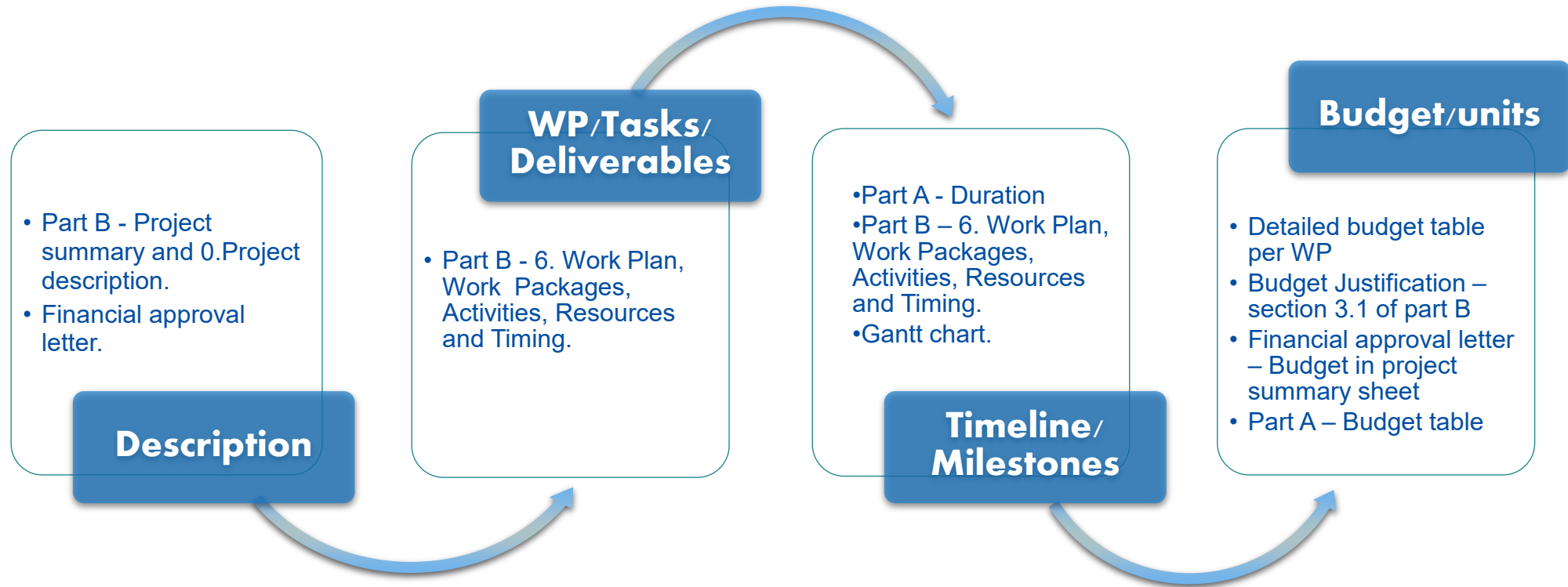


# Helpful tips

# Coherence and consistency



- Be clear and concise.
- Coherence and consistency across documents (part A, part B, Gantt chart, financial approval letter, budget tables)
- Address scoring criteria accordingly



# Main issues - General

**Out of scope:** non-eligible activities (e.g. infrastructure of e-methane for vessels) or locations outside the TEN-T network/nodes.

**Project proposal** and the Global Project - **insufficiently clear**.

**Inconsistent data across all documents**, e.g., different numbers of recharging points in the financial approval letter vs application form - part B.

**Insufficient details on technical requirements**, e.g., supply capacity of HRS, parking spaces for HDV.

**Scoring criteria** not properly or insufficiently addressed, e.g., socio-economic analysis or need for CEF funding not sufficiently substantiated.

# Main issues - Timeline/Tasks

- **Inconsistencies** Gantt Chart and application forms:

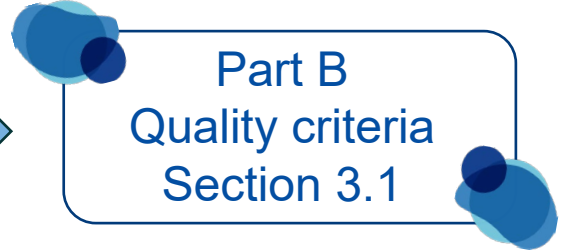
[Project name]		2021		2022												2023					
		Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Dec	May	Jun
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
WP1	TITLE Work Package1																				
T1.1	Title – task 1.1	M1								M2											
T1.2	Title – task 1.2						M3														
WP2	TITLE Work Package2																				
T2.1	Title – task 2.1									M4											
T2.2	Title – task 2.2							M5						M6							
T2.3	Title – task 2.3																	M7			
WP3	TITLE Work Package3																				
T3.1	Title – task 3.1							M9													
T3.2	Title – task 3.2												M10								
T3.3	Title – task 3.3				M11				M12												
T3.4	Title – task 3.4													M14				M15			
T3.4.1	Title sub-task 3.4.1																				
T3.4.2	Title sub-task 3.4.2																				

- Application form – part A
  - Project duration
- Application form – part B
  - Starting date
  - Work Packages:
    - Duration (months)
    - Milestones (due date – month)

- **Technical implementation unrealistic vis à vis financial implementation**, e.g., key milestones at the end of the action but relevant budget allocation at the start.
- Inclusion of **Work Packages and tasks non-eligible**, e.g., project management, staff costs, designs.
- **Work Packages/Tasks** insufficiently explained. Insufficient number of milestones and unclear deliverables
- **Starting date and/or project duration** not in line with the Call text.

# Main issues - Budget (co-funding)

- **Budget not sufficiently detailed**, costs cannot be identified.
- **Inconsistencies** between **budget tables**:
  - Budget table – part A
  - Budget table – part B
  - Budget in the “project summary sheet” of the financial approval letter
- **Synergetic element’s costs wrongly calculated** and/or embedded with the infrastructure costs.
- Inclusion of **non-eligible costs**.



# Reminder – non-eligible activities/costs

## Horizontal

- Project management
- Communication and dissemination

## Preparatory activities

- Studies, designs, work supervision
- Land acquisition, renting/leasing facilities
- Procurement and permits

## Administrative

- Travel costs
- Indirect costs

## Related to activities

- Recharging infrastructure upgrade
- Recharging infrastructure in parking buildings
- H2 production facilities no-RES based
- Shore-based storage tanks for ammonia and methanol
- Vehicles (except for vessels and transshipment equipment)

**All**

**OPEX**

**/**

**Staff costs**

# Example: Budget (co-funding) – works only

## Budget table - Part A

**Round budget @ closest thousand**

### 3 - Budget

No.	Name of beneficiary	Country	Role	Personnel costs - without volunteers/ EUR	Subcontracting costs/ EUR	Purchase costs - Travel and subsistence/ EUR	Purchase costs - Equipment/ EUR	Purchase costs - Other goods, works and services/ EUR	Financial support to third parties/ EUR	Studies/ EUR	Synergetic elements/ EUR	Works in outermost regions/ EUR	Land purchases/ EUR	Indirect costs/ EUR	Total eligible costs/ EUR	Ineligible costs/ EUR	Total estimated project costs and contributions/ EUR
										Special Funding rate		Special Funding rate					
1	Charalampos Xenogiannis Comm.v.	BE	Coordinator	⊘		⊘	0	0	⊘	0			⊘	0	⊘	0	0.00
Total																	

Costs are not expected under these categories

Ineligible costs in line with Call text

Cost category for synergetic elements

Cost category for works in outermost regions

We expect all costs (e.g. works/supplies) under this category except for synergetic elements/outermost regions which have their own category