



LIFE - Environment

***PREPARATORY
PROJECTS***

**APPLICATION GUIDE
2005**

INTRODUCTION

LIFE is the financial instrument supporting Community environmental policy. Adopted in 1992, it then covered the period 1992 - 1995. A revised regulation was adopted in 1996 for a second phase covering the period 1996-1999. The current LIFE Regulation (EC) 1655/2000 covering the period 2000-2004 was adopted on 17th July 2000 (OJ L 192 of 28/7/2000). A proposal for its extension for two years including a limited number of changes has been submitted to the European Parliament and Council on 5/11/2003 COM (2003) 667). The final decision is expected soon.

LIFE aims at co-financing actions both in nature conservation (LIFE-Nature) and in other fields of the environment (LIFE-Environment) as well as specific environmental actions outside the EU (LIFE Third Countries).

In the LIFE-Environment sector under Article 4.2.b the LIFE Regulation foresees the possibility to finance special projects called "preparatory projects". They are defined as "...projects which are preparatory to the development of new Community environmental actions and instruments, and/or the updating of environmental legislation and policies". This support would be in the form of co-financing grants.

Guidelines for LIFE Environment preparatory projects have been established. The present application guide is based on these guidelines. The guidelines will soon be adopted by the European Commission and published in the Official Journal. The draft guidelines are available on the WEB at: <http://europa.eu.int/comm/environment/life/funding/index.htm>

The following paragraph describes the type of measures the Commission intends to support and the criteria to which the proposals for these measures should conform.

This application file and application forms shall be used to prepare a preparatory project proposal.

The LIFE programme promotes equal opportunities and therefore encourages applications from organisations who themselves implement such principles and from organisations that represent women's issues. Furthermore, applicants are encouraged to consider gender balance in respect of staffing for projects proposed under the LIFE programme (including the appointment of female project managers). The above assumes that applicant organisations and proposed project staff have the relevant environmental expertise and experience that the proposed project requires.

1- GENERAL INFORMATION AND INSTRUCTIONS

The following information will allow a rapid overview of the scope and content of preparatory projects. For each theme identified in section 2 details are given concerning any specific requirements of the preparatory project proposals.

Scope

Preparatory projects should be aimed exclusively at supporting the development of new environmental policies or updating existing environmental policies.

Priority will be given to policy developments or updates as indicated in the thematic strategies foreseen in the 6th Environmental Action Programme (6th EAP) or to projects that are necessary in order to achieve the objectives set out in the priority areas of the 6th EAP.

Preparatory projects should therefore respond to specific needs in the sector of policy making. They are clearly different from LIFE Environment demonstration projects as they do not target the implementation of existing policy.

They also differ from demonstration projects as they do not need to comply with criteria such as being innovative, demonstrative and replicable.

Preparatory projects shall take into consideration existing results of research actions in support of policy making, including those which have been financed by the Community Research Framework Programme. They should aim to enhance synergies with past and ongoing research in that area.

Actions

Preparatory projects may encompass a wide range of actions necessary for pursuing their objectives. They may include actions of an intellectual nature, i.e. studies, investigations, data collection, etc. They may also include more concrete actions, like pilot actions. Ineligible actions are the same as for demonstration projects including, for example, large scale investments, land purchase and basic research activities.

Multinational approach

Preparatory projects must have a multinational approach. The geographical coverage of a project will largely depend on the target theme. The multinational approach may necessitate a multinational partnership. This is however not a pre-requisite for all preparatory projects. For example, a project may include actions aimed at various countries, but may be implemented by a single organisation. Only actions in EU Member States or candidate countries will be considered eligible.

Stakeholders' involvement

The role of national competent authorities, technical bodies and professional organisations may be extremely important in ensuring sound results are obtained. Their support or direct involvement may lead to improved results. Participating stakeholders may also be more supportive to future policy development based on the results of projects to which they contributed. This may also represent a good application of the principles of governance insofar as EU policy development is concerned. Applicants should take this aspect into consideration when preparing their projects. A detailed description of how stakeholders will be made aware and/or involved shall be included in the project proposal.

Total eligible cost and EC financing:

The total cost of a preparatory project should be between 500.000 € and 3.000.000€. A lower or higher cost may however be justified by the project objective and its expected results. The maximum total cost may however not exceed 10.000.000€.

The maximum rate of Community financing will be 50% of the total eligible costs.

The budgetary resources are the same as for demonstration projects – the budget for preparatory projects will not exceed 5% of the budgetary resources allocated to LIFE Environment projects.

Eligible expenditures:

Only real direct costs foreseen and incurred for the execution of the preparatory project will be eligible.

Only expenditure incurred after the start date and before the end date will be eligible. Actions that started before the deadline for sending the proposal to the Commission will not be considered as eligible.

Ineligible costs are those referred to above (i.e. costs for large scale investments, land purchase and basic research) as well as those listed in the Common Provisions included in the model Grant Agreement and applicable to LIFE Environment projects.

Duration:

Preparatory projects shall fit into the planning period foreseen for the policy development/update which they are aimed at.

They may therefore range from short (+/- 1 year) to longer duration (2 or more years). For each theme the ideal duration is given below.

Submission of proposals:

Proposals shall be submitted directly to the Commission at the following address:

European Commission
Mr Bruno JULIEN
DG ENV.D.1
BU-9 2/1
B – 1049 Brussels

Delivery by hand is accepted at the following address only:

European Commission
Rue de Genève, 1
B- 1140 Brussels

Each proposal shall be submitted in **two copies**, and **each with original signatures**, using the standard forms annexed to this application guide.

A list of the proposals submitted will be sent to the LIFE Committee delegates for information.

Provided the necessary resources are available the Commission envisages a further call for expression of interest in 2005.

2- THEMES 2005 AND SPECIAL REQUIREMENTS

Climate change

Theme 1

Objective: primary objective is the update of Directive 2003/87/EC "Greenhouse gas emission trading" in view of a possible inclusion of sectors not covered at present. A secondary objective will be evaluating the effects of the existing greenhouse gas emission trading scheme with a view to updating this policy.

Expected result: project should deliver all necessary background elements to allow preparing such an update as well as the necessary data to allow measuring its impact in environmental, social and economic terms.

Project activity areas:

1. Inventory of specific sectors and gases and analysis of the feasibility of their inclusion in the EU greenhouse gas emission allowance trading scheme. This analysis should address uncertainties in monitoring, reporting and verifying emissions from those sectors and gases. This analysis should also address methodological issues related to the inclusion of those sectors and gases in the EU trading scheme. Sectors to be covered by such analysis include other industry sectors covered by the Directive on Integrated Pollution Prevention and Control (IPPC Directive 96/61/EC) as well as the transport and aviation sectors.
2. An analysis of the environmental, social and economic impacts of the existing scheme and of the expected impacts following inclusion of specific new sectors and gases. This could include an evaluation of the contribution to achieving the EU greenhouse gas emission reduction targets, as well as an analysis of any impacts on the competitiveness of possible additional sectors or gases to be covered by the scheme.

Coverage:

Project set-up should ensure relevance for the EU-25.

Coordination meetings:

Project managers should be available to travel and participate in coordination meetings in Brussels.

Deliverables:

- Concrete recommendations for further sectors and gases to be included in the EU greenhouse gas emission allowance trading scheme and proposals to address any methodological issues that need to be addressed to allow for this inclusion;
- Report on the environmental, social and economic impacts of the inclusion of further sectors and gases.

Projects should produce final and intermediate reports. The final report should have a policy-makers summary and a general public brochure. The reports should provide a full account of the project's results.

Duration:

The project duration should range from 1 to 3 years.

Theme 2

Objective: analyse and identify any gaps in the existing policies in the sector of energy efficiency in buildings and appliances in view of possible new policies and/or update of EU policy in this sector. This analysis should take into account the technical progress in this sector.

Expected results: the development of an end-use energy assessment and energy policy development tool that can be used for the implementation and advance of energy & energy related climate policies (energy performance of buildings, energy efficiency of appliances and equipment in the household, tertiary and industrial sector) ; complete gap analysis of existing policies with particular emphasis on enlargement countries. Final expected output is a concrete and detailed proposal for policy making and/or update of EU policy in this sector. This should include the necessary data to allow measuring its impact in environmental, social and economic terms.

Project activity areas

1. Inventory and assessment of existing models for energy consumption in buildings, appliances and equipment in the households, tertiary and industrial sector; in particular models based on a bottom-up approach shall be considered; developing a new or expanding an existing bottom-up stock model to assess present and future energy consumption arising from the various energy consuming activities in the EU-25 and to assess the impact of policies and measures in the field of energy efficiency of appliances/equipment and buildings. Other features relating to the model can include stock turnover, CO₂ emissions and other air pollutants, welfare cost, application of least life cycle cost methodology.
2. End-use equipment data collection as input for bottom-up stock model, calibration and validation of input parameters for the model. The data collection shall cover electricity and gas end-use in all three sectors (residential, tertiary, and industry), gathering data on the present installed/used equipment, the type of use. Specific focus on data collection for the new member States could be required.
3. End-use technology insight: which are the most promising technologies in the coming 20-30 years? Where could be the largest energy and CO₂ savings be achieved? What will be the market/technologies trends, etc? What would be the impact of these technologies in term of costs/investments, and atmospheric emissions?
4. Review of the existing policy instruments and their effectiveness to stimulate new technologies and sustainable energy systems. Identify areas for and make recommendations regarding further policy development
5. Assess the quantitative impact of the new and advanced technologies & policies on the end-use electricity consumption compared with a business as usual scenario

Coverage

Project set-up should ensure relevance for EU-25, with a particular focus on new member States.

Coordination meetings

Project managers should be available to travel and participate in coordination meetings in Brussels.

Deliverables

- An accurate bottom up forecasting model(s) or tool(s) on the energy and CO2 emissions in a business as usual scenario, and in combination of different policies and development of technologies, and other influencing factors (eg. fuel prices, climate change obligations, etc.);
- A solid and validated roadmap of new and emerging end-use technologies, with the associated R&D requirements, costs and impacts;
- Up-to-date and accurate assessment of the installed equipment and consumption by end-use technologies;
- Assessment of the CO2 technical and economic emission reduction potential through energy efficiency measures in the short, medium and long term
- Identification of new energy efficiency policies and their likely impact; The evaluation of the associated economic impacts (costs & benefits for consumers, manufacturers, society)
- A simple tool for policy makers to assess the impact of individual policies or policy mix at European or national level.

Projects must have and maintain a website.

Projects should produce a final and intermediate report. Final report should have a policy-makers summary and a general public brochure. The reports should provide a full account of the project's results.

Tools and software that are developed in the project shall be made available to Commission services for further, non commercial use, without limit of time.

Duration:

The project duration should range from 2 to 3 years.

Clean technologies

Theme 3

Objective: extend the IPPC Directive 96/61/EC to intensive fish farming.

Expected results: project should deliver all necessary background elements to allow preparing such an update as well as the necessary data to allow measuring its impact in environmental, social and economic terms. In particular it should provide information on Best Available Techniques (BAT) in intensive aquaculture, including their costs and environmental benefits. This information is to be used as an input to a possible BAT reference document for intensive aquaculture produced by the Commission.

Project activity areas

Intensive aquaculture is an activity that may be associated with considerable environmental problems e.g. eutrophication, waste generation and disposal, use of biocides, use of pharmaceuticals as well as biodiversity / intrusive species. The project should describe how these issues have been successfully addressed in fish farms and identify BAT within the sector. The project shall not consider small-scale farming. It shall cover both fish and shellfish farming. The following actions should be envisaged:

1. Inventory of the main environmental issues associated with intensive aquaculture in the EU-25.

2. Identification of BAT as defined in Article 2(11) and Annex IV of the 96/61/EC Integrated Pollution Prevention and Control (IPPC) Directive. For each technique, information is to be provided under the following headings:
- Description: Brief technical description using, as appropriate, pictures, diagrams and flow sheets;
 - Main achieved environmental benefits: the potential environmental advantages to be gained through implementing this technique including emission and consumption data where available, including any qualification of those data in terms of how they are measured and expressed;
 - Operational data: Actual performance data (including reference conditions and monitoring periods) on emissions / wastes and consumption (raw materials, water and energy). Any other useful information on how to operate, maintain, control etc the technique;
 - Cross-media (whole environment) effects: Potential effects due to implementing the technique (advantages and disadvantages supported by data if available) in various environmental compartments
 - eutrophication of waters
 - oxygen depletion potential in water
 - persistent / toxic / bio-accumulable components in water
 - creation or reduction in (waste) residues
 - ability to re-use or recycle (waste) residues
 - noise and/or odour
 - risk of accidents
 - consumption of raw materials and water;
 - Applicability: Consideration of installation age (new or existing) and factors involved in retrofitting. Consideration of installation size (large or small). Thereby highlighting where the technique can and cannot be implemented and noting constraints to implementation in certain cases;
 - Economics: Information on costs (investment and operating) and any savings (e.g. reduced raw material consumption, waste charges) where appropriate. Economic information relevant to new build and retrofit to existing installations should be included;
 - Driving force for implementation: Specific conditions or requirements which have driven implementation of the technique to date. For example, legislation or other reasons such as increased yield or improvement in product quality. By inference this information leads to the extent to which the technique might be appropriate to the sector as a whole;
 - References to literature and example installations: Literature for more detailed information on the technique and examples of installations where the technique has been implemented. The degree to which the technique is in use in Europe or world-wide may be useful information.

To be able to compare and assess the performance of the various techniques, data should be explained, as far as information is available, in terms of methods used for sampling, analysis and data processing (averaging etc.). Data on emissions and consumptions may be expressed as absolute or concentration values, and relative to actual production or production capacity.

In order to collect this information, contributions from various stakeholders should be sought. These may include national, regional or local environment authorities, technical institutes and bodies, aquaculture enterprises and professional organisations. A detailed description of how stakeholders will be made aware and/or involved shall be included in the project proposal.

Coverage

Project set-up should ensure relevance for EU-25, and provide examples from at least 8 different European countries.

Coordination meetings

Project managers should be available to travel and participate in coordination meetings in Brussels.

Deliverables

- A technical report identifying Best Available Techniques in intensive aquaculture including detailed information on environmental issues and techniques as set out above (under 'Project activity areas');
- A report summarising the activities undertaken within the project with particular focus on the involvement of various stakeholders.

Projects must have and maintain a website.

Tools and software that are developed in the project are to be available to Commission services for further use and development.

Duration:

The project duration should range from 1 to 2 years.

3- EVALUATION AND SELECTION

The Commission will carry out the evaluation and selection. It will be based on the criteria listed below. It will last approximately six months. The Commission may be assisted by external experts if this is deemed necessary.

A two step approach will be applied:

- Step 1 Proposal will be first submitted in an outline format using the forms annexed to this application guide. Proposals will be evaluated using the scheme described below. A list of pre-selected proposals will be established.
- Step 2 Applicants of pre-selected proposals will be asked to submit a final complete proposal. To prepare the final proposal applicants will use an adapted version of the standard submission forms for LIFE Environment demonstration projects. Once again proposals will be evaluated following the scheme below. A final list of pre-selected proposals will be established. Applicants may be requested to revise their proposal if deemed necessary. Proposals that successfully complete the revision phase will be included in the final shortlist ranked by merit and financed according to the available budget.

The proposal evaluation and selection consists of four consecutive steps:

- (a) eligibility check,
- (b) assessment against the selection criteria,
- (c) assessment against the award criteria
- (d) award of the financial Community contribution.

Eligibility check

- On receipt by the Commission services, all proposals will be subject to a validation process; to ensure they conform to the requirements outlined in this information package and the call for proposals.
- Proposals are considered eligible under the following conditions:
 - A. They are sent in two copies to the Commission by **13/12/2004**. The complete proposal must be sent or delivered by registered letter, by private courier or by hand by the fixed deadline to the addresses listed below. The postmark, the date of collection by the courier or the acknowledgement of receipt dated and signed by the responsible official will serve as proof of the date of submission of the proposal. Faxes, electronic mail, incomplete applications, or applications sent in several parts will not be accepted. Proposals sent by the fixed deadline but received by the Commission after **23/12/2004** will not be considered eligible. It is the duty of the proponent to ensure that the necessary precautions are taken to respect this deadline.
 - B. The forms were not hand written.
 - C. They include all forms required (even when their content is not directly applicable to the proposal) completed in all their parts. Where required, the proposal forms are completed with dated signatures whereby status and full name of the signatory(ies) is clearly in evidence.
 - D. They are submitted by an applicant legally constituted in the European Union or in the candidate countries associated to LIFE (currently Romania);
 - E. They are not submitted by a commercial company. A commercial company may not in principle participate in this call for expression of interest unless it is able to demonstrate that the immediate objective of the project that it intends to propose is definitely non-profit making. Assistance granted in these circumstances will conform to Community competition law.

F. They are not submitted by a body acting as an intermediary for a third party.

- Only proposals meeting the above eligibility conditions will be subject to evaluation on the selection and award criteria.

The Evaluation Process

Evaluation phase 1 (selection criteria):

Eligible proposals will be assessed against the following selection criteria:

1. Proposals shall be carried out by technically reliable participants:
Applicant and /or participant who has repeatedly demonstrated to be an unreliable manager of previous LIFE or other Community-financed projects and has given no proof that the necessary initiatives have been taken to avoid similar problems in the future, may be declared technically unreliable.
An applicant and/or participant who has neither the experience nor the expertise necessary for a successful implementation of the project and does not, in his proposal, foresee one or more partners that have the necessary competence, may also be declared technically unreliable.
2. Proposals shall be carried out by financially reliable participants:
Participants who are undergoing a bankruptcy will be declared as financially unreliable.
Applicant and/or participants for whom the results of audits carried out by Community institutions have clearly shown their inability to comply with the administrative rules regulating Community grants and in particular those applicable to LIFE (LIFE standard administrative provisions) may be declared financially unreliable.
Applicant and/or participants who do not possess the financial capacity to cover their share of project costs/financing may be declared financially unreliable.

Only proposals satisfying the selection criteria are admitted to evaluation on the award criteria.

Evaluation phase 2 (Award Criteria)

The evaluation of the award criteria enables grants to be awarded to actions which maximise the overall effectiveness of the LIFE programme. Proposals will be evaluated against the following award criteria:

- I. Coherence and quality. Proposals should be realistic, operational and clear.
- II. Community interest. Proposals should be of Community interest i.e. make a significant contribution to the development or the update of environmental policies as described for each theme.

A maximum of 10 points will be awarded for each of the 2 criteria: 1-2 (unsatisfactory), 3-4 (poor), 5-6 (average), 7-8 (good) and 9-10 (excellent). Only proposals obtaining a score of 5 or over in each award criterion will be further considered.

Awarding the Community financial contribution

The procedure described above (see Step 2) will lead to a final shortlist of proposals ranked by merit. The Commission authorising officer will take the final decision concerning the projects to be financed according to the list and the available budget. In the case if two or more projects have

obtained the same score, priority will be given to that with the highest mark under the criterion “Community interest”.

A grant agreement will be established with each beneficiary.


A list of proposals retained will be sent to the LIFE Committee delegates for information.

Administrative provisions

The Common Provisions for LIFE projects will be applicable. The full text is available at <http://europa.eu.int/comm/environment/life/funding/index.htm>



APPLICATION FORMS
LIFE Environment Preparatory projects
2005

LIFE-Environment preparatory projects		Form S0. General Project Data	
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY		LIFE ENV/

PROJECT ACRONYM:

Project title:


.....

.....

Expected starting date: Expected ending date : Duration in months :

PROJECT REFERENCE THEME

Check where appropriate	Theme n°	Theme description
	1	Climate change Greenhouse gases emission trading
	2	Climate change Energy efficiency
	3	Clean Technologies IPPC and fish farming

LIFE-Environment preparatory projects	FORM A0 : Declaration of the applicant	
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY	LIFE ENV/

DECLARATION OF THE APPLICANT

The undersigned hereby certifies that:

1. This application or a similar one has not been or is not going to be funded or by the Commission with funding within the framework of financial support or programmes other than LIFE.
2. The applicant has not been served with bankruptcy orders, nor has he/she received a formal summons from creditors. The applicant is not in one of the situations listed in Article 93.1 of EC Regulation 1605/2002 of 25/6/02 (OJ L248 of 16/9/02).
3. Where, in the case of joint funding by LIFE, one or more partners cancels or reduces his/her financial participation, the applicant will guarantee the total financial cover for the project.
4. Should the proposal be accepted, then the applicant will conclude with the partners/co-financiers, any agreements necessary to the completion of the work, provided these do not infringe on their obligations, as stated in the decision of the Commission. Such agreements should describe clearly the tasks to be performed by each partner and define the financial arrangements.

I/We are in the legal position to sign this statement on behalf of my/our company/institute.

I/We specifically declare, I have carefully read the Common Provisions, annexed to the LIFE-Environment application file, to which I agree to conform to in the implementation of the project, should it be financed.


I/We certify, to the best of my/our knowledge, that the statements made in this application are true, and the information provided is correct.

Signedⁱ :

At on

Name(s) and status of signatory(ies)


.....

LIFE-Environment preparatory projects		FORM A1. Beneficiary Profile		
 EUROPEAN COMMISSION ENVIRONMENT DG		FOR COMMISSION USE ONLY	LIFE ENV/	


Project Acronym		
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A1. Beneficiary Profile Information			
Short Name ⁱⁱ			
Legal information on the beneficiary			
Legal Name ⁱⁱⁱ		Legal Status ^{iv}	
VAT No ^v		Private structure	<input type="checkbox"/>
Legal Registration No ^{vi}		Public body	<input type="checkbox"/>
Legal address of the beneficiary			
Street Name and No		PO Box	
Post Code		Town/City	
		Country Name	
Beneficiary contact person information (complete only on differences)			
Title ^{vii}		Function ^{viii}	
Family Name		First Name	
Department / Service Name ^{ix}			
Street Name and No		PO Box	
Post Code		Town/City	
Country			
Telephone No		Fax No	
E-mail		Website	
Address of the main department of the beneficiary carrying out the project (complete only on differences)			
Street Name and No		PO Box	
Post Code		Town/City	
Country			
Department /Service Name			
Beneficiary details			
Year ^x			
Annual turnover ^{xi}		Annual Balance Sheet Total ^{xii}	
Number of employees ^{xiii}			
Number of employees in department conducting project ^{xiv}			
Is Your Organisation independent ^{xv} (Yes or No)			
If No, please indicate legal name(s) of owner(s) who own 25 % or more ^{xvi}			
Is Your Organisation affiliated to any other participant(s) in the project? ^{xvii} (Yes or No)			
If Yes, please indicate Participant Name(s) and character of affiliations(s) ^{xviii}			
Eventual consultant to beneficiary			
Consultant Legal Name ^{xix}			

YOU MAY NOT DUPLICATE THIS PAGE

LIFE-Environment preparatory projects		FORM T2a. Tasks Form		
 EUROPEAN COMMISSION ENVIRONMENT DG		FOR COMMISSION USE ONLY	LIFE ENV/	
Project Acronym		T2a - Task Form		Page 1 of maximum 10 (1 task per page)
Task ID ^{xx}		Task Title ^{xxi}		
Objectives				
DESCRIPTION : Actions - Participants' responsibilities - Methods - Progress Indicators – Awaited results - Targets - Constraints and Assumptions ^{xxii}				

(maximum 10 tasks, i.e. 10 pages)

LIFE-Environment demonstration projects	FORM T3	Page 1 of 3 max
 EUROPEAN COMMISSION ENVIRONMENT DG	FOR COMMISSION USE ONLY	LIFE ENV/


Project Acronym		
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T3. TECHNICAL PROPOSAL	Page 1 of max 3
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	State-of-the-art ^{xxiii}	
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Community interest ^{xxiv}

IF NECESSARY, YOU MAY USE ONE PAGE PER ITEM (Total Maximum: 3 pages for the three items)

LIFE-Environment preparatory projects		Form F0	
 EUROPEAN COMMISSION ENVIRONMENT DG		FOR COMMISSION USE ONLY	LIFE ENV/
Project Acronym			
F0 . PROJECT FUNDING AND BUDGET BREAKDOWN			
Budget breakdown categories	Total Cost in €	Eligible Cost in €	% of Total Eligible Cost
Personnel ^{xxv}			
Travel and subsistence ^{xxvi}			
External assistance ^{xxvii}			
Durable goods ^{xxviii}			
Infrastructure ^{xxix}			
Equipment ^{xxx}			
Prototypes ^{xxxi}			
Consumables ^{xxxii}			
Other Costs			
Overheads ^{xxxiii}			
TOTAL	This represents the Total Cost of the project	This represents the Total Eligible Cost of the project	100%

Contribution	in €	% of Total Cost	% Total Eligible Cost
Requested Community contribution ^{xxxiv}			
Beneficiary own contribution ^{xxxv}			
Participants contribution ^{xxxvi} (Sum of B + C + D below)			
TOTAL (sum above)	Should equal the Total Cost of the project	100%	

Participants contribution breakdown		in €	% of Total Cost
B	Partners own contribution ^{xxxvii}		
C	Other public funding ^{xxxviii}		
D	Other private funding ^{xxxix}		

ANNEX 1: FORMS – FIELD GUIDELINES

ⁱ The signature must be handwritten. Two originals of this form should be submitted.

ⁱⁱ Short Name (acronym if appropriate):

The short name chosen by the participant for this project. This should not be more than 20 characters.

ⁱⁱⁱ Legal Name:

The legal name is the name under which the beneficiary is registered in the official trade registers (if applicable).

^{iv} Legal Status:

Select one of the choices. To select put the “X” character in the appropriate box. Those organisations that declare their status as public must comply with the following criteria:

1/ The organisation has been created by a public authority or is officially recognised as an organisation of public interest. Note the ‘public interest’ must be explicitly mentioned in the relevant legal or administrative act/s.

2/ The internal procedures and accounts are submitted to control by a public authority (on a day to day basis).

3/ The organisation is financed totally or to a large extent (i.e. more than 50%) by public sources.

4/ In the event that the organisation stops its activities, all rights and obligations including financial, will be transferred to a public authority.

This means that only central and local public authorities and the structures that act on their behalf and under their full responsibility may be considered as public.

In the event that your organisation does not comply with any of the criteria mentioned above then it should be declared a private structure

^v Vat No:

If applicable, please provide the organisation's Value Added Tax (VAT) number in the VAT register.

^{vi} Legal Registration No:

If applicable, please provide the organisation's legal national registration number or code the legal trade register, e.g. the Chambers of Commerce register or the business register.

^{vii} Title:

Title commonly used in correspondence with the person in charge of proposal co-ordination. Example: Mr., Mrs., Ir., Dr., Prof.

^{viii} Function:

Provide the function of the person in charge of proposal co-ordination. Example: Managing Director, Financial Director, Sales Manager, Project Manager, etc.

^{ix} Department / Service Name:

Name of the department and/or service in the organisation, co-ordinating the proposal and for which the contact person is working. The address details given in the following fields must be for the department / service and not the legal address of the organisation.

^x Year:

Provide the year for which the figures in this section are provided, e.g. '1999'. Information from the most recent accounting year should be provided.

^{xi} Annual turnover:

If not applicable, please write **N/A**. Information from the most recent accounting year should be used. The figures should be given for the organisation as a whole and not just for the subsidiary company or the department carrying out the work. It must be expressed in Euro.

^{xii} Annual Balance Sheet Total: (i.e., total of assets or total of liabilities)

If not applicable, please write **N/A**. The figures should be given for the organisation as a whole and not just for the subsidiary company or the department carrying out the work. Information from the most recent accounting year should be used. It must be expressed in Euro.

^{xiii} Number of employees:

The figures should be for the legal organisation as a whole - not only for the department carrying out the work. The contribution of part-time staff should be accounted as the equivalent number of full-time staff – as full-time equivalents.

^{xiv} Number of employees in department conducting project:

The figures should be for the department carrying out the work. The contribution of part-time staff should be accounted as the equivalent number of full-time staff – as full-time equivalents. If not applicable, please write **N/A**.

^{xv} Is your organisation independent:

Is 25% or more of the capital or the voting rights owned by one enterprise or jointly by several enterprises falling outside the definition of an SME (except public investment corporations, venture capital companies and institutional investors, provided no control is exercised either individually or jointly)?

If the organisation is not independent, you should provide the name(s) of the company(ies) which own(s) 25 % or more of the organisation.

An SME (small and medium-sized enterprise) is defined as an entity that has fewer than 250 full time equivalent employees, has an annual turnover not exceeding EURO 40 million, or an annual balance sheet total not exceeding EURO 27 million, and is not controlled by 25% or more by a company which is not an SME

^{xvi} Owner:

Please provide the legal name(s) of the organisation(s) or person(s) controlling the organisation by 25% or more.

^{xvii} Affiliation:

An organisation is affiliated to another organisation if:
It is under the same direct or indirect control as another organisation, or
It directly or indirectly controls another organisation, or
It is directly or indirectly controlled by another organisation.

Control:

Company A controls company B if:

A, directly or indirectly, holds more than 50% of the share capital of B, or,

A, directly or indirectly, holds more than 50% of the shareholders' voting rights of company B, or,

A has, directly or indirectly, the decision-making powers within company B.

It should be noted that Company A's holding a simple majority of the share capital, or the voting rights, of Company B may be sufficient to create a controlling relationship.

^{xviii} Yes - Affiliated:

Please provide the participant name(s) of the organisation(s) to which your organisation is affiliated and use the codes below to describe the character of the affiliation(s):

D: Direct control;

I: Indirect control.

Should the affiliation be a foreseen sub-contractor, then add **S** and name of the sub-contractor.

^{xix} Consultant Organisation Legal Name:

In the case the co-ordinator received specialised consultant support in the preparation of the proposal, then the Commission wishes to be informed on the official name of the consultant organisation.

^{xx} TASK ID:

Provide an index number to the task. Example: 1 or 1.1 should you wish to breakdown tasks.

^{xxi} TASK Title:

Provide a short concise description of the task in the form of a title.

Examples: *Optimisation of site planning. Engineering and construction. Prototype test. Dissemination programme. Management task.*

^{xxii} DESCRIPTION:

Describe the actions the project will undertake under this task and the participants' responsibilities. Include in the description details on the methods and/or techniques that will be implemented. Describe the results as much as possible as measurable targets and how these targets will be validated/measured. Comment on the constraints and assumptions that may influence the realisation of the various actions - describe any risks that may lead to delays/cancelling of the project. Highlight possible problems.

^{xxiii} State-of-the-art:

Provide a description of the state of the art. Describe previous research and experience relevant for the scope of the project with particular attention to projects financed in the frame of the RTD Framework Programmes and previous LIFE projects. Describe the status of data availability.

^{xxiv} Community interest:

Describe how and to which extent your project will help reaching the objective set for the relevant theme. Explain if the Commission will be able, based on your project results, to develop/update the relevant policies or explain what additional work will be needed before reaching that stage.

^{xxv} Personnel:

For personnel costs refer to Art. 21.2 SAP

^{xxvi} Travel:

For travel costs refer to Art. 21.3 SAP

^{xxvii} External assistance:

For external assistance costs refer to Art. 21.4 SAP. They shall **generally not exceed 35% of the total amount of the eligible costs.**

xxviii Durable goods:

For costs for durable goods see Art. 21.5 SAP.

xxix Infrastructure:

For infrastructure costs see Art. 21.5 and 21.6 SAP. Provide the grand total from Form F6.
Example: Real cost = 100.000 €, then: Eligible costs = 25.000 €. ..To determine the eligible amount a rate of maximum 25% may be applied to the total cost of the infrastructure.

xxx Equipment:

For equipment costs see Art. 21.5 and 21.6 SAP. Provide the grand total from Form F7. To determine the eligible amount a rate of **50%** may be applied to the real cost of the equipment. Example: Total cost = 100.000 €, then: Eligible costs = 50.000 €. Equipment should be specifically related to the implementation of the project.

xxxi Prototypes:

Provide the sum of all costs on prototypes. For the definition of a prototype in the sense of the LIFE provisions see Art. 21.6 and the corresponding footnote.

xxxii Consumable materials:

For costs for consumable material see Art. 21.11 SAP.

xxxiii Overheads:

For Overheads see Art. 21.22. They are only eligible **up to a maximum of 7% of the total amount of the eligible direct costs** (i.e. total eligible costs not including Overheads)

xxxiv Requested Community contribution :

Specify the amount of financial Community contribution requested in accordance with Article 20 SAP

xxxv Beneficiary own contribution:

Specify the amount of financial contribution provided by the beneficiary.

xxxvi Participants contribution:

Specify the amount of the financial contribution of all participants to the project.

xxxvii Partners own contribution:

The amount to specify is the sum of the financial contributions of the individual partners.
Important: do not include funding obtained from other public or private sources in the own contribution!!

xxxviii Other public funding:

The amount to specify is the sum of the financial contributions of public co-financing organisations to one or more participants of the project.

xxxix Other private funding:

The amount to specify is the sum of the financial contributions of private co-financing organisations to one or more participants of the project.