



# How to submit an excellent proposal: what are we looking for?

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European Climate,  
Infrastructure and  
Environment  
Executive Agency

*LIFE CET Info Day*

*1 June 2023*

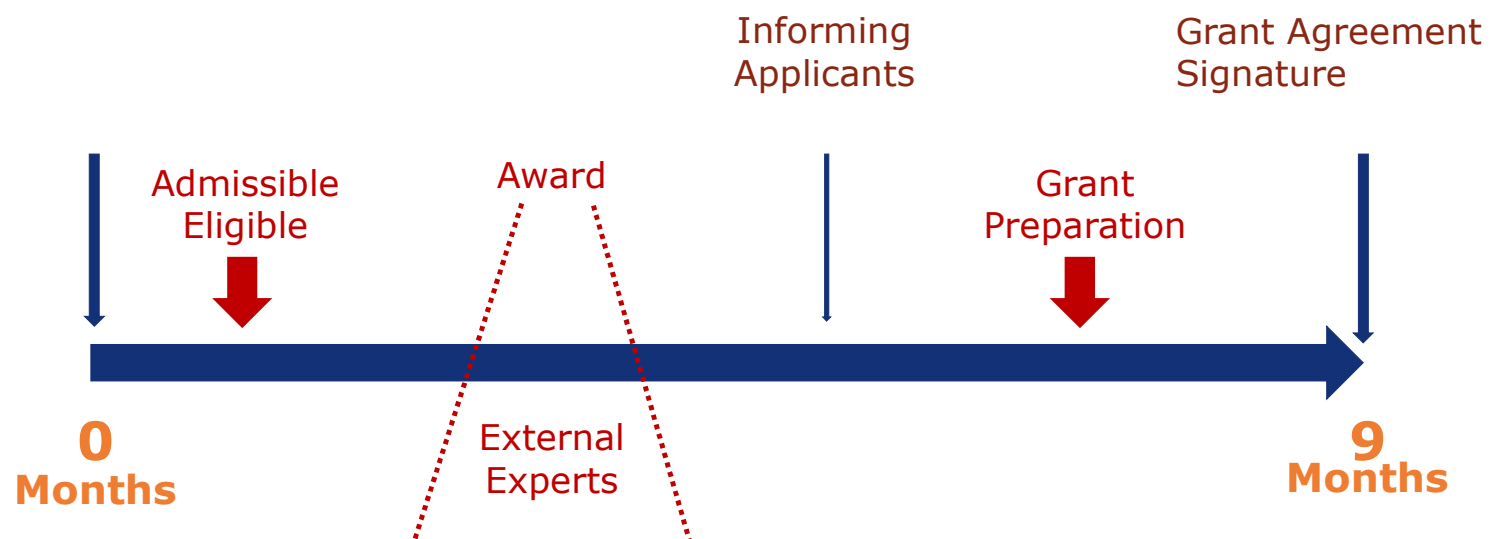


# THE EVALUATION PROCESS

## 5 THINGS TO REMEMBER



# 1. The process



## 2. How does Funding & Tenders Portal work?

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA) | English | Register | Log

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT | Get sta

LIFE-2023-CET

Match whole words only

GRANTS  TENDERS

Submission status

Forthcoming | Open for submission (13) | Closed

Programming period

Select a Programme period... x v

### Funding and tenders (13)

[Need help?](#) [Calendar](#) [RSS](#) Sort by: Submission status v

**Energy Performance of Buildings - Creating the conditions to make renovation faster, deeper, smarter, service- and data-driven** [Call for proposal](#) [Grant](#)

**LIFE-2023-CET-BETTERRENO**

<b>Programme</b>	Programme for the Environment and Climate Action (LIFE)	<b>Status</b>	Open for submission
<b>Type of action</b>	LIFE Project Grants	<b>Deadline model</b>	single-stage
<b>Opening date</b>	11 May 2023	<b>Deadline date</b>	16 November 2023 17:00:00 Brussels time

**BUILD UP Skills – Upskilling and reskilling interventions enabling a decarbonised building stock and energy system integration** [Call for proposal](#) [Grant](#)



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### General information

[Topic updates](#)[Topic description](#)[Conditions and documents](#)[Submission service](#)[Topic related FAQ](#)[Get support](#)[Call updates](#)[Go back](#)

## Topic description

### Objective:

Electrification is expected to play a central role in buildings, in particular through the rollout of heat pumps for space heating, cooling and domestic hot water production. In the residential sector, the share of electricity in heating demand should grow to 40% by 2030 and to 50-70% by 2050. Heat pumps are one of the key technologies to meet this demand, contributing to the EU's 2030 and 2050 climate and energy targets. Although these technologies and the quality of installations have been improving, the upscaling of existing and the development of new supply chains are not rapid enough to prevent bottlenecks and ensure competitive pricing throughout the supply chain. As part of the REPowerEU plan<sup>[1]</sup> to phase out EU dependence on fossil fuels imports, the European Commission has called for doubling the EU's yearly pace of deployment of heat pumps and reaching 10 million heat pumps installed in the next five years across EU Member States.

[show more...](#)

## Topic conditions and documents

### Conditions





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HOW TO PARTICIPATE

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SUPPORT

General information

Topic updates

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Call documents:

Call document

Standard application form – call-specific application form is available in the Submission System

Detailed budget table

Participant information

Standard evaluation form – will be used with the necessary adaptations

LIFE General MGA v1.0

LIFE Work Programme 2021-2024

LIFE Regulation 2021/783

EU Financial Regulation 2018/1046

Info session recordings and presentations





**General information**

- Topic updates
- Topic description
- Conditions and documents
- Submission service
- Topic related FAQ**
- Topic related FAQ
- Get support
- Call updates

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## Start submission

No submission system is open for this topic.

**Under call LIFE-2022-CET, topic LIFE-2022-CET-HEATPUMPS, what is meant by "hybrid renewable heating and cooling systems"?**  
Any heat pump used for space and/or hot water production combined with other renewable heating systems, e.g. a biomass boiler or a solar thermal collector.

**Under call LIFE-2022-CET, how many partners are needed to submit a proposal?**  
For topics LIFE-2022-CET-LOCAL, LIFE-2022-CET-POLICY, LIFE-2022-CET-EE1st, LIFE-2022-CET-DEEPRENO, LIFE-2022-CET-BUILDPERFORM, LIFE-2022-CET-BUSINESS, LIFE-2022-CET-DH, LIFE-2022-CET...





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Single stage

17 May 2022

16 November 2022 17:00:00

Brussels time

Mar 20, 2023 3:30:27 PM

CALL UPDATE: FLASH EVALUATION RESULTS

**EVALUATION results**

Published: 17.05.2022

Deadline: 16.11.2022

Available budget: 98 000 000 EUR

The results of the evaluation are as follows:





# 3. Structure of a proposal

## Mandatory annexes:

### Part A

Structured administrative information

- Generated by IT system

### Part B

Narrative technical project description

- Template to be uploaded as PDF, max. **65** pages, font min. **Arial 10!**

### Part C

Key Performance Indicators

- To be completed directly online

### Detailed budget table

- Excel template incl. subcontracting, other direct costs

### Participant information

- Participant, key staff, previous actions, affiliated entities / associated partners

### Optional Annexes

Where relevant, e.g. letters of support



# 3. What is the structure of the proposal?

## TABLE OF CONTENTS

ADMINISTRATIVE FORMS (PART A) .....

TECHNICAL DESCRIPTION (PART B) .....

COVER PAGE .....

PROJECT SUMMARY .....

**1. RELEVANCE** .....

1.1 Background and general project objectives .....

1.2 Specific project objectives .....

1.3 Compliance with LIFE programme objectives and call topic .....

1.4 Concept and methodology .....

1.5 Upscaling results of other EU funded projects (*n/a for concept note*) .....

1.6 Complementarity with other actions (*n/a for concept note*) .....

1.7 Synergies and co-benefits with other LIFE sub-programmes (*n/a for concept note*) .....

1.8 Synergies and co-benefits with other EU policy areas (*n/a for concept note*) .....

**2. IMPACT** .....

2.1 Ambition of the impacts .....

2.2 Credibility of the impacts .....

2.3 Sustainability of project results .....

2.4 Exploitation of project results (*n/a for concept note*) .....

2.5 Catalytic potential: Replication and upscaling .....

**3. IMPLEMENTATION** .....

3.1 Work plan .....

3.2 Work packages and activities (*n/a for concept note*) .....

*Work Package 1* .....

*Work Package* .....

*Timetable (n/a for concept note)* .....

3.3 Stakeholder engagement .....

3.4 Impact monitoring and reporting (*n/a for concept note*) .....

3.5 Communication, dissemination and visibility (*n/a for concept note*) .....

**4. RESOURCES** .....

4.1 Consortium set-up .....

4.2 Project management (*n/a for concept note*) .....

4.3 Green management (*n/a for concept note*) .....

4.4 Budget (*n/a for concept note*) .....

4.5 Risk management (*n/a for concept note*) .....

**5. OTHER** .....

5.1 Ethics .....

5.2 Security .....

**6. DECLARATIONS** .....

**ANNEXES** .....



## 4. How to pass the eligibility check?!!!!

### Admissibility

- Submitted before deadline & electronically
- Complete & using the forms/templates provided
- Readable (no smaller than **Arial 10**) printable (A4)
- Max **65 pages** (including the instructions)



### Eligibility

- Eligible participants, coordinator from eligible country
- Consortium composition!!!**
- Eligible activities **i.e. in scope!!!**
- Geographic location



## 5. What are the award criteria?

- Relevance (0/20)
- Impact (0/20) 150%
- Quality (0/20)
- Resources (0/20)



- Total score on 90 with min. 10/20 per criterion and min. 55/90 overall

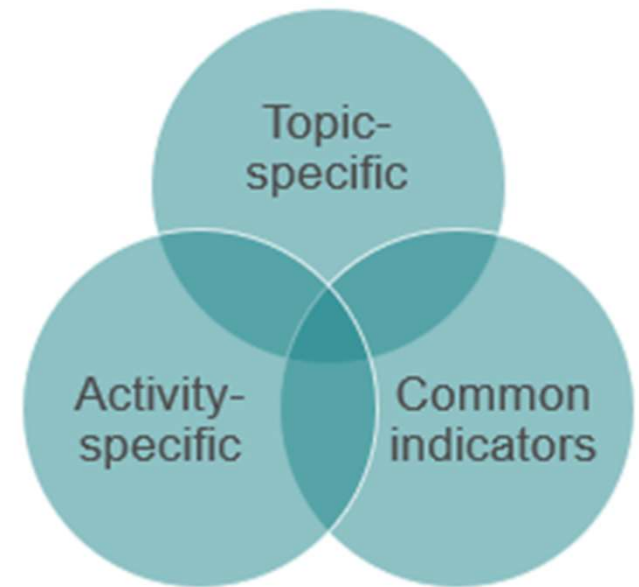


# Impacts + Indicators I

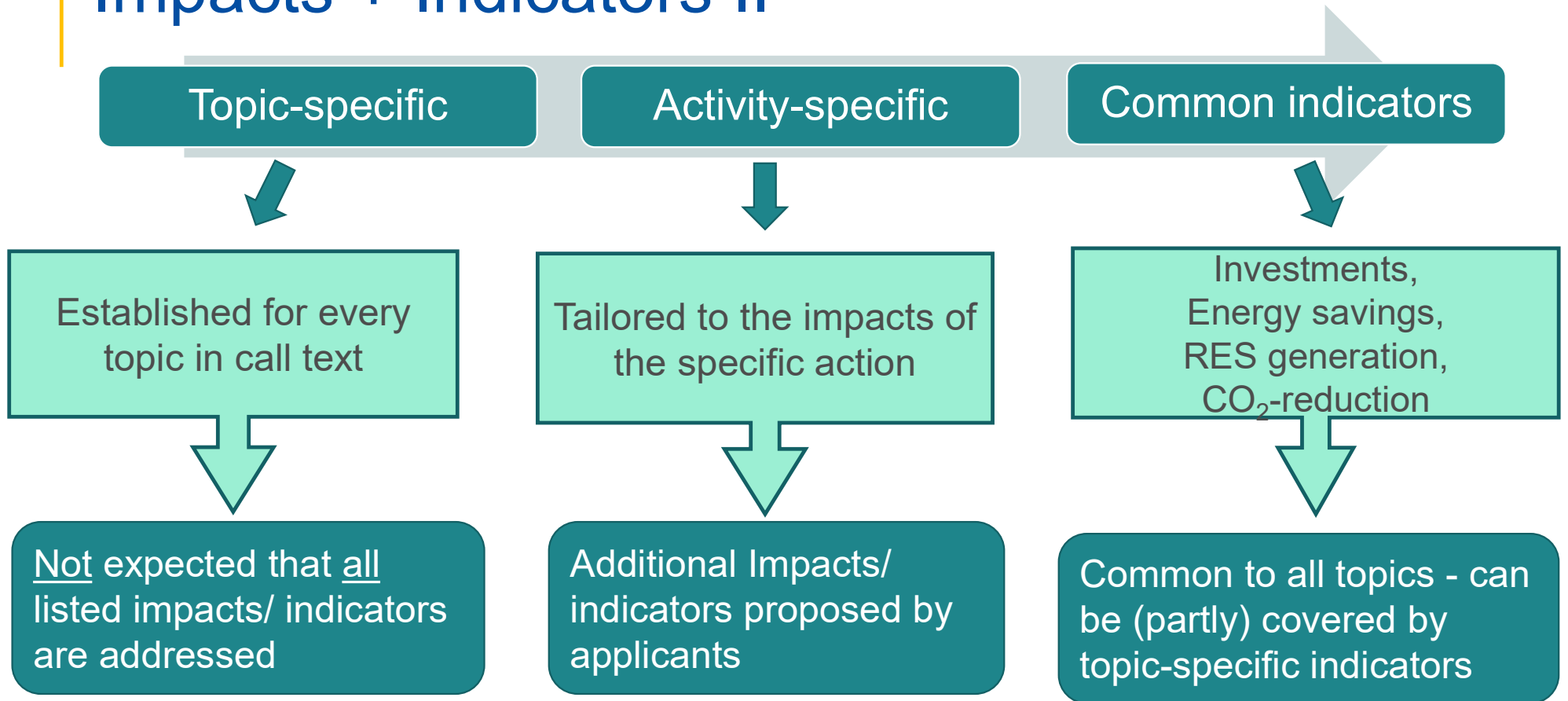
Proposals should demonstrate how project results will contribute to the expected impacts.

They should:

1. quantify impacts using the provided **topic-specific indicators** - where relevant;
2. propose additional indicators which are specific to the proposed activities (**activity-specific**);
3. Address impacts related to **common indicators** for the LIFE-CET subprogramme.



# Impacts + Indicators II



# Impacts + Indicators III

- Proposals should present the **starting point** + underlying assumptions, and establish clear **links** between **results and expected impacts**;
- The results and impacts should be quantified for the **project duration** + for **5 years after** the project end.

## 11 LIFE-CET-specific KPIs – KPI-webtool

- Application Form Part C
- **If selected:** Projects will be asked to report impacts in a specific LIFE KPI webtool.





# 7 TIPS TO SUCCEED





# 1. Start early ... start now!

Call opening: **11 May 2023**

Submission deadline: **16 November 2023**



## 2. Read the relevant information

- **LIFE Clean Energy Transition Call Document LIFE-2023-CET**, topic description, eligibility and admissibility conditions, list of countries, financial & operational capacity, evaluation criteria and procedure, scoring and thresholds, etc.
- **Submission forms and templates**: essential forms and guides to draw up and submit your proposal
- **Info session recordings and presentations** (following the Info Day)
- **Portal Online Manual** (for processes)
- **Portal FAQ for your topic of interest**



# 3. Choose your idea, structure it well & stick to it!

Ask yourself if you have:

- a project idea/ objective that is **in scope** of one of the topics?
- a clear **understanding** of the current (research or market) situation and your starting point?
- a clear idea of how to translate the objective **into a concrete activity**?
- a clear idea of the **target group(s)**?
- a clear path to **make a difference** – what impact do you want to have?



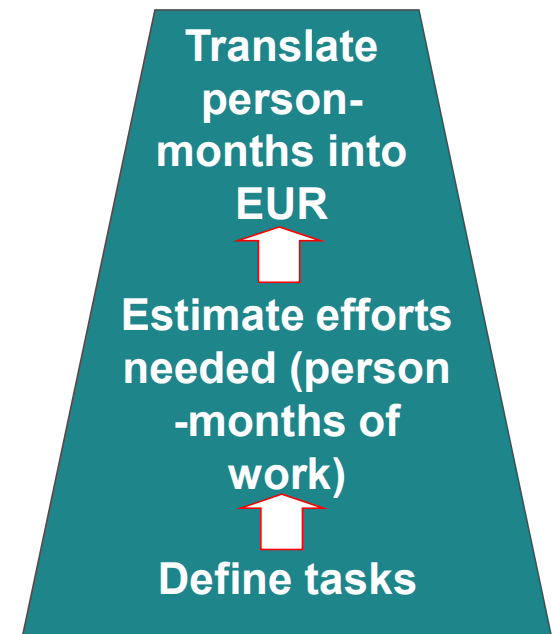
## 4. Build a good consortium

- Be **consistent** – consortium needs to match objectives & target groups
- **Complementarity** – combine diverse competences and backgrounds, but following a **logic**
- Each partner needs to have a **relevant expertise** and a **relevant role**
- **Specific role** must be reflected also in the allocation of resources; no random shares of the budget
- **Involve partners** in the preparation – agree on a plan for input; avoid surprises after submission
- **! Do not cover the EU map or extend the consortium artificially**



## 5. Create a budget

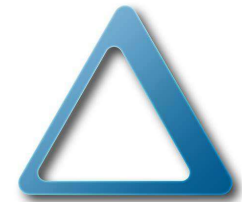
- Define your budget 'bottom-up'
- First describe the tasks – then allocate resources - then calculate the budget
- Check consistency regularly while advancing:
  - appropriate weight of resources across work packages and tasks
  - appropriate resources across partners.



## 6. When writing your proposal...

...create a thread:

- **Fine-tune** your project idea and make it match your target group
- Define the **delta** of your project – what will change through your project?
- Think about your **methodology** – define the main **working steps** and the interlinkages between them
- **Communication & dissemination:** what, for whom, how, how often, for what purpose you do it?



## 7. Final polishing

- Check the completeness of the proposal
- Check consistency of your description of activities and budget
- Ask an 'informed outsider' for critical reading and feedback
- If you have the chance, have a native speaker check the English



# Some lessons learnt

- Clear focus, not trying to address too many aspects/ areas of work
- Check carefully whether it is allowed and/ or encouraged to address more than one area/ aspect (or sub-scope)
- Concrete activities need to be presented in detail; avoid redundancies and high-level descriptions
- Proposed activities need to define a clear starting point (e.g. existing gaps) + explain the context (including policy, market, technological)
- Proposed activities need to credibly lead to concrete achievements and impacts
- Clear and targeted stakeholder engagement strategies are essential





# Information sources and support

as well as...

The screenshot shows the European Commission website for 'Funding & tender opportunities' (Single Electronic Data Interchange Area (SEDIA)). The page is for the 'Programme for the Environment and Climate Action (LIFE)'. The 'Support overview' section is highlighted, showing a sidebar with links to 'Support overview', 'Guidance & Manuals', 'FAQs', and 'Helpdesk & Support Services'. The main content area, titled 'Popular support topics', has tabs for 'Grants' and 'Tenders'. Under 'Grants', there are three items: 'Online manual' (with an 'FAQ' icon), 'How to change the EU Login account details?' (with a 'FAQ' icon), and 'What is a LEAR (Legal Entity)' (with a 'FAQ' icon).

- [LIFE Info Days!](#)
- **LIFE CET mailbox:** [CINEA-LIFE-CET@ec.europa.eu](mailto:CINEA-LIFE-CET@ec.europa.eu)

## Project databases

- CORDIS for H2020
- **Information portals:** BUILD UP, ManagEnergy
- **CINEA Clean Energy newsletter** (Register for updates and success stories)



We encourage you when completing and submitting your application form to pro-actively give access and request support from your LIFE National Contact Point



# Work as an expert!

European Commission | Funding & tender opportunities  
Single Electronic Data Interchange Area (SEDIA)

English EN

Register Login

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | **WORK AS AN EXPERT** | SUPPORT

Get started

SEARCH: LIFE-2023-CET

Match whole words only

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European Commission



30 years of bringing green ideas to LIFE

# Keep in touch with us



[https://cinea.ec.europa.eu/life\\_en](https://cinea.ec.europa.eu/life_en)



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# Thank you



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