



ATLANTIC AREA Transnational Programme
ESPACIO ATLÁNTICO Programa Transnacional
ESPACE ATLANTIQUE Programme Transnational
ESPAÇO ATLÂNTICO Programa Transnacional

ATLANTIC AREA

Transnational Cooperation Programme 2007-2013

Application Form

JTS

Porto, 2 March 2011

www.coop-atlantico.com



European Union

European Regional
Development Fund

Electronic Application Form

The screenshot shows a web browser window displaying the Atlantic Area website. The page title is "Investing in our common future". The main navigation menu includes "Home", "Projects", "Project Ideas", "Call for projects", "Management Structure", and "Working Groups". The "Call for projects" menu is expanded, showing "Application Process", "1st Call for projects 2008", "2nd Call for projects 2009", and "3rd Call for projects 2011". The "3rd Call for projects 2011" is selected, and the main content area displays the following text:

3rd Call for projects 2011, European Transnational Cooperation Programme launches the 3rd call for Projects 2011:

The third call for project applications opens on February 14th and closes on April 30th 2011. It will not be possible to submit Project applications after 8 pm (UTC/GMT/Portuguese time) on 30th April 2011.

To find more details, please download the Call for Proposals Announcement and the Applicants Handbook. Potential applicants should read the available documents carefully before contacting the Secretariat.

To submit your application in the section "Applications" on left-hand-side menu, you must be registered. This section is only available after logging in. If you are not registered yet, please do it as soon as possible.

This third call for projects will be limited to the following objectives:

- Priority 1
- 1.2 "Enhance competitiveness and innovation capacities in maritime economy niches of excellence"
- Priority 2

The left sidebar contains a "CALL FOR PROJECTS" section with links to "Application Process", "1st Call for projects 2008", "2nd Call for projects 2009", "3rd Call for projects 2011", "Application Form", "Applicants Handbook", "Call for Projects Announcement", and "Other Useful Documents". Below this is a "DOCUMENTS" section with links to "Programme Documents" and "Call for projects: documents". The right sidebar contains a "SUPPORT" section with links to "Communication", "Links", "FAQ", and "Contacts", and a "NEWS" section with links to "Feb 18, 2011 3rd Call for projects - Events", "Feb 17, 2011 European Conference 'Nautisme Espace Atlantique'", and "Feb 04, 2011 KIMERA4 - Newsletter".

PLEASE have a look to the application as soon as possible

Available in the programme web site
(www.coop-atlantico.com)

Section
"Call for projects"

"3rd Call for projects 2011"

Electronic Application Form

The screenshot shows a web browser window displaying the Atlantic Area website. The page title is "Investing in our common future". The main content area features a blue header with the Atlantic Area logo and a background image of wind turbines. Below the header, there is a navigation menu with options like "Home", "Projects", "Project Ideas", "Call for projects", "Management Structure", and "Working Groups". The main content area is titled "3rd Call for projects 2011" and includes the following text:

3rd Call for projects 2011 2013, European Transnational Cooperation Programme launches the 3rd call for Projects 2011:

The third call for project applications opens on February 14th and closes on April 30th 2011. It will not be possible to submit Project applications after 8 pm (UTC/GMT/Portuguese time) on 30th April 2011.

To find more details, please download the Call for Proposals Announcement and the Applicants Handbook. Potential applicants should read the available documents carefully before contacting the Secretariat.

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This third call for projects will be limited to the following objectives:

- Priority 1
- 1.2 "Enhance competitiveness and innovation capacities in maritime economy niches of excellence"
- Priority 2

The left sidebar contains a "CALL FOR PROJECTS" section with a dropdown menu showing "3rd Call for projects 2011" selected. Other options include "Application Process", "1st Call for projects 2008", "2nd Call for projects 2009", "Application Form", "Applicants Handbook", "Call for Projects Announcement", and "Other Useful Documents". There is also a "DOCUMENTS" section with "Programme Documents" and "Call for projects: documents". The right sidebar contains a "SUPPORT" section with "Communication", "Links", "FAQ", and "Contacts", and a "NEWS" section with "Feb 18, 2011 3rd Call for projects - Events", "Feb 17, 2011 European Conference 'Nautisme Espace Atlantique'", and "Feb 04, 2011 KIMERA4 - Newsletter".

Two documents to download

• APPLICANTS HANDBOOK

• APPLICATION FORM ACCESS FILE

Electronic Application Form

Submission procedure

First step: You must download, save and fill in the specific **Electronic Application Form**,

Second step: Once filled in the Electronic Application Form, after login, you must upload it using the **Submit application command**.

The screenshot shows a web browser window displaying the Atlantic Area website. The URL is <http://atlanticarea.inescporto.pt/call-for-projects/3rd-call-for-projects-2011/forms-and-guidelines/application-form>. The page title is "Investing in our common future". The main content area is titled "Instructions to install the electronic application form" and contains the following steps:

- 1) Before installing the Electronic Application Form, please read the [Applicants Handbook](#), Section E.01 "How to install the Application Form".
- 2) Download the Electronic Application Form by clicking here: "[Atlantic Area Application Form 2011](#)".
- 3) The application form runs under Microsoft Access 2007. If you don't have this version on your PC, you must install the **freeware tool** provided by Microsoft downloadable from: <http://www.microsoft.com/downloads/details.aspx?familyid=d9ae78d9-9d05-4b38-9fa6-2c745a175aed&displaylang=en>.
- 4) Once completed the Electronic Application Form, after login, you must upload it using the **Submit application command** (3rd Call for projects » "Applications").

Note: Users equipped with non Microsoft XP platforms (or latest) should contact the JTS (atlantico.stc@ccodr.n.pt)

The page also features a sidebar with navigation menus for "CALL FOR PROJECTS", "DOCUMENTS", and "EVENTS", and a right sidebar with "SUPPORT", "NEWS", and "NEWSLETTER" sections.

Electronic Application Form

FILL in the Application Form – GENERAL PRINCIPLES

ATLANTIC AREA Transnational Programme
ESPACIO ATLÁNTICO Programa Transnacional
ESPACE ATLANTIQUE Programme Transnational
ESPAÇO ATLÂNTICO Programa Transnacional

Investing in our common future

ERDF

Application Form
Project: n.d.

Terceira Convocatória de Projectos
14 de Fevereiro a 30 de Abril de 2011

Choose the linguistic version of the form
English

Languages adopted to filling in the form
English
Spanish
French
Portuguese

Languages adopted to filling in the project summary
English
Spanish
French
Portuguese

- 1 Basic information
- 2 Partnership composition
- 3 Project summary
- 4 Background and project justification
- 5 Work plan
- 6 Implementation methodology
- 7 Expected results and project tangibility
- 8 Results transfer and project sustainability
- 9 Innovative aspects of the project
- 10 Partnership organization and functioning
- 11 Communication plan
- 12 Final remarks and other informations
- 13 Budget
- 14 Output and results indicators
- 15 Annexes

Import application form

Extraction of annexe files

Error detection Help
Print application Print help notes
Print blank form Exit

V3.0-2011

Practical rules to use the application form

To **QUIT** the application form, **ALWAYS** go back to the home page and click EXIT

To **ACCESS** to a section, click on the number of the corresponding section

To **EXIT** a section, click the top right button of the page

The data recorded in a section are **automatically** saved when you exit the page. It is not necessary to **SAVE** the data.

You can fill in the application form in any of the Programme's 4 languages. You can choose more than one language. However, you should fill in all the fields in the chosen language(s).

Summary instead must be presented in the four languages of Programme Member States

Electronic Application Form

FILL in the Application Form – GENERAL PRINCIPLES

The screenshot shows the 'Application Form' interface for the Atlantic Area Transnational Programme. The header includes the programme logo and the slogan 'Investing in our common future' alongside the ERDF logo. The form is titled 'Terceira Convocatória de Projectos' and is valid from 14 de Fevereiro to 30 de Abril de 2011. The project ID is 'n.d.'. Below the header, there are sections for language selection: 'Choose the linguistic version of the form' (set to English), 'Languages adopted to filling in the form' (English, Spanish, French, Portuguese), and 'Languages adopted to filling in the project summary' (English, Spanish, French, Portuguese). The main content area is divided into two columns of numbered sections: 1-11 on the left and 12-15 on the right. At the bottom, there are utility buttons for 'Import application form', 'Extraction of annex files', 'Error detection', 'Print application', 'Print blank form', 'Help', 'Print help notes', and 'Exit'. The version number 'V3.0-2011' is displayed at the bottom right.

CAUTION

- **Compulsory fields:** All sections are compulsory except the one specified as optional.
- You must fill in all the compulsory fields if it is not done the application could be considered as **INADMISSIBLE** against the admissibility criteria nº3, the application will then be considered in as incomplete.

Electronic Application Form

FILL in the Application Form – GENERAL PRINCIPLES

1. Basic information

Choose the linguistic version of the form English	Priority ▼	Languages adopted to filling in the form English	Languages adopted to filling in the project summary English
--	---------------	---	--

Help

For each page, a **HELP** is available.

Help allows you along the application form to access guidance on the section and the different fields you must fill in.

Electronic Application Form

FILL in the Application Form – GENERAL PRINCIPLES

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Investing in our common future

ERDF

Application Form
Project: n.d.

Terceira Convocatória de Projectos
14 de Fevereiro a 30 de Abril de 2011

Choose the linguistic version of the form
English

Languages adopted to filling in the form
English
Spanish
French
Portuguese

Languages adopted to filling in the project summary
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Spanish
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Portuguese

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Import application form

Extraction of annexe files

Error detection

Print application

Print help notes

Print blank form

Exit

V3.0-2011

“Errors detection” is the automatic control process of potential inconsistencies in the application form. There are three types of inconsistencies:

“Errors” –serious inconsistencies that **MUST be solved before the submission of the application form**

“Alerts” – potential inconsistencies that **MUST be fully read and carefully analysed** as they may require the introduction of corrections

“Observations” –when some recommendations regarding the preparation of the application form were not observed

Electronic Application Form

FILL in the Application Form – GENERAL PRINCIPLES

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Application Form
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Terceira Convocatória de Projectos
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Choose the linguistic version of the form
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Languages adopted to filling in the form
English
Spanish
French
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Languages adopted to filling in the project summary
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Spanish
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Import application form

Extraction of annexe files

Error detection Help
Print application Print help notes
Print blank form Exit

V3.0-2011

IF YOU HAVE ALREADY APPLIED IN THE PREVIOUS CALL....

If you have already applied in the previous call, you can retrieve the data of the previous application.

This functionality allows you to save time however you must update the data concerning the partners or the budget

Electronic Application Form

Before final uploading

The screenshot shows the 'Application Form' interface for the Atlantic Area Transnational Programme. The header includes the programme logo and the slogan 'Investing in our common future' with the ERDF logo. The form is titled 'Terceira Convocatória de Projectos' and is valid from 14 de Fevereiro a 30 de Abril de 2011. The project is identified as 'Project: n.d.'. Below the header, there are sections for language selection: 'Choose the linguistic version of the form' (set to English), 'Languages adopted to filling in the form' (English, Spanish, French, Portuguese), and 'Languages adopted to filling in the project summary' (English, Spanish, French, Portuguese). The main content area is divided into two columns of numbered sections: 1-11 on the left and 12-15 on the right. At the bottom, there are utility buttons for 'Import application form', 'Extraction of annex files', 'Error detection', 'Print application', 'Print blank form', 'Help', 'Print help notes', and 'Exit'. The version number 'V3.0-2011' is displayed at the bottom right.

Check if:

- There are errors within the Application form
- It is the last version available on PCC (application updates are made during the application period)
- The electronic application form is valid, all compulsory sections are completed
- and all declarations are submitted, signed and dated
- All the documents mentioned in section E 19 of the Applicants handbook are presented

Electronic Application Form

Complete the Application Form – GENERAL PRINCIPLES

The screenshot shows the 'Application Form' interface for the Atlantic Area Transnational Programme. At the top, it features the programme logo and the slogan 'Investing in our common future' alongside the ERDF logo. The main header includes 'Application Form' and 'Terceira Convocatória de Projectos' with the dates '14 de Fevereiro a 30 de Abril de 2011'. Below this, there are sections for choosing the linguistic version of the form (set to English) and selecting languages for filling in the form (English, Spanish, French, Portuguese). The main content area is divided into two columns of numbered steps: 1-11 on the left and 12-15 on the right. At the bottom, there are utility buttons for 'Import application form', 'Extraction of annexe files', 'Error detection', 'Print application', 'Print blank form', 'Help', 'Print help notes', and 'Exit'. The version number 'V3.0-2011' is displayed in the bottom right corner.

Application Form Project: n.d.		Terceira Convocatória de Projectos 14 de Fevereiro a 30 de Abril de 2011	
Choose the linguistic version of the form English	Languages adopted to filling in the form English <input checked="" type="radio"/> Spanish <input type="radio"/> French <input type="radio"/> Portuguese <input type="radio"/>	Languages adopted to filling in the project summary English <input checked="" type="radio"/> Spanish <input type="radio"/> French <input type="radio"/> Portuguese <input type="radio"/>	
1 Basic information	2 Partnership composition	3 Project summary	4 Background and project justification
5 Work plan	6 Implementation methodology	7 Expected results and project tangibility	8 Results transfer and project sustainability
9 Innovative aspects of the project	10 Partnership organization and functioning	11 Communication plan	12 Final remarks and other informations
			13 Budget
			14 Output and results indicators
			15 Annexes
Import application form			
Extraction of annexe files			
Error detection		Help	
Print application		Print help notes	
Print blank form		Exit	

Because of the risk of technical problems you are strongly recommended not to postpone the submission to the last moment.

Electronic Application Form

Complete the Application Form – GENERAL PRINCIPLES

ATLANTIC AREA Transnational Programme
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Investing in our common future

ERDF

Application Form
Project: n.d.

Terceira Convocatória de Projectos
14 de Fevereiro a 30 de Abril de 2011

Choose the linguistic version of the form
English

Languages adopted to filling in the form
English
Spanish
French
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Languages adopted to filling in the project summary
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Spanish
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Portuguese

- 1 Basic information
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Import application form

Extraction of annexe files

Error detection Help

Print application Print help notes

Print blank form Exit

V3.0-2011

The electronic application form is subdivided in 15 sections allowing for the description of the features of your project



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**Transnational Cooperation Programme
2007-2013**

Application Form Section 5 WORKPLAN

**Isabel Moreira da Silva
(JTS project manager)**

www.coop-atlantico.com



European Union
European Regional
Development Fund

Section 5 – Work Plan

➔ What to do ?- With whom ?- When? - For which amount ?

The screenshot shows a software interface titled "5. Work plan". At the top, there is a control bar with "Select activity", "Add new activity", "Delete activity", "Project: n.d.", "Close", and "Help" buttons. Below this is a table with four columns: "English", "Spanish", "French", and "Portuguese". The table is divided into four sections: "Partners responsibilities", "Expected results", "Follow up indicators", and "Communication activities". Each section contains a grid of empty cells for data entry.

Definition of the ACTIVITIES

Definition of the related ACTIONS

The Partner RESPONSIBLE for the Activity

The Partners PARTICIPANT to the Activity

The DURATION of the Activity

The allocated BUDGET for the Activity



Expected results - Follow up indicators - Related communication activities

Section 5 – Work Plan: Activities

Activity title	
English	<input type="text"/>
Spanish	<input type="text"/>
French	<input type="text"/>
Portuguese	<input type="text"/>

Activity budget
<input type="text"/>

Start date	<input type="text"/>
End date	<input type="text"/>
Duration (in months)	<input type="text"/>

General goals of the activity	
English	<input type="text"/>
Spanish	<input type="text"/>
French	<input type="text"/>
Portuguese	<input type="text"/>

For each ACTIVITY

TITLE

DURATION

Allocated BUDGET

Activity n^o1:
Project Preparation

Activity n^o2:
Project Management & Coordination

Activity n^o3 recommended:
Communication & Dissemination

Activity n^o:
Other activities of the work plan

Section 5 – Work Plan: Activities

Partners responsibilities			
English	Spanish	French	Portuguese

Whom is doing what in the Activity ?

Expected results			
English	Spanish	French	Portuguese

What are the expected results at the end of the Activity?

Follow-up indicators			
English	Spanish	French	Portuguese

How to monitor the success of the Activity implementation ?

Communication activities			
English	Spanish	French	Portuguese

How the activity is related with the communication plan?



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**Transnational Cooperation Programme
2007-2013**

Application Form Sections 2 & 10 Partnership Composition

REBECA BELLO
(JTS project manager)

www.coop-atlantico.com



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Section 2 Partnership Composition

2. Partnership composition Project: n.d. Close Help

Nº 1

Select partner [Navigation icons]

Change to the last position [Hand icon]

Add new partner [Add icon] Delete partner [Delete icon]

Position in the partnership
Lead partner [Dropdown menu]

Organization (full designation in original language)
[Text field]

Department (*)
[Text field]

Type of organization
[Dropdown menu]

People at service
[Dropdown menu]

Country
[Dropdown menu]

Region
[Dropdown menu]

Tax Identification [Text field] Legal status [Dropdown menu]

Website (*)
[Text field]

(*) Optional field

Legal representative

Surname	Name	Function
[Text field]	[Text field]	[Text field]

Address
[Text field]

Post code	City	Phone	Fax (*)
[Text field]	[Text field]	[Text field]	[Text field]

Country	Email
[Text field]	[Text field]

Contact person

Surname	Name	Function
[Text field]	[Text field]	[Text field]

Address
[Text field]

Post code	City	Phone	Fax (*)
[Text field]	[Text field]	[Text field]	[Text field]

Country	Email
[Text field]	[Text field]

Financial responsible person

Surname	Name	Function
[Text field]	[Text field]	[Text field]

Address
[Text field]

Post code	City	Phone	Fax (*)
[Text field]	[Text field]	[Text field]	[Text field]

Country	Email
[Text field]	[Text field]

Identification of the partnership members

This section **MUST** be filled in **FIRST** in order to access the section 13 Budget

Section 2 Partnership Composition

Nº

Select partner

Add new partner

Delete partner

Position in the partnership
Lead partner

Organization
CENTRO DE ARTESANÍA Y DISEÑO DE LUGO

Department

Type of organization
Not for profit organization

People at service
21 - 50

Country
España

Region
Galicia

Tax Identification Legal status
Private

Website
www

Input **FIRST** the Lead Partner

2nd) Partner

3rd) Associated Partners

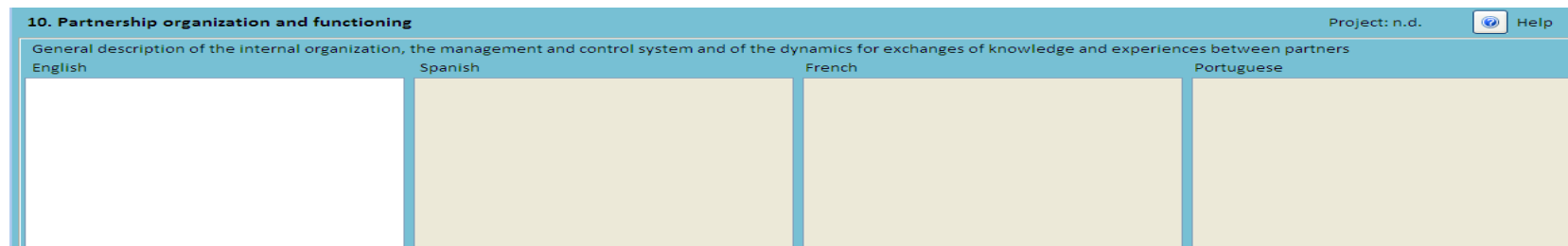
CAUTION

An associate partner participates in the implementation **BUT** do not receive any ERDF support

All the partners **MUST** provide letters of participation in PDF format and enclosed them in Section 15

External financiers **MUST** be input, by convention, in the category “Associate Partner”

Section 10 Partnership: organization and functioning



WHO IS DOING WHAT ? - PROJECT GOVERNANCE

Co-ordination and internal management organisation (Project Monitoring Committee, frequency of meetings, exchange of information,)

HOW EVERYTHING IS UNDER CONTROL ?

Description and efficiency of the monitoring and evaluation system

HOW THE PARTNERSHIP IS BALANCED ?

Balance in the involvement of the partners

Multi – actors / sectors balance

Geographical balance

Section 10 Partnership: organization and functioning

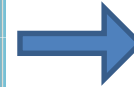
The best partner, for the good activities

Partners			
Test Lead Partner			
Nº 1	United Kingdom	Select partner	
Core business activities of the partner organization			
English	Spanish	French	Portuguese



The core organisational activities:
Activities usually implemented by the partner

Partner skills related to the project implementation			
English	Spanish	French	Portuguese



Which specific skills related to the activities implemented within the project

Transnational experience of the partner			
English	Spanish	French	Portuguese
	El SGI ha ejecutado varios proyectos de ámbito europeo.		



Transnational experience in participation or management of transnational projects.

Added value of partner participation in the work plan			
English	Spanish	French	Portuguese



Relevance and best fit between the partner and the activities it is responsible for or is participating in.

Section 10 Partnership - Criteria related

Screen the Section against the criteria

Criteria nº	Criteria	Weight	Application Form Sections
10	Quality of the partnership, in terms of the diversity and nature of the organisations involved and the relevance and capacity to deliver the objectives and the expected results.	6	10
11	Quality and transparency of the internal organization management and control system , in terms of its clarity and effectiveness. Degree to which the project promotes and allows for knowledge and know –how transfers and exchange of experiences within the partnership.	5	10
12	Capacity and experience of the Lead Partner to effectively manage and co-ordinate a transnational project and of the other project partners to deliver their element of the work plan.	5	10



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Transnational Cooperation Programme 2007-2013

Application Form Section 11 Communication Plan

**Rebeca Bello
(JTS project manager)**

www.coop-atlantico.com



European Union

European Regional
Development Fund

Section 11: Communication Plan

- 1 Basic information
- 2 Partnership composition
- 3 Project summary
- 4 Context and project justification
- 5 Work plan
- 6 Implementation methodology
- 7 Expected results and project tangibility
- 8 Results transfer and project sustainability
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The programming period 2007-2013 emphasizes communication

Definition of a communication plan

All along the project cycle, from the very beginning

Some basic questions

Who do you want to reach?

What do you want to say?

How should you say it?

Did it work?

Section 11: Communication Plan

**Must be consistent and complementary with specific
Work Package Communication**

GENERAL DESCRIPTION of the communication plan

**Definition of the TARGET AUDIENCES, their eventual
specificities, their volume,**

**The ACTIONS implemented for each activity, the
ORIENTATIONS for the main MESSAGES,**

**The Partners RESPONSABILITY in the activity and the
potential specific SKILLS or ADDED VALUE within the
implementation**

**FOLLOW-UP indicators indicating how to assess the
success of the communication activity**



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ATLANTIC AREA

Transnational Cooperation Programme 2007-2013

Application Form Section 13 Budget

**Ismael Moran
(JTS project manager)**


www.coop-atlantico.com






European Union

European Regional
Development Fund

Section 13 – Budget

13. Budget Project: n.d.  Help


Insertion of budgetary data <ul style="list-style-type: none">A External financiersB Financing resourcesC Budget - Expenditures	Expenditures synthesis <ul style="list-style-type: none">H Expenditures per partner and yearI Expenditures per partner and activityJ Expenditures per partnerK Expenditures per activity and yearL Expenditures per Year
Financial resources synthesis <ul style="list-style-type: none">D Financing resources per partner, financier and yearE Financing resources per partner and yearF Financing resources per partnerG Financing resources per year	M Budget explanation
 Back to the main menu	 Budgetary summary per partner and year
	 Budgetary summary per partner

The electronic form is not a tool for budget construction.




It only allows you to input the budget data.

Enter first the data for sections 2 (Partnership Composition) and 5 (Work Plan)





Section 13 – Budget


13. Budget Project: TESTATLANTICAREA  Help

Insertion of budgetary data






-  External financiers
-  Financing resources
-  Budget - Expenditures


Financial resources synthesis



-  Financing resources per partner, financier and year
-  Financing resources per partner and year
-  Financing resources per partner
-  Financing resources per year

 Back to the main menu

Expenditures synthesis

-  Expenditures per partner and year
-  Expenditures per partner
-  Expenditures per activity and year
-  Expenditures per activity
-  Expenditures per Year

 Budget explanation

-  Budgetary summary per partner and year
-  Budgetary summary per partner

Section 13 – Budget

Four main parts

Budget data

- External financier
- Resources
- Expenditures

Budget explanations

- You **MUST** give explanation for each budget header

Synthesis for resources

- Automatic tables on resources

Synthesis for expenditures

- Automatic tables on resources

Section 13: Budget - Financing resources

MENU 13-8

Partner: aaa

№ 1: España Galicia

Select partner: [Navigation icons] Close

Calculation of ERDF and self-financing: [Help icon] Help

13-B. Financial resources Project: aaa

Total financing resources of partner 1		
Year	Financing source	€
2011	ERDF financing	
2011	Self-financing	
2011	Complementary funds: European Investment Bank	
2011	Complementary funds: revenues generated by the project	
2011	Complementary funds: other non co-financing funds funds	
2012	ERDF financing	
2012	Self-financing	
2012	Complementary funds: European Investment Bank	
2012	Complementary funds: revenues generated by the project	
2012	Complementary funds: other non co-financing funds funds	

For each partner by budgetary year detail:

The resources corresponding to the budget of the partner

- . self-financing,
- . external financier,
- . ERDF

. Complementary funding if applicable (not included in national matching fund)

Section 13: Budget - Budget- Expenditures

Partner: Test Lead Partner
Nº: 1 United Kingdom

Select partner [Navigation icons] Help

13-C. Budget - Expenditures

Total partner expenditures: 90 250,00 € [Σ] [FR] Select expenditure year [Navigation icons]

Year	Expenditure items	€	Explanation notes
2008	Activity 1 -		
	1. Human resources	2 000,00 €	
	2. Services supply		
	3. Operational costs	500,00 €	
	4. Travel and accomodation	2 000,00 €	
	5. Meetings and seminars	1 000,00 €	
	6. Promotion and disseminat		
	7. Equipment		
	8. Other expenditures		

For each partner

For each activity it is involved in

By budgetary year

For each budgetary header

Fill in the amount.

Give a brief explanation to the expense

Consistency with the work plan defined in section 5

You can SUM the total expenditure for the partner

An excel export is available

Section 13: Budget explanations

Explain the budget set up

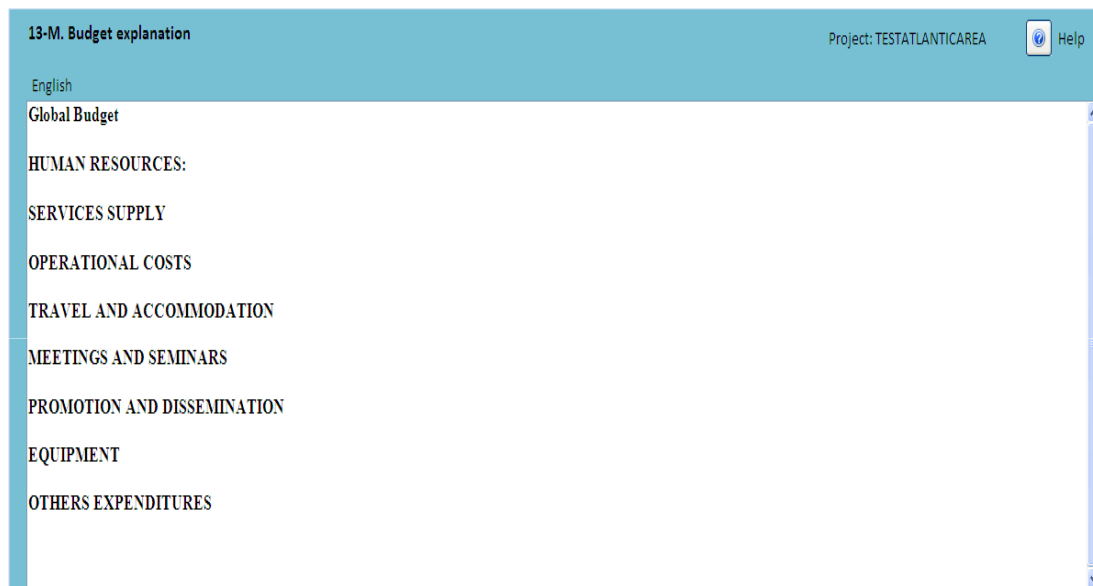
For EACH budgetary header

Evidence the justification of the costs more relevant

Detail the method of calculation of certain header operational costs for example

Explain that the budget reflects the value for money in relation to the actions & results

If foreseen, calculation and detailed explanation on shared costs



Tools for successful projects

SOME TIPS....

- Each member must participate in the project development process
- The Work Plan should be fully detailed
- The functions of each of the partners must be clearly defined before the adoption of the task
- The lead partner must "comply" with the monitoring and evaluation system of the project and the deadlines established for the call for projects

Tools for successful projects

Common mistakes ...

- No relevant information regarding tangibility and sustainability strategy
- Difficulty in demonstrating the innovation, adaptation more than innovation
- Inadequate internal organization management and control financial system
- Unbalance budget: HR + services supply
- Unclear Work Plan: unachievable objectives, intangible
- Communication Plan inconsistent with the objectives

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