



LIFE+ 2007

General guidelines for applicants

The current guidelines apply to the preparation of all project proposals to be submitted to the European Commission under LIFE+. They are intended to help the applicant prepare his project proposal and fill in the application forms.

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1. What is LIFE+?

LIFE+ is the European financial instrument for the environment, for the period from 1 January 2007 until 31 December 2013. The legal basis for LIFE+ is the **Regulation (EC) No 614/2007 of the European Parliament and of the Council of 23 May 2007**, published in the Official Journal of the European Union L149 of 9 June 2007.

LIFE+ covers both the operational expenditure of DG Environment and the co-financing of projects. According to Article 6 of the LIFE+ Regulation, at least 78 % of the LIFE+ budgetary resources must be used for project action grants (= LIFE+ projects).

During the period 2007-13, the European Commission will launch one call for LIFE+ project proposals per year. The amount available for co-financing projects under the first call of LIFE+ proposals in 2007 has been set at EUR 187.000.000. Under this first call (LIFE+ 2007), the deadline for beneficiaries to submit their proposals to the national authorities is the 30th November 2007. National authorities must then forward all proposals to the European Commission to be received, at the latest, by the deadline of **15th January 2008, 17 h 00**.

These Application guidelines only apply to this first call for LIFE+ project proposals ("LIFE+ 2007").

LIFE+ is open to all legal persons, whether public or private, commercial or non-commercial that are legally established in the European Union. Project proposals can either be submitted by a single beneficiary or by a partnership which includes a coordinating beneficiary and one or several associated beneficiaries. They can be either national or transnational, but the actions must exclusively take place within the territory of the 27 Member States of the European Union.

2. Priority actions and projects to be co-financed under LIFE+

LIFE+ aims at co-funding actions in the field of nature conservation (LIFE+ Nature and Biodiversity) as well as in other fields of the environment that are of European interest (LIFE+ Environment and Governance). A third component of LIFE+ aims specifically at co-funding information and communication activities for the environment (LIFE+ Information and Communication). More specifically, the following types of projects can be distinguished under LIFE+:

1. LIFE+ Nature and Biodiversity

- Best practice and/or demonstration projects contributing to the implementation of the objectives of the Birds and Habitats Directives (Council Directives 79/409 EEC and 92/43/EEC).
- Demonstration and/or innovation projects contributing to the implementation of the objectives of the Commission Communication COM (2006) 216 final: "*Halting the loss of Biodiversity by 2010 – and beyond*".

2. LIFE+ Environmental Policy and Governance

- Demonstration and/or innovation projects related to any of the "*priority areas of action*" set out in the document "LIFE+ Environment Policy and Governance, Guidelines for beneficiaries 2007".
- Projects contributing to the monitoring of the environmental status of forests within the European Union territory.

3. LIFE+ Information and Communication

- Communication and awareness raising campaigns related to the implementation, updating and development of European environmental policy and legislation
- Awareness raising campaigns for the prevention of forest fires and training for forest fire agents

Projects to be co-financed under the 2007 call for proposals can only take place within the territory of the European Union.

For each of the above 3 branches of LIFE+, specific guidelines on how to conceive a proposal and on how to fill in the application forms can directly be downloaded from the following link:

[LIFE+ Nature and Biodiversity – Guidelines for applicants 2007](#)

[LIFE+ Environmental Policy and Governance - Guidelines for applicants 2007](#)

[LIFE+ Information and Communication – Guidelines for applicants 2007](#)

Beneficiaries are advised to refer to these detailed application guidelines in order to choose the most appropriate branch of LIFE+ for their projects. A few guidelines are nevertheless given here:

1) Best-practice or demonstration proposals for implementing the objectives of the Birds and Habitats Directives should be submitted under *LIFE+ Nature and Biodiversity*. Such proposals should primarily focus on concrete conservation actions¹ and may not include any actions not directly related to the above objectives. (= *LIFE+ Nature*)

2) Proposals related to the aim of halting the loss of biodiversity within the European Community should also be submitted under *LIFE+ Nature and Biodiversity*. Such proposals should have a demonstration value and/or propose innovative actions. They must include a significant volume of concrete conservation measures², but the focus is on demonstrating the feasibility and usefulness of these measures, rather than on long-term investments in biodiversity conservation. (= *LIFE+ Biodiversity*)

3) Innovative or demonstrative proposals related to environmental issues other than nature and biodiversity should be submitted under *LIFE+ Environmental Policy and Governance*. Such proposals should have a demonstration value and/or test innovative approaches to one or several of the following priority "areas of action" set out in the Application Guide for LIFE+ Environment Policy and Governance: Climate change, Water, Air, Soil, Noise, Chemicals, Environment and Health, Waste and Natural Resources, Forests, Innovation and Strategic Approaches.

4) Proposals related to the monitoring of the environmental status forests should also be submitted under *LIFE+ Environmental Policy and Governance*.

5) Proposals for awareness raising campaigns to prevent forest fires and/or for the training of forest fire agents should be submitted under *LIFE+ Information and Communication*.

6) Proposals submitted under *LIFE+ Nature and Biodiversity* or *LIFE+ Environment Policy and Governance* should always foresee a certain share of their budget for specific communication, stakeholder consultation and awareness-raising activities. However, a proposal that is exclusively dealing with communication activities or awareness-raising campaigns related to environmental, nature protection or biodiversity conservation issues of European interest should be submitted under *LIFE+ Information and Communication*.

¹ Only projects for "preparatory inventories and planning of marine Natura 2000 sites" and projects for the "surveillance of the conservation status of natural habitats and species of the Birds and Habitats Directives" (*sensu* Article 11 of the Council Directive 92/43/EEC) are exempt from this rule.

² Only projects for "the development of biodiversity monitoring indicators" and projects for "the development and testing of risk assessment methodologies regarding the impact of GMOs on biodiversity" are exempt from this rule.

3. How, where and when to submit a proposal?

LIFE+ beneficiaries must submit their proposals to the competent national authority of the Member State in which the coordinating beneficiary is registered. **Annex 1** provides a list of the names and contact addresses of the national authorities for LIFE+ for the 27 Member States. The deadline for submitting the proposals to the national authorities is **30 November 2007**.

The national authorities will then forward the LIFE+ project proposals to the Commission, to be received before the deadline of **15 January 2008, 17 h 00**. The only address that national authorities shall use for submitting LIFE+ proposals to the European Commission is the contact address indicated in Annex 2. **Proposals sent directly by beneficiaries to the Commission will not be accepted.**

The proposal and all its obligatory annexes must be forwarded to the Commission on CD-ROM or DVD, in an electronic pdf format that is based on a scan of the original printed A4 format paper forms.

Project beneficiaries and national authorities must use a separate CD-ROM/DVD for each individual LIFE+ project proposal. The full title of the proposal should be clearly labelled on the CD-ROM/DVD.

The LIFE+ proposal itself must be submitted as one single "black and white – only" pdf document (minimum 300 dpi) including all the relevant administrative, technical and financial application forms to be filled in. This pdf file must be printable in A4 format. Where proposal forms are signed and stamped, beneficiaries are strongly advised to check whether the signatures and stamps are still identifiable on a printout of the form.

By way of exception, maps or other relevant material annexed to the proposal shall be submitted as separate pdf documents saved from their original format. Moreover, the pdf maps annexed to the proposal can be submitted either in format A4 or format A3, and may include colours.

Additional financial documents must be annexed to the proposal in all cases where the coordinating beneficiary is not a public authority. Where required, these documents must be submitted as a separate Excel file (in the case of the "Simplified financial statement") and as separate pdf files printable in A4 format (in the case of the profit and loss account and the balance sheet of the last financial year, and for the auditor certificate/report).

Before submitting the proposals to the Commission, national authorities are strongly advised to check whether the CD ROM/DVD can be opened and read, whether it contains all the required electronic files, and whether the application forms and files provided are correctly filled in and complete.

4. How will LIFE+ projects be selected?

The following description is a short summary of the evaluation procedure; further details are found in the "Guide for the evaluation of LIFE+ project proposals 2007".

[Guide for the evaluation of LIFE+ project proposals 2007](#)

The project proposals received by the deadline of **15 January 2008, 17 h 00** from the national LIFE+ authorities are registered by the Commission and an acknowledgement of receipt is transmitted to the coordinating beneficiary.

The LIFE Unit of the Environment Directorate General is responsible for the evaluation procedure. It will verify the eligibility, the selection and the award criteria and propose to the LIFE+ Committee a list of project proposals for co-financing, according to the criteria outlined in the evaluation guide.

During the **Eligibility phase**, the European Commission will check whether the proposals submitted are complete and have been submitted in the required format. In case the proposal is found to be incomplete³, coordinating beneficiaries may be contacted directly by the Commission and asked to submit missing information within a deadline of **7 working days**. Only those proposals that are deemed complete and submitted within the requested format will be admitted to the following Selection phase.

During the **Selection phase**, the European Commission will check whether the proposals submitted comply with the general technical and financial selection criteria that are outlined in the evaluation guide. Only those proposals that are deemed to comply with the selection criteria will be admitted to the Award phase.

During the **Award phase**, a score will be given to each proposal on the basis of the following 7 award criteria applicable to all three branches of LIFE+ project funding:

1. Technical coherence and quality (max. 15 points, pass score 8 points)
2. Financial coherence and quality (max. 15 points, pass score 8 points)
3. Contribution to the general objectives of LIFE+ (max. 25 points, pass score 12 points)
4. European added value (max. 25 points, pass score 12 points)
5. Complementarity and optimal use of the EC funding (max. 10 points, pass score 5 points)
6. Transnational character (max. 5 points, no pass score)
7. National added value according to the LIFE+ national authority (max. 5 points, no pass score)

On the basis of the final award scores given to each proposal, the European Commission will then set up a "long list" of proposals to be admitted to revision. This long list takes into account the quality of the proposals and will also take into account that (1) at least 50% of the LIFE+ project budget must be allocated to projects for nature and biodiversity, (2) projects should be distributed amongst EU Member states according to the indicative national allocations published in the *Guide for the*

³ Please refer to the *Guide for the Evaluation of LIFE+ project proposals 2007* for more detailed information on the type of documents and/or missing information that may be requested from the coordinating beneficiary after the deadline of 15th January 2008

Evaluation of LIFE+ proposals 2007 and (3) at least 15% of the LIFE+ should ideally be allocated to transnational projects.

During the **Revision phase**, the Commission will ask the coordinating beneficiaries on the above long list to revise their proposals in order to bring them fully into line with the technical and financial provisions of the LIFE+ Regulation, the Common Provisions applicable to LIFE+ projects and the LIFE+ Application Guide. If necessary, this may entail a reduction of a proposal's budget, its EC financial contribution and/or its proposed EC co-financing rate, as well as the modification or elimination of certain actions and their costs.

On the basis of the results of the revision, the Commission then submits to the LIFE+ Committee for its opinion a "short list" of proposals to be co-financed, and a "reserve list" of proposals.

The LIFE+ Committee is made up of representatives of the 27 Member States and is chaired by the Commission. Should this Committee give a favourable opinion, and within the limits of the funds available, the Commission will then decide upon a list of projects to be co-financed. After approval by the European Parliament, individual grant agreements are sent to each successful coordinating beneficiary for signature.

On the basis of the expected timing as outlined in the LIFE+ Evaluation Guide 2007, the individual grant agreements are expected to be signed between **early November and late December 2008** at the very latest (for a detailed timetable, see **Annex 3**).

The earliest possible starting date for projects is **1 January 2009**.

5. Administrative and financial information to be provided

Four types of beneficiaries are distinguished under LIFE+: (1) *public authorities*, (2) *other public bodies*, (3) *private commercial organisations* and (4) *private non-commercial organisations* (including NGOs).

To be considered as a "*public authority*", the coordinating beneficiary must be able to provide supporting evidence indicating that it complies with all the following criteria:

- A. The relevant national law does not allow the coordinating beneficiary's type of organisation to fall under one of the following situations: bankruptcy or being wound up, having their affairs administered by the courts, entering into an arrangement with creditors, suspending business activities, being the subject of proceedings concerning those matters, or being in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
- B. The coordinating beneficiary has been created by a public authority or is officially recognised as an organisation of public interest. The 'public interest' must be explicitly mentioned in the relevant legal or administrative acts.
- C. The coordinating beneficiary's internal accounting and procedures are under daily supervision of a public audit authority.
- D. The coordinating beneficiary is financed totally or to a large extent (i.e. more than 50%) by public sources.
- E. In the event that the coordinating beneficiary stops its activities, its rights and obligations, passive and debts, will be transferred to another public authority.

All coordinating beneficiaries that have declared themselves as being public authorities in their proposal (application form A4) should be aware that supporting evidence for their compliance with the criteria A-E may be requested at any stage of the project evaluation and revision procedure. Failure to provide the adequate information within a deadline of 15 working days may lead to an exclusion of the proposal.

All beneficiaries must show their legal status (by completing application forms A4 or A5) confirming that they are legally constituted in the EU. In addition they must declare that they are not in any of the situations foreseen under Article 93(1) and 94 of the Financial Regulation (by signing the application form A2 or A3);

In addition all coordinating beneficiaries other than *public authorities*, that is to say the beneficiary types (2), (3) and (4), must provide, as annexes to their proposal, evidence that they comply with the selection criterion set out in the Article 176⁴ of the Financial Regulation i.e. that:

"the applicant has stable and sufficient sources of funding to maintain his activity throughout the period during which the action is being carried out"

⁴ Further details on how this criterion will be assessed are found in the *Guide for the Evaluation of LIFE+ project proposals 2007*.

Therefore, all coordinating beneficiaries other than *public authorities* will have to provide the following administrative and financial documents as annexes to their LIFE+ proposal:

1. Where the EU contribution requested exceeds 300.000 €, an audit report or certificate produced by an approved external auditor. This document must be signed by the auditor and must provide an unqualified opinion, certifying that the coordinating beneficiary's most recent annual accounts present a true and fair view of his financial situation. This document must be annexed to the LIFE+ proposal as a scanned pdf file, printable in A4 paper format.
2. The most recent annual account balance sheet and a profit and loss account. This document must be annexed to the LIFE+ proposal as a scanned pdf file, printable in A4 format. Where the coordinating beneficiary does not yet have an annual balance sheet and profit and loss account, because the organisation has been only recently created, it must provide a management plan (for at least 12 months in the future) with the financial data prepared in accordance with the standard required under national legislation.

In the case of a newly created organisation, the auditor's certificate provided is based on the management plan where the financial data are presented in accordance with relevant national provisions.
3. A "Simplified Financial Statement"; coordinating beneficiaries are requested to fill in the Excel table which can be downloaded [here](#). This document must be duly filled in and must be annexed to the LIFE+ proposal as an Excel file.

6. General recommendations for all LIFE+ beneficiaries

The current chapter replies to some frequently asked questions on how to conceive a project proposal, applicable to all three strands of LIFE+. For each of the three strands, detailed guidelines and recommendation on how to fill in the technical and financial forms can be downloaded from the following links:

[LIFE+ Nature and Biodiversity – Guidelines for applicants 2007](#)

[LIFE+ Environmental Policy and Governance – Guidelines for applicants 2007](#)

[LIFE+ Information and Communication – Guidelines for applicants 2007](#)

6.1. In which language may the proposal be submitted?

LIFE+ proposals may be submitted in any of the official EU languages, except Irish or Maltese. The Commission nevertheless recommends to fill in the technical part of the proposal also or only in English.

Form B1 ("Summary description of the project") must always be submitted in English. It may **in addition** also be submitted in the language of the proposal.

6.2. Who may submit a proposal?

A proposal may be submitted by any legal person established in the European Union, i.e. (1) public authorities, (2) other public bodies, (3) private commercial organisations and (4) private non-commercial organisations (including NGOs).

Any coordinating beneficiary that is not a public authority must provide evidence with the proposal about its financial viability during the project period and its capacity to manage the amounts proposed in the proposal budget. Such beneficiaries will therefore have to provide with their proposals a number of additional documents (see **Chapter 5** for further details). Failure to provide these additional documents leads to an exclusion of the proposal.

6.3. Who may participate in a project?

Once a proposal has been accepted for co-funding, the coordinating beneficiary will become legally and financially responsible for the implementation of the project. The coordinating beneficiary will be the single point of contact for the Commission and will be the only beneficiary to report directly to the Commission on the project's technical and financial progress.

The coordinating beneficiary receives the Community financial contribution from the Commission and assures its distribution as specified in the partnership agreements established with the associated beneficiaries (if there are any – see below). The coordinating beneficiary must be directly involved in the technical implementation of the project and in the dissemination of the project results.

The coordinating beneficiary must bear part of the project costs and must thus contribute financially to the project budget. It cannot therefore be reimbursed for 100% of the costs that it incurs. Furthermore it cannot act, in the context of the project, as a sub-contractor to one of its associated beneficiaries.

In addition to the coordinating beneficiary, a LIFE+ proposal may also involve one or more associated beneficiaries and/or one or more project co-financiers.

An **associated beneficiary** must be legally established in the European Union. It shall always contribute technically to the proposal and hence be responsible for the implementation of one or several project actions. An associated beneficiary must also contribute financially to the project. It cannot act, in the context of the project, as a sub-contractor to the coordinating beneficiary or to other associated beneficiaries. Furthermore it must provide the beneficiary with all the necessary documents required for the reporting to the Commission.

Projects involving partnerships between beneficiaries are only encouraged when this partnership brings an added value to the project. A meaningful collaboration can be expected for instance when the partnership strengthens the feasibility or the demonstration character of the proposal, its European added value and/or the transferability of its results and lessons learnt.

Overall, the experience of the previous LIFE programmes has shown that multi-beneficiary projects are more difficult to manage and involve higher technical and financial risks. It is therefore strongly advised to keep the number of associated beneficiaries in a proposal to the necessary minimum. *It is generally recommended not to involve more than 5 associated beneficiaries in a LIFE+ proposal. Should the proposal involve more, this should be explicitly justified.*

There is no obligation to involve associated beneficiaries in a LIFE+ proposal. A proposal that is submitted without any other participant other than the coordinating beneficiary itself is perfectly eligible. On the other hand, a beneficiary should not hesitate to associate other beneficiaries if this would bring an added value to the project.

A **project co-financier** only contributes to the project with financial resources, has no technical responsibilities and cannot benefit from the Community financial contribution. Furthermore it cannot act, in the context of the project, as a sub-contractor to any of the projects beneficiaries.

For specific tasks of a fixed duration, a proposal may also foresee the use of **subcontractors**. Subcontractors cannot act as beneficiaries or vice-versa. Subcontractors provide external services to the project beneficiaries who fully pay for the services provided.

For a more detailed description of the respective rules related to the coordinating beneficiary, associated beneficiaries, co-financiers and subcontractors, please refer to Articles 3 to 8 of the Common Provisions applicable to LIFE+ projects.

6.4. What is the optimal budget for a LIFE+ project?

There is no fixed minimum size for project budgets. Beneficiaries should however be aware that the European Commission favours the co-financing of large, ambitious LIFE+ proposals with a substantial budget. Historically, the average grant awarded has been in excess of 1 million €.

When preparing a project budget, beneficiaries should also take into account the maximum ceilings for the LIFE+ allocation per Member State: a project proposal from one single Member State that requests an EC financial contribution higher than the national allocation for that Member State may have a reduced probability of being

selected for LIFE+ co-funding (for the national allocations see *Guide for the evaluation LIFE+ project proposals 2007*).

6.5. What is the maximum rate of Community co-financing under LIFE+?

The maximum Community co-financing rate for LIFE+ projects is 50% of the total eligible project costs.

By way of exception, a co-financing rate of up to 75% of the total eligible costs may be granted to *LIFE+ Nature* proposals that focus on concrete conservation actions for **priority** species or habitat types of the Birds and Habitats Directives.

6.6. How much should project beneficiaries contribute to the project budget?

The (coordinating) beneficiary and (if applicable) any associated beneficiaries are expected to provide a reasonable financial contribution to the project budget. A beneficiary's financial contribution is considered as a proof of its financial commitment to the implementation of the project objectives - a very low financial contribution may therefore be considered as an absence or lack of commitment.

A proposal will be automatically rejected in the project selection round if the financial contribution of any of the beneficiaries to the proposal budget is 0 €.

Moreover, where public authorities/bodies are involved as coordinating and/or associated beneficiaries in a project, the sum of their financial contributions to the project budget must exceed (by at least 2%) the sum of the salary costs of their staff charged to the project.

Finally, it is expected that all beneficiaries of a project receive a share of the EC financial contribution that is proportionate to the costs that they are expected to incur. Where the financial contribution of a beneficiary would be equal or superior to the costs that it would incur, this may indicate that the actions of this beneficiary would have been carried out anyway, even without LIFE+ co-financing. Such actions may therefore be deleted from the project during revision.

6.7. What is the optimal starting date and duration for a project?

When preparing the project's time planning, beneficiaries should be aware that the expected date of the signature of the grant agreements for the LIFE+ 2007 projects will be in late 2008. Therefore, the earliest possible starting date for these projects is **1 January 2009**. Any costs incurred before that starting date will not be considered eligible and cannot be included in the project budget.

There is no pre-determined project duration for a LIFE+ project. Generally speaking, the project duration must correspond to what is necessary to complete all of the project's actions and to reach all its objectives. Most projects last for 2-5 years.

The experience of the previous LIFE programme has shown that many projects had difficulties completing all actions within the proposed project duration, mostly due to unforeseen delays and difficulties encountered during the project. Beneficiaries are therefore strongly advised to build an appropriate safety margin (e.g. 6 months) into the timetable of their proposal.

On the other hand, since only 3 payments to a project will be made at most (first pre-financing, mid-term pre-financing and final payment), very long projects may be hard to manage from a financial point of view. Beneficiaries should also be aware that a

project that has completed all of its actions prior to the expected end date can submit its final report ahead of schedule and receive its final payment before the official project end date mentioned in the grant agreement.

6.8. Where can a LIFE+ proposal take place?

Proposals submitted under the 2007 call may only take place on the territory of the European Union Member States. Actions are not allowed to take place and costs are not allowed to be incurred outside the EU territory. The only exception to this rule may be related to a limited amount of travel and subsistence costs for the attendance of conferences, workshops or similar events, provided that these are useful to achieve the project objectives, and have been specifically foreseen in the proposal or have specifically been approved by the Commission.

Proposals aimed at implementing the objectives of specific European environmental legislation are only eligible for LIFE+ co-funding if they take place on the territory of the EU Member States where this specific legislation would be applicable. For that reason, LIFE+ Nature projects for implementing the objectives of the EU Birds and Habitats Directives are ineligible in the French overseas departments (DOMs).

6.9. Which project beneficiary should be in charge of the project management?

It is expected that the project management is carried out by the staff of the coordinating beneficiary. However on the basis of an appropriate justification it may be carried out by a subcontractor under its direct control. Any other arrangements for the project management would have to be adequately explained and justified. It is also strongly advised that each project has a full-time project manager.

While there is no obligation for the beneficiaries to include in the proposal budget any costs related to the project management, the proposal should nevertheless clearly describe who will be in charge of the project management, how much personnel and time will be devoted to this task and how and by whom decisions on the project will be made during the project period (i.e. how and by whom the project management will be controlled).

It is important to note that if an agency associated with the beneficiary carries out the technical and/or financial administration of the project, this body **MUST** be an associated beneficiary of the project in order for its costs to be eligible for co-financing.

6.10. To which extent are salary costs of public staff eligible for LIFE+ co-funding?

Article 5(5) of the LIFE+ Regulation states that civil servant's salary costs⁵ may be funded only to the extent that they relate to the cost of project implementation activities that relevant public authority would not have carried out had the project concerned not been undertaken. The staff in question must be specifically seconded to a project and they must represent an additional cost with respect to existing permanent staff.

Accordingly, any staff expenditure of public body/authority beneficiaries may only be considered as eligible costs of the project if the staff in question has been specifically

⁵ The definition of civil servant includes long term public employees from public authorities as well as other public bodies.

seconded to the project, i.e. their contracts/personnel files must show that the individuals concerned have been working for x weeks/months on the project.

Moreover, the sum of the public authorities/bodies' contributions (as coordinating beneficiary and/or associated beneficiary) to the project budget must exceed (by at least 2%) the sum of the salary costs of their staff charged to the project. This will be checked at both the selection phase and at the time of the final payment.

6.11. Outsourcing of project activities

The beneficiaries should have the technical and financial capacity and competency to carry out the proposed project activities. It is therefore expected that the share of the project budget allocated to external assistance should remain below 35%. Higher shares may only be accepted if an adequate justification for this is provided in the project proposal.

If a beneficiary is a public body, any outsourcing (also including any outsourcing of the project management) must be awarded in accordance with the applicable rules on public tendering and in conformity with Community Directives on public tendering procedures.

For amounts exceeding 125.000 €, private beneficiaries shall invite competitive tenders from potential subcontractors and award the contract to the bid offering best value for money; in doing so they shall observe the principles of transparency and equal treatment and shall take care to avoid any conflicts of interest.

6.12. Under which conditions does LIFE+ favour transnational projects?

The LIFE+ Regulation indicates that, while selecting the projects to be co-funded, the Commission shall have special regard to transnational projects, when transnational cooperation is essential to guarantee environmental or nature protection. A transnational proposal should therefore only be submitted if project proposal provides sufficient arguments for an added value of the transnational approach. If such evidence can be provided, the proposal will be considered for a higher scoring in the project selection process and will therefore have a higher chance of being selected for co-funding.

When preparing a transnational proposal, the beneficiaries must clearly determine the share of the project costs to be spent by them in each of the EU Member States.

6.13. How large should a LIFE+ proposal be?

A proposal should be as concise and clear as possible. Avoid very large proposals and do not provide excessively detailed descriptions of project areas, environmental technologies, lists of species, etc. The technical application forms of a LIFE+ proposal (i.e. the LIFE+ application forms, part B and C) should normally not encompass more than 50 pages.

Clear and detailed descriptions should however be provided for all project actions. Maps should be annexed wherever this would be useful to clarify the location of the proposed actions. Any double listing of information between the technical and financial forms should be avoided. Financial information should primarily be given in the financial forms only.

6.14. Recurring activities are ineligible for LIFE+ funding

The LIFE+ Regulation (Article 3.2) does not allow the financing of recurring activities. A recurring action is understood in the context of this application guide as "any day to day operation".

For that reason, any recurring site surveillance, monitoring or management actions that were already carried out prior to the project and/or need to be continued after the end of the project (at the same level of intensity, using the same techniques and material...) should not be included in the LIFE+ proposal budget.

Under LIFE+ Nature, investments necessary to facilitate recurrent management may be fully eligible. In any such cases, however, the costs related to the use of this equipment remain, as above, ineligible as they concern recurrent activities (see application guide LIFE+ Nature and Biodiversity for further details)

By way of exception, recurring actions with a clear demonstration value may be considered as eligible for funding. In such cases, the proposal must clearly justify and explain the demonstration character.

In addition, some flexibility in respect to recurring activities for projects developing and implementing Community objectives relating to broad based, harmonised, comprehensive and long-term monitoring of forests and environmental interactions, that avoid the financing of day to day operations, may be applied.

6.15. Complementarity with other EC funding instruments must be ensured

According to Article 9 of the LIFE+ Regulation, LIFE+ may not finance any "measures which fall within the eligibility criteria and main scope of, or receive assistance for the same purpose from, other Community financial instruments". These include, amongst others, the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development, the Competitiveness and Innovation Framework Programme, the European Fisheries Fund and the seventh Research Framework Programme.

It is thus essential that, prior to submitting their proposal to the European Commission, beneficiaries check thoroughly that the actions proposed under their project **in practise cannot be and are not funded** through other European funds. Beneficiaries will be required to sign a declaration to this effect.

The beneficiaries must inform the European Commission about any related funding they have received from the Community budget, as well as any related ongoing applications for funding from the Community budget. The beneficiaries must also check that they are not receiving operating grants from LIFE+ (or other Community programmes) with respect to the on-going operations.

In addition, at the project revision stage, the national authority may also be required to indicate the steps taken to ensure the coordination and complementarity of LIFE+ funding with other Community financial instruments.

6.16. Efforts for reducing the projects "carbon footprint"

All beneficiaries will be asked to explain how they intend to ensure that the "carbon footprint" of their project remains as low as is reasonably possible. Details of efforts to be made to reduce CO₂ emissions during a project's life shall be included in the description of the project. However, beneficiaries should be aware that expenses for offsetting greenhouse gas emissions will not be considered as eligible costs.

7. Personal Data Protection Clause

The personal data supplied with your proposal, notably the name, address and other contact information of the beneficiaries and co-financiers, will be placed in a database named ESAP that will be made available to the Community Institutions, as well as to a team of external evaluators who are bound by a confidentiality agreement. ESAP is used exclusively to manage the evaluation of LIFE+ proposals.

The same personal data of successful projects will be transferred to another database, BUTLER, which will be made available to the Community Institutions and to an external monitoring team who are bound by a confidentiality agreement. BUTLER is used exclusively to manage LIFE projects.

A summary of each project, including the name and contact information of the coordinating beneficiary, will be placed on the LIFE website and made available to the general public. At a certain point the coordinating beneficiary will be invited to check the accuracy of this summary.

Throughout this process, Regulation (EC) n° 45/2001 of the European Parliament and of the Council of 18 December 2000 "on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data" will be respected by the Commission and its sub-contractors. You will notably have the right to access data concerning you in our possession and to request corrections.

Submission of a proposal implies that you accept that the personal data contained in your proposal is made available as described above. It will not be used in any other way or for any other purposes than those described above.

ANNEX 1: list of national authorities for LIFE+

Note: unless indicated otherwise in the following table, the deadline for submitting LIFE+ proposals to a national authority is the 30th November 2007.

Member State	Name and address
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• Tirol
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• Vorarlberg
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Slovakia	<p>Contacts for any information regarding the call for proposals:</p> <p>Ms Silvia HALKOVA Department of Program Management The Division of Environmental Programmes and Projects Ministry of the Environment of the Slovak Republic Namestie L. Stura 1 SK – 812 35 Bratislava Tel +421 2 59 56 2400 halkova.silvia@enviro.gov.sk</p> <p>The address for submission of LIFE+ proposals is:</p> <p>Ms Katarina LINKESOVA Department of Project Administration and Project Preparation The Division of Environmental Programmes and Projects Ministry of the Environment of the Slovak Republic Namestie L. Stura 1 SK – 812 35 Bratislava</p>

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ANNEX 2: Contact address of the European Commission

All LIFE+ project proposals must be submitted via the national competent authorities.

The following address shall be used:

LIFE+ 2007 call for proposals DG Environment BU-9 2/1 B – 1049 Brussels BELGIUM

Envelopes, parcels or packages delivered by private courier should be sent to the Central Mail Service:

LIFE+ 2007 call for proposals Avenue du Bourget, n° 1 (BU-9 2/1) B - 1140 Brussels BELGIUM
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ANNEX 3: Detailed calendar of the LIFE+ 2007 evaluation and selection procedure

Start date	End date	Duration	Activity
30/11/2007			Deadline for sending LIFE+ proposals to the Member States
15/01/2008			Deadline for the Member States to forward LIFE+ proposals to the European Commission
15/01/2008	15/02/2008	1 month	Commission receiving, encoding and making eligibility check of proposals, including possible requests for missing information and time for receiving answers
16/02/2008	20/02/2008	5 days	Information to unsuccessful beneficiaries (re. ineligible proposals)
16/02/2008	30/04/2008	2,5 months	Evaluation of eligible proposals with the assistance of external experts
1/05/2008	31/07/2008	3 months	Revision of proposals and preparation of the final "short and reserve" list of proposals to be submitted to the LIFE+ Committee
1/05/2008	31/07/2008	3 months	Commission Inter service consultation
1/08/2008	15/08/2008		Commission sends draft selection list to the LIFE+ Committee
15/08/2008	31/08/2008	1 day	LIFE+ Committee meeting to decide upon the list of projects accepted for co-financing
1/09/2008	15/10/2008	1,5 months	Documents are sent to the European Parliament to apply its " <i>Droit de regard</i> ", after the summer holidays
15/10/2008			Commission award decision
15/10/2008	31/10/2008	2 weeks	Commission sends draft grant agreements to beneficiaries
1/11/2008	30/11/2008	1 month	Beneficiaries have up to 30 days to respond
1/12/2008	31/12/2008	1 month	Commission signs grant agreements and sends them back to beneficiaries
1/01/2009			Earliest possible starting date of the projects

ANNEX 4: Important links

a) *General documents for all beneficiaries:*

- [Regulation 614/2007 of the European Parliament and the Council of 23/05/2007 \(LIFE+\)](#)
- [Guide for the evaluation LIFE+ project proposals 2007](#)
- [LIFE+ 2007 - Financial application Forms](#)
- ["Simplified Financial Statement"](#) (to be submitted if the coordinating beneficiary is not a public authority)
- [Model Grant agreement](#)
- [Common Provisions for LIFE+ projects](#)
- Link to the [LIFE+ Communication toolbox](#)

b) *LIFE+ Nature and Biodiversity:*

- [LIFE+ Nature and Biodiversity – Guidelines for applicants 2007](#)
- [LIFE+ Nature and Biodiversity 2007 – Technical application forms](#)
- Commission Communication COM (2006) 216 final: [Halting the loss of Biodiversity by 2010 – and beyond](#)
- [Council Directive 92/43/EEC on the conservation of natural habitats and of wild flora and fauna](#)
- [Council Directive 79/409/EEC on the conservation of wild birds](#)
- [List of priority bird species of Directive 79/409/EEC considered as priority for funding under LIFE+](#)

c) *LIFE+ Environment Policy and Governance:*

- [LIFE+ Environmental Policy and Governance – Guidelines for applicants 2007](#)
- [LIFE+ Environmental Policy and Governance 2007 - Technical application Forms](#)

d) *LIFE+ Information and Communication:*

- [LIFE+ Information and Communication – Guidelines for applicants 2007](#)
- [LIFE+ Information and Communication 2007 - Technical application Forms](#)