



# LIFE+ PROGRAMME

<http://ec.europa.eu/life>

## 2011 INFORMATION SESSIONS





# LIFE+ PROGRAMME PRESENTATION



Welcome!



The content of this presentation is intended for information purposes only, and in no way replaces the official information on the LIFE website by the European Commission





# PART 1

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## WHAT IS LIFE+?





# THE LIFE+ PROGRAMME

“Financial instrument for the environment”

- Co-funding in nature conservation and in other environmental fields that are of European interest (e.g., water, waste, climate change)
- Co-funding information and communication activities for the environment
- Sixth Environment Action Programme of the EU





# LIFE+ FIGURES

- Duration: 01.01.2007 to 31.12.2013
- Budget: over €2 billion
- 2011 budget: €267 million
- Budget distribution
  - 78% for project grants, of which
  - ≥50% for nature and biodiversity
  - 15% target for transnational projects





# THREE COMPONENTS

- LIFE+ Nature and Biodiversity
- LIFE+ Environment Policy and Governance
- LIFE+ Information and Communication





# LIFE+ NATURE AND BIODIVERSITY

- Aims to contribute to the implementation of EU policy and legislation on nature and biodiversity



- A project must be EITHER:
- LIFE+ Nature OR
  - LIFE+ Biodiversity



# LIFE+ NATURE

- Objective: Contributes to the implementation of the Birds and Habitats Directives (Council Directives 2009/147/EC and 92/43/EEC)
  - Approach: Must be **best practice** and/or **demonstration** projects
  - Focus: Long-term sustainable investments in Natura 2000 sites and on the conservation of species and habitats targeted by the Birds and Habitats Directives
- Examples ...



# LIFE+ BIODIVERSITY

- Objective: Implementation of the Commission's Communications "Halting the loss of biodiversity by 2010 – and beyond" and "Options for an EU vision and target for biodiversity beyond 2010"
- Approach: Must be **demonstration** and/or **innovation** projects
- Focus: Demonstration of measures and practices that contribute to halting the loss of biodiversity in the EU, other than those related to the implementation of the Birds and Habitats Directives
- NOT an overflow for LIFE+ Nature-type projects



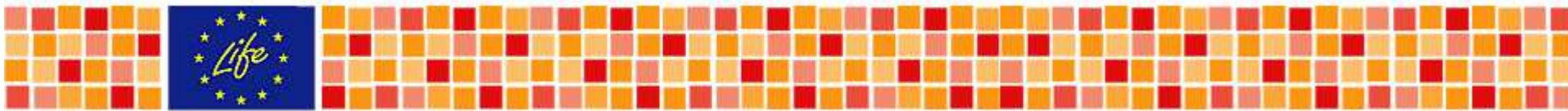
# LIFE+ ENVIRONMENT POLICY AND GOVERNANCE

- Objective: Implementation, updating and development of European Union environmental policy and legislation
- Approach: Must be **demonstration** and/or **innovation**
- Focus: To bridge the gap between research and development results and widespread implementation, and promote innovative solutions with a public dimension
- Actions on climate change, water, air, soil, urban environment, noise, chemicals, environment and health, waste and natural resources, forests, innovation, and strategic approaches
- Comprehensive and long-term monitoring of forests and environmental interactions



# LIFE+ INFORMATION AND COMMUNICATION

- ➔ Objective: Communication and awareness raising campaigns and actions for implementing, updating and developing European environmental policy and legislation
- ➔ Also covers: Awareness raising campaigns and training activities for forest fire prevention
- ➔ Character: Highly visible communication and awareness raising targeting a defined environmental problem
- ➔ Do NOT have to be innovation or demonstration



# THREE APPROACHES

→ Best Practice

→ Demonstration

→ Innovation

Character of the project





# THREE APPROACHES (1)

## → Best Practice

... applies appropriate, cost-effective, state-of-the-art techniques and methods for the conservation of species/habitats.



- Testing and evaluating of best practice techniques should NOT be part of the project as they are already state of the art.
- Monitoring is obligatory.
- Examples ...



## THREE APPROACHES (2)

### → Demonstration

... puts into practice, tests, evaluates and disseminates actions and methods that are to some degree new or unfamiliar in the project's specific context and that should be more widely applied in similar circumstances.



Monitoring, evaluating and dissemination are integral parts of the demonstration approach.  
Example ...



# THREE APPROACHES (3)

## → Innovation

... applies a conservation technique or method that has not been applied/tested before or elsewhere and that offers potential advantages compared to current best practice.

... must be innovative at EU level.

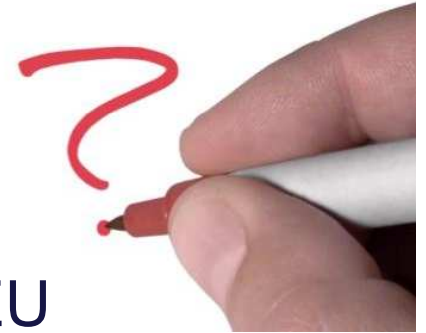
Example ...





# IS LIFE+ THE RIGHT PROGRAMME FOR YOU? (1)

- Three specific components
- “Bottom-up” instrument
- EU added-value
- Average project grant of €1 million (EU contribution)
- Average project duration - between 2 and 5 years
- Maximum 50% co-financing (exceptions for LIFE+ Nature)





# IS LIFE+ THE RIGHT PROGRAMME FOR YOU? (2)

- One Call for Proposals per year until 2013
- Actions within the EU only (two exceptions)
- Public or private bodies, actors or institutions registered in the EU
- No obligation to involve partners
- National priorities
- Overall success rates: 20% (2007), 32% (2008), 34% (2009)
- Advantages of participating in a LIFE+ project



# OTHER PROGRAMMES THAT MIGHT BE MORE APPROPRIATE (1)

## → European Agricultural Fund for Rural Development

- ✓ National Ministry of Agriculture
- ✓ National Ministry of Environment and Sustainable Development
- ✓ [http://ec.europa.eu/agriculture/fin/index\\_en.htm](http://ec.europa.eu/agriculture/fin/index_en.htm)



## → European Regional Development Fund

- ✓ National Ministry of Development, Public Works and Housing
- ✓ [http://ec.europa.eu/regional\\_policy/funds/feder/index\\_en.htm](http://ec.europa.eu/regional_policy/funds/feder/index_en.htm)





# OTHER PROGRAMMES THAT MIGHT BE MORE APPROPRIATE (2)

## → Competitiveness and Innovation Framework Programme (CIP)

CIP Eco-Innovation:

- Pilot and market replication projects
- Focuses on SMEs; LIFE+ focuses on public actors

Close coordination between the two programmes

European Agency for Competitiveness and Innovation (EACI):

[http://ec.europa.eu/environment/eco-innovation/index\\_en.htm](http://ec.europa.eu/environment/eco-innovation/index_en.htm)





# OTHER PROGRAMMES THAT MIGHT BE MORE APPROPRIATE (3)

→ **7<sup>th</sup> Research Framework Programme (FP7)**

✓ <http://cordis.europa.eu/fp7>



→ **Civil Protection Financial Instrument**

✓ [http://ec.europa.eu/echo/civil\\_protection/civil/prote/finance.htm](http://ec.europa.eu/echo/civil_protection/civil/prote/finance.htm)



European Civil Protection

→ **Cohesion Fund**

✓ [http://ec.europa.eu/regional\\_policy/funds/procf/cf\\_en.htm](http://ec.europa.eu/regional_policy/funds/procf/cf_en.htm)



Cohesion Fund

→ **European Fisheries Fund**

✓ <http://ec.europa.eu/fisheries/cfp/eff>



European Fisheries Fund



# SEVEN SUGGESTED STEPS

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1. Identify the environmental problem you wish to address and your needs for support
2. Think about whether LIFE+ is right for your project
3. Read the documentation
4. Decide the scope of your project
5. Put together a project team
6. Assemble the information for the forms
7. Complete the forms and submit the proposal



# WHERE TO FIND ANSWERS TO YOUR QUESTIONS

- The Guidelines for Applicants
- The Evaluation Guide
- The Common Provisions
- The national authority
- The LIFE website:  
<http://ec.europa.eu/environment/life/>
- Forum on LIFE website:  
<http://www.lifecommunity.eu/>





# THANK YOU!





# LIFE+ PROGRAMME

<http://ec.europa.eu/life>

## 2011 INFORMATION SESSIONS





# LIFE+ PROGRAMME PRESENTATION



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## PART 2a.

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# WHAT IS NEW IN LIFE+ THIS YEAR?





# CHANGES COMMON TO THE THREE COMPONENTS (1)

- Shorter and clearer **Application Guides**
- The application forms will be in **Adobe (pdf) format.**
- Actions taking place **outside the EU may be eligible** but only if the actions contribute to the objectives of the project and they are implemented by a project beneficiary (registered in the EU) or a sub-contractor.



# CHANGES COMMON TO THE THREE COMPONENTS (2)

→ Use of **Green Public Procurement (GPP)** criteria in procuring external assistance (sub-contracting) encouraged



→ Tourism-related activities should consider the Commission's **Communication on tourism**

[http://ec.europa.eu/enterprise/sectors/tourism/files/communications/communication2010\\_en.pdf](http://ec.europa.eu/enterprise/sectors/tourism/files/communications/communication2010_en.pdf)



# CHANGES COMMON TO THE THREE COMPONENTS (3)

- New obligatory type of action “**Monitoring the impact of the project actions**” (previously existed only for LIFE+ Information)
- **Socio-economic effects of the projects** over and above the expected impacts on the environment (e.g., job creation, ecosystem services, other spillover effects) (LIFE+ NAT / ENV)
- New **F8 form** for overheads



# CHANGES RELATED TO LIFE+ NATURE AND BIODIVERSITY (1)

- **Limited research activities may be eligible** if they contribute to the objectives of the project
- **Scientific publications and articles** will be accepted as deliverables

## Land purchase outside Natura 2000 areas:

- Eligible for “stepping stones” to improve the ecological coherence and connectivity of the Natura 2000 network, or restoration works in some cases
- **Sustainability** must be guaranteed with the **most appropriate legal protection status** before the end of the project





# CHANGES RELATED TO LIFE+ NATURE AND BIODIVERSITY (2)

- Obligation to provide **A8 form** clarified
- Projects aimed at developing **large scale financing plans and programmes** for the Natura 2000 network encouraged
- **Separate B and C technical forms** for LIFE+ Nature and LIFE+ Biodiversity proposals





# CHANGES RELATED TO LIFE+ ENVIRONMENT POLICY AND GOVERNANCE

## → Favoured themes updated

- ✓ Greenhouse gas emission reduction targets
- ✓ Marine strategies
- ✓ Safe and efficient use of water resources
- ✓ Integrated coastal zone management
- ✓ Air quality management at regional/urban level
- ✓ Protection and sustainable use of soil
- ✓ Urban green infrastructure for resilience to climate change
- ✓ Environment and health from risks posed by chemicals
- ✓ Sustainable management of natural resources and waste
- ✓ Innovative practices for enhancing resilience to climate change
- ✓ Mainstreaming climate change preparedness into key policies and programmes
- ✓ Promoting the integration of environmental concerns into other policies



# CHANGES RELATED TO LIFE+ INFORMATION AND COMMUNICATION

## → Favoured themes updated

- ✓ Biodiversity, in particular Natura 2000
- ✓ Resource efficiency (e.g., sustainable consumption and production)
- ✓ Climate change impacts; Forest and climate change
- ✓ Compilation and transfer of results from previous LIFE projects
- ✓ Soil biodiversity, its ecological functions, and sustainable land use
- ✓ Environmental noise
- ✓ Broad and targeted dissemination of best practices

## → **Communication Strategy of the European Commission's DG Environment for 2011**

[http://ec.europa.eu/atwork/synthesis/amp/doc/env\\_mp.pdf](http://ec.europa.eu/atwork/synthesis/amp/doc/env_mp.pdf)



## PART 2b.

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# PUTTING TOGETHER A LIFE+ PROPOSAL

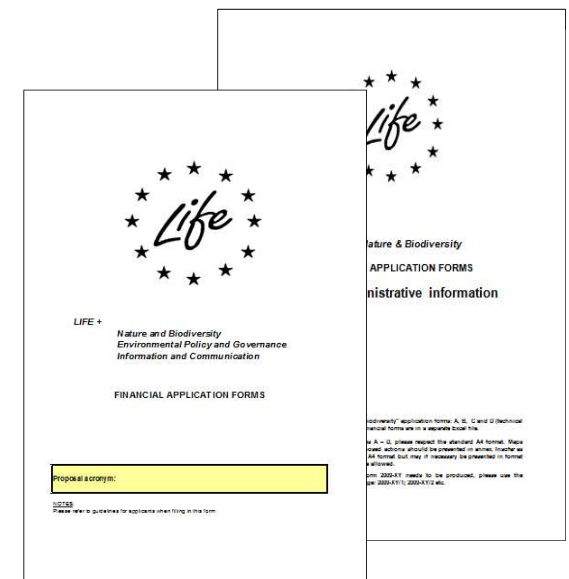




# APPLICATION FORMS

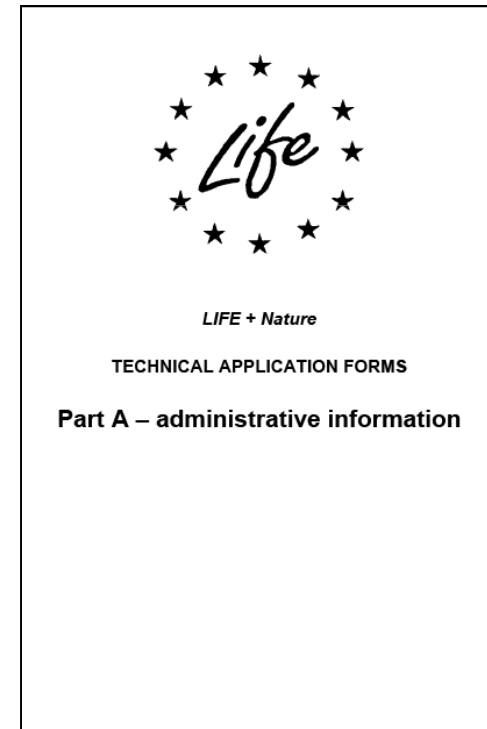
The application forms are broken down into:

- Administrative – A Forms
- Technical – B and C Forms
- Financial (F) Forms





# ADMINISTRATIVE (A) FORMS



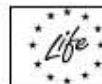


**LIFE + Nature**

## TECHNICAL APPLICATION FORMS

### Part A – administrative information

LIFE+ Nature 2011 - A1



LIFE+ 2011

FOR ADMINISTRATION USE ONLY

LIFE11 NAT/

#### LIFE+ Nature project application

Language of the proposal:

Project title: (max. 120 characters)

Project acronym: (max. 25 characters)

The project will be implemented in the following Member State(s):

Name of the Member State	Name of the Region		
<input type="text"/>	<input type="text"/>	-	+

Expected start date:

Expected end date:

#### LIST OF BENEFICIARIES

Name of the coordinating beneficiary:  
(max. 200 characters)

<input type="text"/>	Expected end date:
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Add associated beneficiary:  Yes  No

#### LIST OF CO-FINANCIERS

Add co-financier:  Yes  No

#### PROJECT BUDGET AND REQUESTED EU FUNDING

Total project budget:  €

Total eligible project budget:  €

EU financial contribution requested:  € (=  % of total eligible budget)



# A1 – PROJECT PARTICIPANTS

- **One coordinating beneficiary:** legally and financially responsible. Single point of contact for the Commission. Must contribute technically and financially to the project.
- **Optional: associated beneficiaries** may be included in a project where they bring an added value to the project. They must contribute technically and financially.
- **Optional: co-financers** have no technical responsibilities and cannot benefit from the EU financial contribution.



# A1 – CO-FINANCING

- All beneficiaries must provide a “reasonable financial contribution” to the project budget.
- All beneficiaries of the project should receive a share of the EU contribution.
- The EU contribution is calculated as a % of the eligible costs - usually a maximum of 50% (exception for some LIFE+ Nature projects).
- Once this maximum amount is fixed it cannot be increased, but it can be reduced.
- The sum of public body beneficiaries’ financial contributions must exceed (by at least 2%) the sum of the salary costs of their permanent staff charged to the project.

COORDINATING BENEFICIARY PROFILE

Coordinating Beneficiary Profile Information			
Legal Name			
Short Name (max.10 characters)		Legal Status	
VAT No		Public body	
Legal Registration No		Private commercial	
Registration Date		Private non- commercial	
Legal address of the Coordinating Beneficiary			
Street Name and No		PO Box	
Post Code		Town/City	
Member State			
Coordinating Beneficiary contact person information			
Title		Function	
Surname		First Name	
E-mail address			
Department / Service			
Street Name and No		PO Box	
Post Code		Town/City	
Member State			
Telephone No		Fax No	
Website of the Coordinating Beneficiary			
Website			
Brief description of the Coordinating Beneficiary's activities and experience in the area of the proposal			



## A2 – A6

- Coordinating Beneficiary: Make sure to provide a valid **e-mail address**, checked on a daily basis throughout the duration of the evaluation procedure (A2).
- Coordinating Beneficiary: Describe your organisation to allow the Commission to evaluate whether you have the **necessary experience and expertise** for successfully implementing the project (A2).
- All Beneficiaries: Legal status: public / private (A2, A5).
- All Beneficiaries and Co-financiers: Fill in and **sign** the forms (A3, A4, A6).



**COORDINATING BENEFICIARY DECLARATION**

The undersigned hereby certifies that:

1. The specific actions listed in this proposal do not and will not receive aid from the Structural Funds or other European Union financial instruments. In the event that any such funding will be made available after the submission of the proposal or during the implementation of the project, my organisation will immediately inform the European Commission.
2. My organisation [ ] has not been served with bankruptcy orders, nor has it received a formal summons from creditors. My organisation is not in any of the situations listed in Articles 93.1 and 94 of Council Regulation 1605/2002 of 25/06/2002 (OJ L248 of 16/09/2002).
3. My organisation (which is legally registered in the European Union) will contribute (add amount) [ ] € to the project. My organisation will participate in the implementation of the following actions [ ]. The estimated total cost of my organisation's part in the implementation of the project is [ ] €.
4. Should one or more associated beneficiary or co-financier reduce or withdraw its financial contribution, my organisation will ensure that a corresponding additional contribution is made available.
5. My organisation will conclude with the associated beneficiaries and co-financiers any agreements necessary for the completion of the work, provided these do not infringe on their obligations, as stated in the grant agreement with the European Commission. Such agreements will be based on the model proposed by the European Commission. They will describe clearly the tasks to be performed by each associated beneficiary and define the financial arrangements.
6. I am aware that my organisation is solely legally and financially responsible to the Commission for the implementation of the project (Article 4 of the Common Provisions).

I am legally authorised to sign this statement on behalf of my organisation.

I have read in full the Common Provisions (attached to the Model Grant Agreement provided with the LIFE+ application files).

I certify to the best of my knowledge that the statements made in this proposal are true and the information provided is correct.

At ..... on.....

Signature of the Coordinating Beneficiary:

Name(s) and status of signatory:

**ASSOCIATED BENEFICIARY DECLARATION**

The undersigned hereby certifies that:

1. My organisation [ ] has not been served with bankruptcy orders, nor has it received a formal summons from creditors. My organisation is not in any of the situations listed in Articles 93.1 and 94 of Council Regulation 1605/2002 of 25/06/2002 (OJ L248 of 16/09/2002).
2. My organisation (which is legally registered in the European Union) will contribute (add amount) [ ] € to the project. My organisation will participate in the implementation of the following actions [ ]. The estimated total cost of my organisation's part in the implementation of the project is [ ] €.
3. My organisation will conclude with the coordinating beneficiary an agreement necessary for the completion of the work, provided this does not infringe on our obligations, as stated in the grant agreement with the European Commission. This agreement will be based on the model proposed by the European Commission. It will describe clearly the tasks to be performed by my organisation and define the financial arrangements.
4. For the purposes of the implementation of the agreement regarding this project between the European Commission and the coordinating beneficiary:
  - a) My organisation grants power of attorney to the coordinating beneficiary, to act in our name and for our account in signing the above-mentioned agreement and its possible subsequent riders with the European Commission. Accordingly, my organisation hereby mandates the coordinating beneficiary to take full legal responsibility for the implementation of such an agreement.
  - b) My organisation hereby confirms that we have taken careful note of and accept all the provisions of the above agreement with the European Commission, in particular all provisions affecting my organisation and the coordinating beneficiary. In particular, my organisation acknowledges that, by virtue of this mandate, the co-ordinator alone is entitled to receive funds from the Commission and distribute to my organisation the amount corresponding to our participation in the action.
  - c) My organisation hereby agrees to do everything in our power to help the coordinating beneficiary fulfil his obligations under the above agreement. In particular, my organisation hereby agrees to provide him whatever documents or information may be required, as soon as possible after receiving his request.
  - d) The provisions of the above agreement, including this mandate, shall take precedence over any other agreement between my organisation and the coordinating beneficiary which may have an effect on the implementation of the above agreement between the coordinating beneficiary and the Commission.

I am legally authorised to sign this statement on behalf of my organisation.

I have read in full the Common Provisions (attached to the Model Grant Agreement provided with the LIFE+ application files).

I certify to the best of my knowledge that the statements made in this proposal are true and the information provided is correct.

At ..... on.....

Signature of the Associated Beneficiary:

Name(s) and status of signatory:

ASSOCIATED BENEFICIARY PROFILE (complete for each Associated Beneficiary)

Associated Beneficiary profile information			
Legal Name			
Short Name (max. 10 characters)		Legal Status	
VAT No		Public body	<input type="checkbox"/>
Legal Registration No		Private commercial	<input type="checkbox"/>
Registration Date		Private non-commercial	<input type="checkbox"/>
Legal address of the Associated Beneficiary			
Street Name and No		PO Box	
Post Code		Town/City	
Member State			
Website of the Associated Beneficiary			
Website			
Brief description of the Associated Beneficiary's activities and experience in the area of the proposal			

YOU MAY DUPLICATE THIS PAGE

CO-FINANCIER PROFILE AND COMMITMENT FORM (Complete for each co-financier)

Legal Name and full address on the co-financier			
Legal Name			
Street Name and No		PO Box	
Post Code		Town/City	
Member State			
Financial commitment			
We will contribute the following amount to the project:	..... Euro		
Status of the financial commitment			

At ..... on.....

Signature of the Co-financier: .....

Name(s) and status of signatory: .....

YOU MAY DUPLICATE THIS PAGE

LIFE+ Nature 2011- A7

OTHER PROPOSALS SUBMITTED FOR EUROPEAN UNION FUNDING

Please answer each of the following questions:

- Have you or any of your associated beneficiaries already benefited from previous LIFE co-financing? (please cite LIFE project reference number, title, year, amount of the co-financing, duration, name(s) of coordinating beneficiary and/or partners involved):

- Have you or any of the associated beneficiaries submitted any actions related directly or indirectly to this project to other European Union financial instruments? To whom? When and with what results?

- For those actions which fall within the eligibility criteria for financing through other European Union financial instruments, **please explain in full detail** why you consider that those actions nevertheless do not fall within the main scope of the instrument(s) in question and are therefore included in the current project.

LIFE+ Nature 2011- A8

DECLARATION OF SUPPORT FROM THE COMPETENT AUTHORITY

Optional: in addition to the support of the necessary competent authorities as described in the guidelines for applicants, this form may also be used to indicate any other support to the project by important stakeholder bodies, administrative bodies or individuals that may be concerned by the project.

Name and legal status:

Full address:

Tel: ..... Fax: ..... E-mail:

Contact person (name and function):

Please specify whether, why and how you will support this project:

Signature and date:

Name and status of signatory:



## A7 – A8

- All components: **Do not underestimate the importance of the A7 form** (funding under other European Union financial instruments).
- LIFE+ Information: The A8 form is compulsory for proposals on **forest fire prevention**.
- LIFE+ Nature: Fill in the A8 form *if necessary* (see 2011 Guidelines). Plan in advance to get the **A8 form signed by the competent authority** within their deadline.



# TECHNICAL APPLICATION FORMS – PART B





*LIFE + Nature*

2011 TECHNICAL APPLICATION FORMS

**Part B – technical summary and overall context of the project**

2011

LIFE+ Nature 2011- B1

**SUMMARY DESCRIPTION OF THE PROJECT (Max. 3 pages; to be completed in English)**

**Project title:**

**Project objectives:**

**Actions and means involved:**

**Expected results (outputs and quantified achievements):**

Can the project be considered to be a climate change adaptation project?

Yes

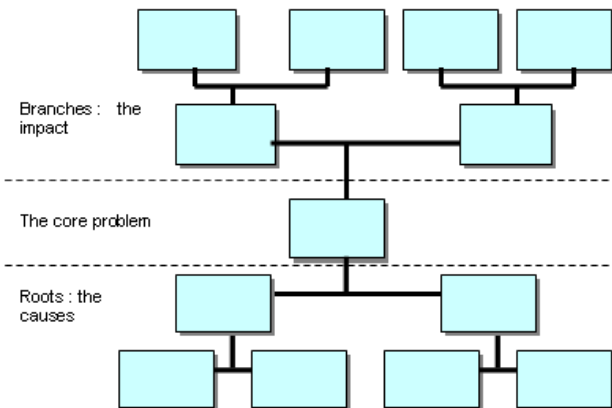
No



# B1 – SUPPORT TOOLS (1)

## → PROBLEM-TREE ANALYSIS

- Problem tree (environmental problem)
- Objectives tree (project approach)



[http://ec.europa.eu/europeaid/evaluation/methodology/tools/too\\_dpm\\_def\\_en.htm](http://ec.europa.eu/europeaid/evaluation/methodology/tools/too_dpm_def_en.htm)



# B1 – SUPPORT TOOLS (2)

## → LOGICAL FRAMEWORK APPROACH

- What must be done?
- When?
- Is it realistic?
- Constraints and risks?

[http://ec.europa.eu/europeaid/how/delivering-aid/project-approach/index\\_en.htm](http://ec.europa.eu/europeaid/how/delivering-aid/project-approach/index_en.htm)

### The Logical Framework Matrix

	Intervention Logic	Objectively Verifiable Indicators	Sources of Verification	Assumptions
Overall Objectives				
Project Purpose				
Results				
Activities		Means	Cost	
				Pre-conditions

**GENERAL DESCRIPTION OF THE AREA / SITE(S) TARGETED BY THE PROJECT**  
IF YOUR PROJECT INVOLVES SEVERAL DISTINCT SUB-SITES, PLEASE FILL IN ONE FORM FOR EACH SUB-SITE

Name of the project area:  
.....

Surface area (ha):  
.....

EU protection status:  
SPA  NATURA 2000 Code : .....  
pSCI  NATURA 2000 Code : .....

Other protection status according to national or regional legislation:  
.....

Main land uses and ownership status of the project area:  
.....

Scientific description of project area:  
.....

Importance of the project area for biodiversity and/or for the conservation of the species / habitat types targeted at regional, national and EU level (give quantitative information if possible):  
.....

**ENVIRONMENTAL PROBLEM TARGETED**

.....

**STATE OF THE ART AND INNOVATIVE ASPECTS OF THE PROJECT**

Note: for forests monitoring projects this box should not be filled in

.....



## B2 – BACKGROUND

- All components: Describe clearly the **pre-operational context** (problems and threats, status of preparatory activities, permits, etc.).
- LIFE+ Environment: Describe clearly the **environmental problem** and the **innovative nature** of the actions.
- LIFE+ Nature: Check the data on **Natura 2000 site designation**.
- LIFE+ Biodiversity: Check **compliance with the LIFE+ application guides**. Describe the **biodiversity issue(s)** and **innovative aspects** of the project.
- LIFE+ Information and Communication: Ensure the project partnership has appropriate experience in the **environmental issue** addressed / forest fire prevention **AND** in **communication**.

**EU ADDED VALUE OF THE PROJECT AND ITS ACTIONS**

**SOCIO-ECONOMIC EFFECTS OF THE PROJECT**

**BEST PRACTICE CHARACTER OF THE PROJECT**

**DEMONSTRATION CHARACTER OF THE PROJECT**

**EFFORTS FOR REDUCING THE PROJECT'S "CARBON FOOTPRINT"**



## B3 – EU ADDED VALUE

- LIFE+ ENV: Describe the contribution to the achievement of **European environmental objectives**.
- LIFE+ NAT/BIO: Explain the **added value of the project for biodiversity or species/habitats** targeted by the project.
- All components: Emphasise the **replication in / transferability to** other locations in the EU.
- All components: Justify the added value of your **transnational approach and/or multinational partnership**, if applicable.



## B3 – CHARACTER + CARBON FOOTPRINT

- LIFE+ ENV: Describe the **demonstration character** (*not for forest monitoring actions*) and technical scale (pilot, pre-industrial, full, etc.). Describe activities to **monitor/measure** and/or **evaluate** the project.
- LIFE+ NAT/BIO: Describe the **best practice / demonstration / innovation character** as appropriate.
- LIFE+ ENV/NAT: **Socio-economic effects** of the project. Indicate the potential **impact** of the project on the local **economy and population**, and the **ecosystem functions'** protection and restoration.
- All components: Explain how you intend to ensure that the "**carbon footprint**" of your project remains as low as is reasonably possible (e.g., reduction of travel, use of recycled paper, etc.).

**STAKEHOLDERS INVOLVED AND MAIN TARGET AUDIENCE OF THE PROJECT  
(OTHER THAN PROJECT PARTICIPANTS)**





## B4 – STAKEHOLDERS AND TARGET AUDIENCE (ENV/INF/BIO)

- LIFE+ ENV/INF/BIO: Indicate the **stakeholders** you intend to involve and how.
- LIFE+ ENV/BIO: Describe the **target groups and methods** for dissemination of knowledge.
- LIFE+ INF: Precisely define (quantitatively and qualitatively) and justify the **main target audience**. How will you **measure the impact of the project's activities** on the target audience?

**EXPECTED CONSTRAINTS AND RISKS RELATED TO THE PROJECT  
IMPLEMENTATION AND HOW THEY WILL BE DEALT WITH (CONTINGENCY  
PLANNING)**

**CONTINUATION / VALORISATION OF THE PROJECT RESULTS  
AFTER THE END OF THE PROJECT**

Which actions will have to be carried out or continued after the end of the project?

How will this be achieved, what resources will be necessary to carry out these actions?

To what extent will the results and lessons of the project be actively disseminated after the end of the project to those persons and/or organisations that could best make use of them (please identify these persons/organisations)?



## B5 – EXPECTED CONSTRAINTS AND RISKS (B4 IN NAT)

- Identify **external events with potential negative impact** on the successful implementation of the project (including the **socio-economic environment**).
- Include **licences, permits, EIA, etc.**, and any support from the competent bodies responsible for such authorisations.
- Explain the **measures** planned to prevent or minimise the potential risks (e.g., contingency plan).




## B6 – CONTINUATION AND VALORISATION OF RESULTS (B5 IN NAT)

- Describe how the project will be continued **after LIFE+** funding.
- How will you ensure the **sustainability of the project results** after the project's lifetime?
- Describe **dissemination activities** planned for after the end of the project.
- LIFE+ Nature and Biodiversity: **Durable goods** purchased under the project must be assigned definitively to nature conservation activities.



# TECHNICAL APPLICATION FORMS – PART C



LIFE + Nature

TECHNICAL APPLICATION FORMS

**Part C – detailed technical description of  
the proposed actions**

**Important note:**

All calculations and detailed cost breakdowns necessary to justify the cost of each action should be included in the financial forms F. In order to avoid repeating the financial information (with the risk of introducing incoherencies), Part C should only contain financial information not contained in the financial forms (e.g. details explaining the cost per hectare). Each action described should have a clear indication of its physical target (e.g., action 1 will take place in area "X" and/or will target species "Y"). Whenever this is relevant, the location of these actions should also be identified on one or several maps which must be provided in annex (preferably one map per site). Where feasible, a map of each site should be provided that indicates the location of all the actions taking place on that site. Any action that is sub-contracted should be just as clearly described as an action that will be directly carried out by the beneficiaries.



LIFE + Nature

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LIFE+ Nature 2011- C1a

DETAILS OF PROPOSED ACTIONS

A. Preparatory actions, elaboration of management plans and/or of action plans

*ACTION A.1 Name of the action:*

*Description (what, how, where and when):*

*Reasons why this action is necessary:*

*Beneficiary responsible for implementation:*

*Expected results (quantitative information when possible):*

*Cost estimation (verify consistency with F forms):*

ACTION A.2: etc...



# C1a – PREPARATORY ACTIONS

- Not obligatory, but most projects include preparatory actions
  - Preparatory actions must lead to direct implementation during the project
  - In general, they should be of a limited duration (significantly shorter than the duration of the project)
- ... Reflect on whether preparatory actions are necessary



C. Concrete conservation actions

*ACTION C.1 Name of the action:*

*Description (what, how, where and when):*

*Reasons why this action is necessary:*

*Beneficiary responsible for implementation:*

*Expected results (quantitative information when possible):*

*Cost estimation (verify consistency with F forms):*

*ACTION C.2: etc...*

E. Public awareness and dissemination of results

*ACTION E.1 Name of the action:*

*Description (what, how, where and when):*

*Reasons why this action is necessary:*

*Beneficiary responsible for implementation:*

*Expected results (quantitative information when possible):*

*Cost estimation (verify consistency with F forms):*

*ACTION E.2: etc...*

F. Overall project operation and monitoring

*ACTION F.1 Name of the action:*

*Description (what, how, where and when):*

*Reasons why this action is necessary:*

*Beneficiary responsible for implementation:*

*Expected results (quantitative information when possible):*

*Cost estimation (verify consistency with F forms):*

*ACTION F.2: etc...*



# C1 – MAIN PROJECT ACTIONS

- Check the Guidelines for Applicants for suggestions of the kinds of actions appropriate for your LIFE+ component
- LIFE+ Nature and Biodiversity: minimum 25% of budget for concrete conservation/demonstration actions (see exceptions)
- Recurring actions are ineligible (with certain exceptions)
- Are aimed at solving the environmental problem





# C1 – COMMUNICATION AND DISSEMINATION

## Obligatory for all LIFE+ projects:

- Communication and/or dissemination plan
- Layman's Report, an After-LIFE Conservation Plan (for LIFE+ Nature) or an After-LIFE Communication Plan (for the other components)
- Project website, notice boards
- Networking

## In addition, for demonstration and innovation projects:

- A significant set of actions to disseminate results
- ... Communication is not an after-thought





# C1 – PROJECT MANAGEMENT, AND MONITORING OF PROJECT PROGRESS AND IMPACT

## **Obligatory for all LIFE+ projects**

- Activities undertaken by the beneficiaries for the administrative, technical and financial management of the project
- Monitoring of project progress

Monitoring of the **impact** of project actions

Foresee sufficient management, administrative and financial staff

## DELIVERABLE PRODUCTS OF THE PROJECT

Name of the Deliverable	Code of the associated action	Deadline

## MILESTONES OF THE PROJECT

Name of the Milestone	Code of the associated action	Deadline

## ACTIVITY REPORTS FORESEEN

Please indicate the deadlines for the following reports:

- Inception Report (to be delivered within 9 months after the project start);
- Progress Reports n°1, n°2 etc. (if any; to ensure that the delay between consecutive reports does not exceed 18 months);
- Mid-term Report with payment request (only for project longer than 24 months)
- Final Report with payment request (to be delivered within 3 months after the end of the project)

Type of report	Deadline



# C2 – DELIVERABLES, MILESTONES AND REPORTS

- **Deliverable products:** Tangible products that can be shipped (e.g., management plans, studies and other documents, software, videos, etc).
- **Project milestones:** Key moments during project implementation (e.g., “Kick-off meeting”, “Initial operation of prototype”, “Final conference”, etc.).
- **Activity reports:**
  - Inception report
  - Mid-term report(s)
  - Progress reports
  - Final report

EC, EU, European Commission, Project, Life or Environment  
LIFE+ - Integrated Wastewater Purification Management

**Life**

LIFE Project Number:  
LIFE08 ENV/000478 - WPM

**Interim Report**  
Covering the project activities from 01/10/2006 to 31/12/2008

Reporting Date:  
01/01/2009

LIFE PROJECT NAME:  
**WPM**  
**- Integrated Wastewater Purification Management -**

Data Project	
Project location	Bad Essen, Germany
Project start date	01/10/2006
Project end date	31/12/2011 Extension date: 31/12/2011 (requested)
Total Project duration (in months)	52 months Extension months: 3 (31 months)
Total budget	€ 12,387,704
EC contribution	€ 1,386,529
(% of total costs)	10.4%
(% of eligible costs)	10 %

Data Beneficiary	
Name Beneficiary	Wasserwerk Witten (WW)
Contact person	Ms. Ingrid Witten
Postal address	Lindendalle 10, 49170 Bad Essen, Germany/Lower Saxony
Zip code	Lindendalle 10, 49170 Bad Essen, Germany/Lower Saxony
Telephone	+49-5472-9443-17
Fax	+49-5472-9443-10
E-mail	ww@witten.de
Project Website	www.ww.witten.de

01/01/2009 10:58:48 AM

**TIMETABLE**

List all actions ordered by number and using their numbers or names. Tick as appropriate.  
 (Remember that projects cannot start prior to the date of the signature of the grant agreement)

Action Number/name	2012			2013				2014				etc.			
	II	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV
<b>A. Preparatory actions, elaboration of management plans and/or action plans:</b>															
<b>B. Purchase/lease of land and/or rights:</b>															
<b>C. Concrete conservation actions:</b>															
<b>D. Monitoring of the impact of the project actions:</b>															
<b>E. Public awareness and dissemination of results:</b>															
<b>F. Overall project operation and monitoring of the project progress:</b>															



## C3 – TIMETABLE

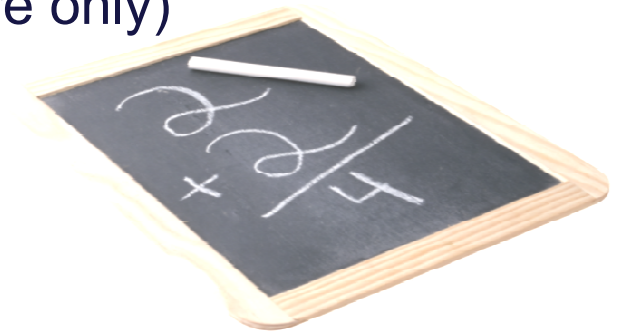
- Same numbers and titles of actions as presented in the project proposal (C0 and C1 Forms)
- Project start date not earlier than 01.06.2012





# PROJECT BUDGET

- Personnel costs of all beneficiaries
- Travel and subsistence costs of all beneficiaries
- External assistance costs
- Durable goods (depreciation rules apply)
- Land/rights purchase, land lease (LIFE+ Nature only)
- Consumable materials
- Other costs
- Overheads (flat rate: maximum 7% of eligible costs excluding land purchase costs)



**READ THE COMMON PROVISIONS ARTICLES 25 AND 26**

**FORM FA****Proposal acronym:**

Budget breakdown categories	Total cost in €	Eligible Cost in €	% of total eligible costs
1. Personnel		0	#DIV/0!
2. Travel and subsistence		0	#DIV/0!
3. External assistance		0	#DIV/0!
4. Durable goods			
Infrastructure	0	0	#DIV/0!
Equipment	0	0	#DIV/0!
Prototype	0	0	#DIV/0!
5. Land purchase / long-term lease		0	#DIV/0!
6. Consumables		0	#DIV/0!
7. Other Costs		0	#DIV/0!
8. Overheads		0	#DIV/0!
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>

Contribution breakdown	In €	% of TOTAL	% total eligible costs
Requested European Union contribution	0	#DIV/0!	#DIV/0!
Coordinating Beneficiary's contribution	0	#DIV/0!	
Associated Beneficiaries' contribution	0	#DIV/0!	
Co-financers contribution	0	#DIV/0!	
<b>TOTAL</b>	<b>0</b>	<b>#DIV/0!</b>	

Please fill in the forms FC to F8 first. In these forms you are allowed to add lines but you cannot alter the formulae.

Please refer to the relevant instructions given in the guidelines for applicants for filling in this form.

**Important note:** If the overheads cell appears in red, this means that the budgeted amount is above the maximum permitted 7% of the total eligible direct costs excluding land purchase and the overhead costs themselves.



# FA – BUDGET BREAKDOWN AND PROJECT FUNDING

- Cells are **automatically** filled in.
- **Overheads** are eligible at a flat rate of up to **7% of total eligible costs** excluding land purchase. The cell background becomes red if the value derived from Form F8 exceeds this threshold.
- EU contribution is calculated **on the basis of eligible costs**.





# FB – COST BREAKDOWN FOR ACTIONS

- Use the **same numbers and names** for the actions as in forms C1.
- Pay attention to the **coherence** of the presented costs with the costs included in **forms F1 – F8**.
- **Add rows** as necessary according to the number of actions.

**FORM FC**

<b>Coordinating Beneficiary's contribution</b>				
Member State	Beneficiary short name	Total costs of the actions in € (including	Beneficiary's own contribution in €	Amount of EU contribution requested in €

<b>Associated Beneficiaries' contribution</b>				
Member State	Beneficiary short name	Total costs of the actions in € (including	Associated beneficiary's own contribution in €	Amount of EU contribution requested in €
<b>TOTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>

<b>Co-financers contribution</b>	
Co-financer's name	Amount of co-financing in €
<b>TOTAL</b>	<b>0</b>

Please refer to the relevant instructions given in the guidelines for applicants for filling in this form.



# FORM FC – PROJECT FUNDING BREAKDOWN

- **“In-kind”** contribution (i.e., goods or services for which there is no cash-flow foreseen) is **ineligible**; **do not** include “in-kind” contributions in the budget.
- **Total costs** of the actions include all costs presented in F1 – F8.
- All **names** and **amounts/costs** in this form must be consistent with the relevant **A forms (A2 – A6)**.





# FORM F1 – DIRECT PERSONNEL COSTS

- **102% rule for civil servants.**
- **Daily rate** = Gross salary + all obligatory social charges and other statutory costs, excluding any other costs.
- Indicative **average rates** acceptable. During the **project**, only **actual costs** can be reported.
- Any daily rate over **€400** must be justified.
- Calculate **person-days** on the basis of **total productive days** according to your national legislation.





# FORM F2 – TRAVEL AND SUBSISTENCE COSTS

- **Travel and subsistence** costs must be charged according to the **internal rules** of your organisation
- **Subsistence** costs can be **direct payment** of expenses (hotels, meals, etc.) or **per diems**
- Specify the **details** of foreseen travel
- Consider the **least expensive** and most **environmentally friendly** way (e.g., use video conferencing if possible)





# FORM F3 – EXTERNAL ASSISTANCE COSTS (SUB-CONTRACTING)

- Do not mention sub-contractors by name in the proposal.
- Tendering rules must be respected.
- Limited to **35%** of the total budget unless justified.
- **Examples:** Logo/web design, translation, engineering works, etc.
- **Audit costs** if EU contribution exceeds €300,000.





# FORMS F4.a, F4.b and F4.c – DURABLE GOODS

- Only the **depreciation** of the cost of a durable item is an eligible cost.
- Depreciation is limited to max. **25%** of the actual cost for **infrastructure** and max. **50%** of the actual cost for **equipment**.
- Example (*equipment*) → Actual cost: **€50,000**; Depreciation time: 5 years (national legislation); Use during project: 3 years  
Depreciation:  $(50,000/5) \times 3 = €30,000$   
Limit (max. 50%) →  $50,000 \times 50\% = €25,000$  (eligible cost)  
Max. EU contribution =  $25,000 \times 50\% = €12,500$



# FORMS F4.a, F4.b and F4.c – DURABLE GOODS

## → Exceptions:

1. For **prototypes**, the eligible costs are equal to real costs (i.e., not subject to depreciation)
2. In **LIFE+ Nature and Biodiversity**, cost of durable goods purchased by public bodies or private non-commercial organisations are eligible at 100% (i.e., depreciation amount = actual cost).

SEE CONDITIONS IN THE COMMON PROVISIONS  
ARTICLES 25.7 AND 25.9

**FORM F5**

Proposal acronym:

**Land purchase or long-term lease of land / use rights**

			Calculation =>	A	B	C	(A x B) + C
Beneficiary short name	Action number	Description of land purchase / long-term lease / one-off compensation		Estimated cost per hectare (rounded to the nearest €)	Area (hectares)	Associated charges (€)	Expected cost (€)
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
<b>TOTAL =&gt;</b>						<b>0</b>	<b>0</b>

Please refer to the relevant instructions given in the guidelines for applicants for filling in this form.



## FORM F5 – COSTS FOR LAND PURCHASE OR LONG-TERM LEASE OF LAND/USE RIGHTS

- Only eligible for **LIFE+ Nature** projects.
- If **short-term lease**, costs should be presented under “**external assistance**”.
- **Letter from the competent authority** or **registered notary** confirming that the **price per hectare** is not above the average for the types of land and locations concerned.





# FORM F6 – CONSUMABLES COSTS

- Must be specifically related to implementation of the project.
- Must be direct costs, and must NOT include general consumables/supplies, such as a share of office material, water, gas etc. (i.e., indirect costs: “**overheads**”).
- **Examples:** Materials for experiments, dissemination material (e.g., project leaflets), stationery for training courses, etc.



# FORMS F7 - OTHER COSTS AND F8 - OVERHEADS

## Other Costs:

- **Direct costs** which do not fall in any other cost category
- **Examples:** Costs for bank charges, conference participation fees, **bank guarantee** (if required)

## Overheads:

- **Indirect costs**, cannot be directly linked to the project (e.g., office rent, heating, electricity, printer cartridges and other office supplies, etc.)
- Eligible at a flat rate of up to 7% of total eligible costs excluding land purchase



# TIPS ON FILLING OUT THE FORMS

- *Most important of all: Read the Common Provisions*
- *It`s all there in black and white: Follow the Guidelines, page by page*
- *You`re not the only one: Start a Forum discussion point*
- *Learn from others: Ask others if they have experience that could help you*
- *A fresh pair of eyes: When you have finished, ask someone else to read the proposal for you to give an objective opinion*



# HOW TO SUBMIT YOUR PROPOSAL

- In the requested format
- To the national authority (not the Commission)
- By the deadline: 18.07.2011
- The national authority will forward it to the Commission by: 09.09.2011
- Role of the national authority





# TIMETABLE AND PROCESS

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- 2011 Selection Process from September 2011 to March 2012
- Grant agreements sent out in May and June 2012
- Earliest possible project start date: 01.06.2012



# LIFE+ SELECTION PROCESS

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## → **A. Admissibility, exclusion and eligibility phase**

- Admissibility – timeliness, completeness and format
- Eligibility – scope of LIFE+

## → **B. Selection phase**

- Technical selection criteria – technical reliability of participants, scope of project, etc.
- Financial selection criteria – compliance with financial rules

## → **C. Award phase**

## → **D. Revision phase**



# AWARD CRITERIA

Criteria	Maximum points	Threshold
Technical coherence and quality	15	8
Financial coherence and quality	15	8
Contribution to the general objectives of LIFE+	25	12
European added value and complementarity and optimal use of EU funding	30	15
Transnational character	5	-
Compliance with national annual priorities and national added value according to LIFE+ national authority	10	-
Total	100	-



# OVER TO YOU ...

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- Follow the steps in this presentation
- Check the LIFE website
- Read the Common Provisions ...
- ... and read the Common Provisions again



# WHERE TO FIND ANSWERS TO YOUR QUESTIONS

- The Guidelines for Applicants
- The Evaluation Guide
- The Common Provisions
- The national authority
- The LIFE website:  
<http://ec.europa.eu/environment/life/>
- Forum on LIFE website:  
<http://www.lifecommunity.eu/>





# THANK YOU!

