LIFE+ Information and Communication

Guidelines for applicants 2011

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

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Introduction to LIFE+

1.1 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***[1].

LIFE+ covers both the operational expenditure of the Directorate-General Environment of the European Commission 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 2011 LIFE+ call for proposals has been set at EUR 267.431.506.

These guidelines for applicants only apply to this fifth call for LIFE+ project proposals ("LIFE+ 2011").

LIFE+ is open to public or private bodies, actors or institutions registered 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.

[1] Regulation (EC) n° 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, http://eur-lex.europa.eu/LexUriServ/site/en/oj/2007/l_149/l_14920070609en00010016.pdf

1.2 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*" and of the Commission Communication COM (2010) 4 final: *"Options for an EU vision and target for biodiversity beyond 2010".*

2. *LIFE+ Environment 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 applicants 2011".
- Projects contributing to the monitoring of the environmental status of forests within the European Union territory.

3. *LIFE+ Information and Communication*

- Information and communication actions and awareness raising campaigns related to the implementation, updating and development of European environmental policy and legislation set out in chapter 2 of the present guidelines.
- Awareness raising campaigns for the prevention of forest fires and training for forest fire agents.

1.3 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. The complete list of the names and contact addresses of the national authorities for LIFE+ for the 27 Member States can be found on the LIFE web site at http://ec.europa.eu/environment/life/contact/nationalcontact/index.htm.

National authorities must receive the proposals by the **18 July 2011, before 17 h 00 local time**.

The national authorities will then forward all LIFE+ project proposals to the Commission, to be received before the deadline of **9 September 2011, 17 h 00 Brussels local time**. 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 format. Project beneficiaries 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 proposal itself must be submitted as **one pdf document** using the specific **application file downloadable from LIFE website.** The application forms contain the technical (A, B and C) and financial (F) forms. **Make sure that you use the most recent Acrobat Reader version.**

All annexes to the proposal (maps, mandatory administrative and financial documents related to the legal status of the coordinating beneficiary according to section 1.5 below, etc) must be submitted as separate documents and should be clearly labelled as such (filename). The annexed map files may be submitted in sizes A4 or A3.

Additional documents/annexes, other than those required, submitted by applicants (e.g. brochures, CVs, additional information etc) will not be uploaded or evaluated and therefore applicants must not include any such material in the CD-ROM/DVD.

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.

When filling in the application file, the applicants are invited to consult the “Frequently Asked Questions” section on LIFE website at http://ec.europa.eu/environment/life/funding/faq.htm

1.4 How will LIFE+ projects be selected?

The LIFE Units of the Directorate General Environment are responsible for the evaluation procedure. For a detailed description of the evaluation procedure, please refer to the *"Guide for the evaluation of LIFE+ project proposals 2011"*. . **Very important: Please note that the e-mail address specified by the applicant as the contact person's e-mail address in form A2 will be used by the European Commission as the single contact point with the applicant (<u>it should therefore correspond to an e-mail account which is valid, active and checked on a daily basis throughout the duration of the evaluation procedure</u>).**

The individual grant agreements are expected to be signed in **June 2012** at the very latest (for a detailed timetable, see **Annex 2**).

The earliest possible starting date for projects is **1 June 2012**.

1.5 Administrative and financial information to be provided

The LIFE+ Regulation states that applicants must be public or private bodies, actors or institutions registered in the EU. This application guide categorises such applicants into three types of beneficiaries: (1) *public bodies*[2], (2) *private commercial organisations*[3] and (3) *private non-commercial organisations* (including NGOs)[4].

The term "public bodies" is defined as referring to national public authorities, regardless of their form of organisation – central, regional or local structure – or the various bodies under their control, provided these operate on behalf of and under the responsibility of the national public authority concerned. In the case of entities registered as private law bodies wishing to be considered for the purpose of this call as equivalent to "public law bodies", they should provide evidence proving that they comply with all criteria applying to bodies governed by public law and in the event the organisation stops its activities, its rights and obligations, liability and debts will be transferred to a public body. For a complete definition, please refer to the annex "Public body declaration".

All beneficiaries must show their legal status (by completing application forms A2 or A5) confirming that they are legally registered 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 A3 or A4).

All coordinating beneficiaries that have declared themselves as being public bodies in their proposal (application form A2) must provide as a financial annex a declaration (the "Public body declaration") stating that the coordinating beneficiary is a public body, fully completed, with a dated signature.

In addition all coordinating beneficiaries other than *public bodies*, that is to say the beneficiary types (2) and (3), must provide, as annexes to their proposal, evidence that they comply with the financial selection criterion set out in the Article 176 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*".

Further details on how this criterion will be assessed are found in the *Guide for the evaluation of LIFE+ project proposals 2011*.

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

1. The most recent balance sheet and profit and loss account. This document must be annexed to the LIFE+ proposal as a scanned pdf file, printable in A4 paper format. Where the coordinating beneficiary does not yet have a balance sheet and profit and

[2] Including public institutions which for the further purposes of these Guides are considered as public bodies
[3] Including similar commercial actors which for the further purposes of these Guides are considered as private commercial organisations
[4] Including similar non-commercial actors which for the further purposes of these Guides are considered as private non-commercial organisations

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.

2. Where the EU contribution requested exceeds 300.000 €, the most recent balance sheet and profit and loss account must either have an *independent audit report* certifying that they present a true and fair view of the coordinating beneficiary's financial situation or a *certification by an independent auditor* that the accounts give a true and fair view of the coordinating beneficiary's financial situation. This document must be annexed to the LIFE+ proposal as a scanned pdf file, printable in A4 paper format. 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 required to fill in the Excel table which is part of the application package**.** This document must be duly filled in and must be annexed to the LIFE+ proposal as an Excel file.

It should be noted that the above annexes will be required by the Commission irrespective of whether they are obligatory or not for the particular type of organisation, according to national legislation, in the coordinating beneficiary's Member State.

1.6 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+. Specific guidelines and recommendation on how to fill in the technical and financial forms for LIFE+ Information and Communication follow in subsequent chapters.

1.6.1. 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.

1.6.2. Who may submit a proposal?

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

1.6.3. 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 European Union financial contribution from the Commission and ensures 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 registered 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.

Multi-beneficiary projects are usually 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+ Information and Communication 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.

Public undertakings whose capital is publicly owned and that are considered an instrument or a technical service of a public administration, and are subject to the administration control, but are in effect separate legal entities, must become beneficiaries if a public administration intends to entrust the implementation of certain project actions to the undertaking. This is the case for example in Spain for "empresas públicas" such as TRAGSA, or EGMASA and in Greece regional development agencies.

A **project co-financier** only contributes to the project with financial resources, has no technical responsibilities and cannot benefit from the European Union financial contribution. Furthermore it cannot act, in the context of the project, as a sub-contractor to any of the project's 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. Sub-contractors should not be identified by name in the proposal and, even if they are, Article 8 of the Common Provisions still has to be respected (in particular paragraph 8.4 on the selection of sub-contractors).

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.

1.6.4. 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 €, with Information and Communication projects often having a lower budget.

When preparing a project budget, beneficiaries should 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 2011*).

1.6.5. What is the maximum rate of European Union co-financing under LIFE+?

The maximum European Union 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.

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

Moreover, where public 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.

1.6.7. 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+ 2011 projects will be before mid-2012. Therefore, the earliest possible starting date for these projects is **1 June 2012**. Any costs incurred before the project's 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.

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.

1.6.8. Where can a LIFE+ proposal take place?

Proposals submitted under the 2011 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. There are however 2 exceptions to this rule

- a) a limited amount of travel and subsistence costs costs incurred outside the EU 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 in advance;
- b) any action to be carried out outside the EU which is necessary to secure reaching the project objectives in the EU. The action will have to provide direct added value in one or more of the Member States for the implementation, updating or development of EU environmental legislation. The applicant shall provide all necessary evidence to prove that these actions outside the EU are essential for the success of the project. To be eligible, these actions must be carried out directly by one of the project beneficiaries or sub-contracted to third parties. Associated beneficiaries legally registered in non-EU countries are not accepted in the project. However, free of charge support from entities established in non-EU countries is possible provided it is functional to the project objectives.

1.6.9. 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.

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

Please refer to the 'Financial application forms' section of this guide, 'Form F1 – Direct personnel costs'.

1.6.11. 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 European Union 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.

Green procurement: all beneficiaries (public and private) are strongly invited to carefully consider the possibility to "green" their procurement activities. The European Commission has established a toolkit for this purpose. More information can be found at http://ec.europa.eu/environment/gpp/toolkit_en.htm

1.6.12. 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 be submitted only if the 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 (see the *Guide for the evaluation LIFE+ project proposals 2011*).

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.

1.6.13. How voluminous should a LIFE+ proposal be?

A proposal should be as concise and clear as possible. Avoid voluminous 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.

Brochures, CVs and similar documents should not be submitted and will be ignored if provided.

1.6.14. 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. Setting up a recurrent concrete conservation action and implementing it for a limited trial period may also be eligible. See the guidelines for applicants for 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 European Union 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.

1.6.15. Complementarity with other EU 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 European Union 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, the Civil Protection Financial Instrument 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 practice 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 European Union budget, as well as any related ongoing applications for funding from the European Union budget. The beneficiaries must also check that they are not receiving operating grants from LIFE+ (or other European Union 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 European Union financial instruments.

1.6.16. Role of national annual priorities

Article 6 of the LIFE+ Regulation allows Member States to submit national annual priorities – for 2011 several Member States have taken advantage of this possibility.

Proposals submitted to the Commission may receive an enhanced score during the evaluation process which may play a role in the proposal's success when the national indicative allocations are to be fulfilled (see the *Guide for the evaluation of LIFE+ project proposals 2011*). On the other hand, projects that do not meet a Member State's national annual priorities may also be selected on quality grounds alone.

National annual priorities can be viewed at the following web address:

http://ec.europa.eu/environment/life/funding/lifeplus2011/call/index.htm#nap

1.7 Additional elements to be considered when preparing the proposal

Efforts for reducing the project's "carbon footprint": Please explain how you intend to ensure that the "carbon footprint" of your project remains as low as it is reasonably possible. Details of efforts to be made to reduce CO_2 emissions during a project's life shall be included in the description of the project. However, you should be aware that expenses for offsetting greenhouse gas emissions will not be considered as eligible costs.

For all proposals aimed at **direct or indirect tourism related sectors** or activities, we invite applicants to carefully consider the Commission Communication COM(2010) 352 of 30/6/2010 "Europe, the world's No 1 tourist destination - a new political framework for tourism in Europe"[5] and to describe if and how their project is likely to support any of the objectives set out in this Communication.

[5] http://ec.europa.eu/enterprise/sectors/tourism/files/communications/communication2010_en.pdf

1.8 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 European Union 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 European Union 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.

The Commission, or its contractors, may also use the personal data of unsuccessful applicants for follow up actions in connection with future applications.

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 European Union 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.

2. LIFE+ Information and Communication

2.1 What is *LIFE+ Information and Communication*?

The LIFE+ Regulation[6]

These guidelines concern uniquely ***LIFE+ Information and Communication.***

There are two types of LIFE+ Information and Communication projects:

1. LIFE+ Information & Communication projects aiming at **communication actions and awareness raising campaigns on environmental issues (Nature and biodiversity, climate change, water, air, soil, urban environment, noise, chemicals, environment and health, natural resources and waste, forests, innovation and strategic approaches)**. The actions and campaigns should be linked to the implementation, updating and development of EU environmental policy and legislation.

2. LIFE+ Information & Communication projects aiming at contributing to **forest fire prevention**[7] within the EU. Special training for agents involved in forest fire prevention and awareness raising campaigns for populations affected by forest and woodland fires can therefore be considered for funding under this heading.

Indicative list of themes

Whilst any application in line with the two abovementioned types of LIFE+ Information and Communication projects is welcome, for the 2011 call for proposals the European Commission would particularly like to see proposals dealing with the following themes:

1. Biodiversity:

- Halting the loss of biodiversity.
- Launching national public campaigns to promote Natura 2000.
- Awareness raising campaigns on biodiversity (aligned with the relevant EU Campaign) aimed at explaining to the general public what biodiversity is and why it is important.
- Promoting the integration of biodiversity concerns in territorial planning procedures.
- The promotion of connectivity between natural areas (Green Infrastructure) by explaining it better to citizens.

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[6] Regulation (EC) n° 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

[7] When not covered by the Civil Protection Financial Instrument – Council Decision No 2007/162/EC, Euratom

- The implementation of art. 6 of the Habitats Directive with specific reference to the way the evaluation of incidence is carried out (e.g. developing and promoting a system for the accreditation of evaluators, sharing best practices, etc.).
- Integrating the concept of Ecosystem services in private company management or in public spending in particular in connection to Green Public Procurement.
- Skills development for Natura 2000 site managers.

2. Resource efficiency:

- Sustainable consumption and production.
- Natural resources and waste, to develop and implement policies designed to ensure sustainable management and use of natural resources and waste.
- Water scarcity/efficiency awareness raising campaigns focused on water-stressed Member States.

3. Climate change:

- Raising public awareness of climate change and its impacts, particularly in EU12 countries.
- Forests and climate change.

4. Other:

- Compilation and active transfer to relevant stakeholders that could usefully implement them of the techniques used and results and lessons learnt from a significant number of previous LIFE projects for a specific theme/habitat/species (e.g. rivers, bogs, bats).
- Projects related to the protection of the marine environment on issues targeted by the Marine Strategy Framework Directive (2008/56/EC).
- Increasing the awareness and knowledge about the importance of soil and soil biodiversity and its many ecological functions, and sustainable land use.
- Awareness raising and education on citizens' exposure to air pollutants through the comparative assessment of air pollution levels in various larger cities of the EU.
- Environmental noise.
- The broad and targeted dissemination of best practices (including best practices developed as part of previous LIFE projects).

The Communication Strategy of the European Commission's Directorate General for Environment for 2011 should also be taken into account when formulating proposals (http://ec.europa.eu/dgs/environment/pdf/management_plan_2011.pdf).

2.2 General principles of LIFE+ Information and Communication funding

All actions financed under LIFE+ Information & Communication should have a European added value and should be complementary to those actions that can be financed under other European Union funds during the period 2007-2013.

Furthermore, in order to be eligible for LIFE+ funding, projects must be highly visible and technically and financially sound.

Geographical scope

All the proposed actions must take place on the territory of the Member States.

What is the maximum allowed co-financing rate?

LIFE+ projects are co-financed by the European Union at a maximum rate of 50% of eligible costs (article 5.2 of the LIFE+ Regulation).

Eligibility of costs

To be considered eligible, costs must comply with the provisions of Articles 25 and 26 of the Common Provisions.

Applicants should avoid presenting LIFE+ Information and Communication projects that include the following activities and related costs, as they are ineligible:

- Investments in major infrastructure and significant expenditure on durable goods.
- Land purchase or any other related costs.
- Research, development of knowledge base and technological development activities (studies, creation of complex databases etc.) that do not have a clear link with the project's objectives.
- Marketing activities for commercial products.
- Lobbying activities of NGOs.
- Information and dissemination actions and awareness raising campaigns related to EMAS and ECOLABEL registration procedures.
- Forest fire prevention actions covered by the Civil Protection Financial Instrument.
- Costs for the protection of intellectual property rights (e.g. patents).

Monitoring activities

Appropriate activities to measure the impact of the project both on the target audience and on the environmental problem targeted must be included in the project proposal. Indicators and impacts must be monitored and evaluated throughout the duration of the project.

Technical capacity to implement the project

The project partnership composed of the coordinating beneficiary, the associated beneficiaries (if relevant) with the support of external assistance (if relevant) must demonstrate sufficient technical capacity to implement the project.

This includes primarily environmental know-how, in terms of knowledge of the environmental problem/issue targeted by the proposal, but also some communication/training know-how in terms of appropriate experience or expertise in communication/training actions/awareness raising campaigns.

3. Conceiving a LIFE+ INF project proposal

Logical steps

Applicants should consider the following logical steps in order to conceive a project proposal:

1. Identify **the environmental problem/issue** to be addressed by the project and describe the present situation. The environmental problem/issue must be well known by the beneficiaries at the application stage and must be clearly related to a specified EU environmental policy. The present situation should be described in such a way that it will be later possible to compare the situation during and after the project by way of (if possible) measurable indicators.

   Examples of environmental problems to be addressed by projects:

   1) *High mortality rate of the Golden Eagle due to poaching and illegal hunting.*
   2) *Very low level of recycling of a certain type of waste.*
   3) *Natura 2000 is either not known at all and/or frequently considered as hindering potential economic development. This is largely due to the lack of citizen awareness.*

      Example of description of the present situation: The most recent opinion poll by XXX shows that only 10% of the citizens know about the existence of Natura 2000. Of those only XX% could describe the main features of the network. Only XX% could name a Natura 2000 site , etc….

2. Define **what is to be achieved** at the end of the project in terms of progress towards solving the environmental problem targeted or significantly improving the current situation. Warning: A simple carrying out of the communication campaign (conferences, distribution of communication material etc.) without achieving anything specific cannot be considered to constitute a positive result of the project.

   Examples of objectives to be achieved by projects:

   1) *Reduction of the mortality rate of the Golden eagle by 10% in 3 years in a specific area through awareness raising activities.*
   2) *Increase in the rate of recycling from 20 to 40% in 3 years.*
   3) *Increased citizen awareness of Natura 2000 sites and network, their value, status etc.*

3. Define **who will be targeted** by the project and why this target audience is relevant for addressing the environmental problem identified.

   Example of target audiences for projects:

1) *Potential poachers, hunters, public authorities and rural population of a defined area.*
2) *The relevant companies of the targeted area.*

4. Define the **actions** that will enable the objectives to be achieved. The actions must all be necessary and specific to both the identified problem and the target audience identified. The key messages should be refined to suit the different target audiences and their respective level of awareness of the issue.

   Example of communication and awareness raising actions in projects:

   1) *Organisation of targeted meetings and events, publication of brochures and leaflets for the target audience.*
   2) *Companies' managers visit regions where the recycling is already in place and effective. Demonstration actions of recycling. Organisation of targeted meetings and events, publication of brochures.*

5. Define **indicators** that will enable to measure the impact of the project both on the target audience and on the environmental problem/issue targeted. These indicators and impacts must be monitored and evaluated at appropriate regular intervals during the implementation of the project. The progress achieved is to be compared with the situation before the start of the project.).

   Example of monitoring indicators for projects:

   1) *Number of hunters reached, reduction of cases of poaching and illegal hunting in the defined area, improved sensitisation of the target audience to the environmental problem as measured by polls etc.*
   2) *Increase of the recycling rate, number of companies reached/active in recycling activities.*

Example of a project: An EU awareness-raising campaign in a specific economic sector

What is the underlying environmental problem?

The applicant is a national or European Federation of companies of the industrial sector X or a Public Authority responsible for the same sector.

The applicant is aware of the fact that the companies of this sector will undergo a process of adaptation in order either to comply with the environmental legislation and/or because of competitive reasons (for example: reduction of consumption/cost of resources).

Nevertheless, the companies are not always aware of the most innovative technologies or of the best practices available in their sector to achieve their environmental objectives.

What is the campaign trying to achieve?

- Explain the need for environmental adaptation for legal and/or economic reasons;

- Disseminate among the companies the most innovative technologies and best available practices to meet the environmental needs in the relevant industrial sector;
- Motivate companies to undertake the adaptation process.

Who should the applicant target in order to achieve these objectives?

This campaign is ideally targeted to all the industries active in the sector X.

By convincing them that the implementation of innovative technologies and best practices will improve both economic and environmental performances as well as improve their image on the market, the applicant expects, as an objective, that the adaptation process (i.e. concretely implementing innovative technologies and best practices) will at first start in a certain number of more conscious companies (20% within the project lifetime) and then gradually expand to the other ones.

The project is also widely advertised, in order to stress the efforts the companies of sector X are doing for the environment.

How to structure a project proposal?

The following main categories of eligible actions may be distinguished in the project proposal:

A. Project management and monitoring of project progress (obligatory)

B. Preparatory actions (if needed)

C. Communication actions / awareness raising campaigns

D. Training activities (including those for forest fire prevention)

E. Monitoring of the project impact on the main target audience and on the environmental problem/issue targeted (obligatory)

F. Communication and dissemination of the project and its results (obligatory for all LIFE+ projects)

Each project actions should be classified under one of the above categories.

It is strongly recommended that, if possible, the project includes **no more than 10 actions**, in addition to the A actions and F actions. Please do not indicate sub-actions.

For Information and Communication proposals targeting biodiversity and nature issues, applicants are strongly advised to consult the document "Scoping study for an EU-wide communications campaign on biodiversity and nature"[8] which contains useful information and ideas on how to maximise the impact of this type of campaign.

[8] http://ec.europa.eu/environment/pubs/pdf/biodiversity/biodiversity_scoping_study.pdf

A. Project management and monitoring of project progress (obligatory)

Project management:

Every project proposal must contain the description of appropriate project management, covering the management of the project's technical, financial and administrative aspects.

Project management shall ensure that the project is run in compliance with the LIFE+ obligations (Grant Agreement, LIFE+ Regulation and Common Provisions), in line with the revised project proposal. These obligations include reporting to the Commission according to art. 12 of the Common Provisions and according to the timetable indicated in the revised proposal (form C3).

According to art. 4.1 of the Common Provisions, the coordinating beneficiary is solely legally and financially responsible to the Commission for the full implementation of the project. Project management may however be partially or fully delegated by the coordinating beneficiary to an associated beneficiary or be partially outsourced. In any case, the coordinating beneficiary must retain a full and day to day control of the project.

The project management structure must be clearly presented in the project proposal and should be supported by a self-explanatory organigram. This organigram should show the distribution of responsibilities within the project management team and show how management decisions are taken. This chart must provide evidence that the coordinating beneficiary (Project Manager) has a clear authority and an efficient control of the project management staff, even if part of the project management would be outsourced.

It is strongly recommended that the project management staff has previous experience in project management and that the Project Coordinator or Project Manager be full-time. If a Project Coordinator or Manager also directly contributes to the implementation of certain actions, an appropriate part of his/her salary costs should be attributed to the estimated costs of those actions.

The project management shall ensure proper consultation or involvement of the main stakeholders (see Form B4), for example, by involving them in a Project Steering Committee who would meet on a regular basis during the project.

A project shall contain an obligatory set of measures for networking activities, unless the applicant duly justifies in the proposal why such activities are not appropriate for the type of project in question. These activities must include visits, meetings, exchange of information, and/or other such networking activities with an appropriate number of other relevant LIFE projects (ongoing or completed). It may also include similar exchanges with other non-LIFE projects and/or participation in information platforms related to the project objectives (including at international level where justified). These networking activities shall aim at ensuring an efficient transfer of know-how and experience in order to foster its replication in similar contexts.

Monitoring of project progress:

In order to ensure that the project is implemented according to plan (scope of the actions, timetable etc.), the project management must set up appropriate procedures to measure the progress of the different project actions and the project as a whole. Progress must be measured by the management on a regular basis. This may involve regular meetings with action coordinators, the use of progress indicators etc.

Monitoring of project progress should be clearly distinguished from the monitoring of the project *impact* on the target audience and on the environmental problem targeted (E actions).

External audit:

Where required, an independent auditor nominated by the coordinating beneficiary must verify the financial statements provided to the Commission in the final project report. This audit should not only verify the respect of national legislation and accounting rules but should also certify that all costs incurred respect the LIFE+ Common Provisions. In the financial forms, the costs for the audit should be under the budget item “External assistance”. (ref. art. 31 of the Common Provisions).

After-LIFE Communication plan:

The coordinating beneficiary must produce an “After-LIFE Communication Plan” as a separate chapter of the final report. It shall be presented in the project's language and (optionally) in English, in paper and electronic format. It shall set out how you plan to continue communicating on the environmental issues addressed by your project after the end of the project. A new and separate action must be added to the proposal for this plan (this action must be a zero cost action) and the plan must also be added to the list of deliverables.

B. Preparatory actions (if needed)

In general, and amongst others, preparatory actions should:

- be directly related and necessary for the implementation of the communication / awareness raising or training activities of the project,
- be of limited duration (i.e. should be significantly shorter than the project duration).

Preparatory actions would typically include: preparatory studies, consultation of stakeholders, application for authorisations and permits etc.

As a general principle, preparatory actions must produce practical recommendations and/or information which are necessary and will be directly used by the project. The preparatory actions do not aim at completely preparing the project.

Research activities may not be included.

C. Communication actions / awareness raising campaigns

The actions included in this section should constitute the actual implementation of the communication actions / awareness raising campaign on environmental issues or on forest fire prevention.

Communication or awareness raising activities must specifically address the environmental problem identified (see Form B2). This involves addressing a specific problem related to topics such as nature and biodiversity, water, energy, waste and resources, forest fire etc.

It must be ensured that the communication actions / awareness raising campaigns only disseminate information that is fully in line with EU environmental policy.

The proposed actions must to be clearly related to the project's objective. They must be primarily aimed at the target audience (see Form B4), which has a direct relation with or is directly responsible for the environmental problem/issue.

Such actions would cover, for instance:

- the organisation of awareness raising events for the target audience, such as conferences, seminars, exhibitions, demonstrative actions, forums for exchange of experiences etc.,
- the publishing of communication material for distribution to the target audience during the project. For example: brochures describing the environmental problem and how to address it, leaflets, posters, newsletters, stickers etc.,
- advertising campaigns in the media,
- the production of films or videos for demonstration to the target audience during the project,
- on-line communication activities on the project's website,
- etc.

The Commission encourages the implementation of result-oriented *innovative* approaches in the awareness raising campaigns.

For projects falling in the policy area 'national or transnational communication actions or awareness raising campaigns related to nature protection or biodiversity matters', proposed actions should complement the EU biodiversity campaign.

Project actions must lead to <u>a measurable change of attitude in the daily life of the target audience and the public, to an improved implementation of European policy and legislation at national, regional and local level, and to an increased exchange of knowledge and best practices amongst stakeholders</u>.

The project must therefore:

- Effectively inform the target audience of the environmental issue targeted by the project,
- provide guidance to the relevant target audience on how they can individually (or collectively) take concrete actions to address or influence positively the environmental issue in question,
- identify potential partners, provide them with the relevant information and turn them into multipliers of the awareness raising activities beyond the LIFE+ project.

If necessary, the implementation of the communication actions / awareness raising campaign may be partially outsourced.

When implementing the campaign, the beneficiaries shall always clearly display the LIFE logo and mention the European Union support.

<u>D. Training activities</u>

These activities should aim to develop the specific skills on environmental issues of the target audience (for example, training of forest fire agents in order to improve their capacity to prevent forest fires). The typology of the proposed training should be described in detail.

Projects aiming to train forest fire agents in forest fire prevention should not include activities aiming at improving the operating conditions during forest fire assistance interventions, the improvement of the command chain or addressing the issue of public preparedness in the case of forest fire emergencies. (ref. Civil Protection Financial Instrument).

When implementing these actions, the beneficiaries shall always clearly display the LIFE logo and mention the European Union support.

E. Monitoring of the project impact on the main target audience and on the environmental problem targeted (obligatory)

The awareness raising, communication and training actions (C and D actions) must lead to a measurable change of attitude in the daily life of the target audiences, to an improved implementation of European policy and legislation at national, regional and local level, and to an increased exchange of knowledge and best practices amongst stakeholders.

In this view, every project proposal must contain an appropriate amount of monitoring activities in order to measure the concrete *impact* of the communication actions, awareness raising or training activities on the main target audiences and on the environmental issue targeted.

These activities are distinct of the monitoring of the project progress (A actions).

For this purpose, the project management should identify specific indicators to be used to measure the impact of the project. These indicators should be coherent with the environmental problem addressed and the type of activities planned during the project. The initial situation from which the project starts should be assessed, and progress should be regularly evaluated against it.

The monitoring of the project impact on the main target audience should allow the project management either to confirm the adequacy of the developed means to address the specific problem, or to question these means and alternatively develop new ones. At the end of the project, the beneficiaries should be able to quantify the progress achieved, both in terms of impact on the main target audience and in terms of environmental improvement.

It should be noted that, in specific cases, the environmental impact of a Communication and Information project may be difficult to measure (e. g. when the environmental problem addressed is climate change or biodiversity loss). In such cases, the project should at the very least attempt to assess the change in the attitude of the target audience, describing a clear methodology and indicators.

F. Communication and dissemination of the project and its results (obligatory for all LIFE+ projects)

All LIFE+ projects are obliged to publicise the project and its results (art. 13.1 of the Common Provisions). Such activities include both obligatory and non obligatory communication and dissemination actions. These actions should be clearly separate from the project's core communication actions / awareness raising campaigns addressing an environmental issue (actions C).

Obligatory actions:

- **Project website (see art. 13.4 of the Common Provisions):**

The coordinating beneficiary shall create a project website or use an existing website for the dissemination of project activities, progress and results. This website shall be online at the latest six months after the start of the project, shall be regularly updated and shall be kept for at least five years after the end of the project.

- **LIFE+ information boards (see art. 13.5 of the Common Provisions):**
  The coordinating beneficiary and associated beneficiaries shall erect and maintain notice boards describing the project at locations where it is implemented, at strategic places accessible and visible to the public. The LIFE logo shall appear on them at all times.
- **Layman's report:**
  This report shall be submitted with the project's Final Report and should be included on the project's website. The layman's report shall be presented in English and in the project's language. It is aimed at a broader target group and serves to inform decision-makers and a non-technical audience on the objectives and the results achieved by the project. This report shall be 5-10 pages long and present the project, its objectives, its actions and its results to a general public.

Non obligatory actions:

This may include, for example:

- Media work (press articles, TV spots etc.),
- Workshops, seminars, conferences relating to the project's activities and results,
- Production of brochures, booklets, films, etc. relating the project's activities and results
- Etc.

4. Application forms

Please use the application file (pdf document) corresponding to the proposal, i.e. the *LIFE+ Information and Communication Application forms.* The application file contains the technical and financial forms.

General rules on how to fill in the forms:
- You may introduce the information either directly into the textboxes or you may copy/paste information as simple text format;
- The data between various technical and financial forms are intrinsically connected, this is why as a matter of principle the information will be introduced manually only once and then automatically transferred to other relevant fields across the file;
- Fields with a red border are related to compulsory information and must be filled in;
- Fields with a yellow background cannot be filled in manually since the respective information will be extracted/calculated automatically from other forms;
- Use "+" to add and "-" to delete information;
- You will be allowed to insert objects (such as maps, graphs, tables, photos) in certain forms where the "Pictures" check box appears;
- Please use the following format for all dates: DD-MM-YYYY.

4.1 Technical application forms

The technical part of the *LIFE+ Information and Communication* application file consists of 3 parts (A, B and C).

All forms are mandatory and must be fully completed

Where you have no specific information to put on certain parts of obligatory forms, you are strongly advised to indicate "not applicable" or "none" or "no relevant information" or an equivalent indication.

Part A – administrative information

Form A1

Language of the proposal: Select from the drop-down menu

Project title (max 120 characters): It should include the key elements and objective of the project, such as the name of the site and/or the name of the main species/habitat type or biodiversity issue targeted. Note that the Commission may ask you to change the title in order to make it clearer. The title of the project must always be in English, even if the proposal itself is submitted in a different language.

Expected start date: The earliest possible start date is the 1st June 2012.

List of beneficiaries / co-financiers:

Name of the coordinating beneficiary /associated beneficiary / co-financier: Provide the legal name under which the organisation is officially registered.

Add associated beneficiary / co-financier: If you click “yes” the corresponding obligatory forms will be created for each new associated beneficiary (A4 and A5 forms) / co-financier (A6 form).

Policy area: You can only choose one policy area – tick as appropriate.

Form A2

Short Name (max 10 characters): The beneficiary should be identifiable throughout the technical proposal forms and the financial proposal forms (FC and F1 – F8) by its short name.

Legal Status: Select one of the following 3 choices: *Public body*, *Private commercial* or *Private non-commercial* (including NGOs). Tick the appropriate box. Further guidance on how to distinguish private organisations from public bodies can be found in section 5 of chapter 1 of the present guidelines.

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

Legal Registration Number: If applicable, provide the organisation's legal national registration number or code from the appropriate trade register (e.g. the Chamber of Commerce register), business register or other.

Member State: Select the relevant member state code from the drop-down menu.

Title: Title commonly used in correspondence with the person in charge of proposal co-ordination.

Function: Provide the function of the person in charge of coordinating the proposal. Example: Managing Director, Financial Director, Sales Manager, Project Manager, etc.

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

Brief description of the activities of the coordinating beneficiary and experience in the area of the proposal: Please describe the beneficiary organisation, its legal status, its activities and its competence to coordinate and carry out the proposed project. The beneficiary should demonstrate that it has the technical capability to implement the project. This means in practice that it has the required experience or knowledge on the specific environmental issue addressed by the project (e.g. nature and biodiversity, water, energy, waste and resources, etc.) and in communication (if that is not the case then this experience or knowledge should exist in the project partnership). The description given should enable the Commission to evaluate the technical reliability of the coordinating beneficiary, i.e. whether it has the necessary experience and expertise for a successful implementation of the project.

For private non-commercial organisations, please provide the key elements that prove that the organisation is recognised as such.

Form A3

Before completing this form, please check that the coordinating beneficiary does not fall into any of the situations listed in articles 93.1 and 94 of the Financial Regulation (EC) 1605/2002, reference:

http://europa.eu/legislation_summaries/budget/l34015_en.htm

Signature: The form **must be signed** and the signature **must** be dated. The **name** and **status** of the person signing the form must be clearly indicated. When the form is completed including the fields which will be automatically filled in (yellow background), please print it using the “Print this page” button, scan it as an image file (not as a pdf file) and upload it on the next page.

Form A4

For completing this form, please **see instructions for form A3.**

Form A5

For completing this form, please s**ee instructions for form A2.**

Form A6

For completing this form, please **see instructions for form A3.**

Status of the financial commitment: please indicate either "*Confirmed*" or "*To be confirmed*" (only applicable if funding is conditional on project selection). If the status is "to be confirmed", this must be explained. Note that at a later stage in the selection process you will be required to provide the A6 form with status "confirmed".

Important note: If a coordinating/associated beneficiary also co-finances the project, it should only appear in the proposal with that single role of coordinating/associated beneficiary and not also as a co-financer.

Form A7

Applicants frequently underestimate the importance of this form. Clear and complete answers must be provided to each question. LIFE+ projects **may not include** actions that fall within the main scope of other European Union financial instruments (see "Complementarity with other EU funding instruments" in the section on general principles). **Applicants must therefore verify this aspect carefully** (please note point 1 of the declaration in form A3 that you have to sign), explain how this was verified and provide the fullest possible information in their answers.

National authorities may be asked to review this declaration.

Form A8 (for projects aiming at contributing to forest fire prevention ONLY):

Before submitting their proposal to the Commission, applicants for projects aiming at contributing to forest fire prevention are requested to inform their competent forest fire national central authority in order to ensure consistency between actions financed at European Union level and national forest fire prevention policies. Form A8 pertains to this requirement and is obligatory.

Signature: The form **must be signed** and the signature **must** be dated. The **name** and **status** of the person signing the form must be clearly indicated. Please print this form using the “Print this page” button, scan it as an image file (not as a pdf file) and upload it on the next page.

Part B – Project objectives and expected results

<u>Form B1 – Summary description of the project</u> (to be completed in English)

Please provide a Summary Description of your project. The description should be structured, concise and clear. It should include:

- **Project objectives**: Provide a detailed list of all the objectives of your project by decreasing order of importance. These objectives must be realistic (be achievable within the timeframe of the project with the proposed budget and means) and clear (without ambiguity).
- **Key messages to be passed on to the project's target audiences**: Please indicate (preferably in bullet points) the main messages that you intent to communicate to the project's main audience during the planned communication actions / awareness raising campaign. Please ensure that these messages are <u>fully in line with the EU legislation and policy</u>. Examples of such messages could be 'communicate/explain the requirements of the EU 'Birds' and 'Habitats' directives', 'communicate/explain best practices in terms of waste recycling in order to comply with the EU directive…/policy….' etc.
- **Actions and means involved**: Please explain clearly what means will be utilised during the project to reach the objectives indicated above (financial means should not be indicated). Please ensure that there is a clear link between the proposed actions and means and the project's objectives. List the main project actions by order of their starting date and summarise for each what exactly will be done, how this will be done, where and by whom.
- **Expected results (quantified as far as possible)**: Please list (preferably in bullet points) the main results and outputs expected at the end of the project. The expected results must be concrete, realistic and **quantified** as far as possible. Since the project's final achievements will be judged against its expected results, please make sure that the expected results are well defined and well quantified. Expected results should not be the project's objectives, but they should be *outputs* and quantified *achievements* allowing it to reach the objectives.

<u>Form B2</u>

Environmental problem:

Please provide a clear description of the environmental, nature protection or biodiversity conservation problems targeted by your proposal. Explain why you consider that this problem is related to European environmental policy and legislation. Please describe the state of this environmental problem, at the application submission date.

If applicable, please address the forest fire fighting issue here.

Preparatory work undertaken already:

Describe any previous preparatory work already undertaken *directly* in preparation for the project implementation. Such work may include preparatory studies or other preliminary work or surveys.

Partnership technical capacity:

Describe how the proposed partnership (composed of the coordinating beneficiary and the associated beneficiaries if relevant, with the support of external assistance) has the sufficient technical capacity to implement the project.

The partnership must have the relevant **environmental** capacity/experience in terms of knowledge of the specific environmental problem addressed by the project (e.g. nature and biodiversity, water, energy, waste and resources, etc.) and of the ways to solve it. The partnership must also have the **communication/training** capacity/experience to implement the proposed communication/awareness raising/training activities.

You may illustrate you statements with examples of successfully implemented projects in the field of environment and communication.

Form B3

EU added value of the project and its actions:

- Please describe how the proposed project actions are expected to contribute to the achievement of environmental objectives of EU importance (including, if relevant, the impact on matters relating to forest fire fighting).
- You should indicate how the solution proposed by your project to address the environmental problem may be relevant and/or transferable to other locations in the EU.
- You should also provide here a clear description of the geographical scope of the project. A **transnational approach** and/or a **multinational partnership** may, if well justified here, is considered as EU added value. As regards forest fire prevention activities, a transnational approach is encouraged.

Efforts for reducing the project's carbon footprint:

Explain how you intend to ensure that the "carbon footprint" of your project remains as low as is reasonably possible. Any details of efforts to be made to reduce CO_2 emissions during a project's life shall be included here. Generally, this would mainly concern reduction of the project's carbon footprint during project management activities (reduction of travel, use of recycled paper etc.).

Form B4

Stakeholders involved and main target audience of the project:

Please ensure a clear distinction between stakeholders and main target audience.

"**Stakeholders**" refers to entities (organisations, authorities, persons, groups of persons etc.) that have an interest in the issue targeted by the project. Project participants are inherently stakeholders and do not have to be listed in this section. Proper stakeholder consultation should be ensured during the project.

The "**Main target audience**" represents the audience (population, organisations, other bodies) the project activities are targeting. This audience must be precisely defined (both qualitatively and quantitatively) in the proposal and must be directly concerned by or be responsible for the environmental issue addressed by the project. Project monitoring activities must include the measurement of the impact of the project's activities on this target audience. The selection of the target audience must be justified, in view of reaching the project's objectives. Provide quantitative and qualitative information, wherever possible.

Form B5

Expected constraints and risks:

It is important that project applicants identify all possible **external events** ("constraints and risks") that could have **major negative impacts** on the successful implementation of the project. Please list such constraints and risks, in decreasing order of importance, indicating one main constraint or risk per paragraph. Please also indicate any possible constraints and risks due to the **socio-economic environment**. For each constraint and risk identified, please indicate how you envisage overcoming it. Please ensure that the list is coherent with the "constraints and assumptions" indicated in form C1.

Please detail also how you have taken into account the risks identified into the planning of the project (time planning, budget, etc.) and the definition of the actions.

Form B6

Continuation and valorisation of the project results after the end of the project:

Describe how the project will be continued after the end of the LIFE+ funding, what actions are required to consolidate the results in order to ensure the sustainability of the project results. Please indicate what mechanisms will be put in place to ensure that this will be done. Please note that information provided in this section is indicative and will have to be updated during the project life.

In particular, please reply to the following questions:

- **Which actions will have to be carried out or continued after the end of the project?** Please list such project actions indicating their reference (e.g. A1, A2…) and title.
- **How will this be achieved, what resources will be necessary to carry out these actions?** Please indicate how the above actions will be continued after the project, by whom, within what timeframe and using with what financing.

Part C – Detailed technical description of the proposed actions

Form C0 – List of all actions

This form allows the applicant to create all the actions foreseen in the project, per type of action (A, B, C,…)

- **Action number**: the number of each action, i.e. the letter of the category + its number in that category, e.g. A1, A2,…, C1, C2,… is automatically provided
- **Name of the action**: Please ensure that the name is short (maximum 200 characters) and that it clearly reflects the objective(s) of the action.

Very important: **project actions have to be created before you are able to introduce any costs in the financial F forms**.

Form C1 – Details of the proposed actions

It is strongly recommended that, if possible, the project includes **no more than 10 actions** (in addition to the A and F actions).

Please use the LIFE+ INF standard forms and classify each of the project actions in one of the below categories:

A. Project management and monitoring of project progress (obligatory)

   A1. Project management

   (Include a management organigram)

   A2. Monitoring of project progress

   A3. External audit

   A4. After-LIFE Communication plan.

   A5. Networking activities

B. Preparatory actions (if needed)

   B1………….

   B2………….

   …

C. Communication actions / awareness raising campaigns

   C1………..

   C2…………..

   …………

D. Training activities

D1…………..

D2…………..

…………….

E. Monitoring of the project impact on the main target audience and on the environmental problem targeted (obligatory)

E1……………

……………….

F. Communication and dissemination of the project and its results (obligatory).

Obligatory activities:

F1. Project website

F2. LIFE+ information boards

F3. Layman's report.

Non obligatory activities:

F4…………………..

F5…………………...

For each proposed action, please provide all the information as requested on the standard LIFE+ INF form:

Description and methods employed (what, how, where and when):
Describe in details the content of the action. There must be a clear link between the action and the project's objective. Indicate what will be done, how, where and when.

Constraints and assumptions:
Indicate what may prevent you from implementing the action as planned and what will be done to address this risk. Please ensure that these constraints and assumptions are in line with those indicated on Form B5.

Beneficiary responsible for implementation:
Please indicate which of the project's beneficiaries will be in charge of the implementation of each action. Should more than one beneficiary be implicated, please give full details of which beneficiary is responsible for what.

Expected results:
Please indicate (preferably in bullet points) the quantified/measurable results/outputs from the action. Please indicate whether they will be used in other actions and how.

Indicators of progress:

Please indicate how progress of this action will be measured.

The descriptions may be accompanied by explanatory graphs, tables or pictures which may be included in the forms by using the “Pictures” check box.

Form C2 – Deliverable products and milestones of the project, and activity reports foreseen

Please make a clear distinction between deliverables and milestones.

Deliverable products are all those **tangible** products that can be shipped (e.g. management plans, studies and other documents, software, videos, etc). Please list all deliverable products chronologically according to their deadline for completion (day/month/year). For each deliverable, please include the code of the associated action. Please note that any deliverable product will have to be **submitted as a separate document** (bearing the LIFE logo) to the Commission together with an activity report.

Project milestones are defined as **key moments** during the implementation of the project e.g. ”Nomination of the Project Manager”, "Completion of a major conference", etc. Milestones (or corresponding documents) do not need to be submitted to the Commission. Please list all project milestones chronologically according to their deadline for delivery/achievement (day/month/year). In a report, you would need to inform the Commission whether the milestone has been completed or not.

Activity reports foreseen: The coordinating beneficiary shall report to the Commission about the technical and financial progress of the project. The project's achieved results and possible problems should be highlighted in these reports. The first report is the "Inception Report" (to be delivered within 9 months after the start date), which shall also provide a self-assessment of the viability of the project. If the project lasts more than 24 months and requests a European Union contribution in excess of €300.000, and if the coordinating beneficiary intends to ask for a mid-term payment, a more detailed "Mid-term report with payment request" has to be provided. For projects with a duration exceeding 48 months and a European Union contribution of more than € 2 000 000, the coordinating beneficiary shall provide two mid-term reports, to be delivered, together with the requests for mid-term pre-financing, after the thresholds defined in Article 29.3 of the Common Provisions have been reached. One "Final Report with payment request" shall be submitted, not later than 3 months after the project end date. Additional "Progress reports" should also be foreseen in order to ensure that at least one report is received every 18 months (the reporting schedule may be modified during the revision phase). Please consult the Common Provisions, Article 12 for full details on the reporting obligations of the LIFE+ projects. Please do not include activity reports as deliverables.

Form C3 - Timetable

In the table, all actions are listed ordered by category. For each project action, please tick the action's implementation period.

When planning the implementation period of your project, please bear in mind that a LIFE+ 2011 project cannot start before 1 June 2012. Also, please add an appropriate safety margin at the end of the project, to allow for the inevitable unforeseen delays.

4.2 Financial application forms

The financial part of the *LIFE+ Information and Communication* application file consists of 10 forms (FA, FB, FC, F1, F2, F3, F4, F6, F7 and F8).

<u>Important</u>: The project's budget must include only costs which are in accordance with Article 25 of the Common Provisions.

The coordinating beneficiary and associated beneficiaries, as well as other companies which are part of the same groups or holdings, cannot act as sub-contractors.

Internal invoicing (i.e. costs which result from transactions between departments of a beneficiary) is not allowed, unless it is possible to prove that such transactions represent the best value for money and exclude all elements of profit, VAT and overheads.

The European Union contribution will be calculated on the basis of eligible costs.

Please fill in the forms FC to F8 first.

<u>Form FA - Budget breakdown and project funding</u>

This form is filled in automatically, based on the data provided in the other forms in this section.

The form summarises the financial structure of the project, by providing a budget breakdown for the project and an overview of the financing plan.

Overheads are eligible at a flat rate of up to 7% of total eligible direct costs excluding land purchase (and the overheads themselves, which are indirect costs). The cell background will become red if the value derived from form F8 exceeds this threshold. Applicants benefiting from an operating grant are not entitled to claim overheads.

<u>Form FB – Cost breakdown for actions</u>

This form is filled in automatically, based on the data provided in the other forms in this section.

This form is very useful in order to link technical outputs and costs.

<u>Form FC – Project funding breakdown</u>

This form describes the funding of the project by the beneficiaries and/or co-financier(s), as well as the EU contribution requested per beneficiary.

Goods or services which are to be provided **"in kind"**, i.e. for which there is no cash-flow foreseen, are ineligible for EU co-financing and should not be included in the project's budget.

Coordinating beneficiary contribution: specify the amount of financial contribution provided by the coordinating beneficiary. This amount cannot include any funding obtained from other public or private sources specifically earmarked for the project or for a part of it (which should be declared as other co-financing).

Associated beneficiary contribution: Indicate the financial contribution from each associated beneficiary**.** These amounts cannot include any funding obtained from other public or private sources specifically earmarked for the project or for a part of it (which should be declared as other co-financing).

Amount of EU contribution requested: Specify the amount of financial European Union contribution requested by the coordinating beneficiary and each of the associated beneficiaries. This amount must be in accordance with the Articles 24 and 25.2 of the Common Provisions.

Amount of co-financing in €: Indicate the financial contribution of each co-financier

General remarks on the forms F1 – F7

All costs must be rounded to the nearest Euro and must exclude recoverable value-added tax (VAT) when the beneficiary can recover this cost from its national authorities.

For each cost line, select from the drop-down menus the beneficiary short name and the action number to which the respective cost is related. To add a cost line use "+", to delete a cost line use "-".

Form F1 – Direct personnel costs

General: Article 5(5) of the LIFE Regulation states that civil servant's salary costs may be funded only to the extent that they relate to the cost of project implementation activities that the relevant public body would not have carried out had the project concerned not been undertaken. The staff in question must be specifically seconded to a 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 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 during both the selection phase and at the time of the final payment.

Only the cost of temporary personnel specifically recruited for the duration of the project and exclusively dedicated to its implementation shall not be taken into account in the calculation of the minimum amount of the public bodies' contribution mentioned above, on condition that:

(a) The contracts of such personnel do not begin before the date of signature of the grant agreement, nor finish after the end date of the project.

(b) The contracts mention the LIFE+ project specifically.

(c) The personnel concerned are employed exclusively for the implementation of tasks foreseen in the LIFE+ project.

Type of contract: Indicate the exact legal denomination of the type of contract, civil servant / permanent contract / temporary contract / service contract / etc. **and** whether it is part time or full time. Indicating both details is absolutely necessary. (Ex. Temporary contract/Full time)

Note that service contracts with individuals may be charged to this category on condition that the individual concerned works in the beneficiary's premises and under its supervision and provided that such practice complies with the relevant national tax and social legislation.

Important: The time which each employee spends working on the project shall be <u>recorded</u> on a timely basis (i.e. every day, every week) using time sheets or an equivalent <u>time registration system</u> established and certified regularly by each of the project beneficiaries.

Category/Role in the project: You should identify each professional category in a clear and unambiguous manner to enable the Commission to monitor the labour resources allocated to the project. When the professional category is not explanatory of the role that the person will play in the project, you should also include this information.. *Examples of staff categories/roles in the project are: senior engineer/project manager; technician/data analysis, administrative/financial management etc.*

Daily rate: The daily rate charged for each member of personnel is calculated on the basis of gross salary or wages plus obligatory social charges, any other statutory cost but excluding any other costs. For the purpose of establishing the budget proposal, the salary may be calculated based on indicative average rates which are reasonable to the concerned category of personnel, sector, country, type of organisation, etc. Please take predictable salary increases into account when estimating the average daily rates for the project duration. Please note that any daily rate over 400€ should be justified.

Please note that the rates indicated in the budget proposal MUST not be used when reporting the costs of the project. The rates reported should be based on actual costs incurred, i.e. the actual gross salary, obligatory social charges and any other statutory costs, and the actually productive working time for a given year.

The total number of person-days per year should be calculated on the basis of the total working hours/days according to national legislation, collective agreements, employment contracts, etc. An example for determining the total productive days per year could be as follows (provided what is established in the appropriate legislation):

Days/year	365 days
Less 52 weekends	104 days
Less annual holidays	21 days
Less statutory holidays	15 days
Less illness/other (when relevant)	10 days
= Total productive days	215 days

Number of person-days: The number of person-days needed to carry out the project.

Direct personnel costs: calculated automatically by multiplying the total number of person-days for a given category by the daily rate for that category.

Form F2 – Travel and subsistence costs

Note: Under this budget category applicants should foresee the travel costs for 2 persons from the project to attend a regional kick-off meeting with EC representatives.

General: Only costs for travel and subsistence must be included here. Costs related to the attendance of conferences, such as conference fees, should be reported under other costs. The cost of participation in a conference is only considered eligible if the project is presented at the conference. The number of participants in conferences is limited to those for whose attendance there is a valid technical justification.

Destination (From / To): Identify the origin and destination of the trips. Specify the country and city name, if already known. If applicable, for repetitive visits to the project area, write 'project area'.

Outside Europe: Indicate 'Yes' for travel outside the European Union.

Purpose of travel: The purpose of travel must be clearly described, in order to allow an assessment of the costs in relation to the objectives of the project (examples: 'dissemination event', 'technical co-ordination meeting', 'project area visit'). Identify the number of trips foreseen and the number of people who will be travelling as well as the duration of the travel in days.

You may use more than one line for the purpose of travel or destination if necessary, but costs may be presented grouped, e.g. for all technical co-ordination meetings. However, the individual costs must be discriminated when reporting.

Travel costs: Travel costs shall be charged in accordance with the internal rules of the beneficiary. Beneficiaries shall endeavour to travel in the most economical and environmentally friendly way – video conferencing must be considered as an alternative.

In absence of internal rules governing the reimbursement of the use of an organisation's own cars (in opposition to private cars) costs related to the use of these are to be estimated at 0.22 € / km. If only costs for fuel are foreseen, they should also be listed here.

Subsistence costs: Subsistence costs shall be charged in accordance with the internal rules of the beneficiary (daily allowances or direct payment of meals, hotel costs, local transportation etc.). Make sure that meals related to travel/meetings of the beneficiaries are not included if subsistence costs are already budgeted as per diem allowances.

Form F3 – External assistance costs

General: External assistance costs refer to sub-contracting costs: i.e. services/works carried out by external companies or persons, as well as to renting of equipment or infrastructure. <u>They are limited to 35% of the total budget unless a higher level can be justified in the proposal.</u>

For example, the creation of a logo, establishment of a dissemination plan, design of dissemination products, translation services, publication of a book or renting of material should be included in external assistance. However, transportation of materials, printing of dissemination materials and others, even if done by an external company, should be reported under other costs.

Costs related to the **purchase or leasing** (as opposed to renting) **of equipment and infrastructure** supplied under subcontract should be budgeted under those cost categories and not under external assistance.

Costs for the **lease of land use rights** must be charged under "external assistance" only if it concerns a **short-term** lease that expires prior to the project end date.

Auditor costs related to the auditing of the project's financial reports should always be placed under this budget category. These costs will always be incurred solely by the coordinating beneficiary.

Procedure: Specify the procedure foreseen to sub-contract the work, e.g. 'public tender', 'direct treaty', 'framework contract', etc. Subcontracts must be awarded in accordance with Article 8.4 of the Common Provisions.

Description: Provide a clear description of the subject of the service that will be subcontracted, e.g. 'carrying out impact assessment', 'maintenance of …', 'renting of …', 'consultancy on …', 'web page development', 'intra-muros assistance', 'organisation of dissemination event', etc. You may use more than one line for the description of the subcontract if necessary.

General comments on Forms F4.a and F4.b - Durable goods

Please put in this category only those goods that the accounting rules of the beneficiary in question classify as durable goods. Conversely, do not put anything in this category that the accounting rules of the beneficiary in question do not classify as durable goods.

In the sub-categories equipment and infrastructure, you need to indicate the actual cost as well as the value of depreciation, in accordance with Article 25 of the Common Provisions. Only the depreciation is an eligible cost for the project and the EU co-financing will be calculated on the basis of this amount.

Important: Depreciation of durable goods already owned by beneficiaries at the start of the project is not eligible for LIFE+ funding.

Actual cost: Full cost of the infrastructure or equipment without applying any depreciation.

Depreciation: Total value of the depreciation in the accounts of the beneficiaries at the end of the project. For the purpose of establishing the budget proposal, the beneficiaries should estimate as precisely as possible the amount of depreciation for each item, from the date of entry into the accounts (if relevant) until the end of the project. This estimation is based on their internal accounting rules and/or in accordance with national accounting rules. This amount represents the eligible cost.

Please note that depreciation is limited to a maximum of 25% of the actual cost for infrastructure and a maximum of 50% of the actual cost for equipment.

Form F4.a – Infrastructure costs

Procedure: Specify the procedure foreseen to sub-contract the work, e.g. 'public tender', 'direct treaty', 'framework contract', etc. Subcontracts must be awarded in accordance with Article 8.4 of the Common Provisions.

Description: Give a clear description and breakdown of the infrastructure per cost item, e.g. 'supporting steel construction', 'foundation of installation', 'fencing' etc.

Important: *All the costs related to infrastructure, even if the work is carried out under sub-contract with an external entity, should be reported under this heading.*

Investments in large-scale infrastructure are considered ineligible.

Form F4.b – Equipment costs

Procedure: Specify the procedure foreseen to sub-contract the work, e.g. 'public tender', 'direct treaty', 'framework contract', etc. Subcontracts must be awarded in accordance with Article 8.4 of the Common Provisions.

Description: Provide a clear description of each item, e.g. 'laptop computer', 'database software (off-the-shelf or developed under sub-contract)', 'measurement equipment', 'mowing machine', etc.

Form F6 – Costs for consumables

General: Consumables declared on this form must relate to the purchase, manufacture, repair or use of items which are not placed in the inventory of durable goods of the beneficiaries (such as materials for experiments, animal feeding stocks, materials for dissemination, repair of durable goods given that this is not capitalised and that they are purchased for the project or used 100% for the project etc.). Should the project include a significant dissemination activity in which substantial mailing, photocopying, or other communication forms are used, the corresponding costs may also be declared here. However, **general consumables/supplies** (as opposed to direct costs), such as telephone, communication costs, photocopies, etc. are covered by the overheads category.

Catering costs/meals/coffees related to dissemination activities, such as presentations of the project, workshops or conferences should be reported here. However, please note that if the whole organisation of the conference is subcontracted, the corresponding cost should all be budgeted under external assistance.

They must also be specifically related to the implementation of project actions (**general consumables/supplies**, such as office material, water, gas etc. are covered by the overheads category).

Procedure: Specify the procedure foreseen to sub-contract the work, e.g. 'public tender', 'direct treaty', 'framework contract', etc. Subcontracts must be awarded in accordance with Article 8.4 of the Common Provisions.

Description: Provide a clear description of the type of consumable materials, linking it to the technical implementation of the project, e.g. 'raw materials for experiments action 2', 'stationery for dissemination products (deliverable 5) ', etc.

Form F7 – Other costs

General: Direct costs which do not fall in any other cost category should be placed here. Costs for bank charges, conference fees, , insurance costs when these costs originate solely from the project implementation), etc. should be placed here. The **bank guarantee shall always be reported in this category.** A bank guarantee covering the first pre-financing payment might be necessary. Please refer to Articles 25.1, 25.12 and 29.2 of the Common Provisions and to the evaluation guide for more information

Procedure: Specify the procedure foreseen to sub-contract the work, e.g. 'public tender', 'direct treaty', 'framework contract', etc. Subcontracts must be awarded in accordance with Article 8.4 of the Common Provisions.

Description: Give a clear description of each item, linking it to the technical implementation of the project.

Form F8 – Overheads

Overhead amount: Indicate the general indirect costs (overheads) for each beneficiary. Applicants benefiting from an operating grant from the Commission (such as for example LIFE+ NGO calls) are not entitled to claim overheads.

5. Admissibility checklist

A project may be declared inadmissible for one or more of the following reasons:

1. **Forms are partly or completely hand-written**
2. **Non-standard forms have been used**

   This does not refer to changes in font, size and layout, but to modifications of the format and content of the forms as presented in this application file.
3. **Obligatory forms or signatures are missing**

   Forms A1, A2, A3, A7, A8 (for forest fire prevention projects only), B1, B2, B3, B4, B5, B6, C1, C2, C3, , FA, FB, FC, F1, F2, F3, F4 a and b, F6, F7 and F8 are mandatory for all projects.

   If the project involves associated beneficiaries, forms A4 and A5 are obligatory for each associated beneficiary.

   If the project involves co-financiers (other than the European Commission), a form A6 is obligatory for each co-financier.

   All mandatory signatures should be present.
4. **The coordinating beneficiary is a private body, but has not submitted the obligatory balance sheet and profit and loss account and, where relevant, an audit report or auditor-certified balance sheet and profit and loss account.**
5. **The coordinating beneficiary is a public body, but has not submitted the obligatory public body declaration.**
6. **The coordinating beneficiary or any of the associated beneficiaries is not established in the European Union.**
7. **The project proposal was submitted to the European Commission after the deadline.**

Inadmissible proposals will not be assessed any further and will be rejected.

6. ANNEXES

ANNEX 1: Contact address of the European Commission

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

The national competent authorities must use the following address to submit the proposals to the European Commission:

LIFE+ 2011 call for proposals Avenue du Bourget, n° 1 (BU-9 2/1) B - 1140 Brussels BELGIUM

ANNEX 2: Calendar of the LIFE+ 2011 evaluation and selection procedure

Date or period	Activity
18/07/2011	Deadline for applicants to send proposals to Member State authorities
09/09/2011	Deadline for the Member States to forward proposals to the European Commission
September 2011 to March 2012	Admissibility, exclusion and eligibility, evaluation and revision of the proposals
May-June 2012	Signature of individual grant agreements
01/06/2012	Earliest possible starting date for the 2011 projects

ANNEX 3: Important links

a) *General documents for all applicants:*

- **Regulation 614/2007 of the European Parliament and the Council of 23/05/2007 (LIFE+)**
- **Link to the LIFE+ Communication toolbox**
- **National Annual Priorities**

  http://ec.europa.eu/environment/life/funding/lifeplus2011/call/index.htm#nap
- **Financial Regulation**

b) *LIFE+ Nature and Biodiversity:*

- **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+**
- **Website providing a geographical view of the *Natura 2000* ecological network http://natura2000.eea.europa.eu**
- **Commission Communication "Options for an EU vision and target for biodiversity beyond 2010" http://ec.europa.eu/environment/nature/biodiversity/policy/pdf/communication_2010_0004.pdf**