Interreg

NEXT MED

Co-funded by the European Union

e-Application Form User Guide

Version date: 2025/01/14

#everythingMEDpossible

REGIONE AUTÒNOMA DE SARDIGNA
REGIONE AUTONOMA DELLA SARDEGNA

GENERALITAT VALENCIANA
Presidencia

سلطة منطقة العقبة الإقتصادية الخاصة
AQABA SPECIAL ECONOMIC ZONE AUTHORITY

eForm - User Guide intro

This guide takes you through the electronic application form (eForm) to submit your project proposal under the Call for green transition projects.

All relevant information and documents are available at:

https://www.interregnextmed.eu/apply-for-funding/second-call-for-proposals/

Table of contents

- Main objectives 4
- How to proceed 9
- Sign up and login 11
- Application features 15
- Preliminary info 21
- Project section 24
- Partnership 35
- Work packages and budget (part 1) 40
- Budget part2 (Co-financing, 50% rule, etc.) 48
- Financial Plan 51
- Financial Capacity 53
- Environmental screening 54
- Documents 59
- Validate your application 60
- Error Codes 61
- Error Codes Resolution 62
- Submit your application 63
- Export in Doc and Xls 64

eAF - Main objectives

Increase overall efficiency of the selection procedure

Ensure consistency among Programme objectives, results, outputs and indicators and project proposals

Support project compliance with the rules of the Call by including alerts, checks, guidance etc.

Implement the Result Based Management (RBM) approach

Crafting a sound intervention logic

- Understand the key components that structure a project
- Demonstrate **change** (outcome on mid-term perspective), **impact** (long-term perspective), ambition and justify the need and added value of the project
- Design a **coherent, clear and achievable** intervention logic
- Must-read material:
  - Interreg NEXT MED Programme document
  - Performance framework methodology paper (definition of result/output indicators and information on target values)
  - Terms of reference (including Annex and PPT presentation)
  - Guide for project preparation

SETTING THE SCOPE OF THE PROJECT

Overall objective

- Ambition at large (at society, sector, transnational level)
- Corresponding to Interreg NEXT MED Programme Specific Objectives
- Ex.: *2.1 Promoting energy efficiency and reducing greenhouse gas emissions*

Main field of intervention

- Enables monitoring of financial allocation by intervention type, particularly for achieving a 30% EU budget expenditure target on climate objectives
- Determines choice of output/result indicators
- Ex.: *041. Energy efficiency renovation of existing housing stock, demonstration projects and supporting measures*

Specific objective

- Immediate, clear, achievable goal within the project's lifetime through planned activities and outputs. **Measurable and verifiable** at the end of the project.
- Recommended 1, **max. two** Specific Objectives at project level. Seek inspiration from 'List of indicative actions' contained in Programme document
- Ex: 1. *To improve energy efficiency performance of identified existing infrastructures / 2. To boost citizen engagement in the adoption of energy efficiency measures*

DELIVERING ON THE PROMISE

Expected result

- Change in the local situation as direct consequence of the project implementation, the immediate advantage for beneficiaries or end users and the behavioural change
- **1 Expected Result per Project Specific Objective**
- Ex: *1. At least a 20% improvement in energy efficiency in 50 targeted existing infrastructures / 2. A significant rise in the installation of energy-efficient appliances and systems in homes, as reported by at least 30% of the participating households*

Work Packages

- Cluster of activities to organize project implementation and plan distribution of tasks
- At least one technical Work Package per Expected Result / **2 mandatory WPs** (management + communication under leadership of Lead Applicant)
- Technical WPs (up to 4) can refer to different levels of intervention, such as the societal level (e.g., capacity building), the technical level (e.g., pilot projects, living lab) and the regulatory level (e.g., policy framework)

Outputs

- Products, capital goods and services which result from the implementation of project activities
- Ex: *1. Customized retrofit measures implemented to enhance energy efficiency in buildings / 2. Online platform for easy access to energy efficiency information, featuring a directory of recommended appliances and a community support forum*
- **Max. 3 key activities per output, focus on replicable and transferable outputs**

Measuring achievement

Output indicators	Result indicators
RCO01 Enterprises supported (of which: micro, small, medium, large)	RCR01 Jobs created in supported entities
RCO02 Enterprises supported by grants	RCR03 Small and medium sized enterprises (SMEs) introducing product or process innovation
RCO81 Participations in joint actions across borders	RCR81 Completion of joint training schemes
RCO82 Participations in joint actions promoting gender	RCR85 Participations in joint actions across borders after project completion
RCO84 Pilot actions developed jointly and implemented in projects	RCR84 Organisations cooperating across borders after project completion
RCO85 Participations in joint training schemes	RCR104 Solutions taken up or up-scaled by organisations
RCO87 Organisations cooperating across borders	
RCO90 Projects for innovation networks across borders	
RCO116 Jointly developed solutions	

- Focus on Interreg common indicators to better capture the outputs and results of cooperation action
- Limited number of result indicators, which are widely relevant to the different actions

- **Output indicators:** measure specific deliverables of the intervention
- **Result indicators**: measure the immediate effects of the intervention supported, with reference to the direct beneficiaries, population targeted or users of infrastructures

Applicants shall:
- provide clear information on the type, sector, scope, geographical area and timeframe of each indicator;
- explain how the target value will be calculated and how the indicator is going to be monitored.

Key concepts
- **Joint/Jointly**: involvement of organizations from at least two participating countries
- **After project completion**: entities have a formal agreement to continue cooperation, after the end of the supported project
- **Uptake/up-scaling of solutions**: should be documented by the adopting organisations in, for instance, strategies, action plans

How to proceed? eAF - structure and main steps

- **Sign up** and login
- The e-AF will use your **preliminary information** to check compliance with the rule
  One project per "Programme Specific Objective" for each organization
- Draft your **summary** and proceed with all details when the partnership is defined, check also **KEEP database** (www.keep.eu/keep) to define some keywords for your project (maximum 3)
- Focus on your **logical framework**, set the Specific objective(s) and expected result(s) to be addressed and define your **work packages (WPs)** consistently. Identify your **outputs** and the Programme indicators involving the partnership
- Complete the information of your WPs with Target Groups, Main Activities and draft your **budget**
- Upload all **mandatory documents**
- **Complete, verify and submit** your application

Home page

Interreg NEXT MED — Co-funded by the European Union

Interreg NEXT MED 2021 - 2027 | Home | Login | EN

Home

Welcome to the on-line application system of the Interreg NEXT MED Programme.

The system allows you to:

- Draft and submit your **Application form for the SECOND Call for Proposals**
- Download all relevant documents and formats

First-time users: Create an account to start a new application. ← *Sign up*

Returning users: Log in to continue an application. ← *Login*

N.B. If you are looking for the **FIRST Calls for Proposals**: click here to access the online system.

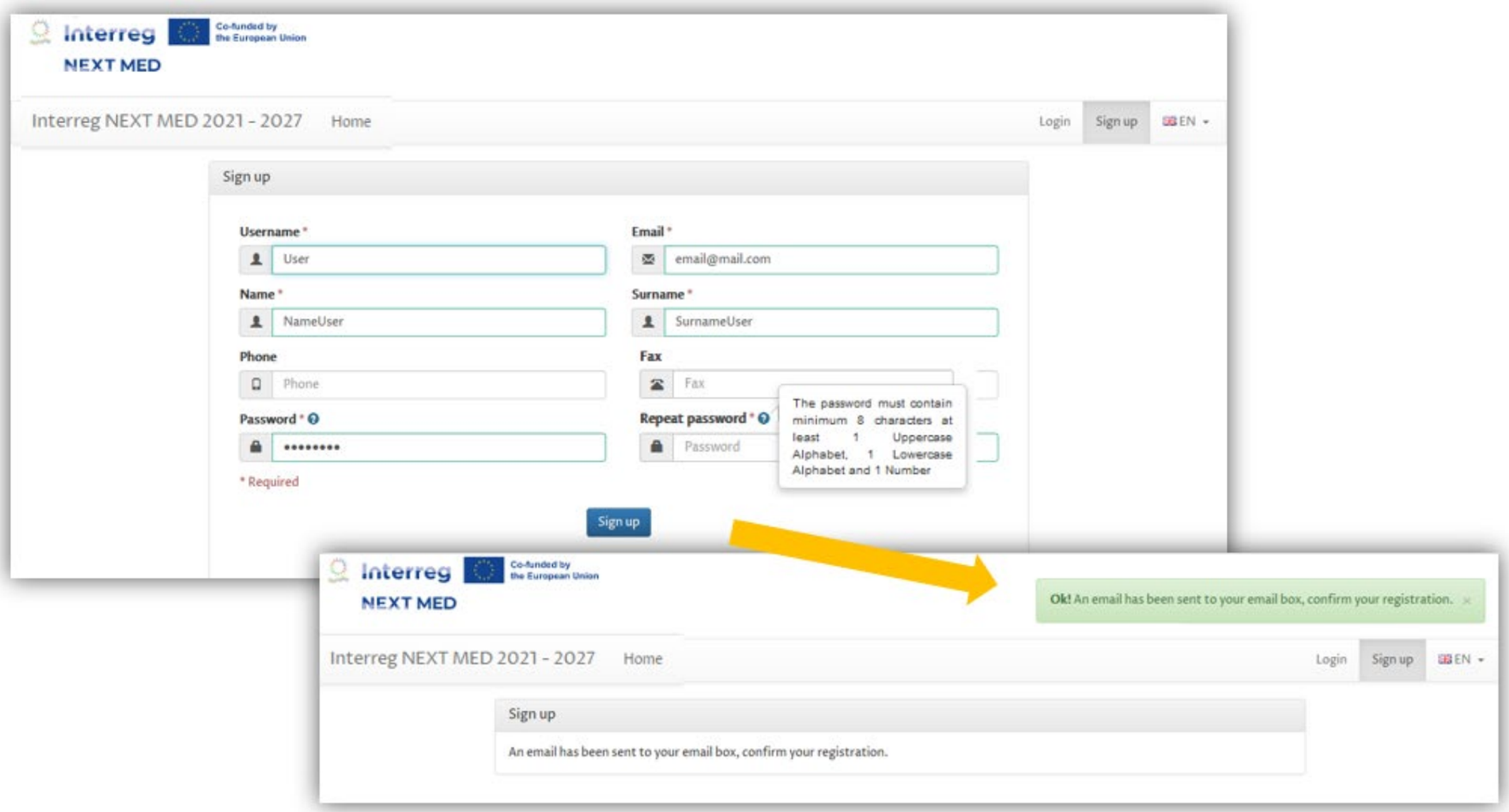
Managing Authority
©2024 Regione Autonoma della Sardegna

REGIONE AUTÒNOMA DE SARDIGNA
REGIONE AUTONOMA DELLA SARDEGNA

For any technical support concerning the online Application Form, you can send an email to: eform-support@regione.sardegna.it
A user guide available here will help you to fill in the online Application Form.
For other questions regarding the online Application Form, please refer to the FAQ section on the Programme website.

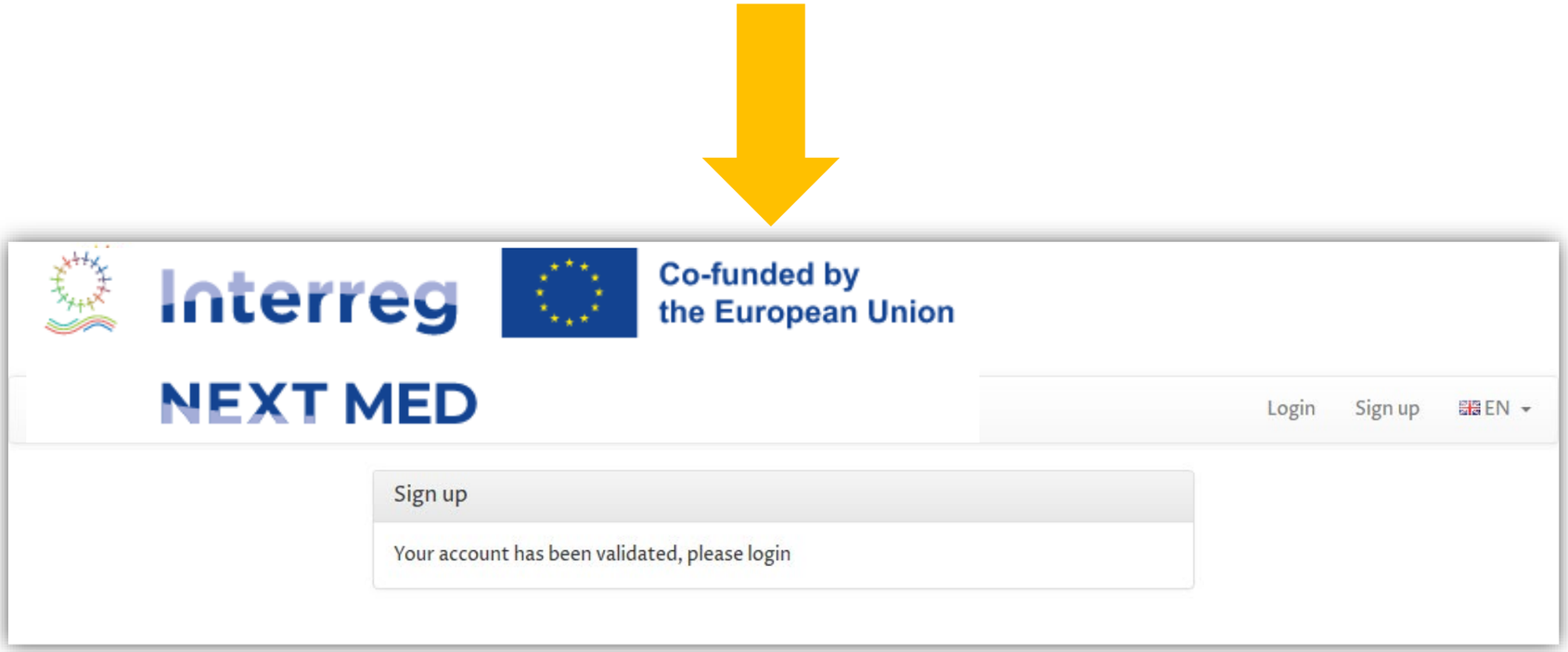
Sign Up (https://eform.interregnextmed.eu/

The password must contain a minimum of 8 characters with at least 1 Uppercase letter, 1 Lowercase letter and 1 Number.

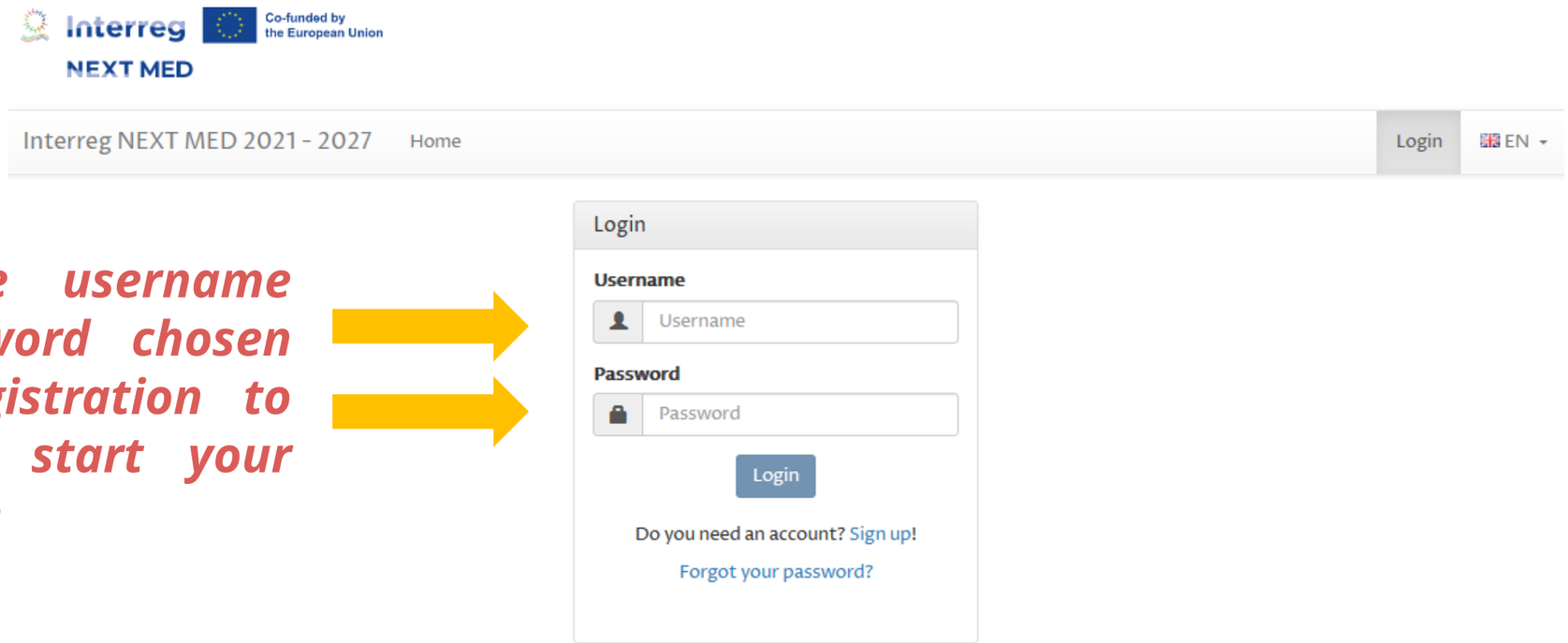


Confirm registration

After registering to the Eform, you will need to confirm your email address.
You will receive a confirmation mail in which you need to activate the account (check the SPAM folder too)
You will then need to click on the link in the email or paste it into your web browser.



LOGIN



Insert the username and password chosen during registration to login and start your application

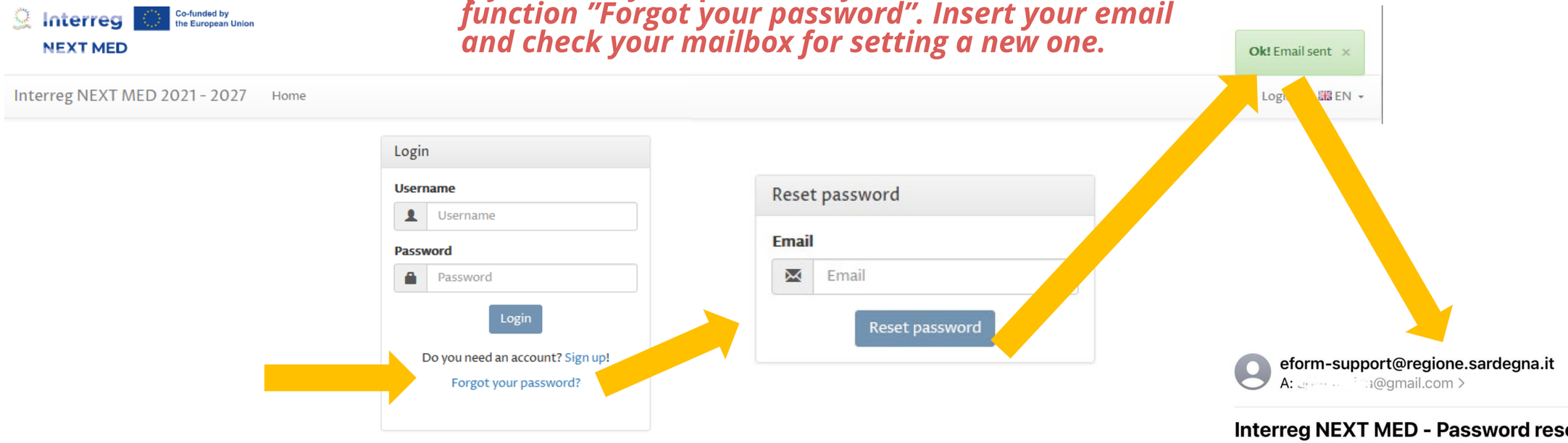
Managing Authority
©2024 Regione Autonoma della Sardegna

REGIONE AUTÒNOMA DE SARDIGNA
REGIONE AUTONOMA DELLA SARDEGNA

For any technical support concerning the online Application Form, you can send an email to: eform-support@regione.sardegna.it
A user guide available here will help you to fill in the online Application Form.
For other questions regarding the online Application Form, please refer to the FAQ section on the Programme website.

Reset your password

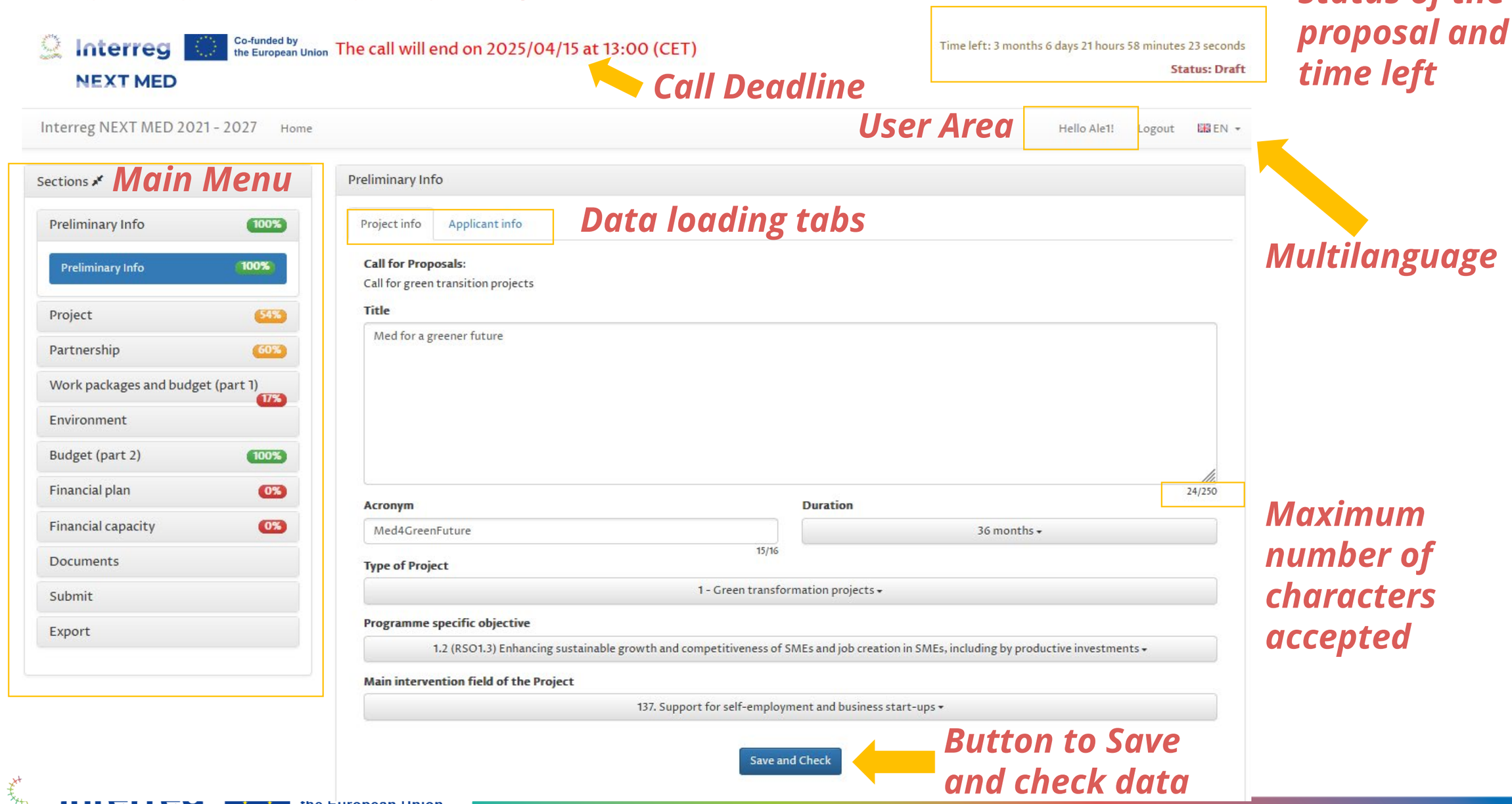
If you loose your password you can use the function "Forgot your password". Insert your email and check your mailbox for setting a new one.



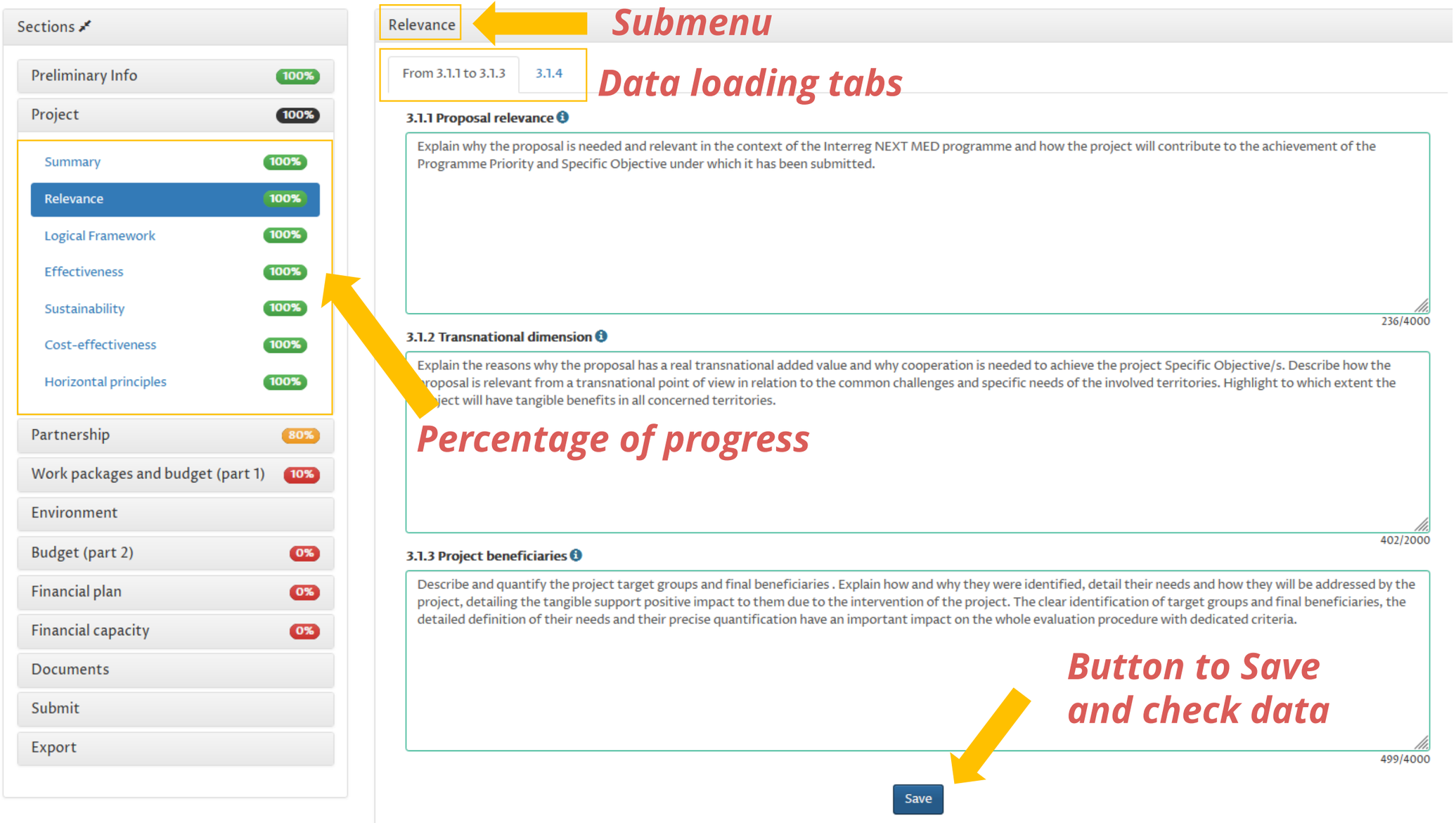
Managing Authority
©2024 Regione Autonoma della Sardegna
REGIONE AUTÒNOMA DE SARDIGNA
REGIONE AUTONOMA DELLA SARDEGNA

For any technical support concerning the online Application Form, you can send an email to: eform-support@regione.sardegna.it
A user guide available here will help you to fill in the online Application Form.
For other questions regarding the online Application Form, please refer to the FAQ section on the Programme website.

Application features 1/6

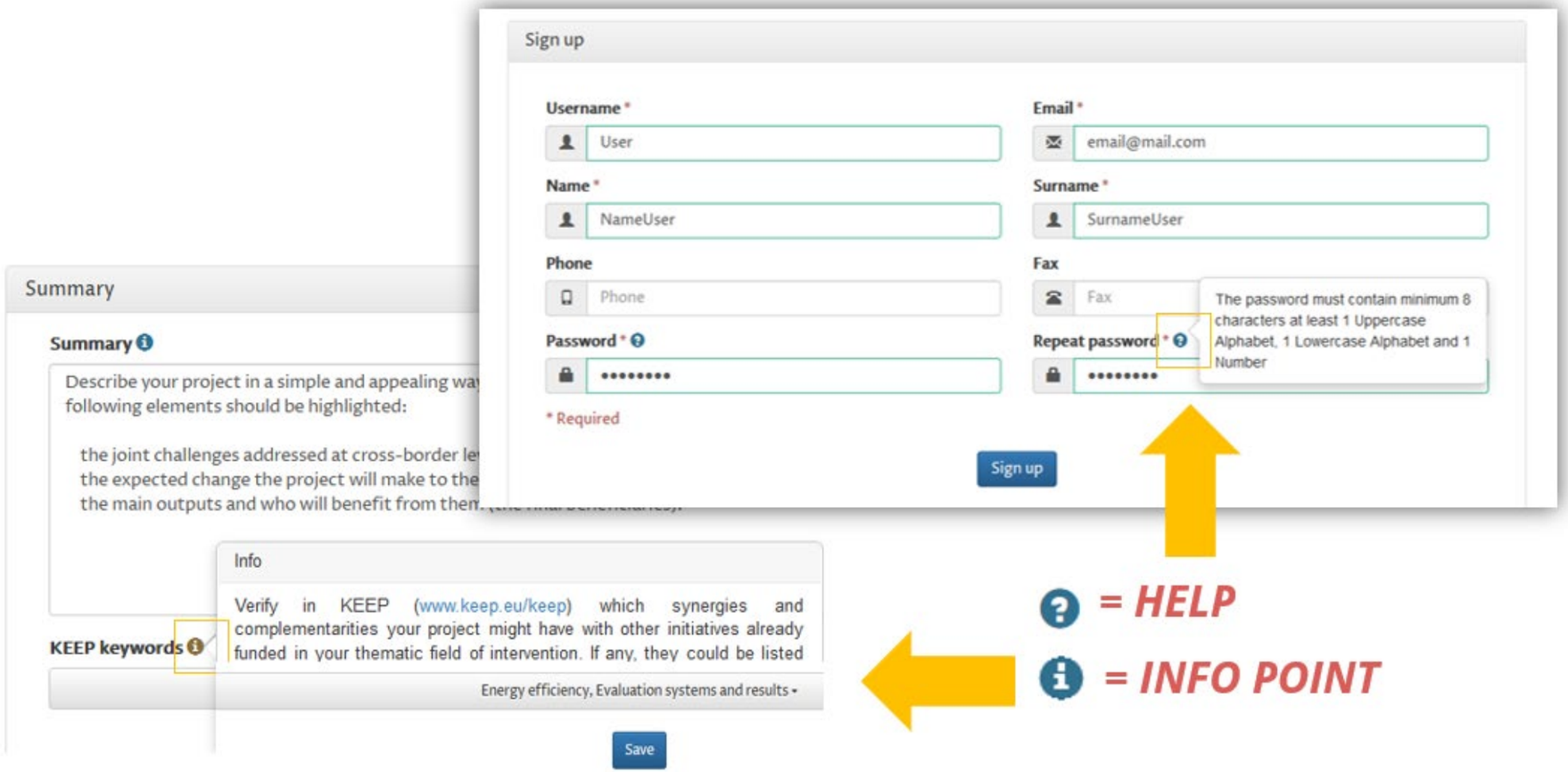


Application features 2/6



APPLICATION FEATURES 3/6

Online help and **info points** are available to provide you with further information / guidance

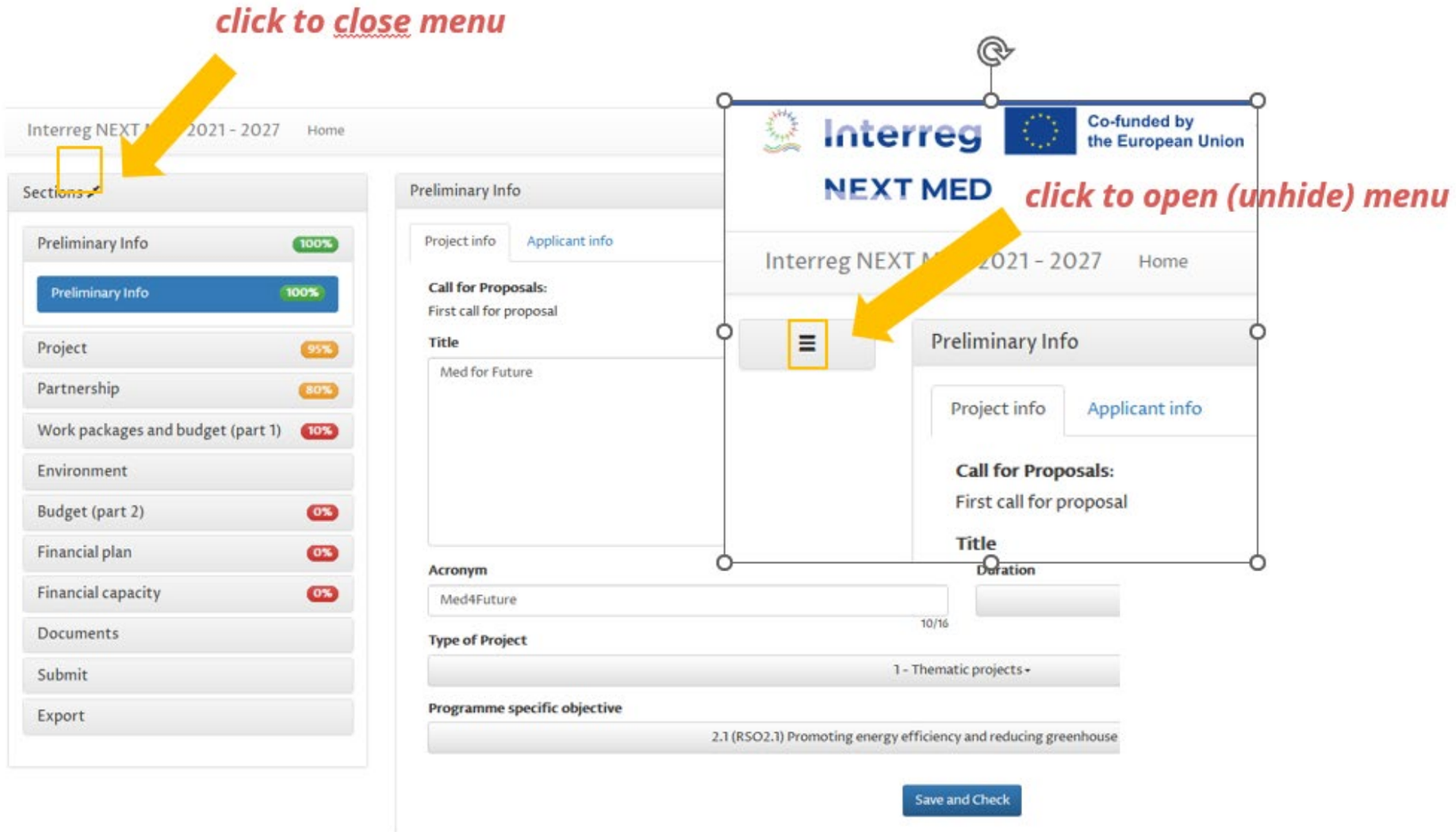


APPLICATION FEATURES 4/6

English is set by default but you can draft your Application in French, instead.
Make sure your proposal is entirely filled in **either in English OR in French**.

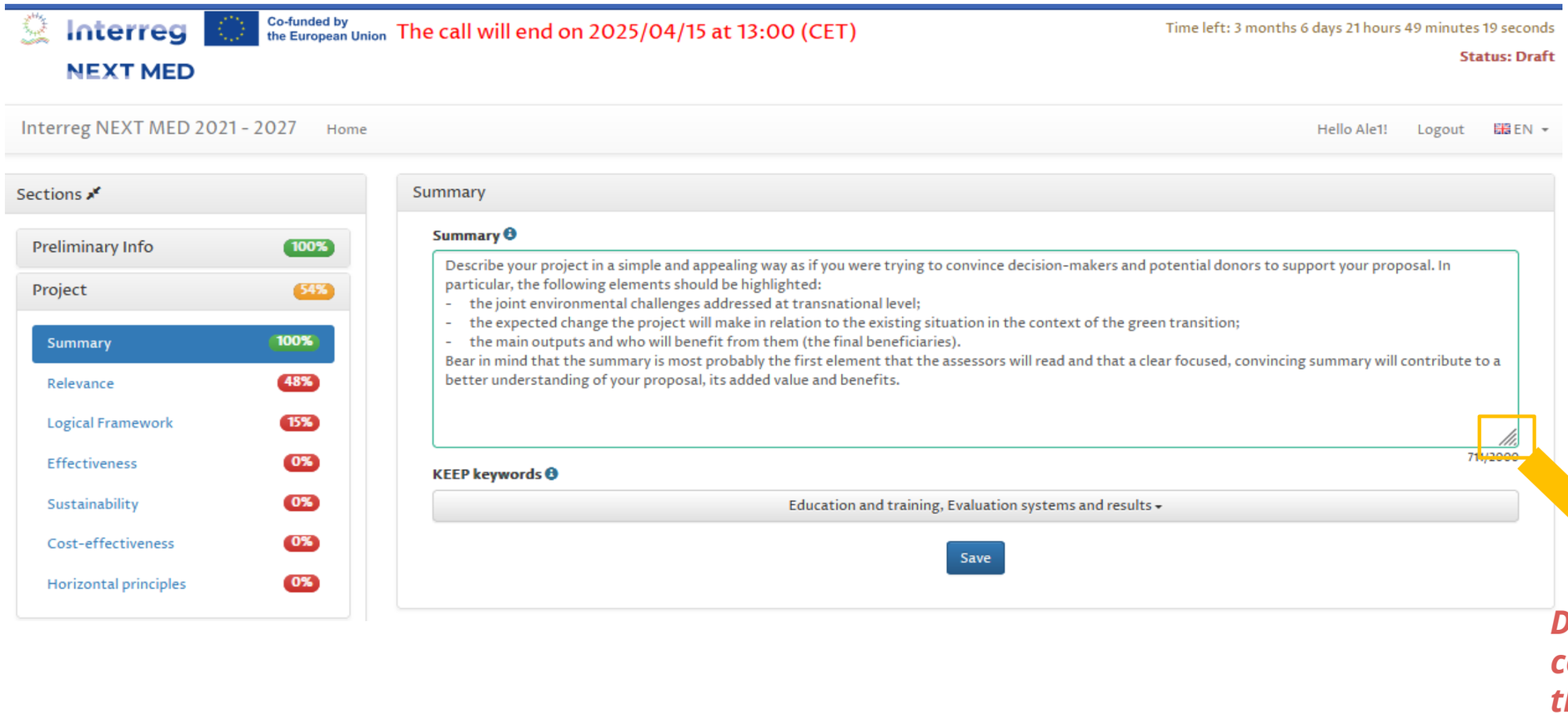
Application features 5/6

You can **hide the main menu** to have more room for data.



APPLICATION FEATURES 6/6

The text area may be extended



Drag the right corner to enlarge the text area

Preliminary Info

The same organisation
can participate only
once **as Applicant**
under each Programme
SO (Specific objective)

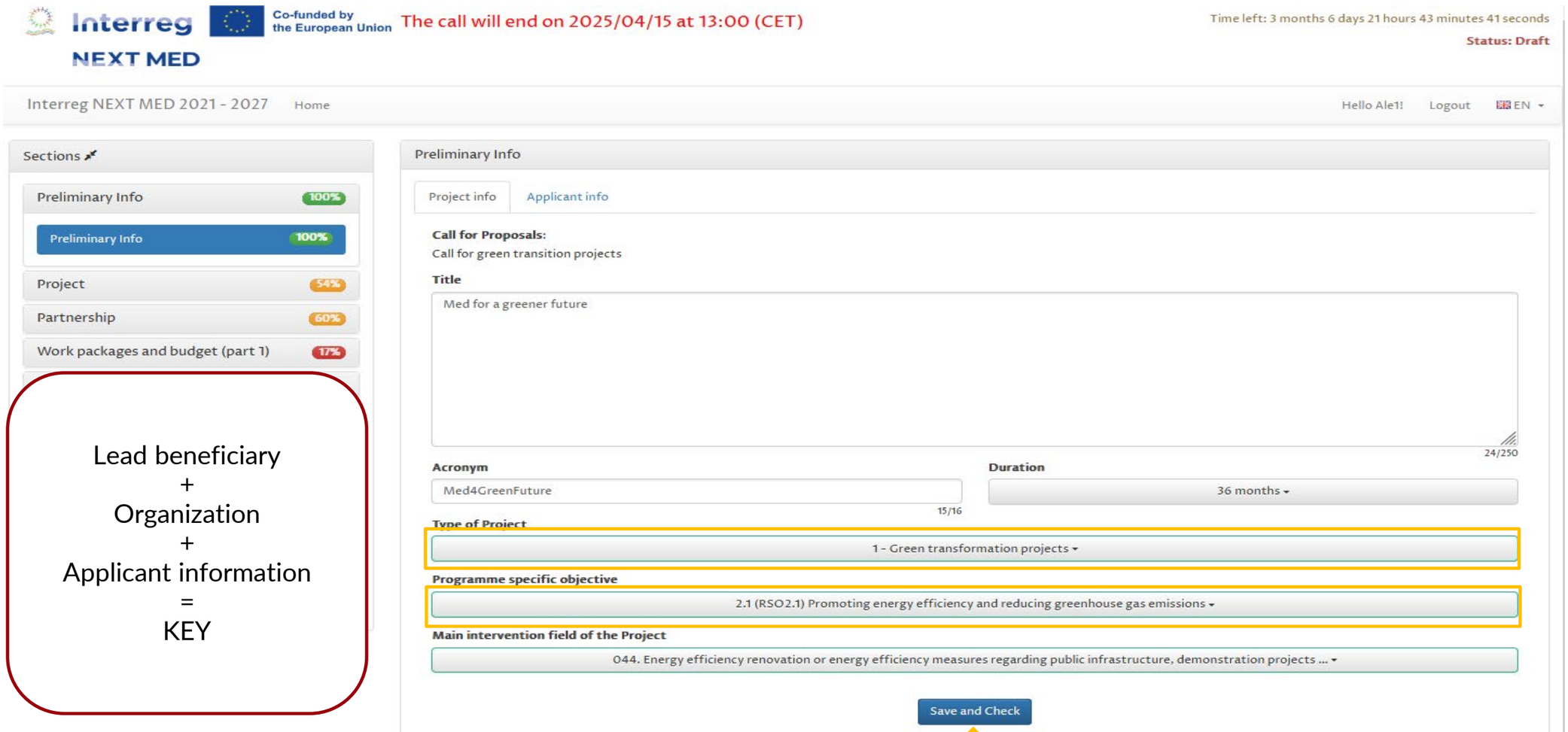
You can submit
only one project
per SO!

The section on preliminary info checks your compliance with the rule of “one project per SO for each organization as Applicant”.

Additional checks will be performed by the Managing Authority during the eligibility verification

Preliminary Info - Project info

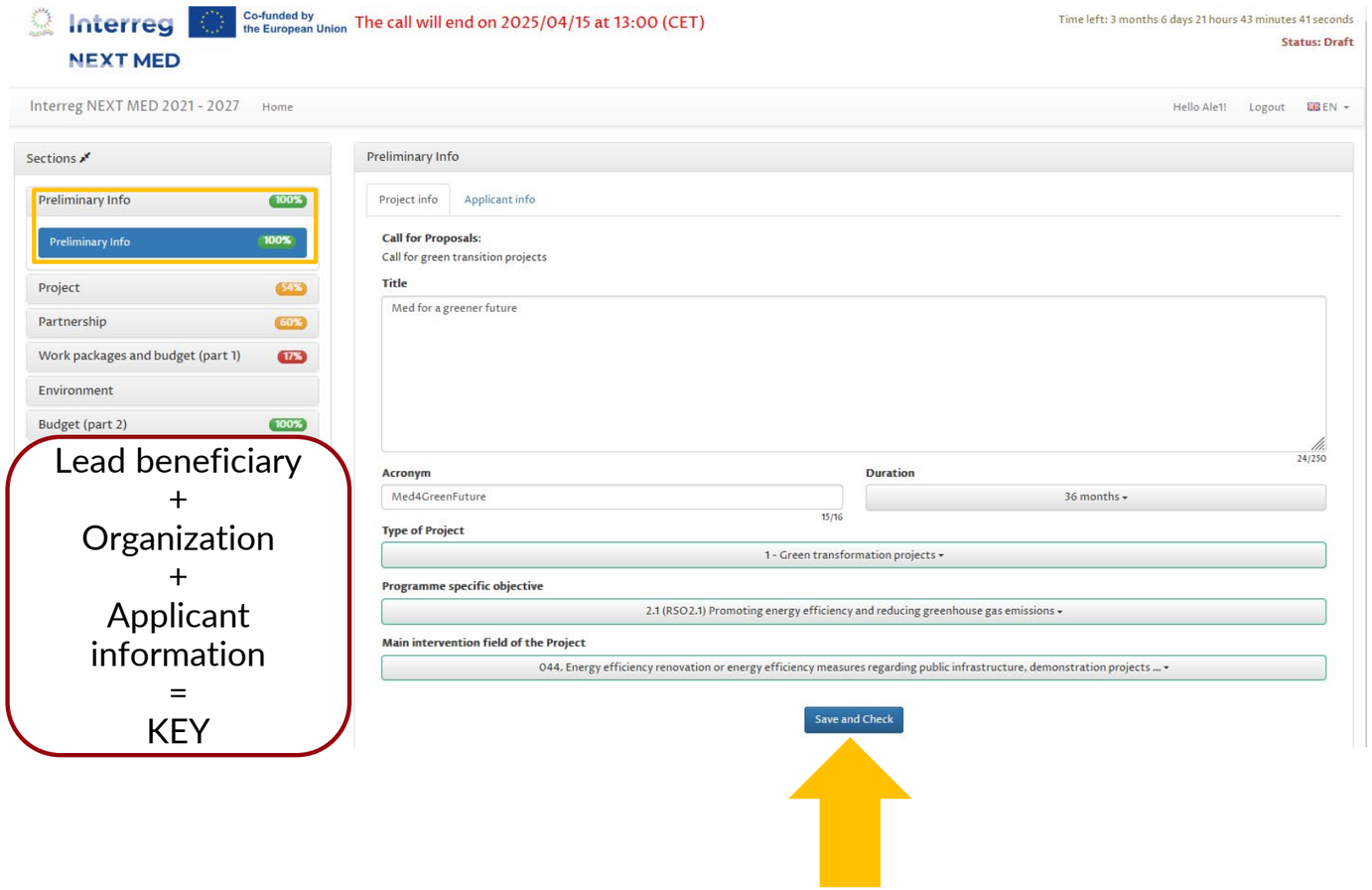
You can submit only one proposal as Applicant per Programme Specific objective!



Lead beneficiary
+
Organization
+
Applicant information
=
KEY

Save and Check to load Applicant info

Preliminary Info - Applicant info



Lead beneficiary
+
Organization
+
Applicant information
=
KEY

If the rule is not respected, a warning message is displayed and a notification email is forwarded to the email address indicated in the preliminary info section for the legal representative.

Save and Check to complete the submission of your Preliminary Info

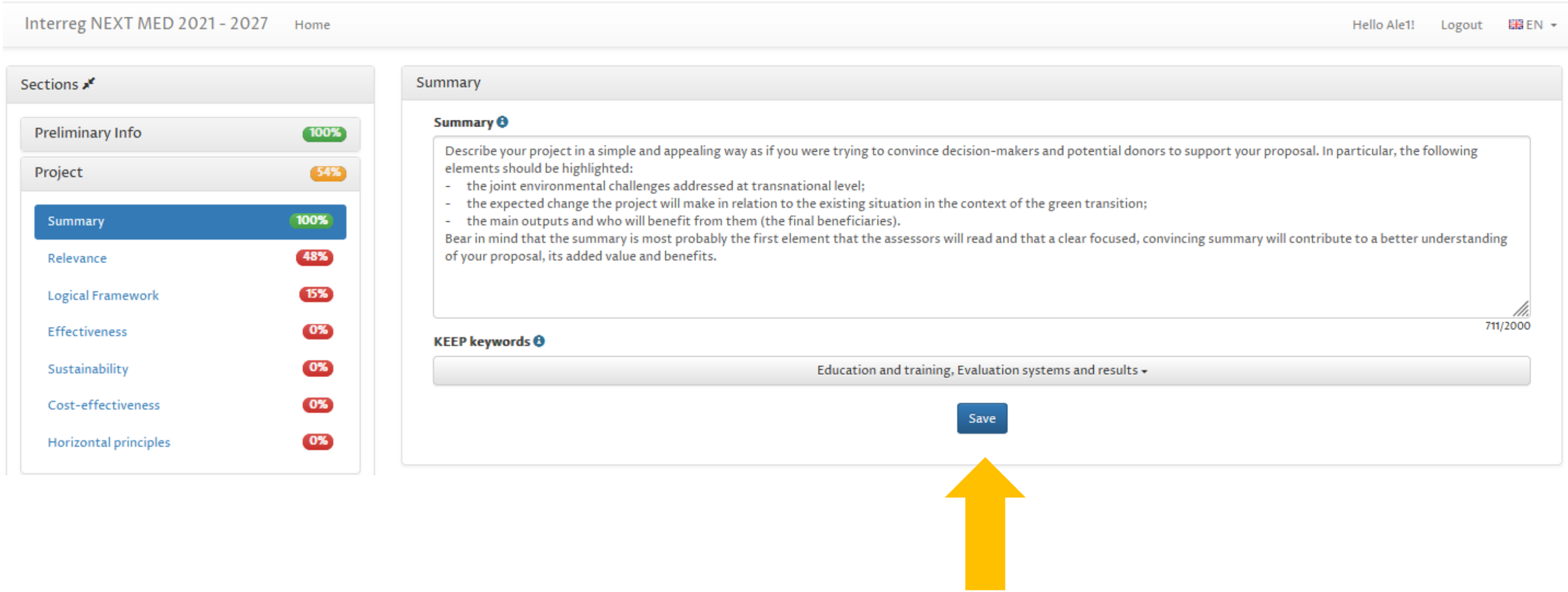
PROJECT

This section includes the following project details:

- Summary
- Relevance
- Logical Framework
- Effectiveness
- Sustainability
- Cost-effectiveness
- Horizontal principles

NB. It follows the Courtesy application form (doc format) available in the website

PROJECT - SUMMARY



Select the keywords that fit better to your project goals (Max. 3, multiple selection allowed)

PROJECT - RELEVANCE

Sections

- Preliminary Info 100%
- Project 94%
  - Summary 100%
  - Relevance 100%
  - Logical Framework 100%
  - Effectiveness 100%
  - Sustainability 100%
  - Cost-effectiveness 100%
  - Horizontal principles 83%
- Partnership 80%
- Work packages and budget (part 1) 10%
- Environment
- Budget (part 2) 0%
- Financial plan 0%
- Financial capacity 0%
- Documents
- Submit
- Export

Relevance

From 3.1.1 to 3.1.3 | 3.1.4

Data loading tabs follow the "courtesy form" paragraphs

3.1.1 Proposal relevance

Explain why the proposal is needed and relevant in the context of the Interreg NEXT MED programme and how the project will contribute to the achievement of the Programme Priority and Specific Objective under which it has been submitted.

236/4000

3.1.2 Transnational dimension

Explain the reasons why the proposal has a real transnational added value and why cooperation is needed to achieve the project Specific Objective/s. Describe how the proposal is relevant from a transnational point of view in relation to the common challenges and specific needs of the involved territories. Highlight to which extent the project will have tangible benefits in all concerned territories.

402/2000

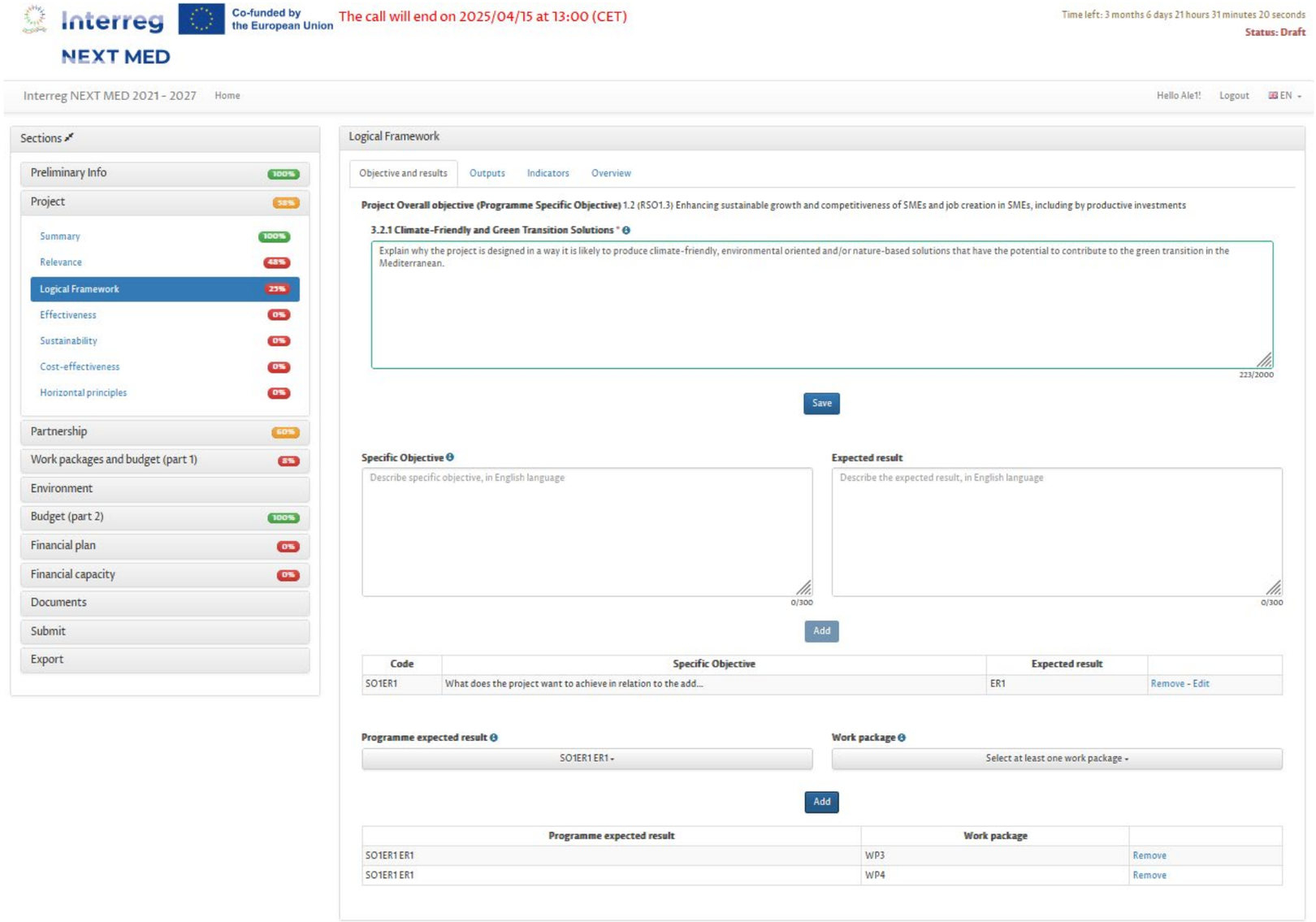
3.1.3 Project beneficiaries

Describe and quantify the project target groups and final beneficiaries . Explain how and why they were identified, detail their needs and how they will be addressed by the project, detailing the tangible support positive impact to them due to the intervention of the project. The clear identification of target groups and final beneficiaries, the detailed definition of their needs and their precise quantification have an important impact on the whole evaluation procedure with dedicated criteria.

499/4000

Save

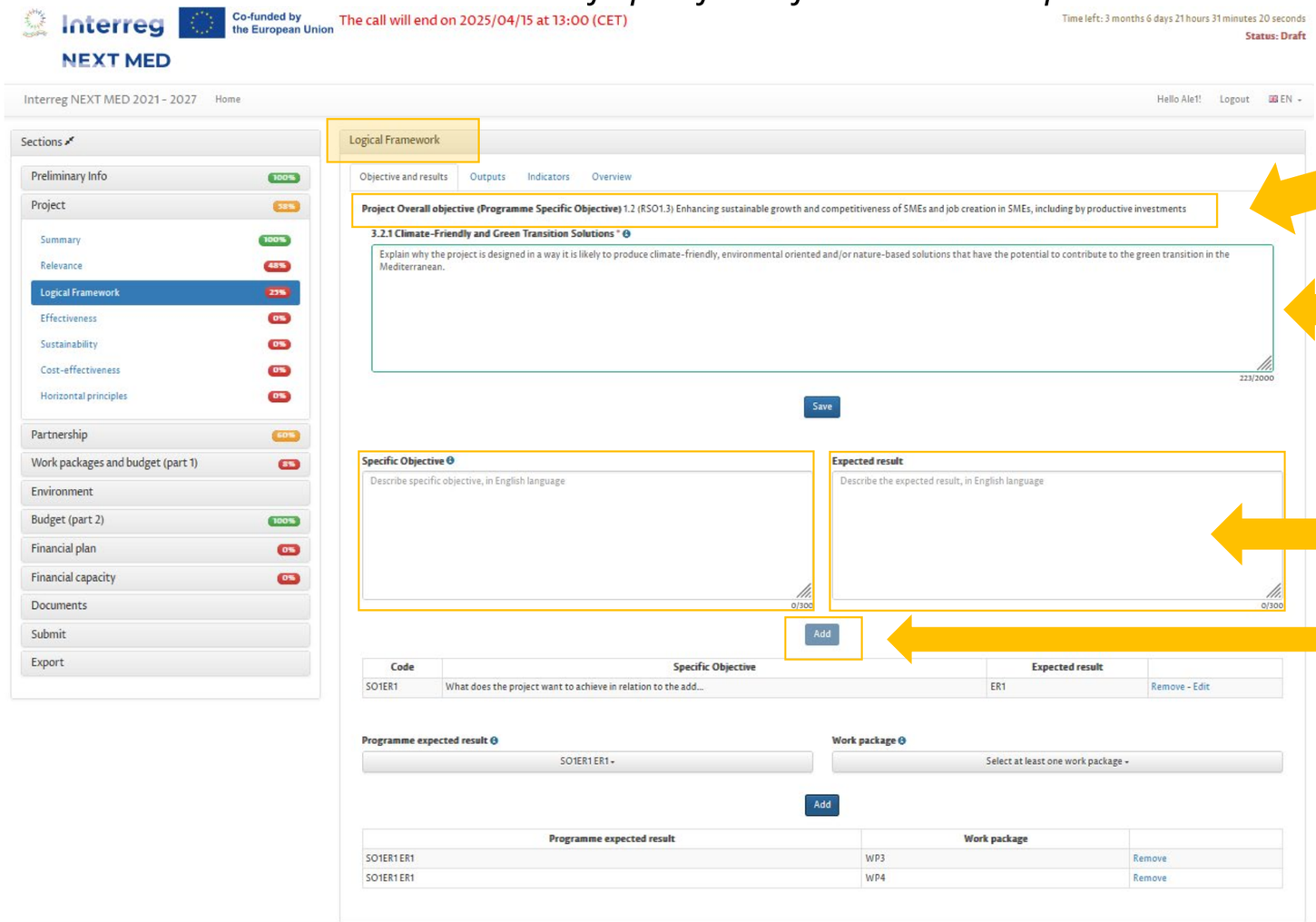
PROJECT - LOGICAL FRAMEWORK



The Logical framework *allows you to define the structure of the project that will be then detailed in the* ***work package*** *section.*

PROJECT - LOGICAL FRAMEWORK - OBJECTIVE AND RESULTS 1/3

*The project must consider at least one **specific objective and one expected results**.*
The maximum number of specific objectives and expected results is 2.

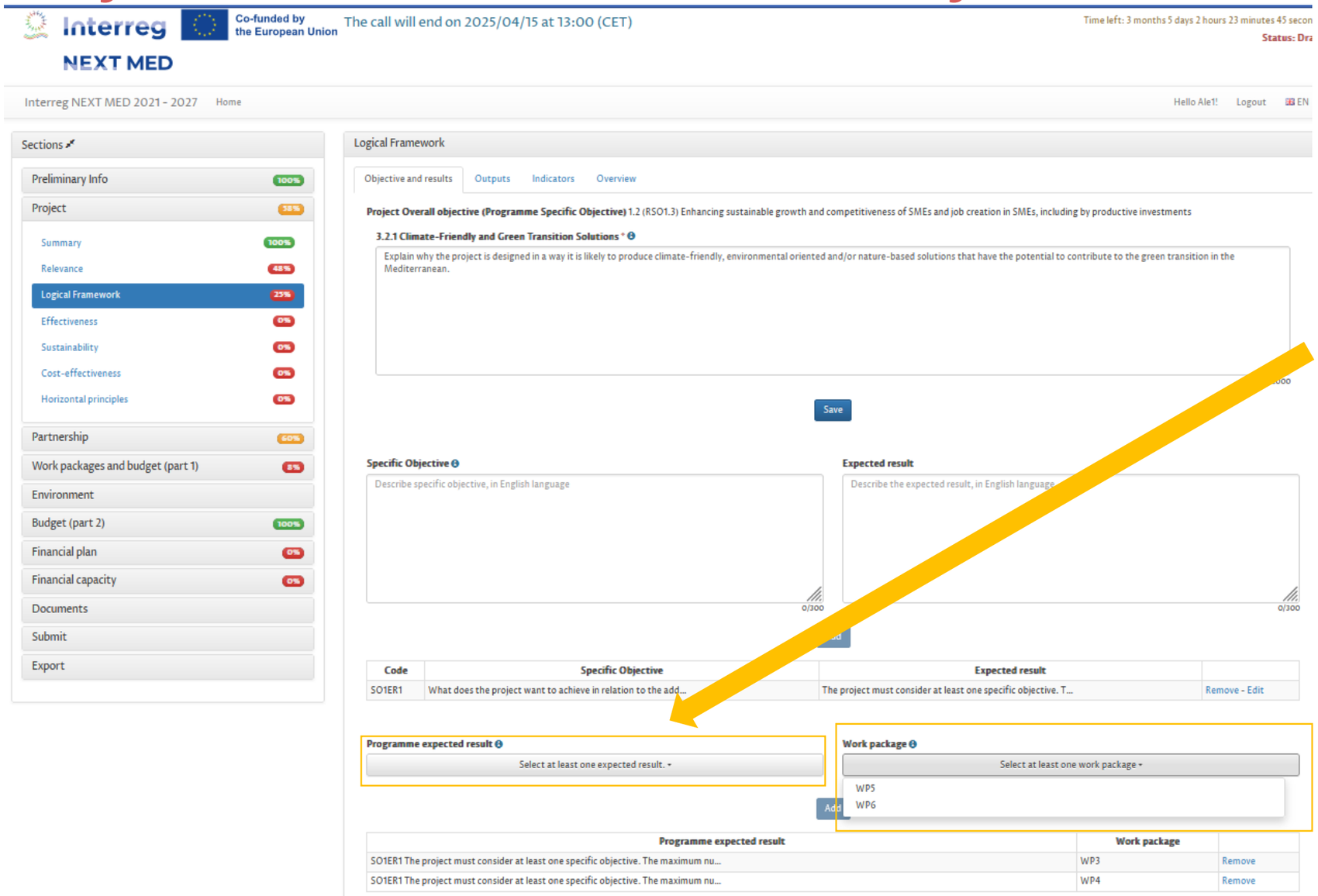


Overall Objective already chosen in "Preliminary info"

1. Explain why the project is likely to produce climate-friendly, environmental oriented and/or nature-based solutions that have the potential to contribute to the green transition.

2. Fill in the fields for Specific Objective-Expected Result and click "Add"

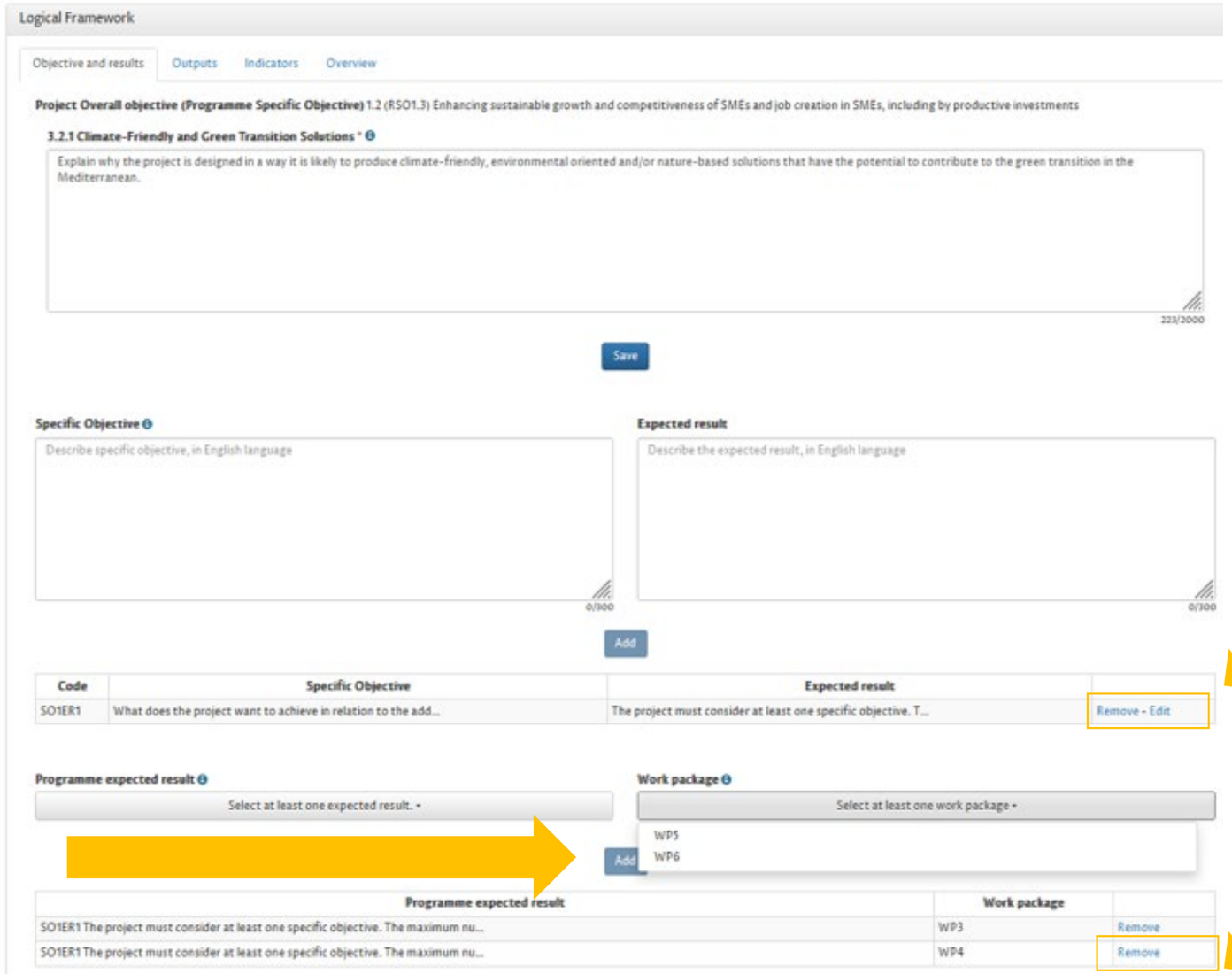
Project - Logical Framework - Objective and results 2/3



Expected result appears in the list automatically according to the choice made above.
You can create up to 4 "technical" work packages to reach the selected expected result.

Project - Logical Framework - Objective and results 3/3

You can reach an expected result with more than one work package.



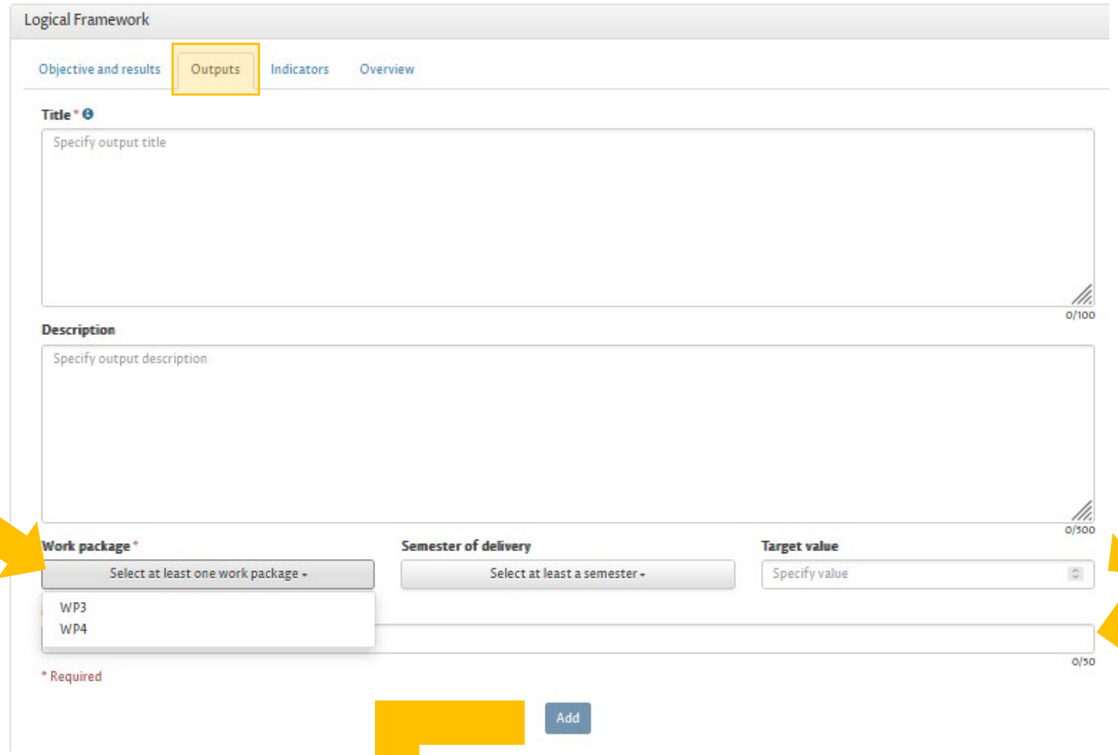
Click to Edit or Remove Specific Obj.–Expected Result

Add link expected result / work package

Click to Remove the link Expected Result–Work Package

PROJECT - LOGICAL FRAMEWORK - OUTPUTS

Define your Outputs, set in which Work Package they are delivered and in which semester.



WP selected in the previous step

Define for each Output the target value and the measurement unit

Add an Output to the list

Click if you want Remove or Edit an Output

Code	Title	Description	Work package	Semester of delivery	Target value	Measurement unit	
3.1	Outputs are new products and services that result from the c...	Outputs are new products and services that result from the c...	WP3	II, III	3	See Methodology-paper published in the website for	Remove - Edit

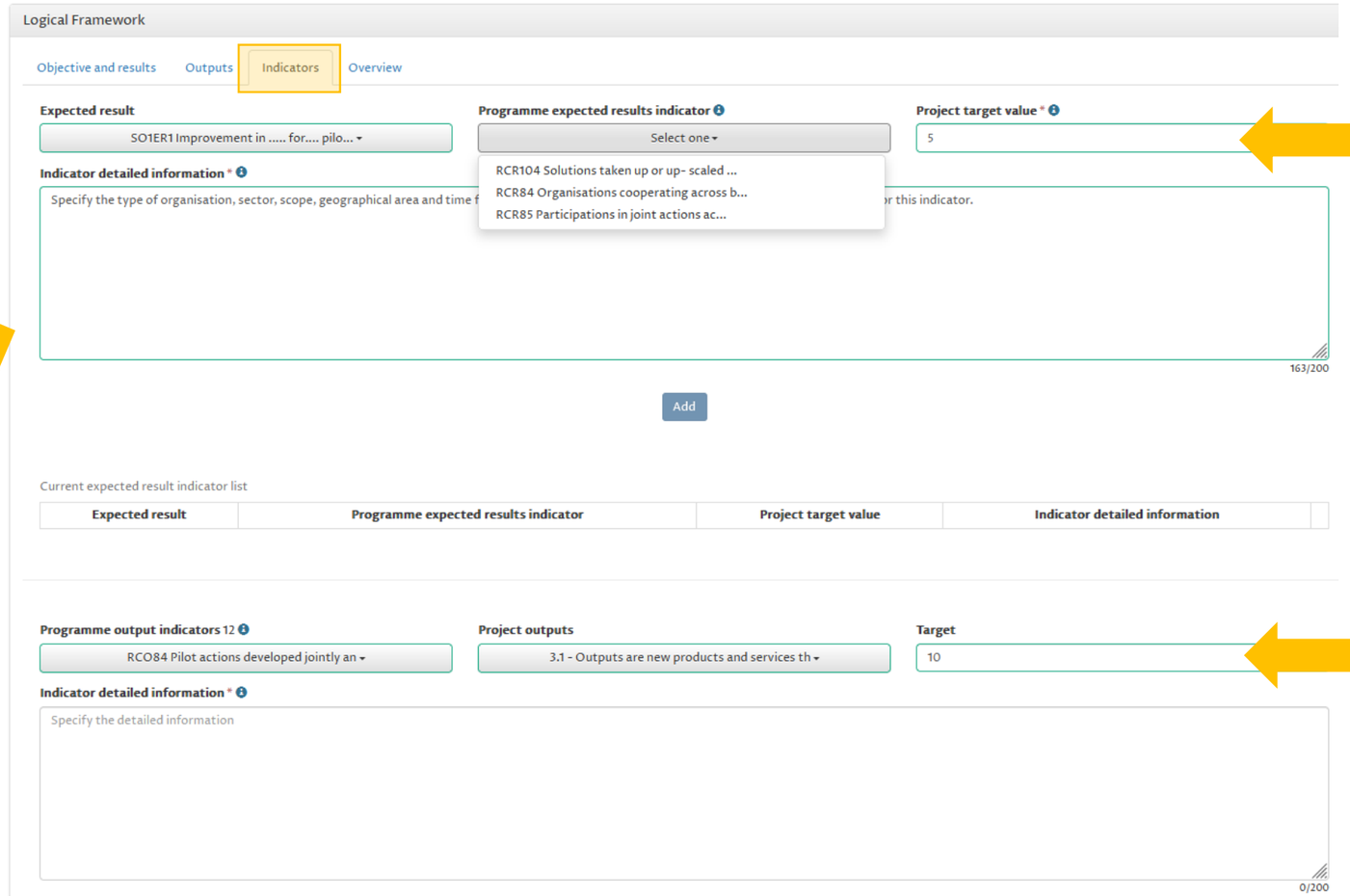
Project - Logical Framework - Indicators 1/2

Expected results indicators *and* ***Output indicators*** *are listed automatically according to the* ***Programme Specific Objective*** *set in Preliminary Info.*

Associate Expected result to Programme result indicator

Specify detailed information for the indicator

Associate Output to Programme output indicator

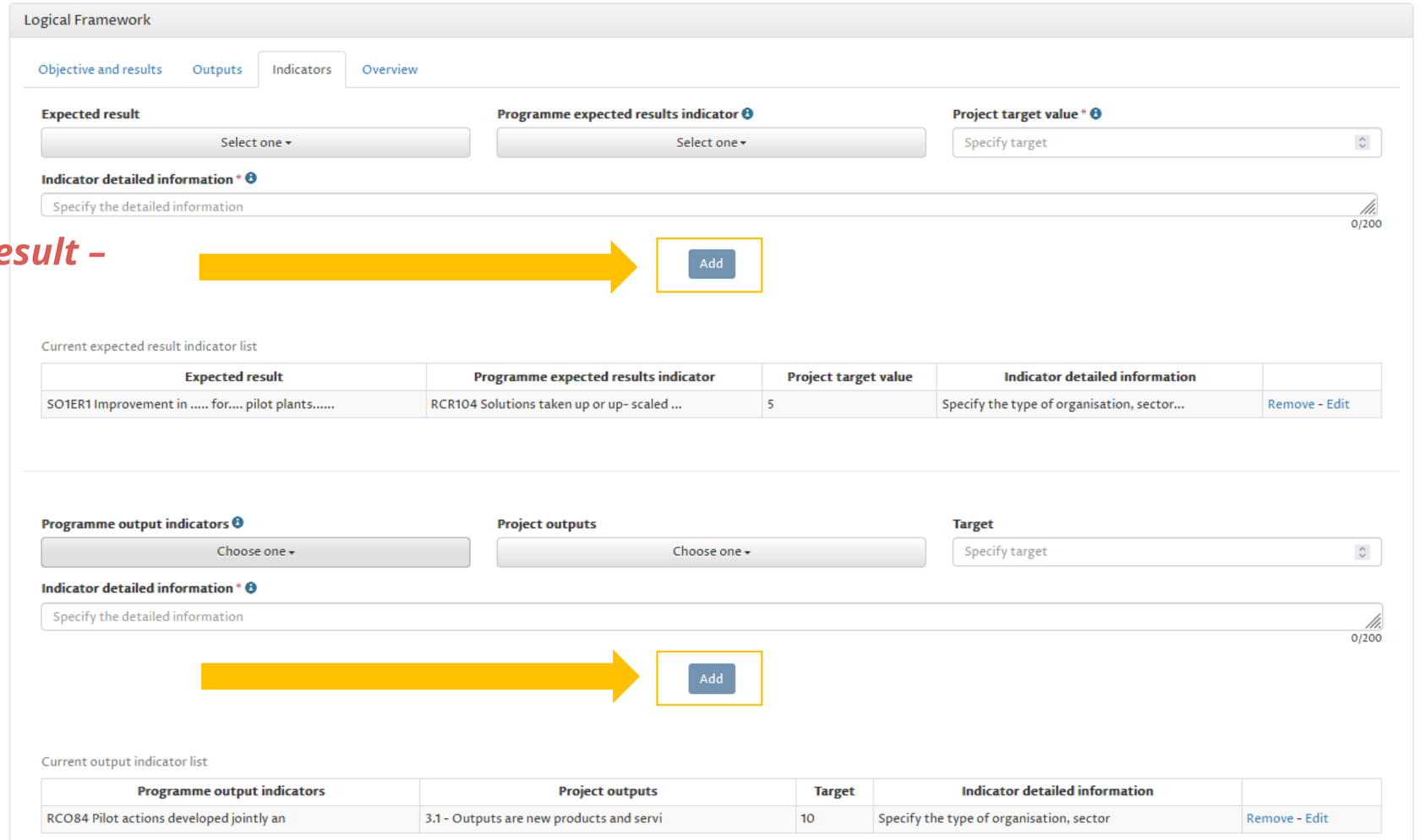


Set project target value for result indicator

Set project target value for output indicator

PROJECT - LOGICAL FRAMEWORK - INDICATORS 2/2

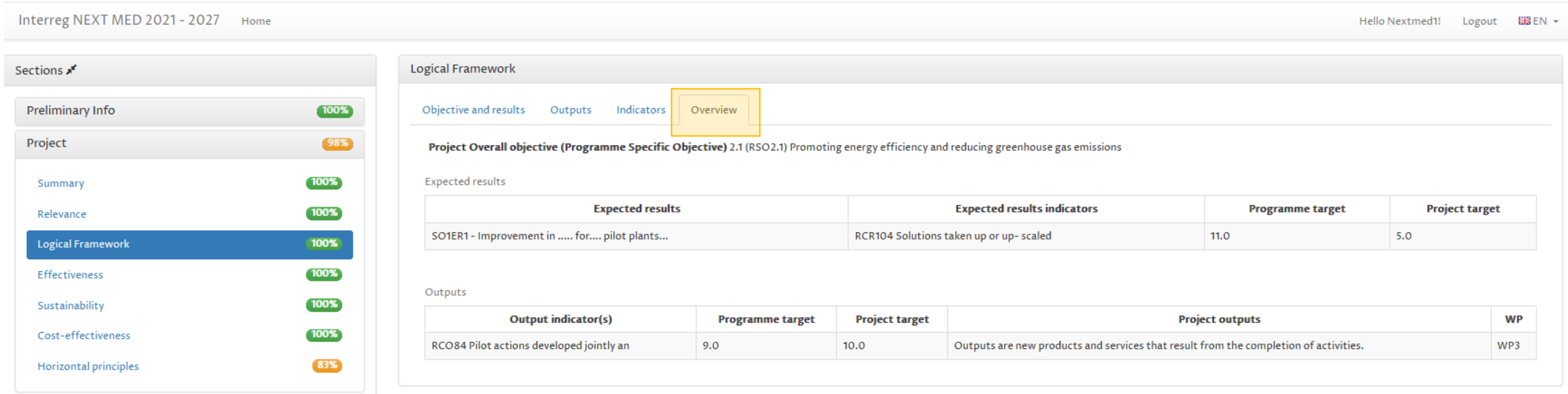
Add link Expected result – Result indicator



Add link Output – output indicator

PROJECT - LOGICAL FRAMEWORK - OVERVIEW

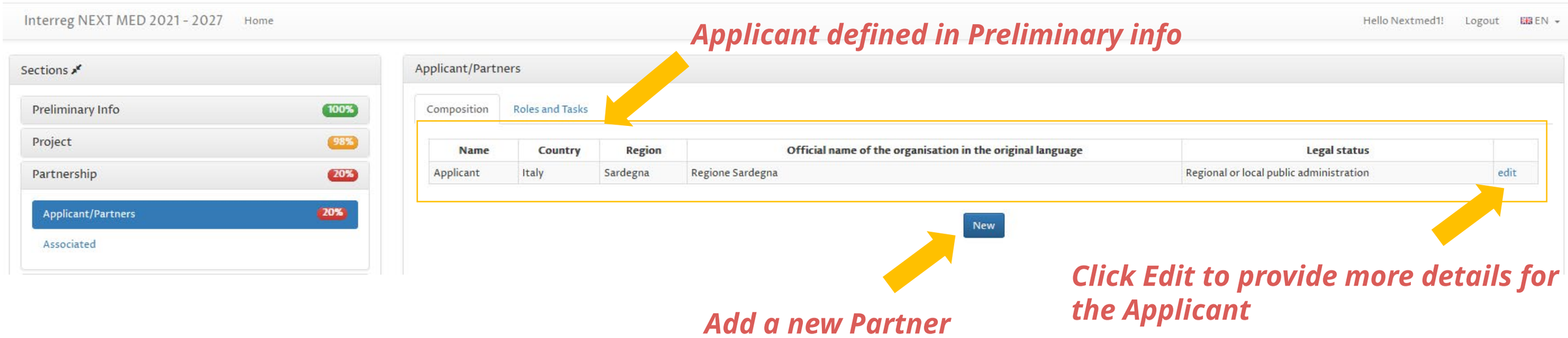
In the Overview, you can visualize the summary of the main data entered.



Partnership - Applicant/Partners 1/5

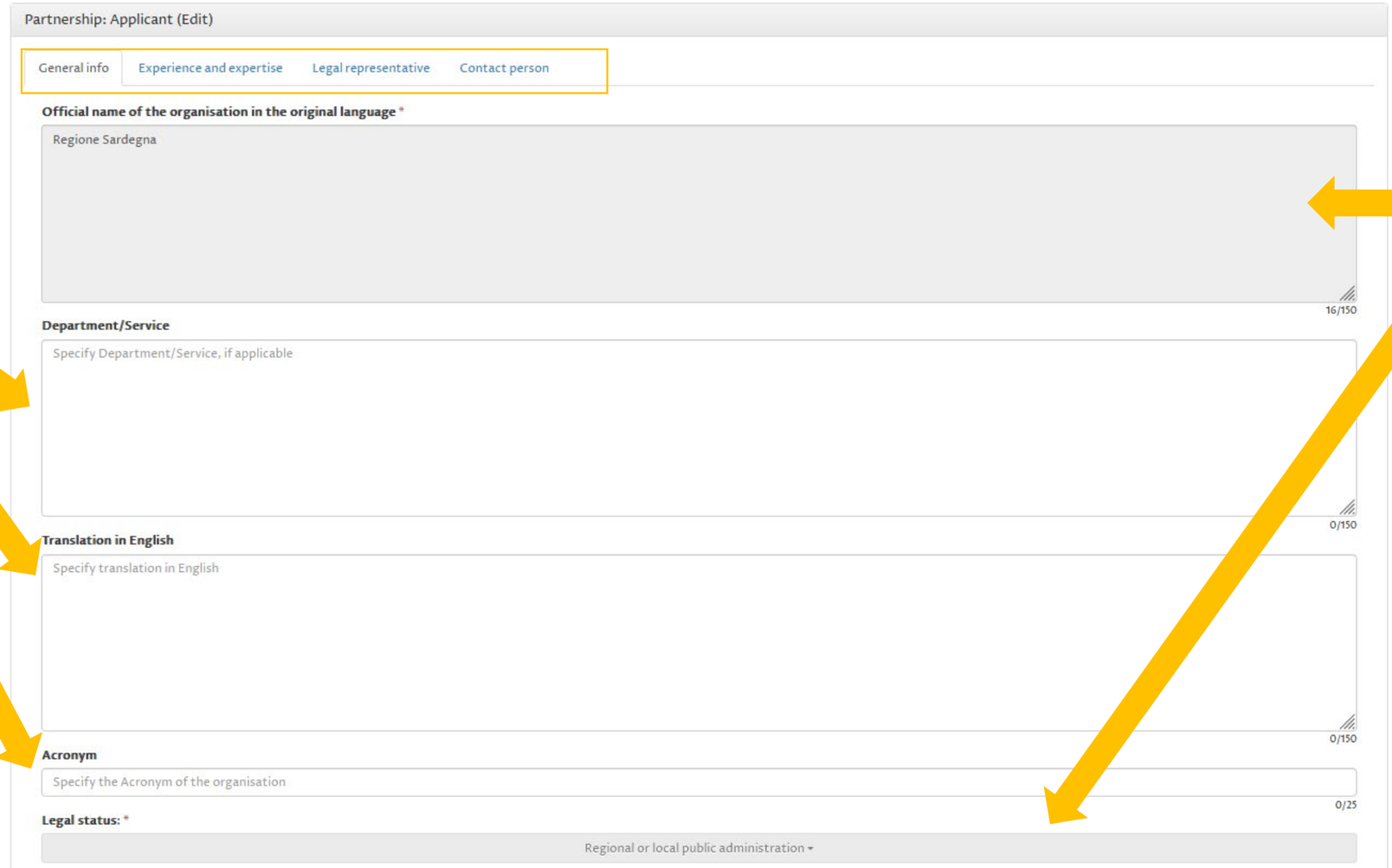
This section allows you to provide all information needed for project partners.
You have to consider the rules of the Call (see Guidelines for Applicants):

- *The minimum number of MPC organizations is 1*
- *The minimum number of EUMPC organizations is 1*
- *The maximum number of partners from the same country is 2*
- *The minimum number of Countries to be represented is 3 (international organizations do not contribute to achieving this criterion)*
- *A maximum of 1 Advisory partner is allowed*
- *A maximum number of 7 organizations is recommended, with a balanced geographical representation (North/South – East/West)*



Partnership - Applicant/Partners 2/5

*Some **Applicant** information was set in the **Preliminary info** section. In Partnership additional information must be added.*



Fill in the remaining fields then save and proceed

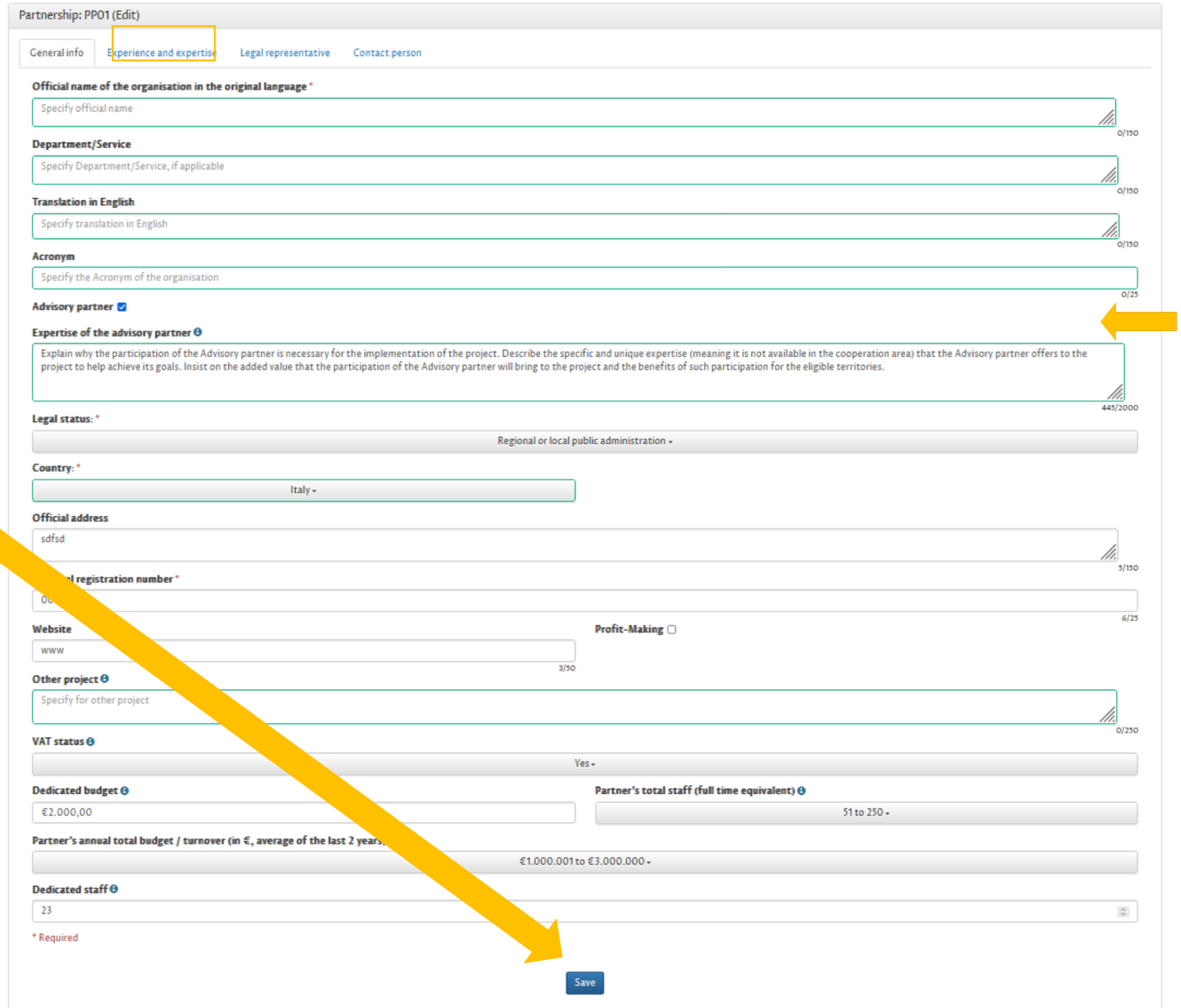
Fields in gray have to be edited in "Preliminary Info" section

Partnership - Applicant/Partners 3/5

Add a new Partner, fill in all the details about the organisation and Save

When an Advisory partner is added, fill in the related field

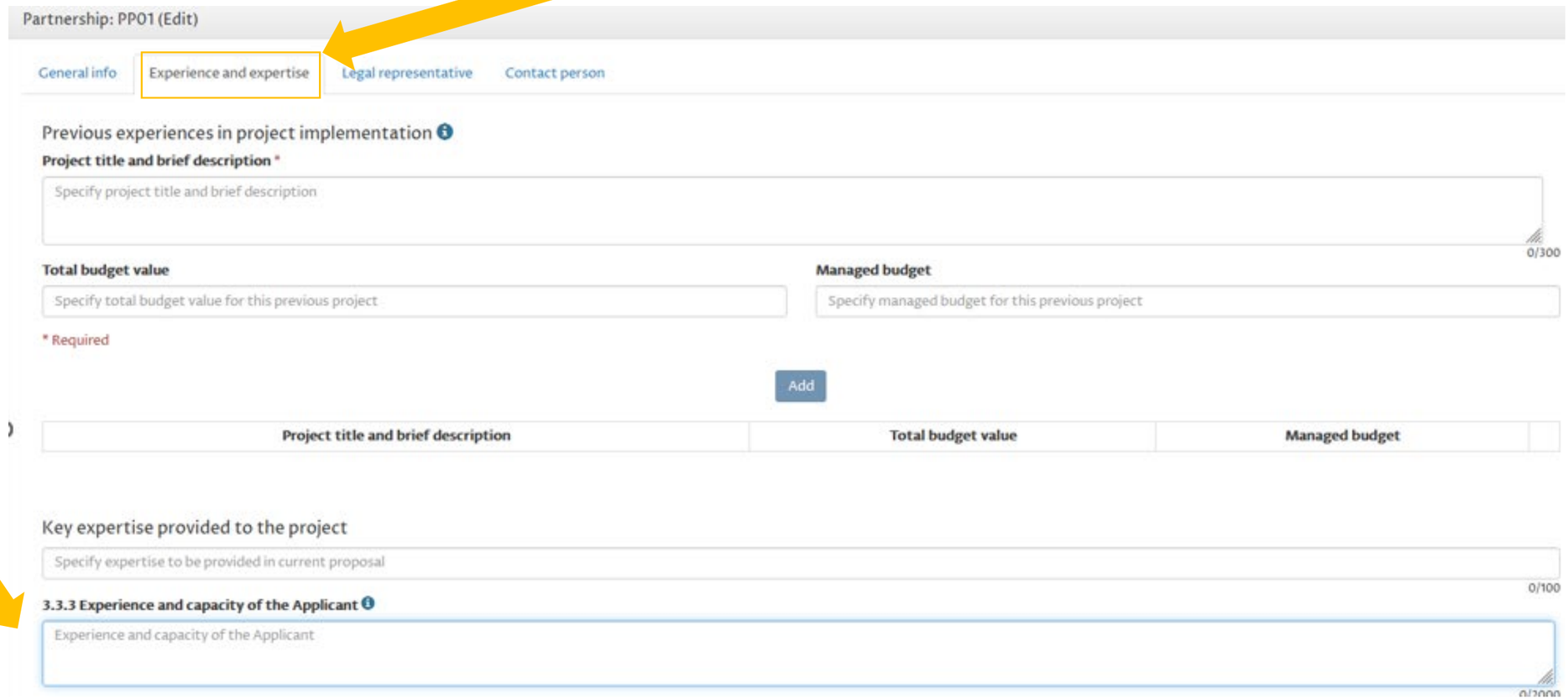
Required information are the same for all partners



PARTNERSHIP - APPLICANT/PARTNERS 4/5

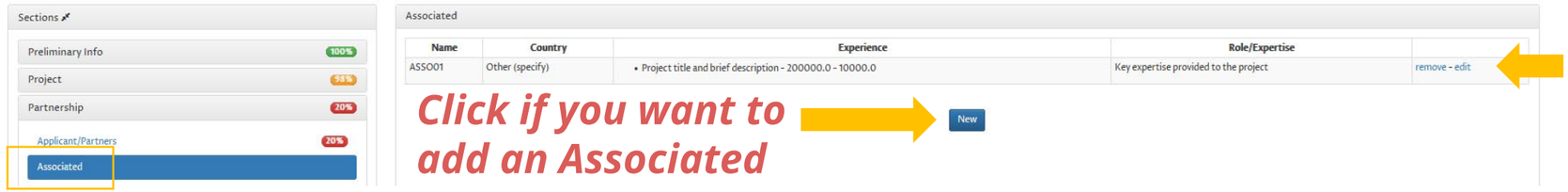
When completing Applicant details, you should complete the box 3.3.3
For each Partner you should complete the box 3.3.4 for that partner.

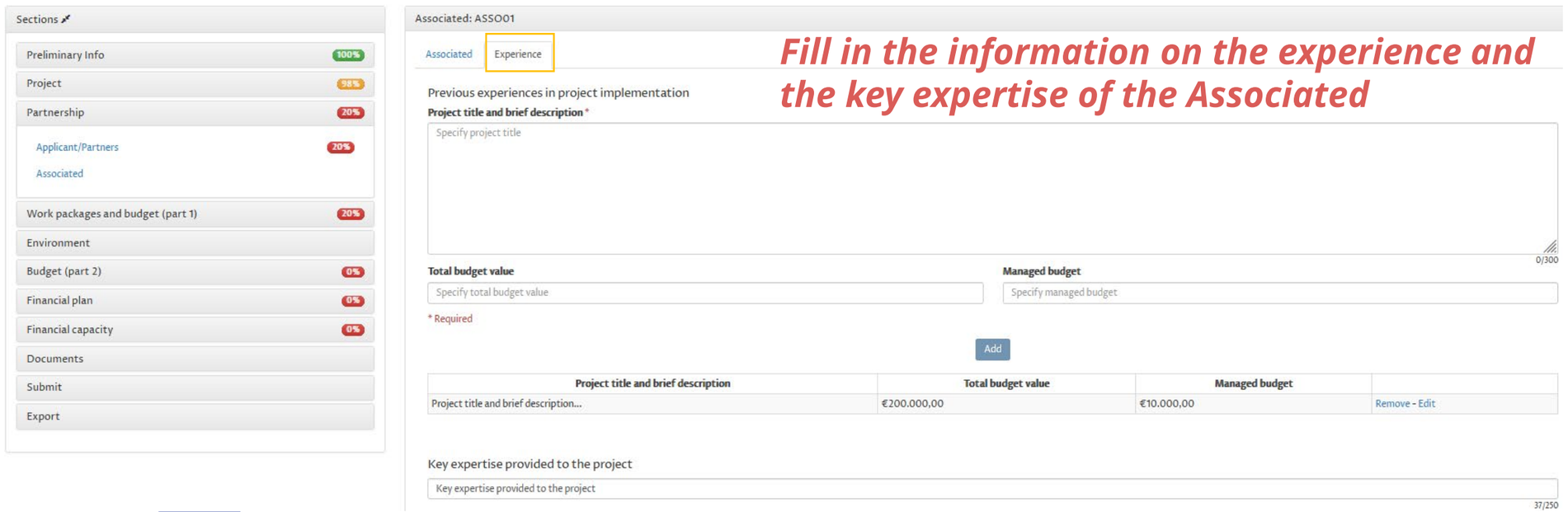
Complete the information about the experience and expertise of each one



PARTNERSHIP - APPLICANT/PARTNERS 5/5

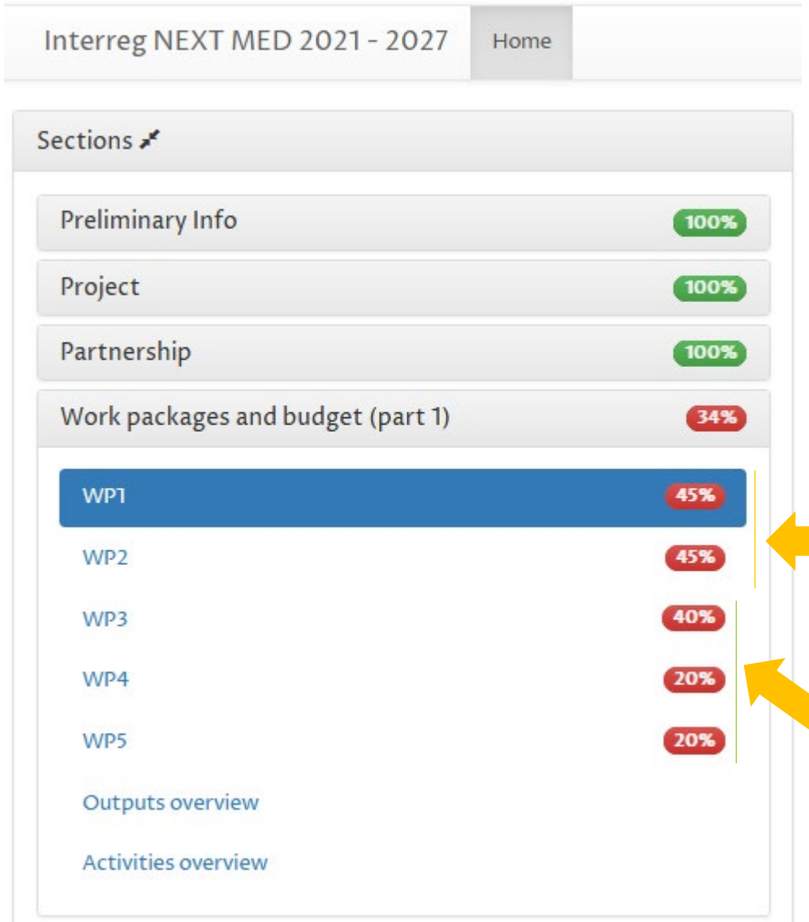
It is possible to add associated partners if the project consider them important. Associated are codified with the acronym ASSO[n].





Work packages and budget (part 1) - Intro

WP1 and **WP2** items are mandatory and already in the menu.
Other WPs shown in the menu (from WP3 to WP6) are those set in Project - **Logical Framework** section

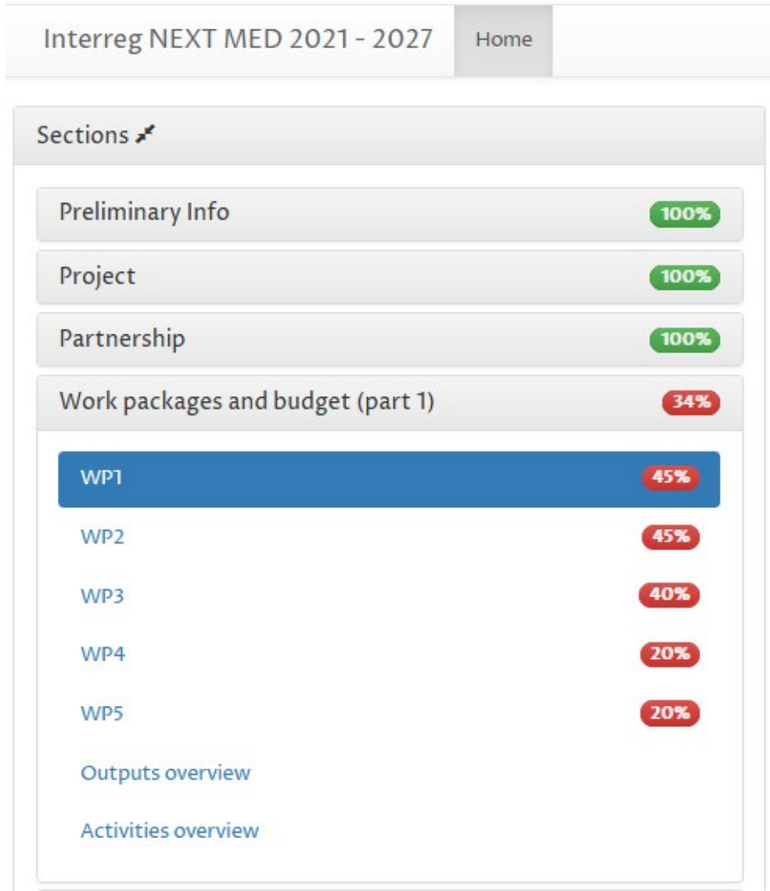


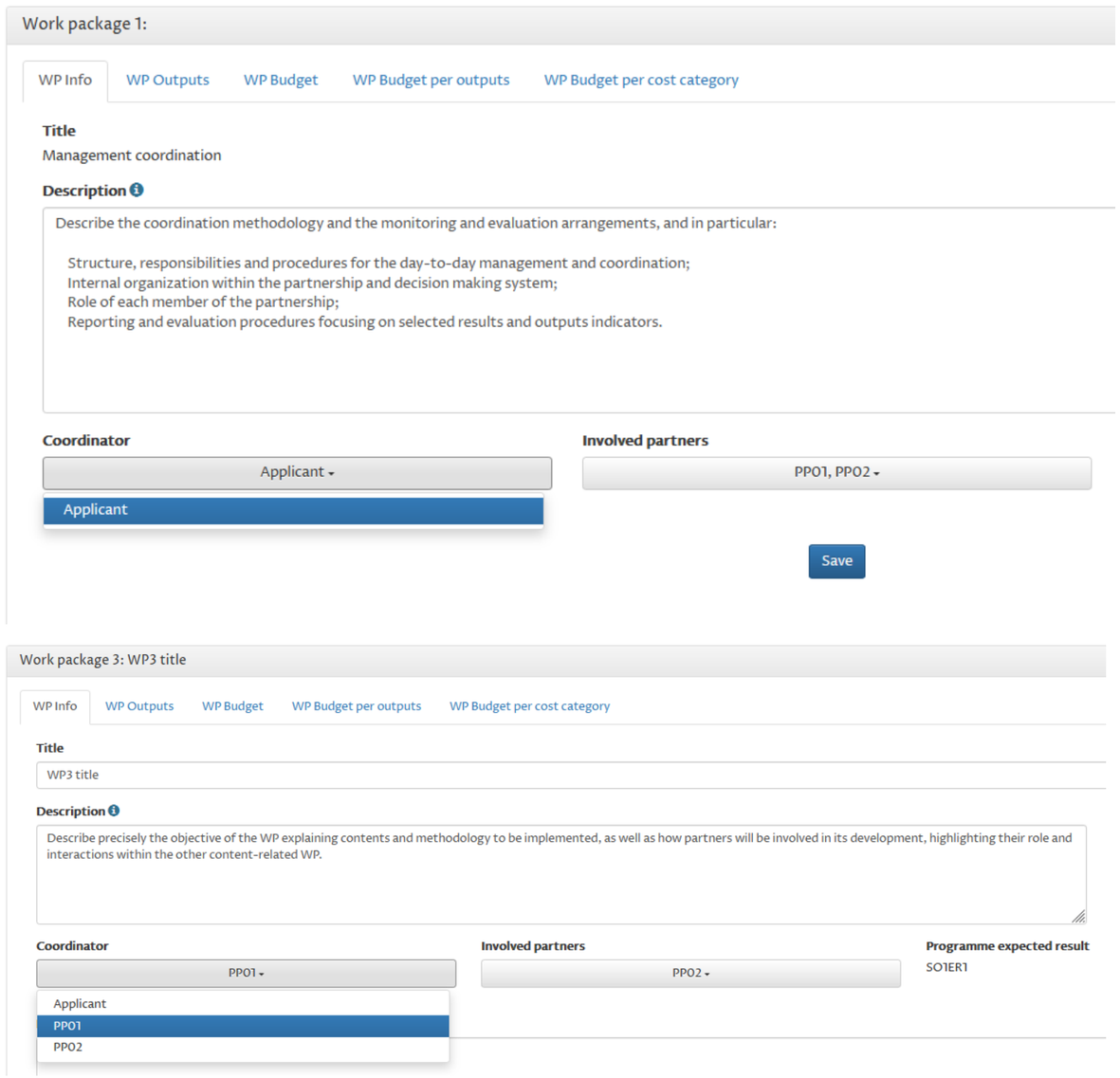
WP1-2 MANAGEMENT & COMMUNICATION:
the Applicant should **identify in this section the WP1-2 outputs** (see also note22 and note28 in courtesy form) then add activities (max 3 per output), target groups, etc.

WP3-6: the Applicant should add activities (max 3 per output), target groups, etc. for **the outputs already chosen** when filling in the logical framework

Work packages and budget (part 1) - WP Info

Define WP Coordinator and involved partners, then save.





WP1-2 MANAGEMENT & COMMUNICATION:
For the mandatory WPs, the title is predefined and Coordinator can be only the Applicant

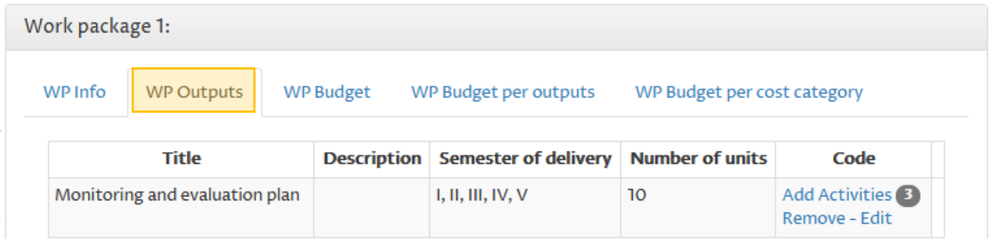
WP3-6:
For the technical WPs, title and coordinator are to be decided by the project team

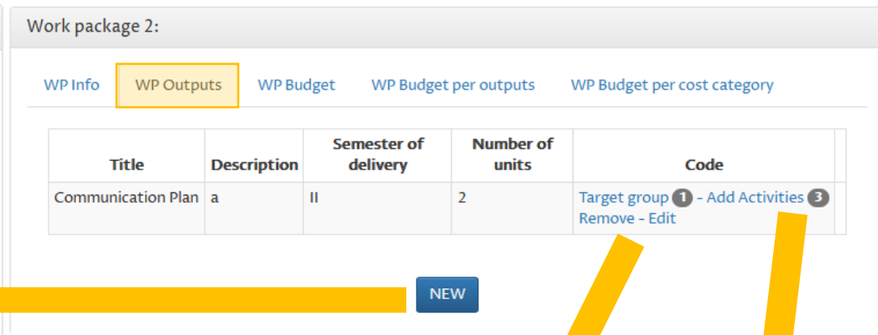
Work packages and budget (part 1) - WP Outputs

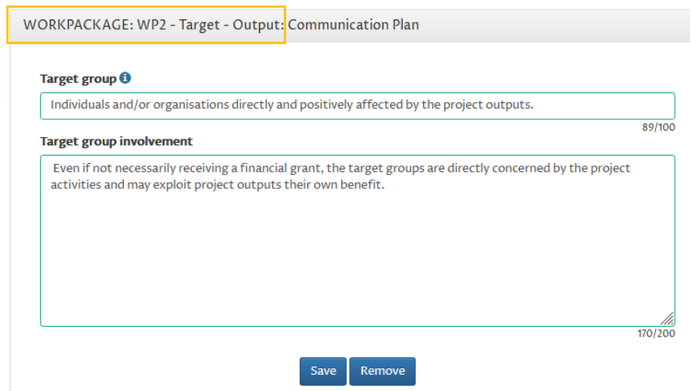
STEP 1: *Add here a new output (only for WP1-2), for WP3-6 the outputs are already set in Logical Framework*

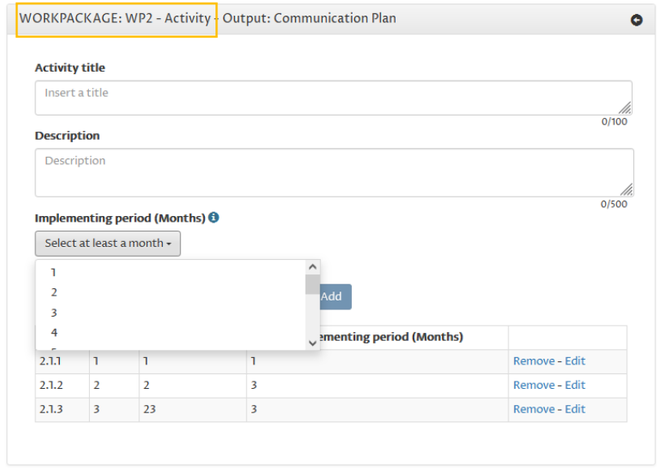
STEP 2: *Complete the information on the Output and save*

STEP 3: For each output: *Define target group (WP2-6) and add key activities (max. 3) necessary to achieve the output*



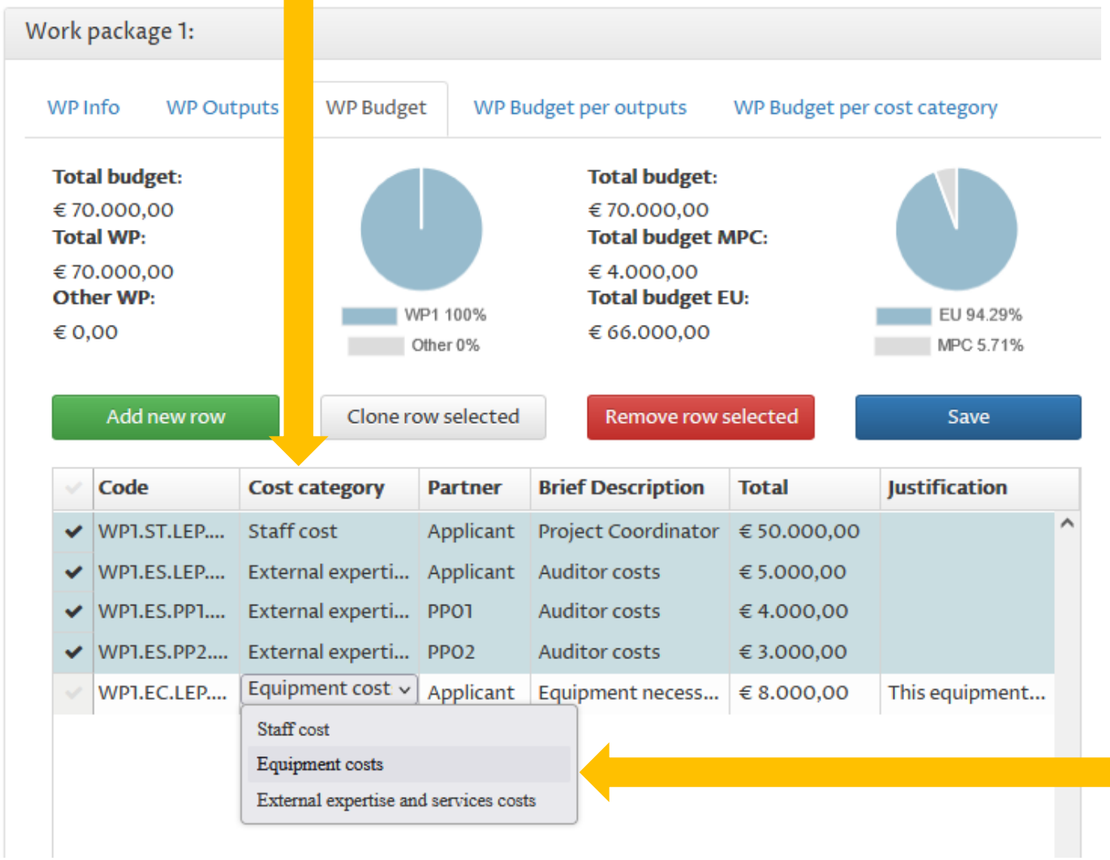


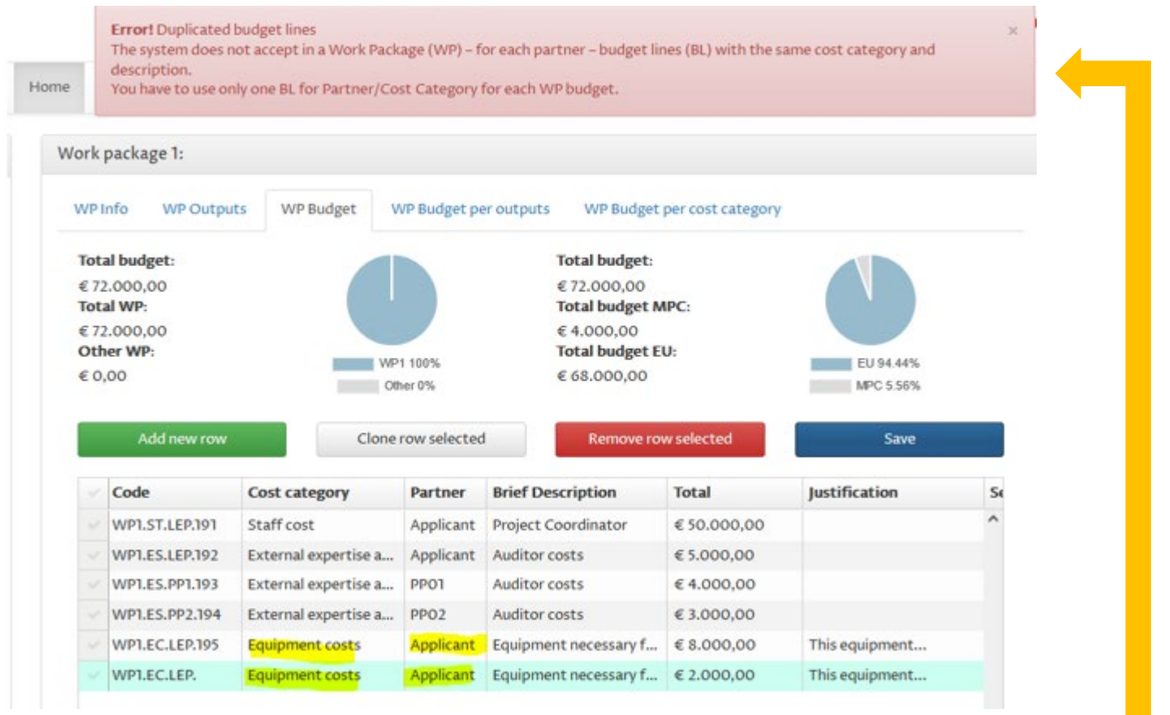




WORK PACKAGES AND BUDGET (PART 1) - WP BUDGET 1/3

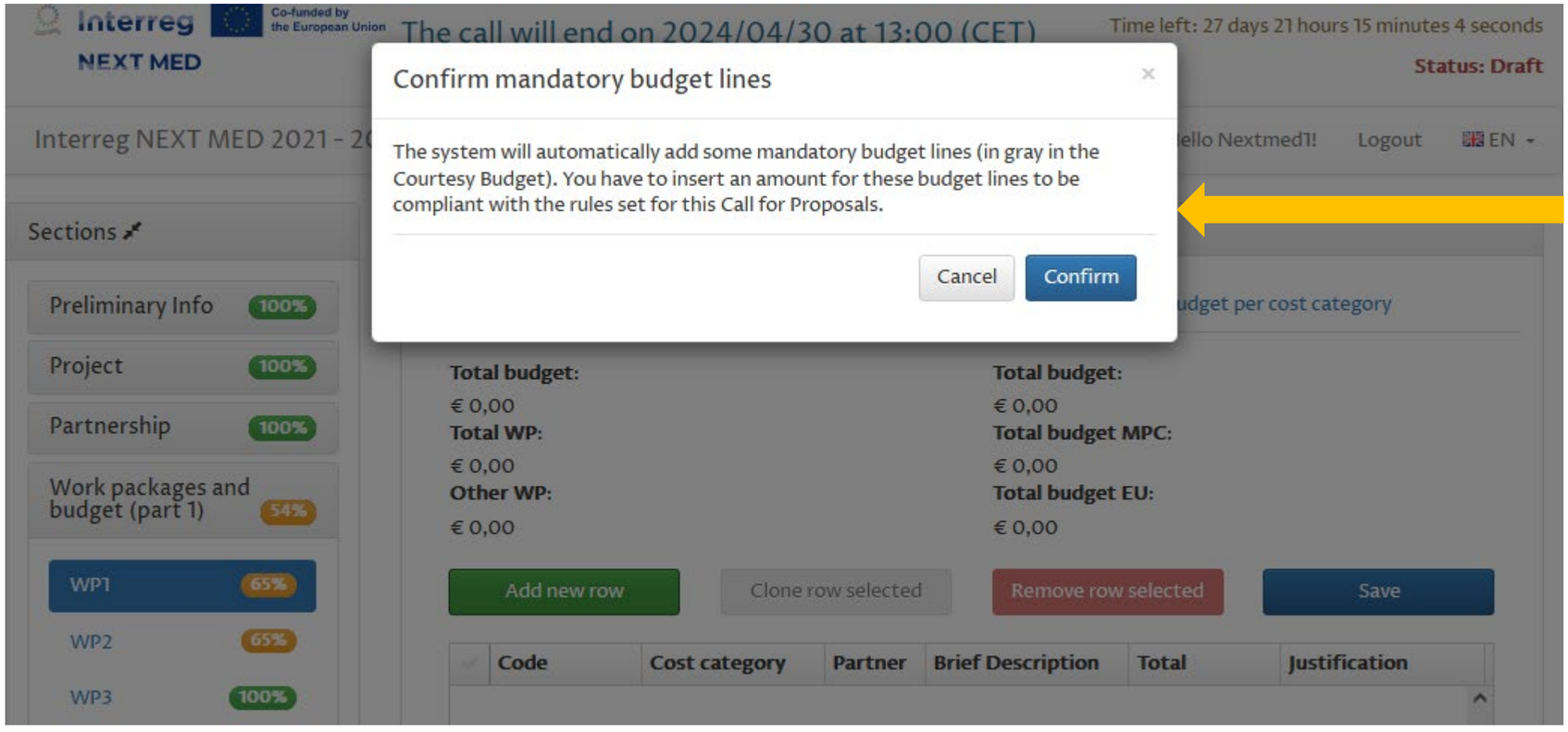
WP1 MANAGEMENT :
Project coordinator and Auditor costs are mandatory in WP1





Other budget lines can be added but only one per Partner and Cost Category in each WP.
If duplicated BL are found, an error message is shown at the top of the page

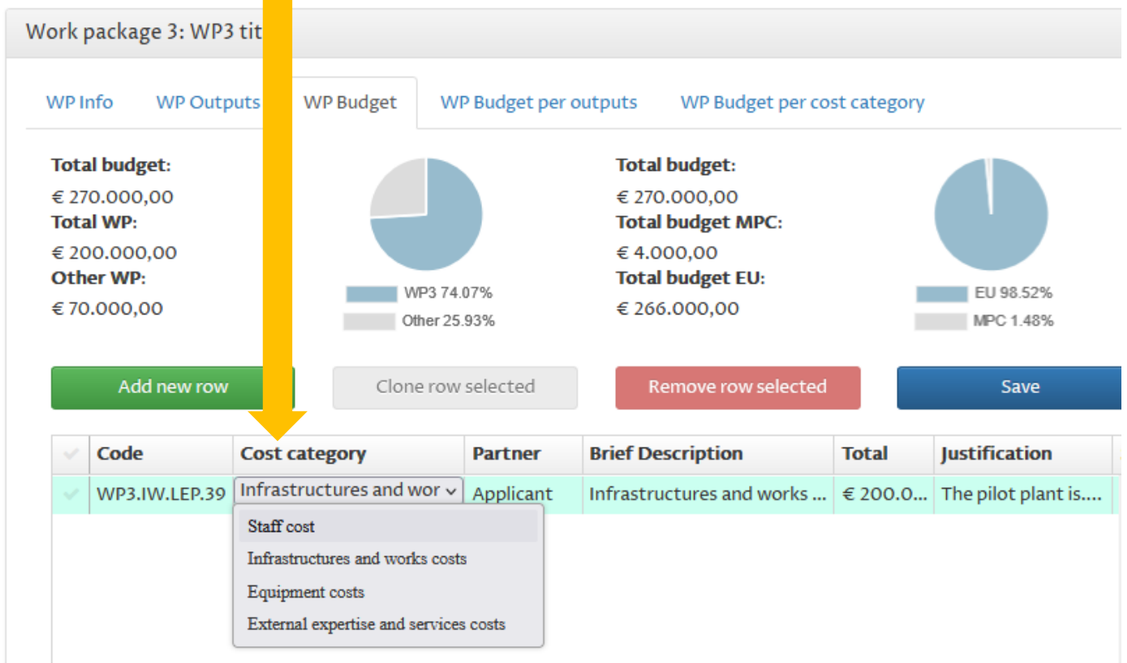
Work packages and budget (part 1) - WP Budget 2/3

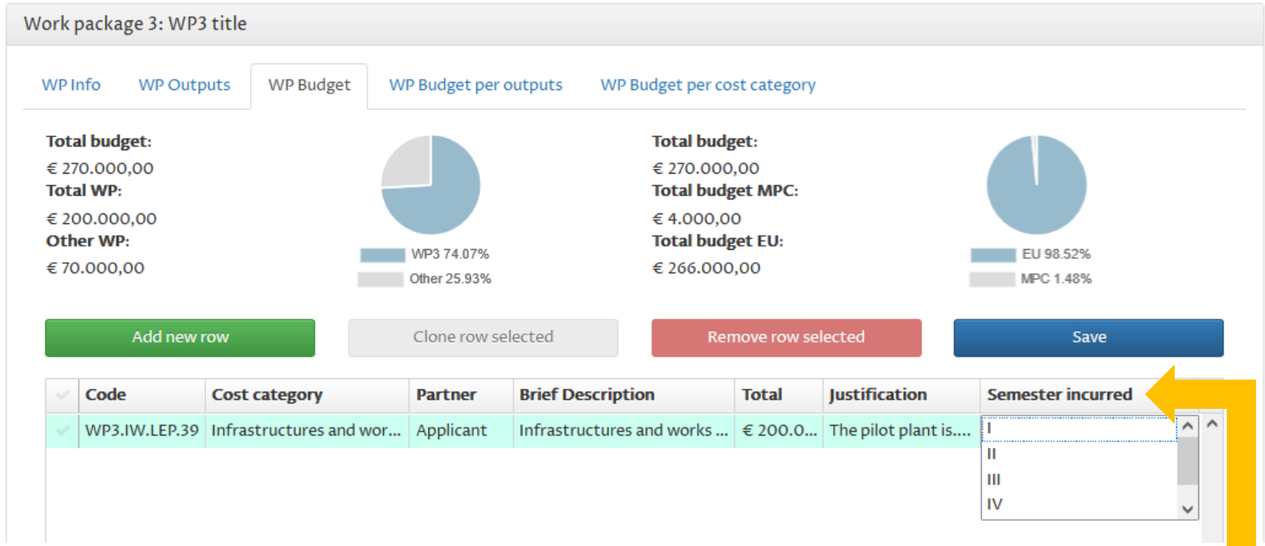


WP1-2 MANAGEMENT & COMMUNICATION:
For these WPs there are budget lines which are mandatory, the system give information that some BLs are added automatically to the budget and must be filled in properly

Work packages and budget (part 1) - WP Budget 3/3

Technical WPs (WP3-6):
Infrastructure and works cost category can be used in these WPs (not in WP1-2)



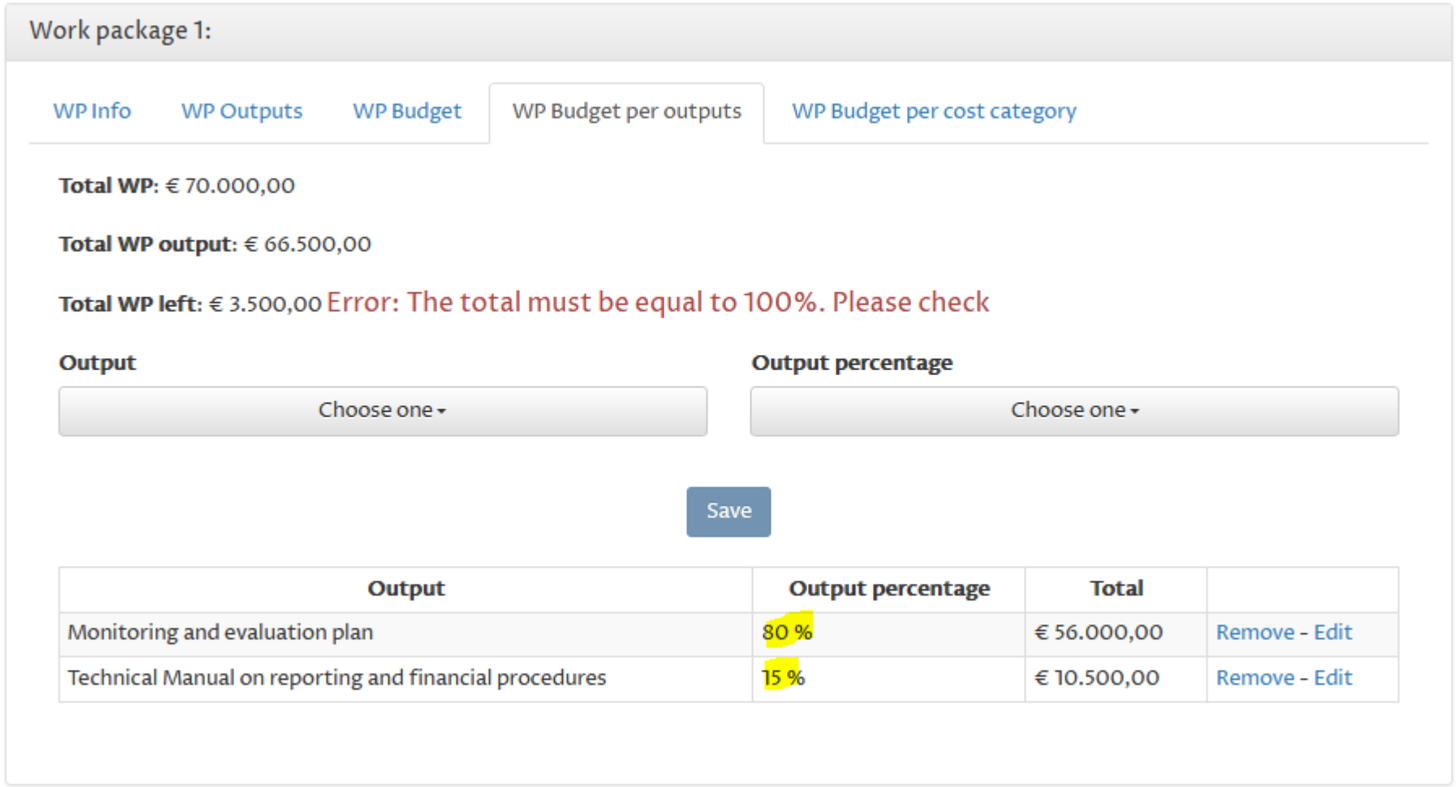


For each budget line it has to be specified in which semester(s) the expense will be incurred. This is a crucial information for the cash flow foreseen during project implementation.

Work packages and budget (part 1) - WP Budget per outputs

Budget per Output
In this section you have to set a budget estimation (in %) for each Output to be delivered in the WP.

If the sum of % for the WP Outputs is not 100%, an error message is shown



Work packages and budget (part 1) – Overview outputs/activities

The last 2 items of the menu provide information on:

- **semester of delivery for the Outputs**
- **month of completion for the Activities**

Sections

- Preliminary Info 100%
- Project 100%
- Partnership 100%
- Work packages and budget (part 1) 58%
  - WP1 85%
  - WP2 65%
  - WP3 100%
  - WP4 20%
  - WP5 20%
  - Outputs overview
  - Activities overview

Outputs overview

WP	OUTPUT	I	II	III	IV	V
WP1	Monitoring and evaluation plan	✔	✔	✔	✔	✔
WP1	Technical Manual on reporting and financial procedures	✔				
WP2	Communication Plan		✔			
WP3	Outputs are new products and services that result from the completion of activities.			✔		
WP4	Test Zero			✔		
WP5	er2 zero	✔				

Activities overview

WP	ACTIVITY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
WP1	Act 1 output1															✔	✔														
WP1	Act 2 output1							✔	✔																						
WP1	Act 3 output 1																			✔	✔										
WP2	1	✔																													
WP2	2			✔																											
WP2	3			✔																											

Budget (part 2) – Co-financing and Source of funding

Sections

- Preliminary Info 100%
- Project 75%
- Partnership 100%
- Work packages and budget (part 1) 100%
- Environment
- Budget (part 2) 0%
  - Co-financing 0%
  - 50% rule
  - Summary
- Financial plan 0%
- Financial capacity 0%
- Documents
- Submit
- Export

Budget

Co-financing

Co-financing
11 %

Total eligible costs:	€ 625.000,00
Co-financing:	€ 68.750,00
EU Contribution:	€ 556.250,00
Total revenues amount:	€ 0,00

The percentage of co-financing is fixed to 11%, the amount of EU contribution is calculated accordingly (total costs are set in WPs budget)

Source of funding and revenues

Partner: Choose the partner

Source of funding: Choose at least one item

Source of funding description: Specify source of funding description 0/500

Revenues (if any): Specify value

Revenues description: Specify revenues description 0/500

Save

Partner	Total	%	EU Contribution	Revenues (if any)	To	%	Amount	%	Source of fu description	Source of funding	Revenues descript	
Applicant	€ 550.000,00	25,05 %	€ 489.500,00	€ 0,00	€ 489.500,	00 %	€ 60.500,00	11,00 %	....	Human Reso ...	...	remove - edit
PP01	€ 258.000,00	11,75 %	€ 229.620,00	€ 0,00	€ 229.620,00	%	€ 28.380,00	11,00 %	Italian co ...	Contributi ...	...	remove - edit
PP03	€ 340.000,00	15,48 %	€ 302.600,00	€ 0,00	€ 302.600,00	89,0	€ 37.400,00	11,00 %	dadas	Human Reso ...	asdas	remove - edit

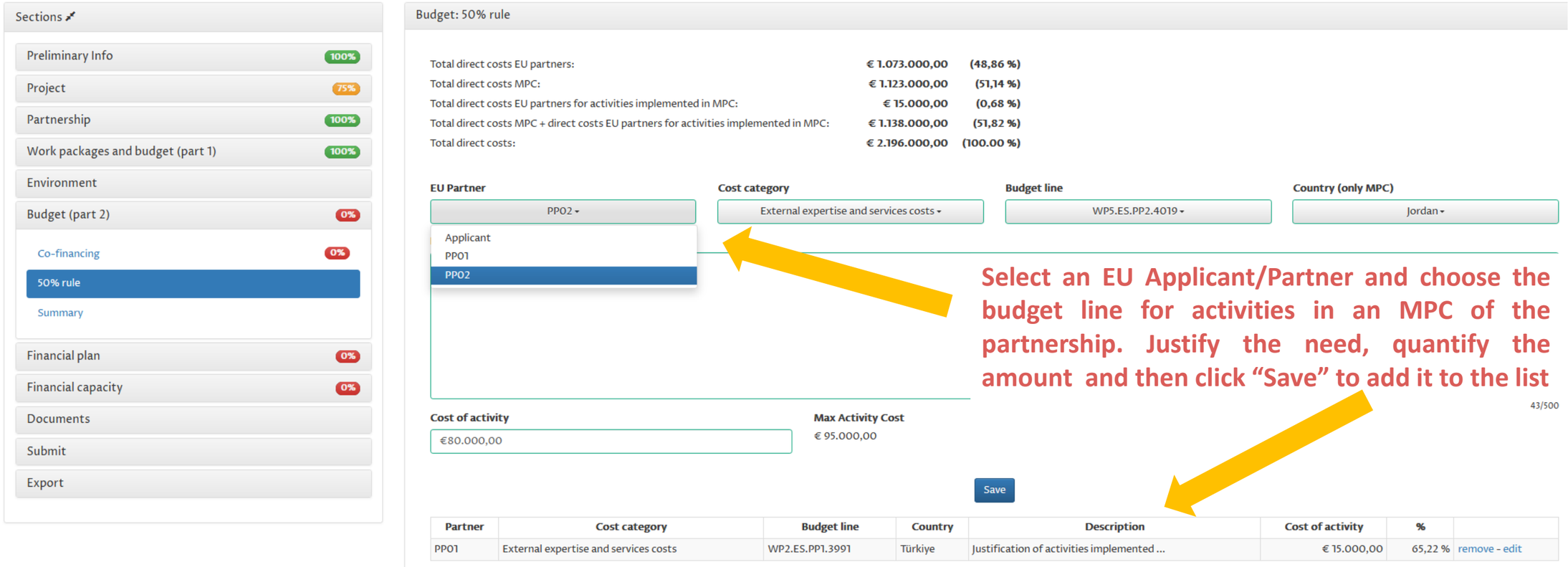
In this section:

- Set the source of funding and eventual revenues for each organization
- Indicate activities in PPM countries to comply with 50% golden rule
- Summary of budget per cost category, WP, Output, Co-financing, etc.

Select each Applicant/Partner and set its Source of Funding with description, quantify the revenues (if any) then click “Save” to add it to the list

BUDGET (PART 2) - 50% RULE

Reminder: *In case the financial allocation to partners from Mediterranean Partner Countries is lower than the said minimum percentage, the difference between the minimum of 50% shall be justified by activities implemented by the EU Applicant and/or partner/s and/or International Organizations in the Mediterranean Partner Countries. The said budgeted direct costs shall be indicated and justified in this budget table.*



BUDGET (PART 2) - SUMMARY

In Summary, the total budget can be seen in different aggregation: by cost category, by WP, by Output, etc.
In the screenshot below the visualization per Outputs

Budget: Summary

Budget line | Cost category | WP | Output | Source of funding | 50% rule

WP	Output	Cost	%
WP1	Output 1.1	9.410,00	13,00 %
WP1	Output 1.2	4.250,00	25,00 %
WP1	Output 1.3	9.090,00	37,00 %
WP1	Output 1.4	4.250,00	25,00 %
WP2	Output 2.1	1.200,00	20,00 %
WP2	Output 2.2	2.400,00	40,00 %
WP2	Output 2.3	2.400,00	40,00 %
WP3	Output 3.1	6.000,00	100,00 %
WP4	Output 4.1	7.500,00	25,00 %
WP4	Output 4.2	2.500,00	75,00 %
WP5	Output 5.1	8.000,00	50,00 %
WP5	Output 5.2	8.000,00	50,00 %
WP6	Output 6.1	1.000,00	100,00 %

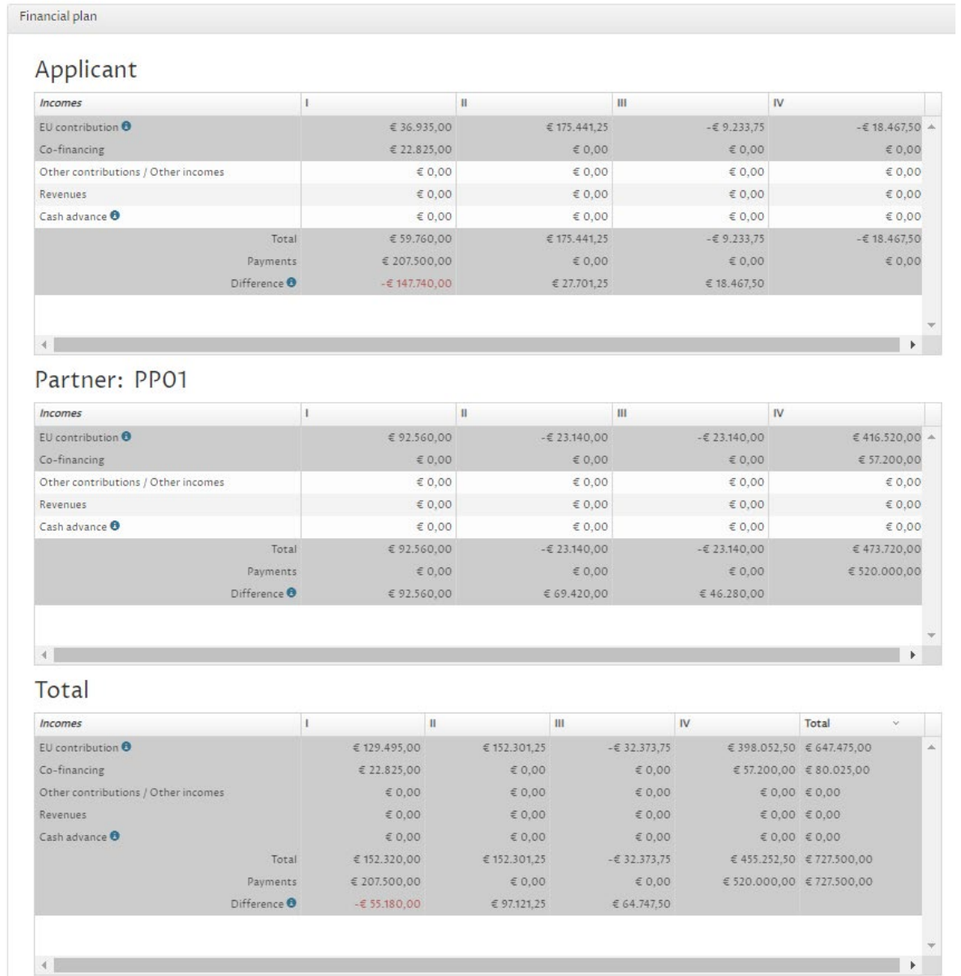
List of outputs with costs and % (per WP)

WP1:	€ 457.000,00	(20,81 %)
WP2:	€ 306.000,00	(13,93 %)
WP3:	€ 106.000,00	(4,83 %)
WP4:	€ 630.000,00	(28,69 %)
WP5:	€ 576.000,00	(26,23 %)
WP6:	€ 121.000,00	(5,51 %)
TOTAL:	€ 2.196.000,00	(100 %)

Costs and % of each WP on total direct costs

Financial Plan 1/2

The financial plan consists of a section for each partner and the totals for the project.
You can save it any time is needed.

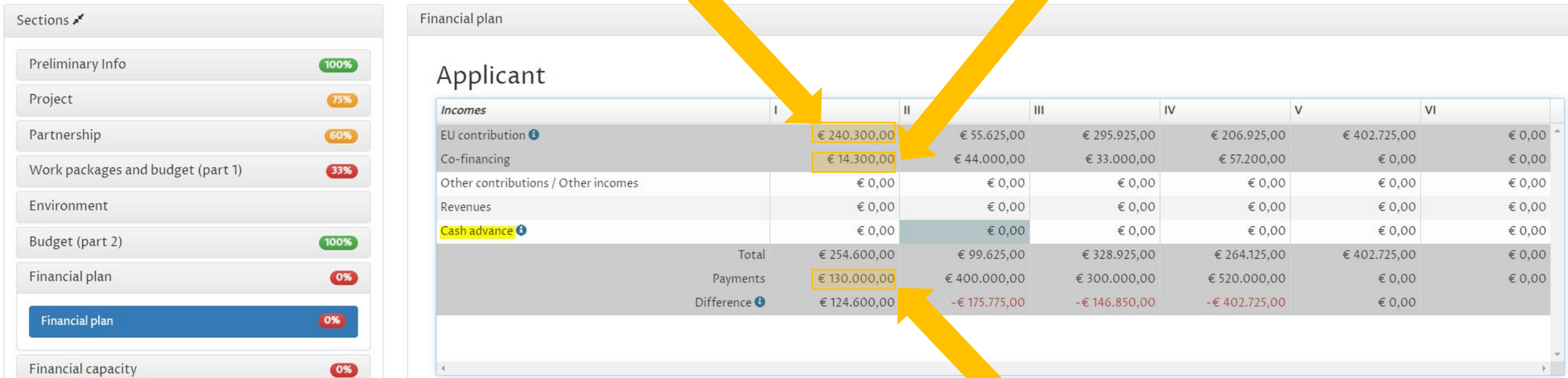


Totals in grey are automatically calculated by the system and are not editable.

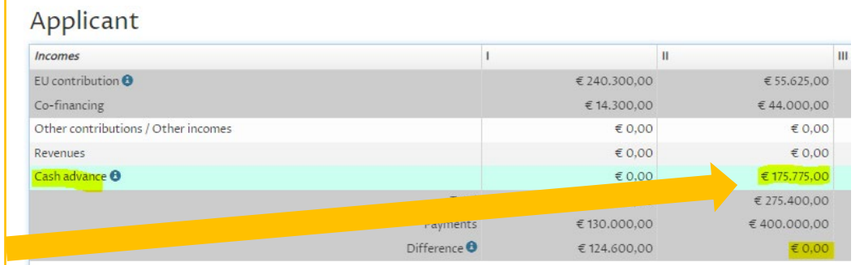
Financial Plan 2/2

EU contribution: amount of pre-financing provided for each semester, estimated automatically according to the rules set in the Grant Contract (e.g. 1st semester: 20% of total budget EU share)

Co-financing: amount calculated automatically as percentage (11%) of total payments foreseen in budget (per semester)



NB: Cash advance, which is the amount needed to have difference=0, is an estimation of the amount to be anticipated by the project as a difference between payments and incomes



Payments: Automatically calculated on the basis of the information previously included in budget (expected payments per semester)

FINANCIAL CAPACITY

Currency	2021	2022	AVERAGE
EGP	18.6542833	19.5696833	19.1119833

Choose your currency and the system automatically calculates average in €

<u>Private no profit organizations</u> acting as Applicant shall meet 2 out of the 3 criteria above in order to be funded

Sections

- Preliminary Info 100%
- Project 75%
- Partnership 60%
- Work packages and budget (part 1) 33%
- Environment
- Budget (part 2) 100%
- Financial plan 0%
- Financial capacity 0%
- Documents
- Submit
- Export

NB: See document "Note on how to fill in the Financial Capacity section in the e-form" published in Programme website for further details

Financial capacity

Applicant (Private)

Duration: 24

ENI funds request (EUR): € 184.675,00

YOUR FINANCIAL CAPACITY IS IN LINE WITH THE SET MINIMUM CRITERIA

Currency	2021	2022	AVERAGE
EUR	1	1	1

Balance sheet	YEAR I	YEAR I I	AVERAGE	AVERAGE EU	RATE	outcome
Net fixed assets	11.500,00	11.500,00	11.500,00	11.500,00		
Current assets	2.247.000,00	1.274.000,00	1.760.500,00	1.760.500,00		
Cash and cash equivalents	0,00	0,00	0,00	0,00		
Total assets			1.772.000,00	1.772.000,00		
Capital including reserves	273.255,00	40.000,00	156.627,50	156.627,50		
Provisions	20.080,00	27.500,00	23.790,00	23.790,00		
Long term debt	115.490,00	88.410,00	101.950,00	101.950,00		
Current liabilities	2.168.460,00	1.218.140,00	1.693.300,00	1.693.300,00		
Total liabilities and capital including reserves			1.975.667,50	1.975.667,50		
Liquidity rate					*1,040*	*OK*
Debt rate					*1,027*	*NOT IN LINE WITH T...*
Subvention rate					*0,590*	*OK*

Profit and loss account	YEAR I	YEAR I I	AVERAGE	AVERAGE EU	RATE	outcome
Total revenues	0,00	0,00	0,00			
Personnel costs	0,00	0,00	0,00			
Other operating costs	0,00	0,00	0,00			
Operating profit						

Liquidity rate, debt rate and subvention rate are automatically calculated by the system

Environmental screening

The Interreg Next Med Programme, like other programmes, was submitted to a screening process to verify its potential effects on the environment according to the European Directive 2001/42/EC

Some project proposals, especially under certain Programme specific objectives, may foresee to carry out pilots which may have an impact on the environment in the form of increased resource consumption or emission of pollutants

To cope with the potential environmental impacts of the projects, our Programme proposes different levels of “environmental screening”

ENVIRONMENTAL SCREENING - PROCEDURE

1st LEVEL	**Environmental sustainability**	- During the contract negotiation, all proposals are required to identify the output(s) which might have a positive/negative impact on the environment. - The MA reviews the content and may ask for further information/documents, as the case may be.
2nd LEVEL	**Environmental screening - Checklist A**	- Proposals submitted under one of the following Specific Objectives 1.1, 1.3, 2.1. 2.4, 2.5, 2.6, are also required to fill in the Checklist A. - The MA may ask that this checklist is filled in for any proposal submitted under other priorities.
3rd LEVEL	**Environmental effects - Checklist B**	- Proposals needing a greater level of assessment are required to draft the Checklist B, based on the information provided in the boxes of the Checklist A (Yes/No column). - Based on the information provided, the MA may require to fill in the Checklist C.
4th LEVEL	**Environmental Report - Checklist C**	- Proposals needing a more detailed assessment are required to submit the Checklist C, that is for all the projects including an infrastructure of at least 1M Euro or/and the projects including investments in infrastructure with a lifespan of 5 years or more.

Environmental screening – Checklist A

Environmental Screening - Checklist A

This Checklist A is to be filled for the submission of the proposals falling under the following Specific Objectives: RSO 1.1, 1.3, 2.1. 2.4, 2.5, 2.6. Depending on the answers provided, further information may be requested. For more details, see Checklist B and C.

Questions	Yes/No	Description
1. Does the project foresee the realisation of infrastructures? NB: projects including an infrastructure of at least 1M Euro or/and including investments in infrastructure with a lifespan of 5 years or more should - in addition to checklist A and B - also provide the environmental report foreseen in Checklist C!	***If yes, the Checklist B is required***	If yes, what infrastructure(s) is/are foreseen? [Max 500 characters] Max 500 characters.
2. Does the project take into account the principles of environmental protection and sustainable development?	***If No, the Checklist B is required***	If yes, in which way? [Max 500 characters] Max 500 characters. What environmentally sensitive strategies are included in the activities, in the budget, etc.? [Max 500 characters] Max 500 characters.
3. Does the project take into account the relevant International, National and Regional directives/laws/agreement/strategies with regard to environmental and sustainable development issues?	***If No, the Checklist B is required***	If yes, which one and how? [Max 500 characters] Max 500 characters.
4. Has the environmental context been taken into account when deciding on the strategies and activities of the project proposal?	***If No, the Checklist B is required***	If yes, how? [Max 500 characters] Max 500 characters.
5. Does the project have any potential impact on the environment?	***If yes, answer all questions from 6 to 10*** ***If No, you are not requested to proceed further***	If yes, briefly describe the main environmental problems and their impact in the sector and/or geographical location of the project proposal. [Max 500 characters] Max 500 characters.
6. How the project plan will reduce the negative impact(s) and strengthen the positive impact(s)?	***Whatever the answer (i.e. Yes or No), the checklist B is not requested***	Briefly describe your strategy for mitigating the environmental negative impact(s) and strengthen the positive impact(s) [Max 500 characters] Max 500 characters.
7. Is any message on advocacy/awareness-raising related to environmental issues foreseen?	***Whatever the answer (i.e. Yes or No), the checklist B is not requested***	If yes, briefly describe the message addressed to the target groups and how it will be promoted/disseminated [Max 500 characters] Max 500 characters.
8. Does any of the partners/associates involved in the proposal have a role in reducing the negative impact and/or strengthening different stakeholders' capacity to cope with this impact?	***Whatever the answer (i.e. Yes or No), the checklist B is not requested***	If yes, in which way? [Max 500 characters] Max 500 characters.
9. Does the project foresee an environmental monitoring system?	***If No, the Checklist B is required***	If yes, which environmental monitoring methods and measures are foreseen during and after its implementation? If indicators are foreseen, describe them [Max 500 characters] Max 500 characters.
10. Have the costs for the above-mentioned measures been adequately considered in the budget plan?	***Whatever the answer (i.e. Yes or No), the checklist B is not requested***	If yes, in which way? [Max 500 characters] Max 500 characters.

Environmental screening – Checklist B

Environmental effects – Checklist B

The Checklist B is required only for those proposals needing a more detailed environmental assessment, based on the information provided in the boxes of the Checklist A (Yes/No column).

SECTION 1 - General information	
Description of the indicative area. If more than one infrastructure is planned, the description shall cover the different areas where the infrastructures will be implemented	[Max 1000 characters] Max 1000 characters.
Map of the indicative area(s). If more than one infrastructure is planned, it is required to include one low resolution picture for each area. Snapshots from google maps are recommended. All pictures shall be made available in one pdf file (5 MB max).	**Pictures upload required**
Description of the intervention/infrastructure to be implemented	[Max 1000 characters] Max 1000 characters.

SECTION 2 - Location		
Indicate the intervention distance from	**Yes/No N.A.**	**Indicate the intervention distance from:**
Densely populated area		[Max 500 characters] Max 500 characters.
Cultural heritage site		[Max 500 characters] Max 500 characters.
Natural protected area		[Max 500 characters] Max 500 characters.
Wetlands		[Max 500 characters] Max 500 characters.
Coastal areas		[Max 500 characters] Max 500 characters.
Marine areas		[Max 500 characters] Max 500 characters.

Environmental screening – Checklist C

Environmental Report – Checklist C

The Checklist C is required only for those proposals which need a greater level of environmental assessment, that is for all the projects including an infrastructure of at least 1M Euro or/and the projects including investments in infrastructure with a lifespan of 5 years or more. Where appropriate, reference may be made to information already included in the application form.
If an environmental/vulnerability report already exists, this can be sent to the MA, in addition to the information provided below.

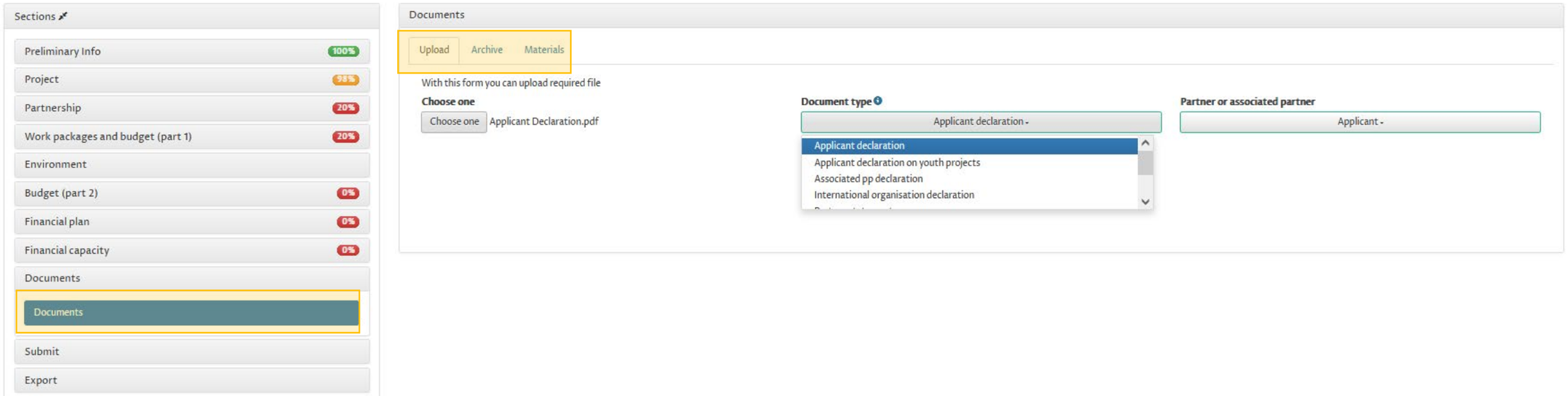
SECTION 1 – General information	
Information	**Details**
Purpose and main features of the intervention	[Max 500 characters] Max 500 characters.
Proposed access to the site and transport arrangements	[Max 500 characters] Max 500 characters.
Number of employees expected to be involved in the assessed activity/ies	[Max 500 characters] Max 500 characters.
Land use requirements and other relevant physical features of the intervention	[Max 500 characters] Max 500 characters.
Production processes and the operational features of the project	[Max 500 characters] Max 500 characters.
Types and quantities of raw materials, energy and other resources consumed (estimation)	[Max 500 characters] Max 500 characters.
Residues and emissions by type, quantity, composition (estimation)	[Max 500 characters] Max 500 characters.
Main alternative sites and alternative processes considered (with maps)	[Max 500 characters] Max 500 characters.
Adoption of voluntary instruments of environmental management (e.g. UNI EN ISO 14001, EMAS)	[Max 500 characters] Max 500 characters.

SECTION 2 - Information describing the site and its environment	
Physical features	**Details**
Population – proximity and number	[Max 500 characters] Max 500 characters.
Flora and fauna – in particular protected species and habitats	[Max 500 characters] Max 500 characters.
Soil – agricultural quality, geology and geomorphology	[Max 500 characters] Max 500 characters.
Water – aquifers, water courses and shorelines	[Max 500 characters] Max 500 characters.
Air – climatic factors, air quality, etc.	[Max 500 characters] Max 500 characters.
Architectural and historic heritage, archaeological sites and features	[Max 500 characters] Max 500 characters.
Landscape and topography	[Max 500 characters] Max 500 characters.
Recreational uses	[Max 500 characters] Max 500 characters.
Policy framework	
Include all relevant official national or international designation such as sites of special interest, areas of outstanding natural beauty, national parks, green belts, ancient monuments and listed buildings, etc. potentially affected by the intervention	[Max 500 characters] Max 500 characters.

Documents

This area consists of three tabs :

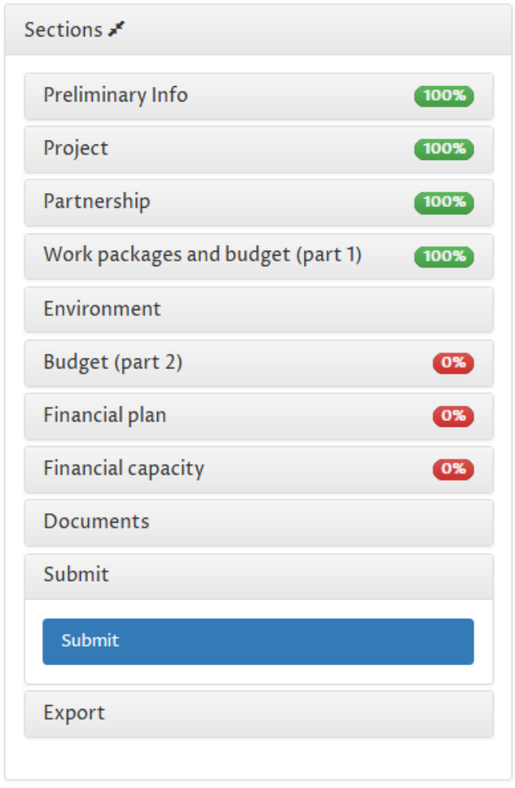
1. ***Upload**: upload mandatory documents (in PDF format)*
2. ***Archive**: download or remove documents uploaded in step 1/Upload tab*
3. ***Materials**: download documents and templates*

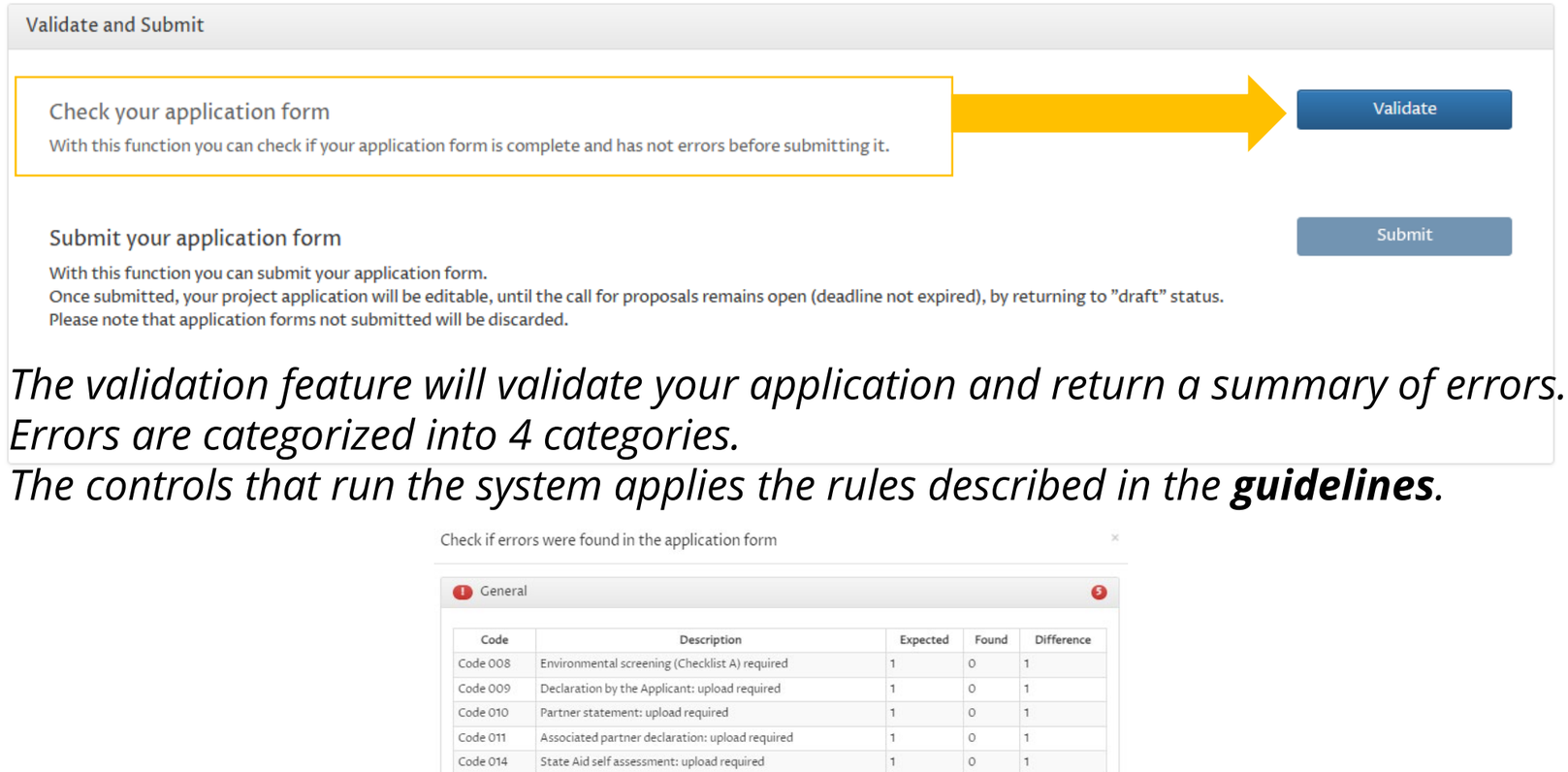


VALIDATE

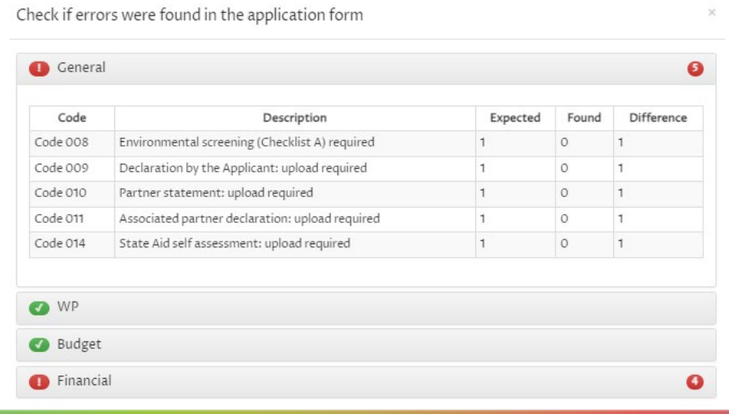
Once the application is completed, you can validate the entered data and check if any errors appear.

Attention: *The indication of 100% completion of all sections does NOT guarantee the fulfillment of conditions set for the Call in the guidelines. Only the "Validate" is directly linked to the possibility to SUBMIT the application, if errors appear the submit action is NOT possible.*





The validation feature will validate your application and return a summary of errors.
Errors are categorized into 4 categories.
*The controls that run the system applies the rules described in the **guidelines**.*



Error Codes

If the programme rules are not followed, an error window is shown indicating the category where the error is detected

Check if errors were found in the application form

General 6

Code	Description	Expected	Found	Difference
Code 003	Min number of partner	3	1	2
Code 004	Min number of partner from MPC	1	0	1
Code 007	Min number of countries in the partnership	3	1	2
Code 008	Environmental screening (Checklist A) required	1	0	1
Code 009	Declaration by the Applicant: upload required	1	0	1
Code 014	State Aid self assessment: upload required	1	0	1

WP 1

Budget 5

Financial 6

Click on the category (General, WP, Budget, Financial) to see the conditions that you need to fulfill prior to submission.

Attention: *Fulfilling these conditions is the minimum criteria to submit.*
The administrative check, quality assessment and scoring are procedures that follow the submission

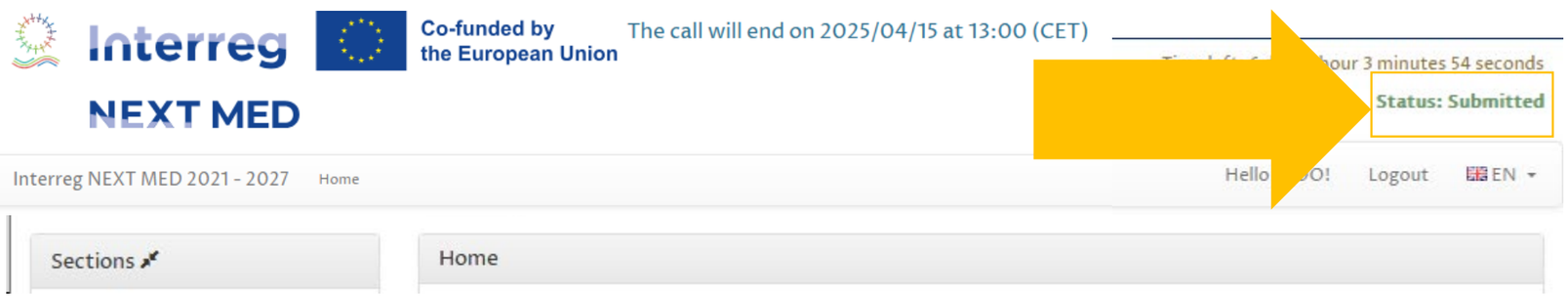
Error Codes Resolution

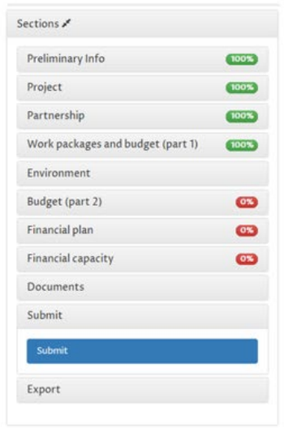
Code	Description	Expected		Solution
Code 003	Min number of partner	3	Partnership	Add partners in Partnership section to fulfill the criteria of minimum 3 partners
Code 004	Min number of partner from MPC	1	Partnership	At least one of the partners must be from Mediterranean Partner Countries (MPC)
Code 007	Min number of countries in the partnership	3	Partnership	At least 3 different countries must be represented in the partnership
Code 008	Environmental screening (Checklist A) required	1	Environment	You must fill the environmental checlist(s)
Code 009	Declaration by the Applicant: upload required	1	Documents	You need to upload the document for the Applicant
Code 010	Partner statement: upload required	2	Documents	You need to upload the documents for each Partner
Code 011	Associated partner declaration: upload required	3	Documents	You need to upload the document for each Associated
Code 014	State Aid self assessment: upload required	1	Documents	You need to upload the document
Code 103	Min number of technical WP	1	Work Packages and Budget	Work Packages of the project to be cretaed; at least WP3 must be added in "Project Logical Framework" section
Code 104	Total budget per output for the WP is not 100%	100%	Work Packages and Budget	Check if outputs % share in each WP is equal to 100%
Code 202	Max budget per partner (%)	35%	Work Packages and Budget	One partner cannot have more than 35% of the total eligible costs of the project budget
Code 205	Min budget	€ 2.000.000,00	Work Packages and Budget	The total budget of the project must reach the minimum amount as indicated
Code 210	Min EU contribution	€ 1.780.000,00	Work Packages and Budget	The EU contribution requested in budget must reach the minimum amount as indicated
Code 217	Min budget MPC (%)	50%	Work Packages and Budget	The budget dedicated to MPC must be at least 50% (see Budget Part2 / Summary / 50% rule)
Code 222	Missing mandatory budget lines		Work Packages and Budget	Valorize all fields for the mandatory budget lines in WP1 and WP2 (Coordinator and Audit for each PP in WP1, Communication in WP2)
Code 220	Max total eligible costs for Staff cost (%)	40%	Work Packages and Budget	The budget dedicated to costa category "Staff Cost" must be less than 40% of total eligible costs (see Budget Part2 / Summary / Cost category)
Code 301	Financial plan is incomplete	3	Financial plan	Fill in and save the financial plan page
Code 302	Financial plan has not been compiled for all partners	1	Financial plan	Fill in and save the financial plan page
Code 304	Financial plan must be saved	1	Financial plan	Save the financial plan page
Code 305	Financial capacity is incomplete	3		Fill in and save the financial capacity page
Code 306	Financial capacity has not been compiled for all partners	1		Fill in and save the financial capacity page
Code 307	Financial capacity must be saved	1		Save the financial capacity page

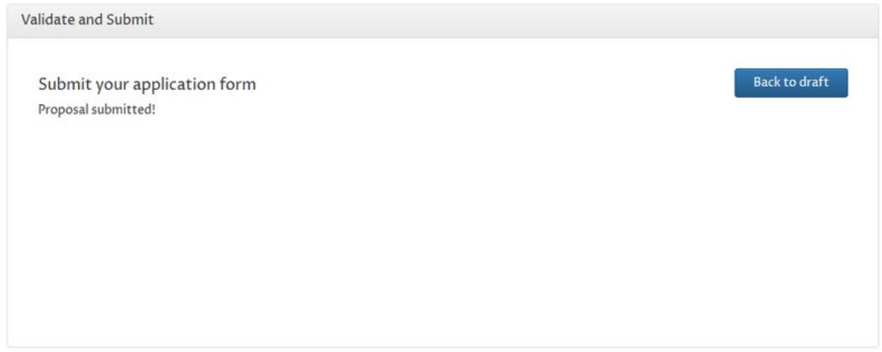
SUBMIT

When clicking on "Submit" the application will first perform the "Validate" checks, If there are no errors, you will be able to submit your application form.
Once submitted, your project application will be not editable, but whilst the "call for projects" remains open you may reedit your application by converting back to draft (you must confirm your request of converting back to draft using a link sent by mail to the registered mail).

Attention: Application form not in Status: "Submitted" at the deadline will be discarded
You can check the status of your application at the top right of the page

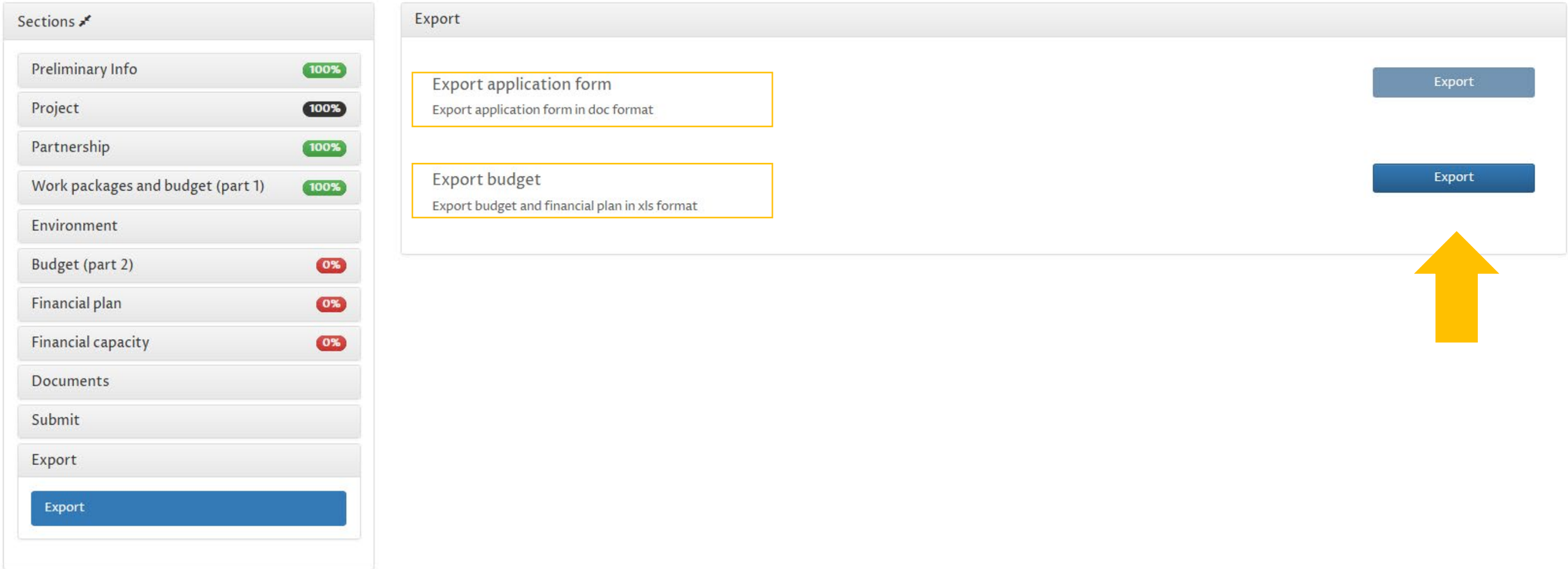






Export

You can export any time your application form in 2 electronic formats (i.e. word and excel files).



Interreg

NEXT MED

Co-funded by
the European Union

REGIONE AUTÒNOMA
DE SARDIGNA
REGIONE AUTONOMA
DELLA SARDEGNA

GENERALITAT
VALENCIANA
Presidencia

سلطة منطقة العقبة الإقتصادية الخاصة
AQABA SPECIAL ECONOMIC ZONE AUTHORITY

Prepared by:
Managing Authority Team