

Interreg



Co-funded by
the European Union

Meuse – Rhine (NL – BE – DE)

Template for

Step 2

Application form

Final version of 16 January 2023

Please note that the application form has to be completed and submitted via the electronic monitoring system of (JEMS) the programme, this offline template is for information purposes only. After submission, JEMS will produce an overview of the application for assessment purposes.

Introduction

Interreg Meuse-Rhine uses a two-step system for approving projects. This is the application form for **step 2**, intended to assess in detail the appropriateness of a project in the Interreg Meuse-Rhine (NL-BE-DE) cooperation programme for the 2021-2027 period. The step 2 application has to be submitted via the monitoring system JEMS. The information entered in the step 1 application form will be transferred to the step 2 form and can be changed. It is advised to write section A.2 of this form after having completed the remaining questions.

A – Project identification

A.1 – Project identification

Project ID (automatically generated in JEMS)	
Name of Lead Partner organisation	
Name of Lead Partner organisation in English	
Project title	
Project acronym	
Priority	Choose from drop down list
Specific objective	Choose from drop down list
Start date	
End date	

A.2 – Project summary

Please give a short overview of the project and describe:

- Which cross-border problem or challenge the project addresses.
- The overall objective of the project.
- How this links to the cooperation programme;
 - Contribution to which grand societal challenge?
 - Under which specific objective?
- Why cross-border cooperation is needed to tackle the problem or challenge.
- What is new in the approach.
- What expected change the project will bring to the current situation (impact).
- What target group benefits from the project.
- What opportunity we are missing if this project is not granted.
- An outline of the main activities, deliverables and, if applicable, investments the project will produce and who will benefit from them.

Max. 3.500 characters (including spaces)

A.3 – Project budget overview (automatically filled in by JEMS after entering full project work plan)

Programme funding			Contribution					Total
Funding source	Funding amount (A)	Co-financing rate (%)	Automatic public contribution (B)	Other public contribution (C)	Total public contribution (B + C = D)	Private contribution (E)	Total contribution (D + E = F)	A + F = G
ERDF								
Total EU funds								
Total								

A.4 – Project outputs and results overview (automatically filled in by JEMS after entering full project work plan)

Programme output indicator	Measurement unit	Output	Target value output indicator	Programme result indicator	Measurement unit	Result	Baseline	Target value result indicator
....	n.a.	n.a.	n.a.	n.a.	n.a.
n.a.	n.a.	n.a.	n.a.

B – Project partners

Partners overview (automatically generated by JEMS after entering B.1, B.2, etc)

Number	Status	Name organisation	Country	Organisation abbreviation	Partner role	Partner eligible budget
1	Active				Lead Partner	
2					Partner	
...					...	

B.1 – Lead partner

Partner number	1
Partner role	Lead Partner
Name of organisation	
Name of organisation in English	
Organisation abbreviation	
Department / unit / division	
Partner main address	
Country	
NUTS 2	
NUTS 3	
Street and house number	
Postal code	
City	
Homepage	
Address of department / unit / division (if applicable)	
Country	
NUTS 2	
NUTS 3	
Street and house number	
Postal code	
City	
Legal information	
Type of partner	E.g. Higher education and research institution (dropdown menu)
Sub-type of partner	Micro enterprise Small enterprise Medium enterprise Large enterprise (dropdown menu)
Legal status	Public or private (dropdown menu)
Statistical classification of economic activities (NACE code)	Dropdown menu
Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project?	Yes No Partially (dropdown menu)
VAT number (only when Yes or Partially on former question)	
Contact information	
Legal representative	
Contact person	
Email contact person	
Telephone number contact person	

Motivation		
Which of the organisation's thematic competences and experiences are relevant for the project? Max. 1.000 characters		
What is the role (contribution and main activities) of your organisation in the project? Max. 1.000 characters		
If applicable, describe the organisation's experience in participating in and/or managing (other) EU co-financed project or other international projects Max. 1.000 characters		
Only applicable when located outside the programme area, what is the motivation to be the lead partner in this project, being located outside the programme area? Max. 1.000 characters		
Co-financing		
Source	Amount	Percentage
ERDF		%
Own partner contribution		%
Other co-financing (specify)		%
State aid criteria self-check		
Criterion 1: Is the partner involved in economic activities through the project?		
1.1 Will the project applicant implement activities and/or offer goods/services for which a market exists?	Yes/No + explanation Max. 1.000 characters	
Criterion 2: Does the partner receive an undue advantage in the framework of the project?		
2.1 Does the applicant plan to carry out the economic activities on its own, i.e. not to select an external service provider via public procurement procedures?	Yes/No + explanation Max. 1.000 characters	
2.2 Will the applicant, any other operator not included in the project as a project partners, or the target audience gain any benefits from its project economic activities, not received in the normal economic business (traffic) (i.e. not received in the absence of funding granted through the project)?	Yes/No + explanation Max. 1.000 characters	
Result of state-aid self-check	No risk of state-aid, or risk of state-aid	
State-aid relevant activities		
GBER scheme / de-minimis solution		

B.2 (etc)- Partner

Partner number	2
Partner role	Partner
Name of organisation	
Name of organisation in English	
Organisation abbreviation	
Department / unit / division	
Partner main address	
Country	
NUTS 2	
NUTS 3	
Street and house number	
Postal code	
City	
Homepage	
Address of department / unit / division (if applicable)	
Country	
NUTS 2	
NUTS 3	
Street and house number	
Postal code	
City	
Legal information	
Type of partner	E.g. Higher education and research institution (dropdown menu)
Sub-type of partner	Micro enterprise Small enterprise Medium enterprise Large enterprise (dropdown menu)
Legal status	Public or private (dropdown menu)
Statistical classification of economic activities (NACE code)	Dropdown menu
Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project?	Yes No Partially (dropdown menu)
VAT number (only when Yes or Partially on former question)	
Contact information	
Legal representative	
Contact person	
Email contact person	
Telephone number contact person	

Motivation		
Which of the organisation's thematic competences and experiences are relevant to participate in this project?		
Max. 1.000 characters		
What is the role (contribution and main activities) of your organisation in the project?		
Max. 1.000 characters		
If applicable, describe the organisation's experience in participating in and/or managing (other) EU co-financed project or other international projects		
Max. 1.000 characters		
If applicable, what is the motivation to be partner in this project, being located outside the programme area? What is the crucial added value of your organisation to produce the intended result(s)?		
Max. 1.000 characters		
Co-financing		
Source	Amount	Percentage
ERDF		%
Own partner contribution		%
Other co-financing (specify)		%
State aid criteria self-check		
Criterion 1: Is the partner involved in economic activities through the project?		
1.1 Will the project applicant implement activities and/or offer goods/services for which a market exists?	Yes/No + explanation	
	Max. 1.000 characters	
Criterion 2: Does the partner receive an undue advantage in the framework of the project?		
2.1 Does the applicant plan to carry out the economic activities on its own, i.e. not to select an external service provider via public procurement procedures?	Yes/No + explanation	
	Max. 1.000 characters	
2.2 Will the applicant, any other operator not included in the project as a project partners, or the target audience gain any benefits from its project economic activities, not received in the normal economic business (traffic) (i.e. not received in the absence of funding granted through the project)?	Yes/No + explanation	
	Max. 1.000 characters	
Result of state-aid self-check	No risk of state-aid, or risk of state-aid	
State-aid relevant activities		
GBER scheme / de-minimis solution		

C – Project description

C.1 – Project overall objective

C 1.1 Which cross-border problem or challenge does the project address?
Max. 2.000 characters (including spaces)

C 1.2 What is the project’s overall objective? What do you aim to achieve by the end of the project?

The overall objective should:

- Be broken down in sub-objectives (if applicable),
- Be realistic and achievable by the end of the project, or shortly after,
- Be measurable / define clear project results in line with the programme’s output and result indicators,
- Specify who will use the project result(s) and in which territory.

Max. 1.500 characters (including spaces).

C 1.3 To which grand societal challenges as defined in the cooperation programme does the project contribute, and how?

Grand societal challenge (pre-defined, choose from dropdown list)	Explanation
...	Max. 500 characters (including spaces)

C.2 – Project relevance

C 2.1 Why is cross-border cooperation needed to address the problem or challenge, and to achieve the project’s objectives and results? If you involve partners outside the programme area or carry out activities outside the programme area, please also explain here.
Max. 2.000 characters (including spaces)

C 2.2 How does the project tackle the identified cross-border problem or challenge and what is new about the project’s approach?
Max. 2.000 characters (including spaces)

C 2.3 Which target group will benefit from the project outputs and results?

Target group (pre-defined, choose from dropdown list)	Specification
Local public authority	Max. 1.000 characters (including spaces)
Regional public authority	
National public authority	
Sectoral agency	
Infrastructure and (public) service provider	
SME	
Higher education	
Interest groups including NGOs	
...	

C 2.4 What is the expected impact of the project, in terms of the change it will bring to the current situation? What risks, conditions or restrictions do you see, which might reduce the impact of the project? How do you cope with that?

Max. 2.000 characters (including spaces)

C 2.5 How does the project contribute to other relevant strategies and policies?

Max. 2.000 characters (including spaces)

C 2.6 What synergies do exist with other EU- or public-funded projects or initiatives, and to what extent does this project build on them?

Project or initiative	Synergy
Max. 250 characters (including spaces)	Max. 1.000 characters (including spaces)
...	...

C 2.7 How does the project build on available knowledge?

Max. 2.000 characters (including spaces)

C.3 – Project partnership

Describe the structure of the partnership and explain why these partners are needed to implement the project and to achieve the project’s objectives. What is the contribution of each partner to the project? Eventual involvement of associated partners and their contribution can also be described here.

Max. 3.000 characters (including spaces)

C.4 – Project work plan

Please give an overview of the basic structure of the project’s work plan

Number	Work Package title	Partners involved (first to mention is responsible partner)
1
2
3
....

Work package 1 (to be filled in for each work package)

C 4.1.1 Title

Define the work package title

Max. 100 characters (including spaces)

C 4.1.2 Define in one objective what will be achieved when all activities in this work package are implemented?

The objective should be formulated:

- Realistic and achievable by the end of the project
- Specific
- Measurable – indicate the change you are aiming for.

Max. 250 characters (including spaces)

C 4.1.3 Communication objective

Think about this work package’s communication objective and how that will contribute to the achievement of overall project objective and to the selected specific objective of the programme. Describe how this work package’s communication objective can contribute to attaining changes in the target audience’s behaviour, knowledge or belief.

Max. 500 characters (including spaces)

C 4.1.4 Activities	
Activity 1.x (etc.)	
Title	Max. 200 characters
Start date	
End date	
Description	Max. 1.000 characters
Deliverable	Max. 200 characters

C 4.2 Investments (only if applicable)	
Investment 1.x (etc.)	
Title	Max. 200 characters
Start date	
End date	
Justification for investment	Max. 1.000 characters
Description of cross-border relevance of investment	Max. 1.000 characters
Benefiting from investment	Max. 1.000 characters
Investment documentation – please list all technical requirements and permissions required for the investment according to national legislation. If these are available, please attach them to this application form, otherwise indicate when you expect them to be available. Also explain risks, conditions or restrictions of the investment, which might impact the project. How do you cope with that?	Max. 2.000 characters
For investments in infrastructure with an expected lifespan of at least five years, please indicate whether an assessment of expected impacts of climate change has been carried out. Should it be necessary, you must be ready to submit this documentation to the programme bodies.	Max. 1.000 characters
Ownership - Who owns the site where the investment is located?	Max. 1.000 characters
Ownership – Who will retain ownership of the investment at the end of the project?	Max. 1.000 characters
Ownership – Who will take care of the maintenance of the investment? How will this be done?	Max. 1.000 characters

C.5 – Project outputs and results

C 5.1 Please define the project's contribution to the applicable output indicators.	
Output indicator 1.x (dropdown menu)	
Measurement unit	
Target value	

C 5.2 Please define the project's contribution to the applicable result indicators.	
Result indicator 1.x (dropdown menu)	
Measurement unit	
Baseline	
Target value	

C.6 – Project time plan (automatically generated in JEMS)

	Period 1
Work package 1	
Activity 1.1	

C.7 – Project management

C 7.1 How will you coordinate your project? This question should address: <ul style="list-style-type: none">• Who will be responsible for coordination?• Will you have any other management structure (e.g. thematic groups, WP managers)?• How will the internal communication work?• What percentage amount of budget has been budgeted for project management? Max. 1.500 characters (including spaces)

C 7.2 Which measures will you take to ensure quality in your project? Describe specific approaches and processes and responsible partners. If you plan to have any type of project evaluation, please describe its purpose and scope here. Max. 1.500 characters (including spaces)
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C 7.3 What will be the general approach to communicate about your project?

Describe who will coordinate project communication and how this person ensures the involvement of all partners, or even organisations outside the partnership, in terms of dissemination of the project results? How will the communication function contribute to transfer the project results? Please note that all communication activities should be included in the work package description, as an integral part of the project. There is no need to repeat this information here.

Max. 1.500 characters (including spaces)

C 7.4 How do you foresee the financial management of the project and reporting procedures for activities and budget (within the partnership and towards the programme)?

Define responsibilities, deadlines in financial flows, reporting flows, project related transfers, reclaims, etc.

Max. 1.500 characters (including spaces)

C 7.5 Cooperation criteria

Please select all cooperation criteria that apply to your project and describe how you fulfil them.

Cooperation criteria	Applicable (Yes/No)?	Description
Joint development	...	Max. 500 characters (including spaces)
Joint implementation	...	Max. 500 characters (including spaces)
Joint staffing	...	Max. 500 characters (including spaces)
Joint financing	...	Max. 500 characters (including spaces)

C.8 – Horizontal principles

Please indicate which type of contribution to horizontal principles applies to the project, and justify your choice.

Horizontal principles	Type of contribution	Description of contribution
Sustainable development	Positive/neutral/negative	Max. 1.000 characters (including spaces)
Equal opportunities and non-discrimination	Positive/neutral/negative	Max. 1.000 characters (including spaces)
Equality between men and women	Positive/neutral/negative	Max. 1.000 characters (including spaces)
Climate	Positive/neutral/negative	Max. 1.000 characters (including spaces)
Biodiversity	Positive/neutral/negative	Max. 1.000 characters (including spaces)

C.9 – Long term plans

C 9.1 Ownership

Please describe who will ensure the financial and institutional support for the outputs / deliverables developed by the project (e.g. tools), and explain how these outputs / deliverables will be integrated in the work of institutions.

Max. 1.500 characters (including spaces)

C 9.2 Durability

Some of the project's outputs / deliverables may be used by relevant groups (project partners, or others) after the project's lifetime, in order to have a lasting effect on the territory and the population. Please describe whether this is the case for your project and how this works (which outputs will be used after the project by whom?).

Max. 1.500 characters (including spaces)

C 9.3 Transferability

Some outputs / deliverables that you will deliver may be adapted or further developed to be used by other target groups or in other territories. What will you do to make sure that relevant groups are aware of your outputs / deliverables and are able to use them?

Max. 1.500 characters (including spaces)

D – Project budget

Specification of project budget per budget line per partner.