

# CENTRAL EUROPE PROGRAMME 2007-2013



LEAD APPLICANT BRIEFING SEMINAR  
March / April 2008

**SUCCESS FACTORS FOR  
PROJECT DEVELOPMENT:  
focus on activities and partnership**

# OVERVIEW



- Source of information for applicants
- Application pack 1<sup>st</sup> call
- Key success factors for project development
- Application Form 1<sup>st</sup> call
- Assessment criteria 1<sup>st</sup> call



# SOURCES OF INFORMATION I



- Operational Programme (OP)
- Application Manual 1<sup>st</sup> Call
- Instructions for Applicants
- How to complete the AF
- FAQs



# APPLICATION PACK: 1<sup>st</sup> call



- > **Application Form**
- > **Obligatory Annexes :**
  - > **Self-Declaration** (incl. the co- financing statements, legal status, administrative & financial capacity)
    - > LP: signs directly in AF
    - > for C.E.-Partners + Int. Organisations (nat. Law)
    - > for International Organisations (int. Law)
  - > **State aid declaration**
  - > **Co-financing statement** (for EU partners outside CE and Third Country partners)
  - > **Map with location of partners**
  - > **Flow chart with management structure**

# APPLICATION FORM rational



## The Application Form serves different needs....

- AF allows the **presentation of the project** outline, work programme, partnership and budget in ONE document
  - AF is structured along the selection criteria and facilitates the **assessment of project** applications
  - AF fulfils also other programme requirements. It includes clearer links to **programme indicators** to enable reporting at the programme level and serves as basis for the 6 monthly **project monitoring**.
  - AF has been developed according to the requirements of the Operational Programme and further technical conditions approved by the Monitoring Committee
  - AF as ONE technical tool that should help to avoid unnecessary mistakes and **limit the number of not eligible applications**
- ....and takes different requirements into account.

# APPLICATION FORM structure



- 1- Cover sheet / Basic Information
- 2- Project Outline
  - 2.1 Relevance
  - 2.2 Methodology
  - 2.3 Sustainability and Knowledge Management
  - 2.4 Partnership
- 3- Project Work Plan
- 4- Project Partners and Budget
- 5- Project Budget
- 6- Time line (Visualisation of Work Plan)

 **CENTRAL EUROPE**  
COOPERATING FOR SUCCESS.

 **EUROPEAN UNION**  
EUROPEAN REGIONAL  
DEVELOPMENT FUND

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**APPLICATION FORM**

European Territorial Cooperation Objective

Central Europe Programme

1 Application round

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**Don't remove the Excel protection**  
**You risk that the form will be damaged and thus the application will become INELIGIBLE**

Index number:

Registration Date:

Date of approval:

Form to be filled in and returned by post and e-mail  
**Central Europe Programme**  
**Joint Technical Secretariat**

Museumstraße 3/A/III  
A-1070 Vienna, Austria  
Phone +43 (0) 4000 - 76 142  
Fax +43 (0) 4000 - 99 76 141  
E-mail: info@central2013.eu

**LEGEND**

White field	to be completed by applicant: text input/ pull down menu: single choice /multiple choice
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# APPLICATION FORM as a tool



## Section 1: Cover Sheet

Title of the project:

Acronym:

Lead Applicant (official name of the institution in English):

Lead Applicant country:

Region:

Priority:

Area of Intervention:

**Priority and Area of Intervention do not match!**

Duration

Start date	End date	Duration (months)
2	2008	12
	2012	

**Maximum duration of 48 months cannot be exceeded!**

Seite 3



# KEY SUCCESS FACTORS FOR PROJECT DEVELOPMENT



- Quality of the action
- Quality of the approach
- Innovation of the proposal
- Partnership organisation
- Dissemination and capitalisation of results



# TECHNICAL AND FINANCIAL ASSESSMENT CRITERIA



1. Relevance (what for?)
2. Partnership technical and operational capacity (who?)
3. Implementation and methodology (how?)
4. Quality of the outputs and sustainability of the expected results (what?)
5. Budget and cost effectiveness (how much?)



## RELEVANCE - I



- How relevant is the proposal to the overall programme goals and objectives?
- Does the proposal contribute to Lisbon and/or Gothenburg goals and how relevant is it to other EU and national policies?



# Link to Lisbon goals



How does your project affect the **economic dimension of sustainability** (Lisbon goals) ?

Neutral	<input type="checkbox"/>
Addressed	<input checked="" type="checkbox"/>

Seite 5

Describe contributions to the economic dimension of sustainability (Lisbon goals) (max. 1.000 characters)

You have 0 characters.

Select the relevant economic indicators for your project

The project is contributing positively to innovation and competitiveness	<input type="checkbox"/>
The project is supporting RTD activities in SMEs and SME access to RTD services	<input type="checkbox"/>
The project is contributing to strengthened co-operation among businesses	<input type="checkbox"/>
The project is contributing to strengthened co-operation between businesses and research	<input type="checkbox"/>
The project is technology transfer or tertiary education institutions	<input type="checkbox"/>
The project is contributing to the establishment or development of transnational clusters	<input type="checkbox"/>
The project is contributing to the co-operation of key players of regional innovation systems	<input type="checkbox"/>
The project is fostering entrepreneurship	<input type="checkbox"/>
The project is supporting the use of ICT and the access to ICT services	<input type="checkbox"/>
The project is contributing to strengthened co-operation among training facilities and labour market organisations	<input type="checkbox"/>

**You have to tick at least 1 indicator.**



## RELEVANCE - II



- How relevant to the need and constraints of the target regions and Areas of Intervention is the proposal?
- How clearly defined are the beneficiaries of the project results ?
- Does the proposal contain specific added value in terms of innovation?



# Link to Areas of Intervention



Does the project have **links to other Areas of Intervention**?

1.1 Enhancing Framework Conditions for Innovation	X
1.2 Establishing Capabilities for the Diffusion and Application of Innovation	
1.3 Fostering Knowledge Development	X
2.1 Improving Central Europe's Interconnectivity	
2.2 Developing Multimodal Logistics' Cooperation	X
2.3 Promoting Sustainable and Safe Mobility	
2.4 Promoting Information and Communication Technologies and Alternative Solutions for Enhancing Access	X
3.1 Developing a High Quality Environment by Managing and Protecting Natural Resources and Heritage	
3.2 Reducing Risks and Impacts of Natural and Man-made Hazards	
3.3 Supporting the Use of Renewable Energy Sources and Increasing Energy Efficiency	
3.4 Supporting Environmentally Friendly Technologies and Activities	
4.1 Developing Polycentric Settlement Structures and Territorial Cooperation	
4.2 Addressing the Territorial Effects of Demographic and Social Change on Urban and Regional Development	
4.3 Capitalising on Cultural Resources for More Attractive Cities and Regions	

**You can tick up to three of these Areas of Interventions.**

Describe the links to those Areas of Intervention (max. 500 characters)



# PARTNERSHIP TECHNICAL & OPERATIONAL CAPACITY



- Is the proposed partnership appropriate and relevant to the issues to be addressed?
- Does the partnership have sufficient technical expertise (notably knowledge of the issues to be addressed)?
- Does the Lead Partner have sufficient experience of project management?



# Institution profile



Institution profile		
Legal status	Public authority	
Geographic level of activities		
Thematic field of activities		
Functional Type of partner		
Competences, capacity and know how of the partner to implement the result of the project (max. 300 characters)		
Planned contribution of the partner to the project (max. 200 characters)		
Expected benefit of the partner from the project (max. 200 characters)		
Financial contribution		
Location of partner	Source of funding	Amount
EU partner outside CENTRAL EUROPE		20.000,00 €
	Public co-financing (own funds)	
<input type="button" value="Add Partner"/>		



# Functional type of partner



Functional Category
Public sector / administration
Enterprise/business sector and related services
Research / technology development
Intermediary services and training
Interest groups
Infrastructure provider / operator



# Thematic field of partner activities



Thematic field mentioned in OP	Thematic sector
<ul style="list-style-type: none"><li>– Information and Communication Technology (ICT)</li><li>– Knowledge-transfer</li><li>– Labour-market</li></ul>	Innovation, knowledge, business
<ul style="list-style-type: none"><li>– Transport</li><li>– Transport-safety</li><li>– Logistics</li></ul>	Transport, ICT
<ul style="list-style-type: none"><li>– Environment</li><li>– Natural resources management</li><li>– Water management</li><li>– Environmental risk-management</li><li>– Energy-efficiency</li></ul>	Environment
<ul style="list-style-type: none"><li>– Urban and regional development</li><li>– Housing</li><li>– Culture</li><li>– Tourism</li></ul>	Others

## IMPLEMENTATION & METHODOLOGY



- Are the work plan and timetable realistic, coherent and transparent? (When applicable: coherence and feasibility of the preparation of pre- investments; coherence and feasibility of the preparation of investments)
- Is the Project design (proposed methodology) appropriate?
- Are management and coordination structures efficient and transparent?



# Work plan



## WORK PACKAGE - ACTION - OUTPUTS - CORE OUTPUTS

WP: WP0: Pre-defined, WP1, WP2: Pre-defined & compulsory

- WP3-WP6: self-defined by project

### Actions:

- WP1-2: up to 4 actions
- WP3-6: up to 6 actions

### Outputs:

- 1-12 per action
- Tangible deliverables (studies, seminars, folders, etc.)


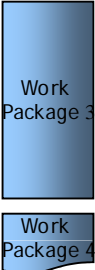
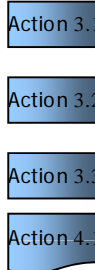
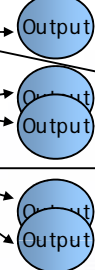
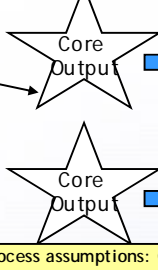
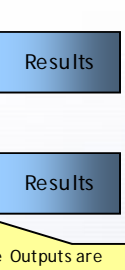
### Core Outputs:

- 0-4 per action (at least 1 per project)
- Major outputs produced by project
- Have to correspond to „Types of Action“



# Work breakdown structure and results



						
	WORK PLAN	WORK PACKAGES	ACTIONS	OUTPUTS	CORE OUTPUTS	RESULTS
DEFINITION	Outlines the work planned within the framework of your project.	Logical groupings of work. WP0 through WP2 are defined by the programme. WP3 to WP6 are defined by the project.	Logical sequences along a time line.	Tangible products such as manuals, conferences, IT tools, etc.	Major outputs of your project. Typically result oriented.	Immediate effects of Core Outputs.
QUANTITY	1	3 to 6 (+1 for preparation)	WP1 and WP2 (max. 4 actions) WP3 - WP6 (max. 6 actions)	1 to 12 per Action recommended	0 to 4 per Action	1 to several per Core Output
TIMING	corresponds to the duration of the project (with the exception of project preparation)	duration with defined starting and endpoint	duration with defined starting and endpoint	availability at a specified point in time	availability at a specified point in time	availability at a specified point in time

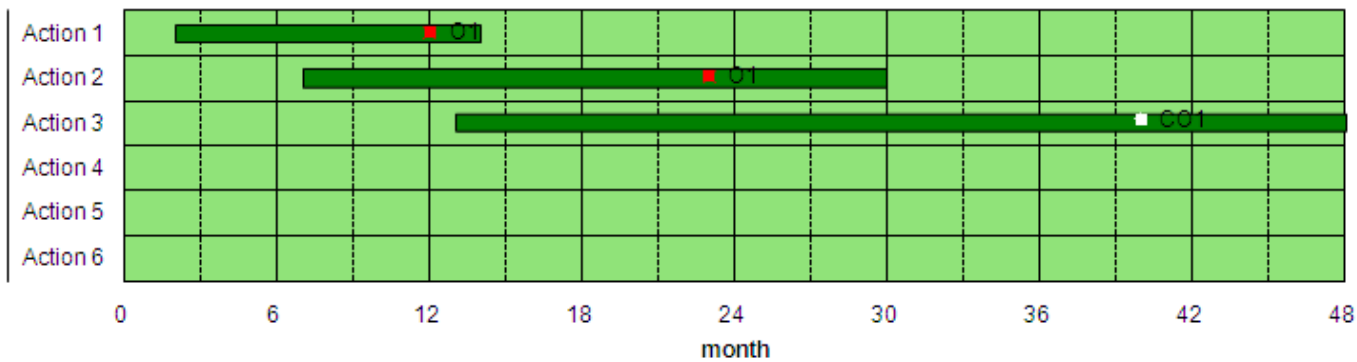
Process assumptions: Core Outputs are used by someone to achieve results



# Timeline - Visualisation tool



Work package 3		
	Start date	End date
Action 1	2	14
Action 2	7	30
Action 3	13	48
Action 4	0	0
Action 5	0	0
Action 6	0	0



Budgets per Period	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €
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Page 2

Work package 4

# Type of Action



You have 0 characters.

How does the project ensure actual implementation? Indicate which **type(s) of action** the project intends to implement and quantify related output indicators.

Type of Action	Indicators	Nr.
Joint transnational strategy and action plan	Nr. of strategies/ policy documents developed/ improved	<input type="text"/>
	Nr. of strategies/ policy documents implemented/ adopted	<input type="text"/>
Transnational tool development	Nr. of new tools developed	<input type="text"/>
	Nr. of new tools implemented	<input type="text"/>
	Nr. of trainings for new tools prepared or implemented	<input type="text"/>
Joint management establishment	Nr. of permanent co-operations established	<input type="text"/>
	Nr. of permanent management structures established	<input type="text"/>
Investment preparation	Volume of investment prepared	<input type="text"/>
	Nr. of jobs to be created through these investments	<input type="text"/>
	Volume of private/public funds leveraged	<input type="text"/>
Pilot Actions	Nr. of Pilot Actions implemented (including Nr. of investments realised)	<input type="text"/>
	Volume of investment realised through Pilot Actions	<input type="text"/>
	Nr. of jobs created through Pilot Actions	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

**You have to tick at least one Type of Action.**

In case of investment(s) outline its (their) characteristics by ticking at least 2 of the boxes below:

Form part of or be the result of transnational project co-operation or/ and	<input type="checkbox"/>
Have a transnational effect or/ and	<input type="checkbox"/>
Create a physical link or a functional connection between regions or/ and	<input type="checkbox"/>
Have a demonstrating/ model or pilot character being jointly strived for and evaluated by the partners.	<input type="checkbox"/>



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# Self defined work package



<b>Work package 3:</b>		Self-defined Work package 3			
<b>Work package level</b>					
Strategic <b>focus</b> / main objectives		xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx			
Summary <b>description</b> and approach (including the contribution to the project main objectives) (max. 400 characters)		xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx			
Links to other work packages (max. 150 characters)		xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx			
Responsible partner		PP2: f			
Involved partners		LP			
		PP2			
		PP3			
		PP4			
		PP5			
<b>Title of action</b>		<b>Start month of Action</b>	<b>End month of Action</b>	<b>Total costs of Action</b>	
3.1.	Action 3.1	2	14	5,00	
3.2.	Action 3.2	7	30	5,00	
3.3.					
3.4.					
3.5.					
3.6.					
Total costs of the work package				10,00	
<b>Outputs</b>					
In case you choose a Output as a Core Output, please fill in the description in the Core Output Table below the Output table.					
	<b>Title of output (max. 75 characters)</b>	<b>Month of availability</b>	<b>Core Output?</b>	<b>Qualitative description (max. 250 characters)</b>	<b>Quantitative description (max. 75 characters)</b>
3.1.	3.1.1				
3.1.	3.1.2				
					Add Output



# QUALITY OF OUTPUTS & SUSTAINABILITY OF RESULTS



- Are Core outputs clearly defined and assumptions on the use of outputs (target groups, process assumptions) realistic?
- Are outputs and results transferable, replicable and useful beyond the partnership and the transnational boundaries?
- Are the expected results of the proposed action sustainable at institutional and financial level?
- Are the Communication and knowledge management strategies clearly defined and effective?

# Core output & process assumption



E419    fx

3.5.3					
3.6.1	Output 3.6.1	42	yes		
3.6.2					
3.6.3					

Add Output

## Seite 6

Core Outputs					
Title of Core Output	Who is the target group of Core Output? (max. 125 characters)	What is the target group using it for? (max. 125 characters)	How is the target group reached? (max. 125)	What are the planned results? (max. 125 characters)	Quantification (max. 75 characters)
3.6.1	Output 3.6.1				

Activities outside Central Europe area, but within EU: please describe the activities and the planned benefits for the Central Europe area.



# Communication plan



<b>Identification of the objectives</b>	<ul style="list-style-type: none"> <li>• Spreading knowledge of the project and its specific objectives (information)</li> <li>• Stimulating a debate on the issues addressed by the project (feedback and sharing)</li> <li>• Communicate results to facilitate their exploitation and adoption (mainstreaming)</li> </ul>
<b>Identification of the targets</b>	<ul style="list-style-type: none"> <li>• Undifferentiated/policy maker/ technicians (e.g.: free lance consultants, local authorities) /researchers /stakeholders (e.g.: utilities, entrepreneurs, environmental groups)</li> </ul>
<b>Identification of references</b>	<ul style="list-style-type: none"> <li>• Categories: e.g.: sector-based associations, business associations, ecologist associations, universities, regional and local authorities, public utilities</li> <li>• N° of contacts</li> <li>• Information collected (organisations and relative contacts)</li> </ul>
<b>Identification of the communication tools</b>	<ul style="list-style-type: none"> <li>• Brochures/posters/multimedia products (e.g.: CD Rom, video/web site), mass media (daily newspaper, specialised magazine, TV, Radio), seminars, workshops</li> </ul>
<b>Identification of feedback indicators</b>	<ul style="list-style-type: none"> <li>• N° of brochures/CD ROM distributed, web site visitors, N° of people registered for the seminars</li> </ul>
<b>Planning of activities</b>	<ul style="list-style-type: none"> <li>• Who does what and when</li> </ul>

# CONTACT/UPDATES



For more information:

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Updates: Please register on our website and we will keep you posted!

Thank you for your attention!



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