



ENVIRONMENT

EASME

Executive Agency for Small and Medium-sized Enterprises

LIFE PROJECTS – HOW TO SUBMIT A GOOD PROPOSAL

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LIFE WOSKSHOP
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Executive
Agency for
SMEs

MORE ABOUT THE 2 STAGE APPLICATION

- ❖ **why?** rationale for introducing two stage application
- ❖ **what?** 2 stages: concept note and full proposal
- ❖ **how?** selection, award criteria
- ❖ **when?** indicative calendar
- ❖ **How to write a good proposal?**- practical info

RATIONALE FOR THE 2 STAGE APPLICATION

- ❖ Simplification of the application process and evaluation of LIFE traditional projects
- ❖ Easier procedure & faster feedback
- ❖ Need to address the decreasing number of applications for LIFE co-financing in recent years

What is LIFE 2 stage application approach?

❖ New **simplified** two-stage approach

1
Concept note

2
Full proposal

❖ **Only** for Environment sub-programme

❖ **Only** for traditional projects



Stage 1. Concept Note

What should the concept note include ? (i)

- ❖ The project partners (information on the coordinating and associated beneficiaries, and co-financers of the project)
- ❖ Description of the environmental problem targeted (for environment and information & governance strands) / description of species, habitats, biodiversity issues targeted by the project (for nature and biodiversity strands)
- ❖ Project objectives

Stage 1. Concept Note

What should the concept note include ? (ii)

- ❖ Description of the project actions
- ❖ Expected results and impacts of the project
- ❖ The sustainability of project results
- ❖ Project risks and constraints

Stage 1. Concept Note

What should the concept note include ? (iii)

- ❖ The EU added value of the project (understood at this stage as the contribution to LIFE priorities and objectives)
- ❖ The pilot or demonstration character of the project (and/or best practice for nature and biodiversity strand)
- ❖ An indicative budget for the project limited to main budget items and repartition between EU contribution, partners own contributions and co-financers.

10 pages in total! – via eProposal

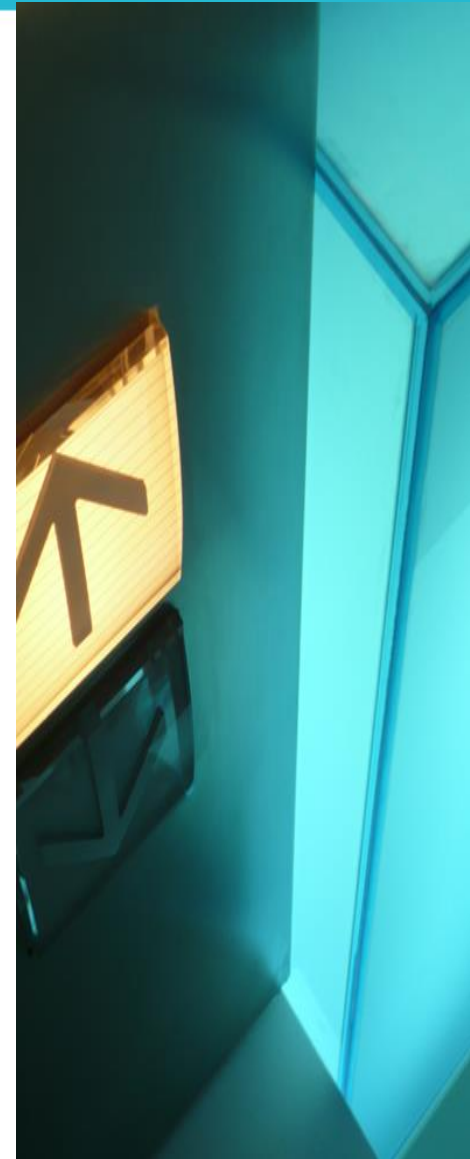
Stage 1. Concept Note for ENV subprogramme

Concept note should NOT include:

- ✓ Signed commitments (mandates, etc)
- ✓ Maps, pictures, attachments

Be aware – at the evaluation stage the concept note must fulfil the same eligibility criteria than those of the full proposal

- ❖ How, where and when to submit a proposal?
- ❖ Project submission procedure will be organised in two stages:
 - Stage 1: Concept note
 - Stage 2: Full proposal
- ❖ Applicants must submit their concept notes to the Contracting Authority via eProposal before 12 or 14/06/2018, 16:00 Brussels local time.



The concept note can be modified, validated and (re)submitted as many times as needed until 12-14/06/2018, 16:00 Brussels local time. Each subsequent submission overwrites the previously submitted version (earlier versions are not archived and are therefore not available anymore).

EVALUATION CRITERIA – STAGE 1: CONCEPT NOTE

- ❖ **Overall quality of the proposal:** clarity of the proposals (including the description of the pre-operational context), its feasibility and the indicative value for money. (max. 20 – passing score: min 5)
- ❖ **Overall EU added value:** project's contribution to the LIFE priorities, expected impact, and sustainability of the project results. (max. 30 – passing score: min 10)



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CONCEPT NOTE AWARD CRITERIA	MINIMUM PASS SCORE*	MAXIMUM SCORE
1. Overall quality of the proposal	5	20
2. Overall EU added value	10	30
OVERALL (PASS) SCORES	15	50

IF THE APPLICATION IS ADMITTED TO STAGE 2...

... the applicant will be notified in eProposal and will have access to the full application.

eProposal will contain the elements included at the concept note stage and the applicant will be able to expand the contents of the forms.

Changes can be introduced to the application including for the budget as long as the total EU contribution does not increase by more than 10%).

IF THE APPLICATION IS ADMITTED TO STAGE 2...

Be aware that any changes introduced at the level of the full proposal shall not question the selection and award at the concept note in term of:

objective and results expected;

capacity of the partnership to implement the actions

DO NOT FORGET TO...

Read thoroughly The Guidelines for Applicants as well as Guidelines for Evaluators (as the experts will evaluate your proposal on the basis of these documents)....

Do not be too detailed, but show what, how and with whom you want to conduct your work... Even at the Concept Note stage you have to have a clear idea of that...








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INDICATIVE TIMETABLE :

APPLICATION ENVIRONMENT SUB-PROGRAMME



Timeline	Phases
12/14 June 2018	 Submission of concept note <i>Max 10 pages + high-level budget</i>
June-September 2018	 Evaluation of concept note
October 2018	 Invitation for full proposal
End of January 2019	 Submission of full proposal
July 2019	 Signature of grants



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THANK YOU FOR YOUR ATTENTION

Malgorzata Piecha

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