



FactSheet

No. 2.1

Project application: the two-step application procedure

As laid down in section 5.3 of the cooperation programme (CP), depending on the availability of funds one regular call for project proposals shall be launched per year. Projects are normally selected in a two-step application procedure:

- step 1 is the submission of the expression of interest (EoI);
- step 2 is the submission of the application documents: the complete application form (AF) along with the partnership agreement (PA).

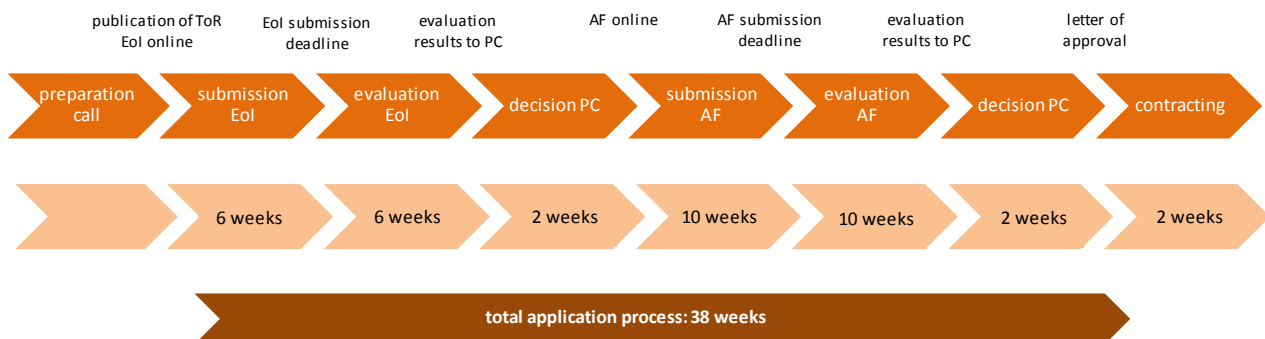
The procedure comprises a selection of the submitted EoI, this selection marks the end of step 1. The pre-selected EoIs are invited to enter step 2 and therefore to submit the application documents (including the AF and the PA). The application process is carried out completely in an online monitoring system.

Terms of reference (ToR) are published for each call outlining the framework of the call and the specific expectations of the programme in terms of content (e.g. open priorities, topics to be covered and type of results) as well as on operational and technical aspects (e.g. budget, partnership). Project applicants should acknowledge the eligibility criteria and evaluation criteria described as set out in the factsheet 'Project selection: procedure and criteria' when drafting their proposal.



The whole procedure, from the publication of the call until the decision of the programme committee (PC), shall last approximately 38 weeks and is generally following the steps as outlined below:

- publication of the call and ToR by the programme,
- opening of the call,
- step 1 - the submission of the EoI by the applicants within the deadline,
- information from the programme on selection of the EoI to the project,
- preparation of the AF and PA and submission of the application documents within the deadline for closure of the call,
- information from the programme on approval or rejection to the project,
- signature of the subsidy contract (SC) between the lead partner (LP) and the managing authority.



Expression of interest (EoI)

In step 1, an EoI shall be submitted to the programme. The joint secretariat (JS) evaluates the EoI, with support of the Alpine Space contact points (ACP) for national verifications with regard to the partners situated in their country (see factsheet 'National requirements'). The final decision and selection of the EoI for entering step 2 is taken by the PC. The selected applicants are invited to step 2: to submit the application documents which are the basis for the selection of projects.

The EoI contains key information about the project and is a short version of the AF. At the opening of a call for project proposals, the project applicants are enabled to fill in the EoI online (link to the EoI section available on www.alpine-space.eu). After registration each project applicant receives a unique



login/password in order to access her/his EoI. The EoI needs to be completed before the announced deadline. In case of multiple EoI versions for the same project, only the last version submitted is taken into account.

The EoI describes the project's objectives and expected results and their consistency towards the programme aims. Further core elements are the transnational approach, the main outputs and target groups, as well as elements on the structure of the partnership.

The information filled in the text boxes shall be in English and be precise and concise as the number of characters is limited. In the EoI form every section is well described by a series of questions that all have to be answered. Within the period of the call open to submission, the project applicant can develop its EoI online at its own rhythm. Once the EoI is filled in and submitted no changes are possible.

It is essential that the project applicants get in contact with the Alpine Space contact point (ACP) of their country. The ACPs support the potential project participants in the preparation of the EoI and give detailed information e.g. during national information events/info days. The contact of the EoI lead partner with the respective ACP is obligatory (see eligibility criteria in factsheet Project selection: procedure and criteria). Applicants shall consult the factsheet "National requirements", as additional elements may be requested at national level.

After the selection by the PC the EoI lead partner receives a letter from the managing authority (MA) on the results of the process. If appropriate, project applicants are given recommendations by the PC on how to further elaborate the project proposal to meet the expectations of the programme.

Application form (AF)

In step 2, the application documents (AF and PA) have to be submitted. The AF is a binding document which describes the project and gives detailed information on the work plan and financial figures. It is based on the EoI, however the AF requests more detailed information on the presented project proposal. Between the EoI and the AF the project proposal and partnership shall be further developed in terms of quality. The AF is the reference document for implementation during the whole project duration.

Together with the AF, the applicants have to submit the signed PA (see annexes).

In step 2 only project applicants of selected EoIs are invited to fill in the complete AF. As for the EoI, the AF is an online form which can only be entered and submitted with registered access to the online system



available under www.alpine-space.eu. Only the last version submitted is taken in to account, any earlier versions of the same project are not considered as valid and are not assessed.

During step 2 of the application procedure, project applicants are given technical support and advice by the JS and ACPs. A transnational seminar on project preparation explaining in detail the AF and the PA is organised by the programme.

To ensure the submission of quality documents it is highly recommended to consult the programme documents and to contact the programme management bodies (ACP and JS). Each LP shall have a contact with the JS and its ACP for discussing the findings of the assessments results from step 1 (obligatory contact). Furthermore national requirements might foresee an obligatory contact for each project partner with its ACP. Additional national documents might be requested as well (see factsheet 'National requirements').

The evaluation of the AF is carried out by the JS supported by the ACPs. The final decision on the selection of projects is taken by the PC. The lead partner (LP) receives a letter on the results of the selection process from the MA. Details on the selection of projects are explained in the related factsheet 'Project selection: procedure and criteria'.

Once the AF is approved by the PC, no more changes are possible unless an official request to the programme is made (see annexes). The AF is the reference document to monitor the project implementation.

The AF is composed of several sections and focuses on:

- the selected programme priority and project's contribution to the selected programme objective,
- the partnership structure and relevance,
- the project transnational relevance and approach,
- the objectives of the project,
- the project's result and outputs and their contribution to the programme progress indicators,
- the workplan with defined work packages, activities and time schedule of the project,
- target groups, durability and transferability of project outputs and results,
- the financing of the project.



Reference Documents

- Cooperation programme "Alpine Space", sections 5.3

Annexes

- Guidance for EoI and AF, Two-step calls for proposals
- Model partnership agreement
- Model subsidy contract