to the chosen Programme Specific Objective.

**Max 500 characters**

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

## **C.2.3 Programme Result Indicator**

|  |
| --- |
| Please select one Programme Result Indicator your micro-project will contribute to. Choose an item.Further information about the Programme Result Indicators is available in the Guidance 2 of the Programme Manual.  Please ensure you select a Programme Result Indicator which corresponds to the chosen Programme Specific Objective. |

**A Result Indicator is a measure of the long term effect the Programme has on its Programme Area. It is designed to measure the change which the Programme Specific Objective is aimed at bringing about in the Programme Area.   
Each result indicator is described as the “level of” a certain characteristic that the Programme would like to increase.**

## **C.2.4 Micro-Project Main Results**

What are the micro-project results and how do they link to the Programme Result Indicator?

Specify one or more micro-project results and describe its contribution to the Programme Result Indicator.

Please describe how you will measure the project results.

**Max 500 characters**

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

## **C.3 Project Context**

**C.3.1 Synergies** 

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

Please explain the experience gained/lessons learned from other projects, and how the micro-project will complement these approaches.

*Do not just list all your previous projects. Please only mention projects related to the project's topic, activities and outputs. 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** |

**C.3.2 Sustainability / Durability** 

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

Please describe concrete measures taken during and after the micro-project implementation to strengthen the durability of the project outputs and results.

**Max 2000 characters**

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

**C.3.3 Location of project activities** 

a) Please indicate the location of the project activities by listing the NUTS codes for the relevant areas of the Programme Area (see Appendix III)

b) Please indicate if any of the activities will be implemented outside of the Programme Area? YES/NO - and if yes please explain why it would not be possible to do it within the FCE area.

**Max 2000 characters**

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

# C.4 Horizontal principles

Please indicate which type of contribution to horizontal principles applies to the micro-project, and justify.

|  |  |
| --- | --- |
|  | **Description (max 1500 characters per principle)** |
| **Sustainable development**  Explain how your micro-project takes into account sustainable development requirements i.e. actions taking into account environmental protection requirements (including addressing soil, water and air pollution), resource efficiency, climate change mitigation and adaptation, disaster resilience and risk prevention and management.  This section should be filled out for all projects and not simply those involved in environmental projects.  Consider the long-term effect of your micro-project in economic, environmental and social terms. | **EN** |
| **FR** |
| **Equal opportunities and non-discrimination** Explain the measures taken during the implementation of the micro-project to guarantee equal opportunities and non-discrimination between people | **EN** |
| **FR** |
| **Equality between men and women** Explain the measures taken during the implementation of the micro-project to guarantee equality between men and women | **EN** |
| **FR** |

## **D.1 Work Package list**

## **WP P Preparation**

## **Description**

Summary description of activities carried out and contribution of each Partner.

*The micro-project preparation phase is very important because it is the basis for a successful micro-project. In this phase the micro-project content will be defined, as well as the partnership and the involvement of each organisation. Good micro-project preparation will ensure that the micro-project is implemented in the most efficient way.*

**Max 1500 characters**

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

**Only one Preparation Work Package is allowed per micro-project**

## **WP M Management**

|  |  |  |
| --- | --- | --- |
| Project management | Start date (start date project) | End date (end date project) |
| WP responsible partner <automatically inserted: Lead Partner> | Partners’ involvement | **Tick box partners** |

## **Description**

a) Describe how the management on the strategic and operational level will be carried out in the project, specifically:

* structure, responsibilities and procedures for the day-to-day management and co-ordination;
* name and background of the management team (project, finance & communication officer)
* communication within the partnership;
* reporting and evaluation procedures;
* risk and quality management.

Please detail the procedure and planning for the selection of the FLC.

Explain also the arrangements planned for all Partners to attend training.

b) Procurement

How are Partners going to meet organisational, national and EU procurement requirements?

**Max 2500 characters**

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

## **Activities in the work package**

|  |  |  |
| --- | --- | --- |
| Title  **Max 100 characters** | Start month | End month |
| **EN** | **Date selection (MM, YYYY)** | **Date selection (MM, YYYY)** |
| **FR** |
| Activity description and Partners involved  **Max 1500 characters** | | |
| **EN** | | |
| **FR** | | |

|  |  |
| --- | --- |
| **Deliverable**  Description  *Multiple deliverables per activity are possible.* | |
| Deliverable title  **Max 100 characters** | **EN** |
| **FR** |
| Target value | **Number** |
| Description  **Max 1500 characters** | **EN** |
| **FR** |
| Delivery date | **MM, YYYY** |

**Please copy and paste the activities section as many time as needed (maximum 5 activities).**

**The above info is needed for ALL activities.**

**Please note that multiple deliverables per activity are possible.**

**Please note that there are no automatic checks on the dates entered, therefore it is advised to check that they are correct before submission.   
Only one Management Work Package is allowed per micro-project.**

**Communication activities linked to management need to be included in WP1.**

## **WP T1 Implementation (WP to be renamed by applicant)**

(Starting from WP T1– up to WP T3 – **The maximum limit of implementation work packages is 3***)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WP Nr 2 | WP title  **Max 100 characters** | Start date  (month) | End date  (month) | WP budget |
| Automatic numbering | **EN** | Pre filled from activities | Pre filled from activities | Pre filled |
| **FR** |
| Partner responsible for the WP | | **Dropdown list partners** | | |
| Which partners will be involved? | | **Tick box partners** | | |

## **Description**

Summary description and objective of the work package including explanation of how will Partners be involved (who will do what).

**Max 1500 characters**

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

## **Main outputs**

Please describe the micro-project main outputs that will be delivered based on the activities carried out in this work package. For each micro-project main output a Programme output indicator should be chosen. Please note that they need to have the same measurement unit.

*Please note that not every work package must/will have one or several micro-project main outputs. A micro-project main output is an output that contributes directly to the micro-project result and a deliverable is a side-product of the project that contributes to the micro-project main output*

*For each output the following fields need to be completed.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title  **Max 100 characters** | Describe your micro-project main output  **Max 500 characters** | Choose a programme output indicator to which the project main output will contribute. | Quantify your contribution (target value) | Delivery date |
| **EN** | **EN** | Please select the Programme Output Indicator your project output will contribute to. Choose an item.  Further information about the Programme Result Indicators is available in the Guidance 2 of the Programme Manual | **Number** | **MM, YYYY** |
| **FR** | **FR** |

**Please note that only the Programme output indicators under the chosen Programme Specific Objective will be available on eMS.**

**The above info is needed for ALL micro-project main outputs.**

## **Activities in the work package**

|  |  |  |
| --- | --- | --- |
| Title  **Max 100 characters** | Start month | End month |
| **EN** | **Date selection (MM, YYYY)** | **Date selection (MM, YYYY)** |
| **FR** |
| Activity description and Partners involved  **Max 1500 characters** | | |
| **EN** | | |
| **FR** | | |

|  |  |
| --- | --- |
| **Deliverable**  Description  *Multiple deliverables per activity are possible.* | |
| Deliverable title  **Max 100 characters** | **EN** |
| **FR** |
| Target value | **Number** |
| Description  **Max 1500 characters** | **EN** |
| **FR** |
| Delivery date | **MM, YYYY** |

**Please copy and paste the activities section as many time as needed (maximum 5 activities). The above info is needed for ALL activities.**

**Please note that multiple deliverables per activity are possible.**

**Please note that there are no automatic checks on the dates entered, therefore it is advised to check that they are correct before submission.**

**Communication activities linked to implementation WP need to be included within the activities of the relevant WP**

**Please copy and paste the section as many time as needed (maximum 5 activities). The above info is needed for ALL activities.**

**Please note that multiple deliverables per activity are possible.**

## **Target groups**

Who will use the main outputs delivered in this work package? Choose only the relevant target groups.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Target group | |  |  | | --- | --- | |  | local public authority | |  | regional public authority | |  | national public authority | |  | sectoral agency | |  | infrastructure and (public) service provider | |  | interest groups including NGOs | |  | higher education and research | |  | education/training centre and school | |  | enterprise | |  | SME | |  | business support organisation | |  | International organisation, EEIG | |  | General public | |  | Other |   *Please consult appendix II for all the target groups.* |

How will you involve target groups (and other stakeholders) in the development of the micro-project main outputs?

**Max 500 characters**

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

## **Procurement**

How are Partners going to meet organisational, national and EU procurement requirements?

**Max 1000 characters**

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

## **WP T2 Implementation (WP to be renamed by applicant)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WP Nr 3 | WP title  **Max 100 characters** | Start date  (month) | End date  (month) | WP budget |
| Automatic numbering | **EN** | Pre filled from activities | Pre filled from activities | Pre filled |
| **FR** |
| Partner responsible for the WP | | **Dropdown list partners** | | |
| Which partners will be involved? | | **Tick box partners** | | |

## **Description**

Summary description and objective of the work package including explanation of how will Partners be involved (who will do what).

**Max 1500 characters**

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

## **Main outputs**

Please describe the micro-project main outputs that will be delivered based on the activities carried out in this work package. For each micro-project main output a Programme output indicator should be chosen. Please note that they need to have the same measurement unit.

*Please note that not every work package must/will have one or several micro-project main outputs. A micro-project main output is an output that contributes directly to the micro-project result and a deliverable is a side-product of the project that contributes to the micro-project main output*

*For each output the following fields need to be completed.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title  **Max 100 characters** | Describe your micro-project main output  **Max 500 characters** | Choose a programme output indicator to which the micro-project main output will contribute. | Quantify your contribution (target value) | Delivery date |
| **EN** | **EN** | Please select the Programme Output Indicator your micro-project output will contribute to. Choose an item.  Further information about the Programme Result Indicators is available in the Guidance 2 of the Programme Manual | **Number** | **MM, YYYY** |
| **FR** | **FR** |

**Please note that only the Programme output indicators under the chosen Programme Specific Objective will be available on eMS.**

**The above info is needed for ALL micro-project main outputs.**

**Please also note that due to technical reasons, those programmes indicators will appear in both languages on eMS.**

**Thank you for your understanding**

## **Activities in the work package**

|  |  |  |
| --- | --- | --- |
| Title  **Max 100 characters** | Start month | End month |
| **EN** | **Date selection (MM, YYYY)** | **Date selection (MM, YYYY)** |
| **FR** |
| Activity description and Partners involved  **Max 1500 characters** | | |
| **EN** | | |
| **FR** | | |

|  |  |
| --- | --- |
| **Deliverable**  Description  *Multiple deliverables per activity are possible.* | |
| Deliverable title  **Max 100 characters** | **EN** |
| **FR** |
| Target value | **Number** |
| Description  **Max 1500 characters** | **EN** |
| **FR** |
| Delivery date | **MM, YYYY** |

**Please copy and paste the section as many time as needed (maximum 5 activities). The above info is needed for ALL activities.**

**Please note that multiple deliverables per activity are possible.**

**Please note that there are no automatic checks on the dates entered, therefore it is advised to check that they are correct before submission. Communication activities linked to implementation WP need to be included within the activities of the relevant WP**

**Please copy and paste the section as many time as needed (maximum 5 activities). The above info is needed for ALL activities.**

**Please note that multiple deliverables per activity are possible.**

## **Target groups**

Who will use the main outputs delivered in this work package? Choose only the relevant target groups.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Target group | |  |  | | --- | --- | |  | local public authority | |  | regional public authority | |  | national public authority | |  | sectoral agency | |  | infrastructure and (public) service provider | |  | interest groups including NGOs | |  | higher education and research | |  | education/training centre and school | |  | enterprise | |  | SME | |  | business support organisation | |  | International organisation, EEIG | |  | General public | |  | Other |   *Please consult appendix II for all the target groups.* |

How will you involve target groups (and other stakeholders) in the development of the micro-project main outputs?

**Max 500 characters**

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

## **Procurement**

How are Partners going to meet organisational, national and EU procurement requirements?

**Max 1000 characters**

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

## **WP T3 Implementation (WP to be renamed by applicant)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WP Nr 4 | WP title  **Max 100 characters** | Start date  (month) | End date  (month) | WP budget |
| Automatic numbering | **EN** | Pre filled from activities | Pre filled from activities | Pre filled |
| **FR** |
| Partner responsible for the WP | | **Dropdown list partners** | | |
| Which partners will be involved? | | **Tick box partners** | | |

## **Description**

Summary description and objective of the work package including explanation of how will Partners be involved (who will do what).

**Max 1500 characters**

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

## **Main outputs**

Please describe the micro-project main outputs that will be delivered based on the activities carried out in this work package. For each micro-project main output a Programme output indicator should be chosen. Please note that they need to have the same measurement unit.

*Please note that not every work package must/will have one or several micro-project main outputs. A micro-project main output is an output that contributes directly to the micro-project result and a deliverable is a side-product of the project that contributes to the micro-project main output*

*For each output the following fields need to be completed*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title  **Max 100 characters** | Describe your micro-project main output  **Max 500 characters** | Choose a programme output indicator to which the micro-project main output will contribute. | Quantify your contribution (target value) | Delivery date |
| **EN** | **EN** | Please select the Programme Output Indicator your micro-project output will contribute to. Choose an item.  Further information about the Programme Result Indicators is available in the Guidance 2 of the Programme Manual | **Number** | **MM, YYYY** |
| **FR** | **FR** |

**Please note that only the Programme output indicators under the chosen Programme Specific Objective will be available on eMS.**

**The above info is needed for ALL micro-project main outputs.**

**Please also note that due to technical reasons, those programmes indicators will appear in both languages on eMS.**

**Thank you for your understanding**

## **Activities in the work package**

|  |  |  |
| --- | --- | --- |
| Title  **Max 100 characters** | Start month | End month |
| **EN** | **Date selection (MM, YYYY)** | **Date selection (MM, YYYY)** |
| **FR** |
| Activity description and Partners involved  **Max 1500 characters** | | |
| **EN** | | |
| **FR** | | |

|  |  |
| --- | --- |
| **Deliverable**  Description  *Multiple deliverables per activity are possible.* | |
| Deliverable title  **Max 100 characters** | **EN** |
| **FR** |
| Target value | **Number** |
| Description  **Max 1500 characters** | **EN** |
| **FR** |
| Delivery date | **MM, YYYY** |

**Please copy and paste the section as many time as needed (maximum 5 activities). The above info is needed for ALL activities.**

**Please note that multiple deliverables per activity are possible.**

**Please note that there are no automatic checks on the dates entered, therefore it is advised to check that they are correct before submission. Communication activities linked to implementation WP need to be included within the activities of the relevant WP**

**A maximum of 3 Implementation Work Packages is allowed per micro-project**

**Please copy and paste the section as many time as needed (maximum 5 activities). The above info is needed for ALL activities.**

**Please note that multiple deliverables per activity are possible.**

## **Target groups**

Who will use the main outputs delivered in this work package? Choose only the relevant target groups.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Target group | |  |  | | --- | --- | |  | local public authority | |  | regional public authority | |  | national public authority | |  | sectoral agency | |  | infrastructure and (public) service provider | |  | interest groups including NGOs | |  | higher education and research | |  | education/training centre and school | |  | enterprise | |  | SME | |  | business support organisation | |  | International organisation, EEIG | |  | General public | |  | Other |   *Please consult appendix II for all the target groups.* |

How will you involve target groups (and other stakeholders) in the development of the micro-project main outputs?

**Max 500 characters**

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

## **Procurement**

How are Partners going to meet organisational, national and EU procurement requirements?

**Max 1000 characters**

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

**Micro-Project are allowed to have a maximum of 3 Implementation WPs.**

# D.2 Target groups

|  |  |  |
| --- | --- | --- |
| Target groups (automatically inserted from work plan) | Specify which specific target groups these might be (e.g. bilingual elementary schools, environmental experts, etc.).  **Max 100 characters** | Indicate size of selected target groups. |
| *…* | **EN** | **Number** |
| **FR** |
| … | **EN** |  |
| **FR** |

# D.3 Reporting periods

|  |  |  |  |
| --- | --- | --- | --- |
| MICRO-PROJECT START (DD,MM,YYYY) | | | |
| Period 0 | Start date | End date | Reporting date (End date = Micro-Project approval date) |
| Period 1 | Start date (MP approval date) | Period End date | Reporting date ( period end date+ maximum 4 months) |
| Period 2 | Start date (end date P1) | Period End date | Reporting date ( period end date+ maximum 4 months) |
| Period 3 | Start date (end date P2) | Period End date | Reporting date (period end date+ maximum 4 months) |
| Period 4 | Start date (end date P3) | Period End date (maximum 24th month) | Reporting date (period end date+ maximum 4 months) |
| Period 5 | Start date ( MP end date) | Period End date (MP end date +3) | Reporting date (project end date+ maximum 3 months) |
| MICRO-PROJECT END (DD,MM,YYYY) | | | |

**Please note that Periods 1 to 4 should cover 6 months. Period 0 covers the preparation phase and Period 5 covers the micro-project closure.**

**Considering the maximum micro-project duration, the number of reporting periods is limited to 6, including Periods 0 and 5.**

**Please also note that the period defined can be amended before the signature of the Grant Offer Letter.**

**Please note that the micro-project duration cannot exceed 27 months, including the closure period.**

# E.1 Micro-Project budget per period

Please fill in the expected ERDF expenditure per period (as stated in reporting periods)

|  |  |
| --- | --- |
| Period | ERDF |
| Period 1 | **amount in EUR** |
| Period 2 | **amount in EUR** |
| Period 3 | **amount in EUR** |
| Period 4 | **amount in EUR** |
| Period 5 | **amount in EUR (closure period – only BL1 expenses are eligible)** |

**Please note that this section needs to be completed after sections D.3 Reporting Period and E.2 Budget – the total amount ERDF of both section E.1 and E.2 should match**

# E.2 Partner budgets

**Budget for the micro-project will be filled per partner, per budget line, per work package.**

**Please fill the information below for each partner.**

**1) In order to filled in a budget please use the excel document “eMS-Project Budget”. The document is available on the Programme website.**

**2) As a Programme rule, the office and administration cost represents 15% of the Staff costs. Therefore each applicant must tick the box at the top of the page, above the budget table and below the mention “budget flat rate BL2”. Due to technical reason this box cannot be pre-ticked, thank you for your understanding. In order to prevent any data loss, it is important to tick the box before entering any budget data.**

**3) Please note that for technical reason, descriptions of costs need to be entered on the same box for both languages, with a limitation of 500 characters per language. Thank you for your understanding.**

**4) Please refer to the document “eMS – technical guidance for applicant” for more information on how to fill in the budget section.   
The document is available on the Programme website.**

# Project budget overview

# *Tables will be automatically generated by eMS*

## **Co-financing per partner**

## **Project budget per partner per budget line**

## **Project budget per partner per work package**

## **Project budget per work package per budget line**

## **In kind contribution per partner**

# Attachments to uploads

**Attachments associated with your application**

## **Mandatory attachments:**

# De Minimis Form (for each PP)

# Draft Partnership Agreement

# Letters of Engagement (In case of external match-funding or shared costs)

# Letters of Intent and organisation charts (if applicable)

# For organisations which are private sector (including charities), a copy of the last three years of accounts must be provided

## **Additional attachments:**

# Covering Letter

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

**De Minimis Form (for each PP)**

**You are asked to complete this declaration of previous State aid received under the De Minimis rule**

De Minimis Form is available on the Programme website:

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

The declaration **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 micro-project.

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

# Draft Partnership Agreement

The Partnership Agreement template should be used by all micro-projects in its entirety. Applicants are however invited to tailor the PA to their needs by adding, where possible and if needed, additional provisions (with regards for instance to the obligations of the LP/PPs, Intellectual Property Rights, shared cost, confidentiality, preparation cost allocation, etc.) in the Annex 1 of the PA.

Please note that the draft PA does not need to be signed by the partnership.

The final signed Partnership Agreement should be presented to the Managing Authority after the micro-project approval and before the Grant Offer Letter can be signed.

The Partnership Agreement template for Micro-Project 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 under the tab “attachments”.**

# Letters of Engagement

In case of external match-funding, signed Letters of Engagement for each organisation contributing to the micro project.

This also apply to Project Partners in case of shared costs. The Letter of Engagement is a commitment to support the Programme activities and verifies that the organisation is willing to commit financially to the micro project.

The amounts reported in the letter have to correspond to the amounts stated in the MAF.

The financial commitment in the Letter of Engagement must be set out in Euro.

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

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

**The Letters of Engagement 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 micro-project.

**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 micro-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 micro-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.**

**A copy of the last three years of accounts (private sectors)**

For organisations which are private sector (including charities), a copy of the last three years of accounts must be provided. If the organisation in question is less than three years old, all available accounts should be provided, including draft accounts if a full years set of accounts is not available.

# Covering Letter

If needed, applicants may write a covering letter to address the issues related to State Aid or Revenue. The covering letter **is not a compulsory annex of the MAF**.

Partners may use as many pages as necessary to fully explain the issues. The covering letter needs to be submitted **in French and in English.**

Private sector partners can also explain how they will fund their participation in the project, taking into account both the match funding and the need to cover the micro-project cash flow. If the source of funds is external then a corresponding letter of engagement indicating this amount must be included. If use of overdraft or similar facilities are planned which are not the companies own funds, evidence of these facilities should be provided.

# Appendix I Partner type

|  |
| --- |
| Type of partner |
| Local authorities |
| Collectivités publiques |
| Charities which employs fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed EUR 10 million. |
| Association loi 1901, which employs fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed EUR 10 million. |
| Businesses which employs fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed EUR 10 million. |

# Appendix II Target groups

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nr | Main category | Examples | Sub category | Measurement unit |
| 1 | local public authority | municipality, etc. |  | [number of organisations] |
| 2 | regional public authority | regional council, etc. |  | [number of organisations] |
| 3 | national public authority | ministry, etc. |  | [number of organisations] |
| 4 | sectoral agency | local or regional development agency, environmental agency, energy agency, employment agency, etc. |  | [number of organisations] |
| 5 | infrastructure and (public) service provider | public transport, utility company (water supply, electricity supply, sewage, gas, waste collection, etc.), airport, port, railway, etc. |  | [number of organisations] |
| 6 | interest groups including NGOs | international organisation, trade union, foundation, charity, voluntary association, club, etc. |  | [number of organisations] |
| 7 | higher education and research | university faculty, college, research institution, RTD facility, research cluster, etc. |  | [number of organisations] |
| 8 | education/training centre and school | primary, secondary, pre-school, vocational training, etc. |  | [number of organisations] |
| 9 | enterprise |  |  | [number of enterprises] |
| 10 | SME | micro, small, medium |  | [number of SME] |
| 11 | business support organisation | chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc. |  | [number of organisations] |
| 12 | International organisation, EEIG | under national law, under international law | 1. International organisation under national law 2. International organisation under international law | [number of organisations] |
| 13 | General public[[1]](#footnote-1) |  |  | [number of people] |
| 14 | Other[[2]](#footnote-2) |  |  |  |

# Appendix III code NUTS

|  |  |  |
| --- | --- | --- |
| France | United Kingdom | |
| FR222 Oise | UKH11 Peterborough | UKK15 Wiltshire CC |
| FR223 Somme | UKH12 Cambridgeshire CC | UKK21Bournemouth and Poole |
| FR231 Eure | UKH14 Suffolk | UKK22 Dorset CC |
| FR232 Seine-Maritime | UKH15 Norwich and East Norfolk | UKK23 Somerset |
| FR251 Calvados | UKH16 North and West Norfolk | UKK30 Cornwall and Isles of Scilly |
| FR252 Manche | UKH17 Breckland and South Norfolk | UKK41 Plymouth |
| FR253 Orne | UKH31 Southend-on-Sea | UKK42 Torbay |
| FR302 Pas-de-Calais | UKH32 Thurrock | UKK43 Devon CC |
| FR521 Côtes-d'Armor | UKH34 Essex Haven Gateway | UKJ44 East Kent |
| FR522 Finistère | UKH35 West Essex | UKJ45 Mid Kent |
| FR524 Morbihan | UKH36 Heart of Essex | UKJ46 West Kent |
|  | UKH37 Essex Thames Gateway | UKK14 Swindon |
|  | UKJ21 Brighton and Hove | UKJ41 Medway |
|  | UKJ22 East Sussex CC | UKJ43 Kent Thames Gateway |
|  | UKJ25 West Surrey | UKJ32 Southampton |
|  | UKJ26 East Surrey | UKJ35 South Hampshire |
|  | UKJ27 West Sussex (South West) | UKJ36 Central Hampshire |
|  | UKJ28 West Sussex (North East) | UKJ37 North Hampshire |
|  | UKJ31 Portsmouth | UKJ34 Isle of Wight |

1. Relevant only for target groups [↑](#footnote-ref-1)
2. Relevant only for target groups [↑](#footnote-ref-2)