



**ENI
CBCMED**
Cooperating across borders
in the Mediterranean



Programme funded by the
EUROPEAN UNION



**REGIONE AUTÒNOMA
DE SARDIGNA
REGIONE AUTONOMA
DELLA SARDEGNA**



**GENERALITAT
VALENCIANA**

The e-Application Form

ENI CBC Med Programme – Branch Office for the Western Mediterranean
Generalitat Valenciana

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Intro

Focus on the online Application Form (eAF) main features namely:

Result based management applied to the ENI CBC MED Joint Operational Programme (JOP) and projects

Only texts and digits allowed (i.e. no flow charts, diagrams, pictures etc.)

Technical guidance on how to fill in the eAF included

Narrative parts available in the off-line courtesy forms

Simplified budget

RBM & eAF

Conclusions

STEP 1 - Get started

Select

one Thematic objective and one Priority

Plan for results

Select one (or more) Programme expected results

Draft your budget

focus on WP and outputs

STEP 2 - Be ready to deliver

Implement for results

Monitor activities, outputs and results

Report to the JTS

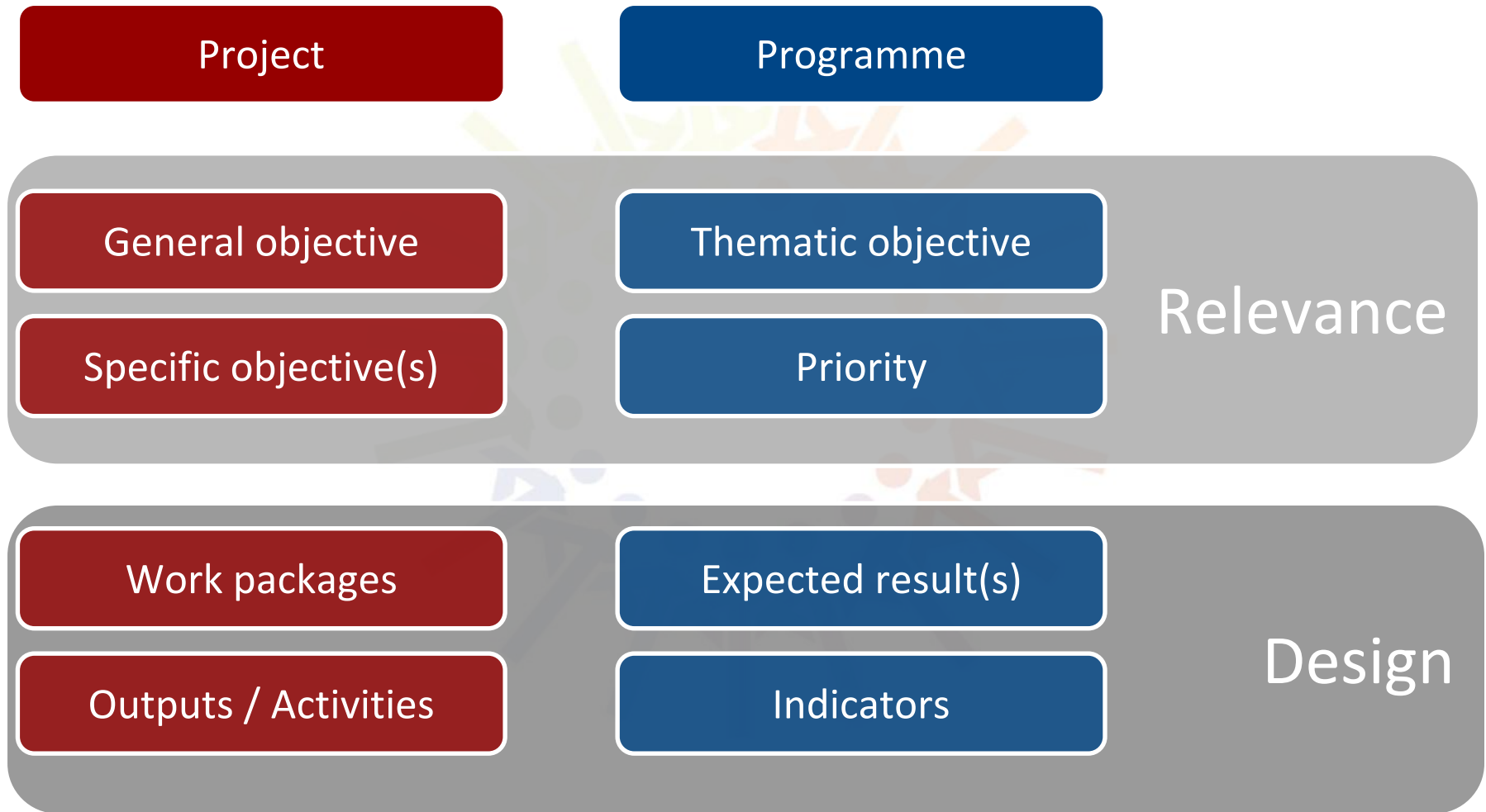
Activate synergies and complementarities

Evaluate

Dissemination feedback

Linking your project to the ENI CBC MED Programme

How to draft your proposal – eApplication Form



Designing and sharing your project proposal

The intervention logic in one page

Overarching Objective A: **PROMOTE ECONOMIC AND SOCIAL DEVELOPMENT**

Thematic Objective: A.3 **PROMOTION OF SOCIAL INCLUSION AND FIGHT AGAINST POVERTY**

Priority A.3.2: **Support social and solidarity economic actors, also in terms of improving capacities and cooperation with public administrations for services provision**

**Select ONE
Priority first**

Expected Results	Result Indicators	Indicative list of Output	Output Indicators
Enlarged access and improved quality of existing social services in favour of vulnerable people	Population covered by improved social services as direct consequence of Programme support	<p>Social pilot schemes jointly developed for social services to the benefit of vulnerable populations</p> <p>Cross-border learning and sharing events of different actors tackling specific social issues</p> <p>Established and/or strengthened social and solidarity actors</p>	<p>Number of social service professionals participating in cross border exchanges or activities (ENI CBC 13)</p> <p>Number of cross-border events on social services supported by CBC-MED projects</p> <p>Number of new social enterprises established and strengthened</p>
Reinforced planning, operational capacities and cooperation of public administrations and relevant stakeholders in providing social services	Number of agreements between public administrations and relevant stakeholders for coordinated planning and implementation of social services	<p>Workshops, on-line platforms, etc., for learning and sharing about cooperation modalities for social services delivery</p> <p>Case studies, reports, analysis on modalities for delivering social services</p> <p>Cross-border exchanges and joint training of public authorities to implement and coordinate social service delivery</p>	<p>Number of public institutions involved in social inclusion actions as part of the CBC MED projects</p> <p>Number of Action plans to coordinate social services provision</p> <p>Number of social service professionals participating in cross border exchanges or activities</p>

**Select at
least ONE
output
indicator**

**Choose one or
more expected
results**

**Address at
least ONE
result indicator**

**Outputs are
indicative**



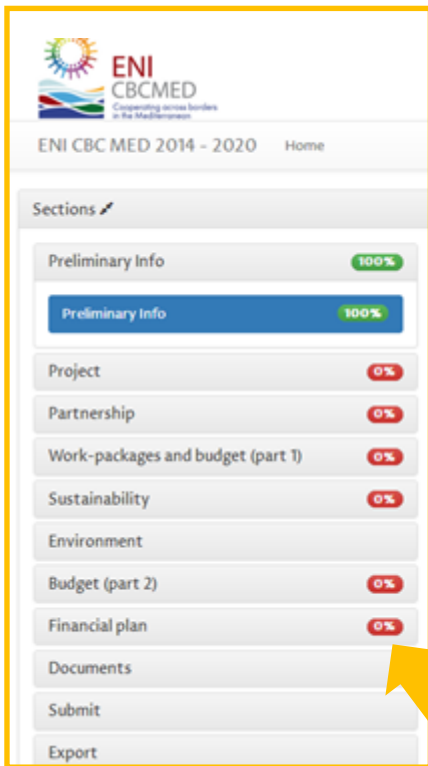
How to proceed?

eAF - structure and main steps

- **Sign up** and login
- The e-AF will use your **preliminary information** to check compliance with the rule of “one project per priority for each organisation”
- Check KEEP database and the ENPI CBC MED library of deliverables
- Draft your **summary** and proceed with all details when the partnership is defined
- Focus on your **logical framework**, agree on the Programme expected results to be addressed
- Identify your **outputs** involving the partnership, and define your **work packages** consistently
- Draft your **budget**
- Upload all **mandatory documents**
- **Complete, verify and submit** your application

Application features

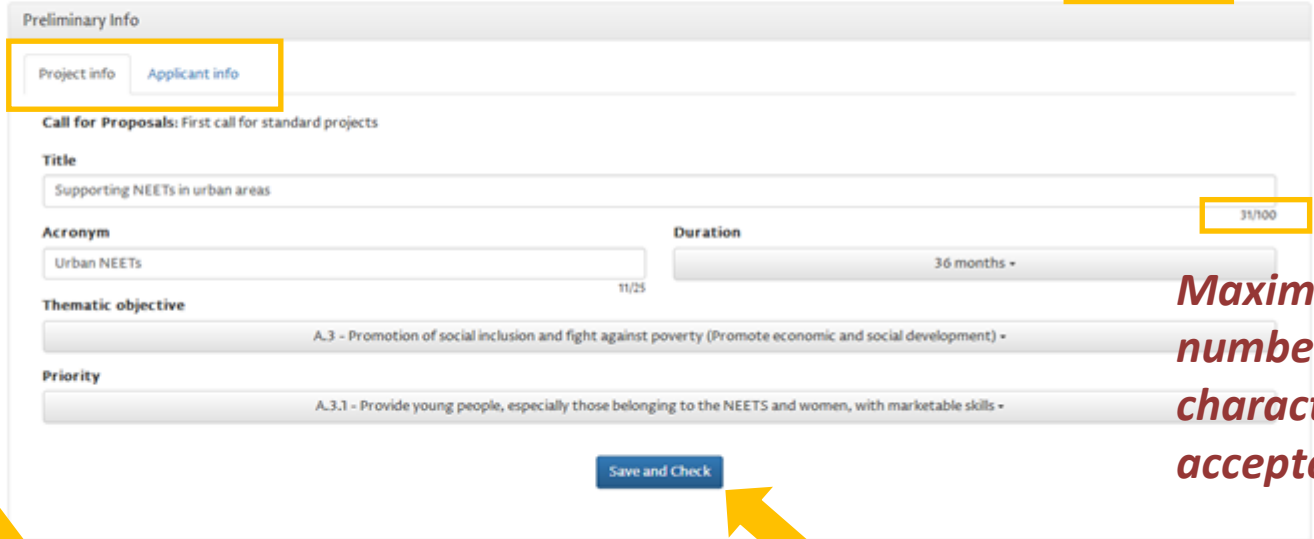
Main Menu



The Main Menu sidebar contains the following items with their respective progress indicators:

- Preliminary Info: 100% (highlighted in blue)
- Project: 0%
- Partnership: 0%
- Work-packages and budget (part 1): 0%
- Sustainability: 0%
- Environment: 0%
- Budget (part 2): 0%
- Financial plan: 0%
- Documents
- Submit
- Export

Data loading tabs



The Data loading form includes the following elements:

- Project info** and **Applicant info** tabs (Project info is highlighted).
- Call for Proposals:** First call for standard projects
- Title:** Supporting NEETS in urban areas
- Acronym:** Urban NEETS
- Duration:** 36 months - (31/100 characters limit highlighted)
- Thematic objective:** A.3 - Promotion of social inclusion and fight against poverty (Promote economic and social development) -
- Priority:** A.3.1 - Provide young people, especially those belonging to the NEETS and women, with marketable skills -
- Save and Check** button

Multilanguage

User Area

Hello MA! Logout EN

Percentage on progress

Button to Save and check data

Maximum number of characters accepted

Logical Framework

Objective and results **Outputs** Indicators Overview

Priority A.3.1 - Provide young people, especially those belonging to the NEETS and women, with marketable skills

General Objective

Describe general objective, in English language...

0/200

Save

Selected Priority

Your objectives

Save

Specific Objective

Describe specific objective, in English language...

0/300

Add

Add buttons

Specific Objective

Programme expected result

Please select at least one expected result. ▾

Work-package

Select at least one workpackage... ▾

Add

Programme expected result

Work-package

ELIGIBLE COSTS (see GfA par. 4.6.4)

DIRECT COSTS (to be filled in in the WP and Budget part 1):

0. Preparatory costs (max 10.000 travel/subsistence from call launch)
1. Human resources (simplified: senior and junior)
2. Travel / subsistence (simplified: indicative n. and average cost)
3. *Infrastructures (env. Impact assessment >1 MI)*
4. Equipment and supplies
5. Subcontracted Services
6. Other costs (Subgrants max 30% total direct costs)

INDIRECT COSTS (Budget Part 2):

- Contingency reserve (3% optional)
- Administrative costs (up to 7% *and justified in a specific form*)



Budget and Financial Plan with the e-AF

Main aspects to be considered FIRST:

Budget preparation is easier if done directly on the e-form (Applicants can Download the excel form only to collect PPs info: (no file uploading allowed));

Budget (always in €) is embedded in the e-application, rather than in separate sheets
Budget is built on outputs per WPs, rather than on activities. Overviews generated by the system;


Expenditures are related to the "semester incurred" (**meaning paid**)

Two sections to be filled in according to the same order:

Work-packages and budget part 1  direct costs

Budget (part 2)  direct costs; co-financing; 50% rules

PART 1: WP and Budget

Sections 	
Preliminary Info	0%
Project	0%
Partnership	0%
Work-packages and budget (part 1)	0%
WPO	0%
WP1	0%
WP2	0%
WP3	0%
WP4	0%
WP5	0%
WP6	0%
Output overview	0%
Activity overview	0%
Sustainability	0%
Environment	0%
Budget (part 2)	0%
Financial plan	0%
Documents	0%
Submit	0%

WPO: expenditures related to the preparation of the proposal: only travel and subsistence allowed for a max. amount of 10.000 euro.

WP1-2: the BEN should identify the outputs (see the lists available in courtesy form) before estimating the related costs

WP3-6: the BEN should indicate the costs needed for the outputs already chosen when filling in the logical framework

PART 1: WP1 Budget example

Sections

Preliminary Info 0%

Project 0%

Partnership 0%

Work-packages and budget (part 1) 0%

WPO 0%

WP1 0%

WP2 0%

WP3 0%

WP4 0%

Output overview 0%

Activity overview 0%

Sustainability 0%

Environment 0%

Budget (part 2) 0%

Financial plan 0%

Documents 0%

Work-package 1: Management

WP Info

WP Outputs

WP Budget

WP Budget per outputs

WP Budget per cost category

Total budget:

€ 1.596.730,00

Total budget MPC:

€ 994.740,00

Total budget EU:

€ 601.990,00



Total budget:

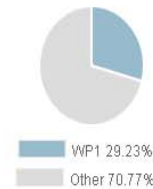
€ 1.596.730,00

Total WP:

€ 466.700,00

Other WP:

€ 1.130.030,00



Add new row

Clone row selected

Remove row selected

Save

Code	Cost category	Partner	Description	Unit type	Unit number	Unit cost	T
WP1.HR.PP2.1074	Human resources	PP02	Junior Staff	Per day	200	€ 180,00	
WP1.HR.PP2.1073	Human resources	PP02	Senior Staff	Per day	200	€ 250,00	
WP1.HR.PP1.1072	Human resources	PP01	Junior Staff	Per day	200	€ 180,00	
WP1.HR.PP1.1071	Human resources	PP01	Senior Staff	Per day	200	€ 250,00	
WP1.HR.BEN.1070	Human resources	Applicant	Junior Staff	Per day	300	€ 180,00	
WP1.HR.BEN.1069	Human resources	Applicant	Senior Staff	Per day	300	€ 250,00	
WP1.HR.PP3.1076	Human resources	PP03	Junior Staff	Per day	200	€ 180,00	
WP1.HR.PP3.1075	Human resources	PP03	Senior Staff	Per day	200	€ 250,00	
WP1.SS.PP1.1077	Sub-contract services	PP01	Organisation 2nd Steering Co...	Unit	1	€ 5.000,00	
WP1.SS.PP2.1058	Sub-contract services	PP02	Audit Costs	Unit	2	€ 3.500,00	

Total Items: 24

In multi select use ctrl button with click to choose multi value

PART 1: How to fill in the budget per output:

Sections

- Preliminary Info 0%
- Project 0%
- Partnership 0%
- Work-packages and budget (part 1) 0%
- WPO 0%
- WP1 0%
- WP2 0%
- WP3 0%
- WP4 0%
- WP5 0%**
- WP6 0%
- Output overview 0%
- Activity overview 0%

Work-package 5:

WP Info WP Outputs WP Budget WP Budget per outputs WP Budget per cost category

Total WP: € 5.000,00

Total WP output: € 5.000,00

Total WP left: € 0,00

Output Output percentage

Save

Output	Output percentage	Total	
PROVA 2	100 %	€ 5.000,00	Remove - Edit

1. Choose from outputs menu list (data reported from "project" section)
2. Indicate the cost of each output of this WP as % of total cost of the same WP.

PART 2: WP and Budget



- Sections
- Preliminary Info 0%
- Project 0%
- Partnership 0%
- Work-packages and budget (part 1) 0%
- Sustainability 0%
- Environment 0%
- Budget (part 2) 0%
- Indirect costs 0%
- Co-financing source of funding and revenues 0%
- 50% rule 0%
- Summary 0%
- Financial plan 0%
- Documents 0%
- Submit 0%
- Export 0%

Budget: Summary

Budget line Cost category WP Output Source of funding 50% rule

Partner	Preparatory costs	Human resources	Travel and subsistence	Infrastructures	Equipment and supplies	Sub-contract services	Other	Subtotal	Administrative costs
PP01	€ 2.680,00	€ 130.100,00	€ 9.200,00	€ 0,00	€ 294.000,00	€ 61.500,00	€ 0,00	€ 497.480,00	€ 9.949,60
PP02	€ 2.460,00	€ 130.100,00	€ 9.200,00	€ 0,00	€ 294.000,00	€ 61.500,00	€ 0,00	€ 497.260,00	€ 9.945,20
PP03	€ 890,00	€ 142.600,00	€ 20.020,00	€ 0,00	€ 0,00	€ 12.000,00	€ 0,00	€ 175.510,00	€ 3.510,20
Applicant	€ 3.980,00	€ 177.900,00	€ 13.100,00	€ 0,00	€ 168.000,00	€ 63.500,00	€ 0,00	€ 426.480,00	€ 8.529,60
Total	€ 10.010,00	€ 580.700,00	€ 51.520,00	€ 0,00	€ 756.000,00	€ 198.500,00	€ 0,00	€ 1.596.730,00	€ 31.934,60
%	0,63 %	36,37 %	3,23 %	0,00 %	47,35 %	12,43 %	0,00 %		2,00 %

Indirect costs
Co-financing source of funding and revenues
50% rule

After filling in these 3 sessions you will be able to view the overall budget

Financial PLAN

Sections	
Preliminary Info	0%
Project	0%
Partnership	0%
Work-packages and budget (part 1)	0%
Sustainability	0%
Environment	0%
Budget (part 2)	0%
Financial plan	0%
Financial plan	0%
Documents	0%
Submit	0%
Export	0%

Financial plan

Applicant

	PREPARATORY	I	II	III	IV	V	VI	Total
-								
EU contribution	€ 0,00	€ 17.280,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 17.280,00
Other contributions / Other incomes	€ 0,00	€ 520,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 2.520,00
Revenues	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Interests from pre-financing	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Cash advance	€ 10.000,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 10.000,00
Total	€ 10.000,00	€ 19.800,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 29.800,00
Payments	€ 10.000,00	€ 18.000,00	€ 0,00	€ 5.000,00	€ 0,00	€ 0,00	€ 0,00	€ 33.000,00
Difference	€ 0,00	€ 1.800,00	€ 0,00					€ 200,00

Partner: PP01

	PREPARATORY	I	II	III	IV	V	VI	Total
-								
EU contribution	€ 0,00	€ 10.980,00	€ 0,00					€ 10.980,00
Other contributions / Other incomes	€ 0,00	€ 0,00	€ 0,00					€ 0,00
Revenues								€ 0,00
Interests from pre-financing								€ 0,00
Cash advance				€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Total				€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 10.980,00
Payments				€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 18.000,00
Difference				€ 0,00	€ 0,00	€ 0,00	€ 0,00	-€ 7.020,00

Payments: reported automatically on the basis of the indication of distribution of the costs per semester entered in WPs.

Incomes: ENI funds will be reported automatically according to the % of the grant contract

Pre-financing in brief

MA sets up the quotas of pre-financing in the Grant Contract

A first pre-financing up to 40% of the Grant right its signature;

Further pre-financing will be given on the basis of the said quotas:

- a. In the event the used funds reported and certified by the MA through annual reports (each 12 months), stand at 70% least of the previous payment (and at 100% of any previous payments) the MA will transfer the corresponding **whole further pre-financing quota**.
- b. In the event the used funds reported and certified by the MA are less than the said percentages, the MA **will deduct the unused ENI funds** from the further pre-financing quota.

Pre-financing in brief: example

Total project costs: € 3.000.000
EU share (90%): € 2.700.000
Co-financing (10%): € 300.000

Duration: 24 months

Pre-financing shares:

1st 40% = € 1.080.000

2nd 40% = € 1.080.000

Final balance 20% = € 540.000

After 12 months

Total costs certified: € 1.500.000

EU share (90%): € 1.350.000

Co-financing (10%): € 150.000

Pre-financing share to be given:

2nd 40% = € 1.080.000 because:

€ 1.350.000 > € 756.000 (70% of the first pre-financing)

**Lead Applicants are more than coordinators:
They must manage important allocation of funds!**

Main budget info to be provided to the Lead Applicant

Lead Applicants may circulate budget files to collect input

Part 1:

- ✓ Estimated costs per each WP according to the cost categories (some requiring justifications on how the PP calculated the cost);
- ✓ Estimated semester of project implementation when the cost will be incurred (paid).

Part 2:

- ✓ Co-financing source of funding (Human Resources; Own funds etc.);
- ✓ Details on the 50% rule for EU PP only (to implement activities in MPCs).



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Any questions?