



# How to Write a Successful Proposal

## Tips and Tricks

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*Brussels, 24 November 2022*

European Maritime, Fisheries and  
Aquaculture Fund

**EMFAF**

## Content

- Novelties of EMFAF calls for proposals
- Application form
- Good practice
- Available Resources

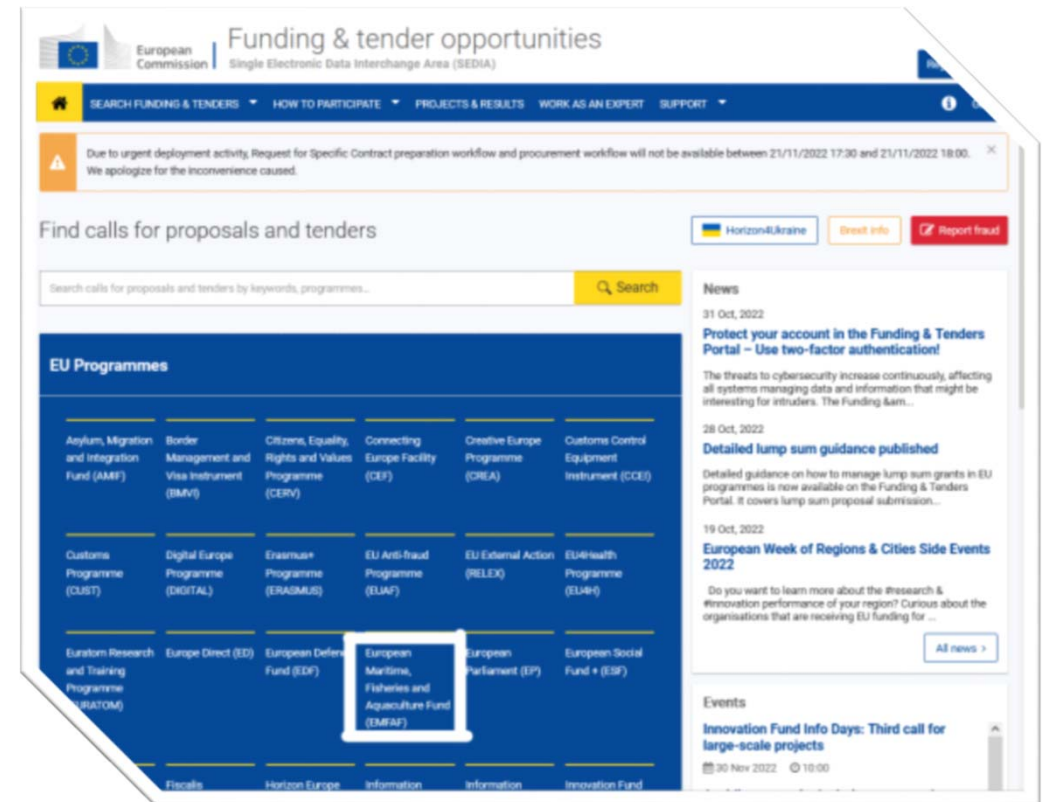
# Novelties of EMFAF calls for proposals

- **Call Documents**

- Improved clarity of eligibility conditions
- New applicant and participant categories
- Detailed mandatory documents

- **Model Grant Agreement**

- Unique for all EU funding Programmes
- Annotated Model Grant Agreement
- Online manual



# Eligibility conditions

- Section 6 of the call document
  - Eligible countries
  - Consortium composition

## 6. Eligibility

### Eligible participants (eligible countries)

In order to be eligible, the applicants (beneficiaries and affiliated entities) must

- be legal entities (public or private bodies)
- be established in one of the eligible countries, i.e.:
  - EU Member States (including overseas countries and territories (OCTs));
  - non-EU countries that are part of the sea basin strategies and/or regional cooperation frameworks targeted in this call for proposals:
    - **For Topic 2:** Moldova, Ukraine, Georgia and Turkey;
    - **For Topic 3 and Topic 4:** Mauritania, Morocco, Algeria, Tunisia, Libya, Egypt, Jordan, Israel, Palestine, Lebanon, Turkey, Albania, North Macedonia, Montenegro, Serbia, Bosnia and Herzegovina.

### Consortium composition

Proposals must be submitted by a **consortium of at least 3 applicants** (beneficiaries; not affiliated entities), which complies with the following conditions:

- **for all Topics:** minimum 3 independent entities from 2 different EU eligible countries;
- **for Topics 2, Topic 3 and Topic 4:** at least one independent entity from one non-EU eligible country;
- **for Topic 5:** minimum 2 independent entities from 2 different Outermost Regions.

The coordinator must be established in an EU Member State.



**Both conditions have to be fulfilled**

# New applicant and participant categories

- Section 6 and 13 of the call document
  - **Beneficiaries**
  - **Affiliated Entities** (former Linked Third parties)
    - ✓ comply with all the call conditions and be validated
  - **Associated Partners**
    - ✓ Participate in the action but **without the right to get grant money**
    - ✓ Do not need to be validated – but **have to register!**



**Beneficiaries, Affiliated Entities and Associated Partners need to be included in the proposal**

# Detailed mandatory documents

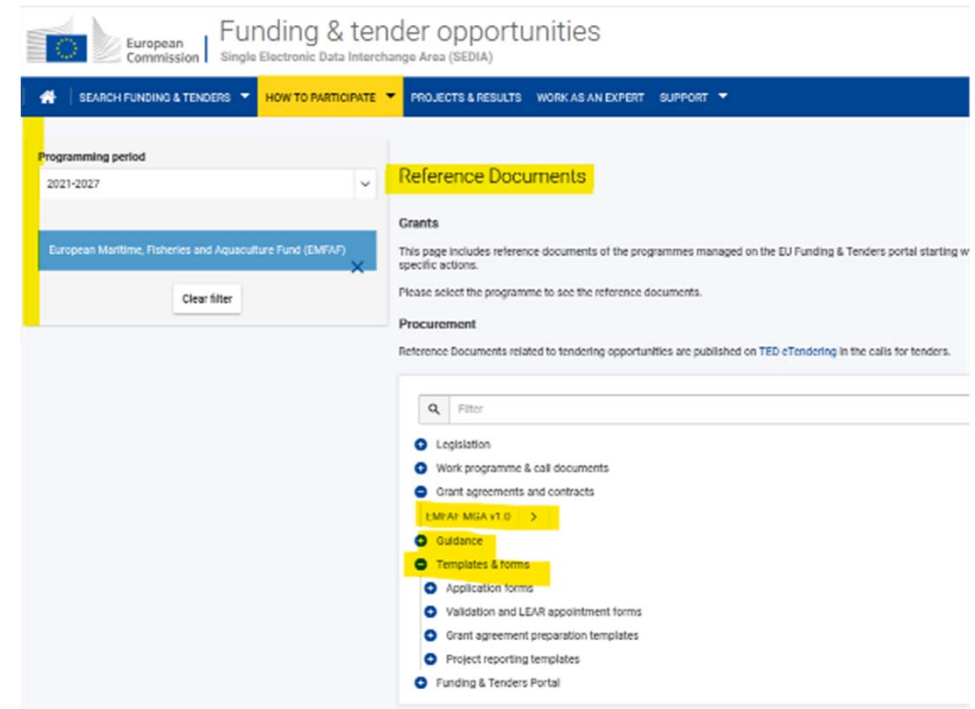
- Section 5 and 10 of the call document
  - Form A (**structured information**) and Form B (**Narrative**)
  - detailed budget table – **only at GAP**
  - CVs of core project team
  - activity reports of last year
  - list of previous projects – **only for EMFAF-2023-BLUECAREERS**
- Section 10 of the call document
  - a **policy brief** at the end of each reporting period
  - a **project factsheet** at the beginning of the project



**Make use of available forms and templates and carefully read the instructions**  
**Include policy brief and project factsheets in your proposal**

# Model Grant Agreement

- Single Model Grant Agreement
  - Available on the [Funding and Tender Opportunities Portal](#)
  - **Data Sheet** at the beginning of the document
  - Annex 5 – Specific Rules
- Annotated Model Grant Agreement
  - Available on the [Funding and Tender Opportunities Portal](#)
  - Pre-draft for Horizon Europe with updates for all EU funding programmes

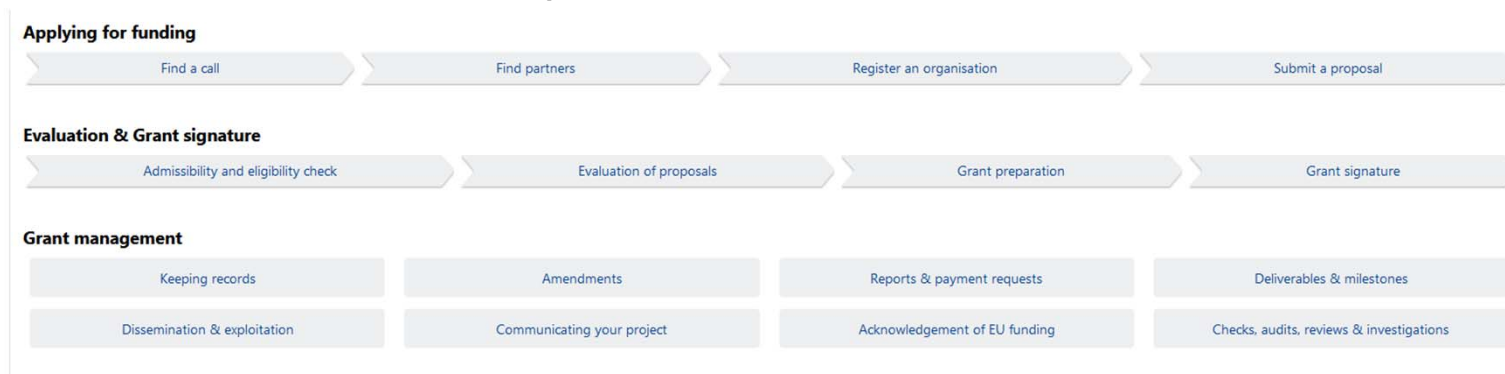


It shows the full range of provisions that may be applied to this type of agreement, including financial aspects

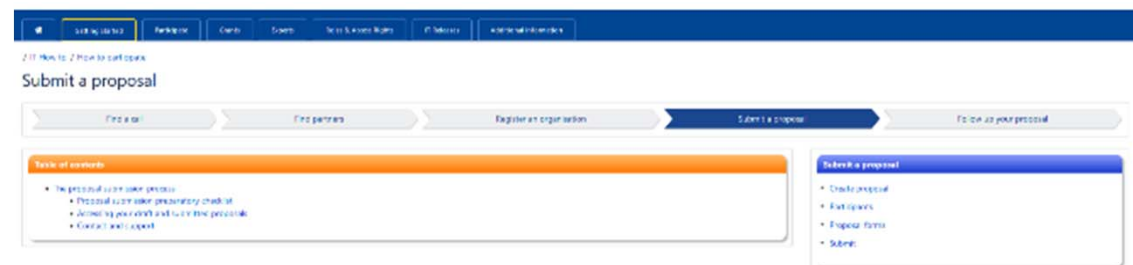
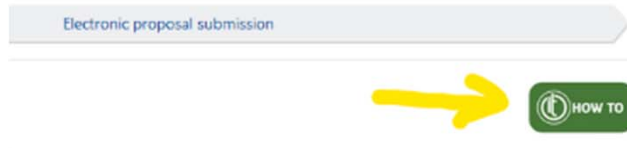
# Online Manual



- Detailed indications for all steps



- 'How to' sections





# Application form

- **Standard application form**

- Template (including Part A and Part B) in PDF on the Funding and Tender Opportunity portal
- Part B downloadable in word template from the Submission System – to be uploaded as **PDF (max 60 pages)**

- **Relevant KPI for EMFAF**

- In expected impact section – see Annex I of [EMFAF Regulation](#)
- At GAP and Reporting others indicators may be asked

- **Impact on non-EU countries**

- When relevant for the call and for the proposal

Call: [insert call identifier] – [insert call name]

EU Grants: Application form (EMFAF): V2.0 – 01.06.2022

*For SME calls: Describe the company ownership and capital structure.*

Name and function	Organisation	Role/tasks/professional profile and expertise

**Innovation** *(n/a for IBA calls and PIA calls)*  
*Describe the innovation indicators of the project.*



Read the instructions at the beginning of the application form

# Application form

- Estimated budget — Resources
  - At the end of each Work Package
  - No need to upload the Detailed budget table – it can be used to prepare the budget
- Subcontracting costs
  - To be indicated – no changes compared to previous EMFF

Estimated budget — Resources														
Participant	Costs													
	A. Personnel		B. Subcontracting	C.1a Travel			C.1b Accommodation	C.1c Subsistence	C.2 Equipment	C.3 Other goods, works and services	D.1 Financial support to third parties		E. Indirect costs	Total costs
[name]	X person months	X EUR	X EUR	X travels	X persons travelling	X EUR	X EUR	X EUR	X EUR	X EUR	n/a	n/a	X EUR	X EUR



Read the instructions at the beginning of the application form

# Templates for deliverables

- Reports are not Deliverables
  - Do not include interim and period reports in the list of deliverables
  - Progress reports are not requested
- New templates for mandatory deliverables
  - Available in the [Funding and Tender Opportunities Portal](#)
  - Project Factsheets
  - Policy Brief



**Make sure you include them in your proposals**

# Good Practice

- Use the structure of the application form and the award criteria to shape the content of your proposal
  - Proposal will be evaluated following the award criteria
- Clearly explain the starting point of your project
  - So that where you would like to go to and the expected impacts you would like to achieve are easy to get
- Clearly present how your project will make the difference
  - Why should we fund your proposal?
- Critical risks and mitigation measures
  - Take them seriously! - concrete vs generic



# Good Practice

- Check/link the project with relevant projects and initiatives at EU and/or national level
- Have the right partners for a good consortium
  - Avoid “sleeping” partners without real contribution
  - Look for the right expertise to realise the project objectives
- The size of projects and of consortia should be the result of the intended project objectives
- Communication
  - Have a plan and define your messages/targeted audiences
- Be concise and to the point (60 page limit!)
  - Use simple and clear language



# Available Resources

- [Funding and Tender Opportunities Portal](#)
- [On line manual](#) and [FAQs](#)
- [EMFF/EMFAF Featured Projects on CINEA website](#)
- [EMFF data hub](#)
  - Filter by Blue Careers and Sea Basin Cooperation
- [Maritime data hub](#)

European Climate Infrastructure and Environment Executive Agency

Home | About us | Programmes | Funding opportunities | Our Projects | News & Events | Publications

European Commission > CINEA > Featured Projects

### Featured Projects

**Filter by**

Keywords:

Project period:

Country:

Subject:

Programme:

Programme Sectors:

**Featured Projects (2)** RSS

Showing results 1 to 2

PROGRAMME:

SUBJECT:

PROGRAMME SECTORS:

**FLORA**

The project is developing an industrial scale prototype of an ocean station with renewable energy generation and oceanographic capabilities.

Project locations: Spain, Portugal, Ireland, France

Programme:

**CMES-WestMed**

CMES-WestMed (co-funded by EMFF): Common Maritime Education Standards in the Western Mediterranean

Project locations: Italy, France, Tunisia

European Maritime and Fisheries Fund

Participant type

- Coordinators
- Partners
- Other roles

Countries & Regions

Topics

- Blue Careers
- Blue Economy
- Blue Economy Window
- Blue Jobs
- Coast Guard Cooperation
- Common Information Seeking Environment (CISE)
- Environmental Monitoring & Assessment
- Marine Data
- Marine Data Platform
- Maritime Education
- Marine Skills Studies
- Maritime Innovation

Map of Europe showing project locations with numbered markers.

## CALL RELEVANT LINKS:

[CINEA EMFAF page](#)

[Funding & tender opportunities portal](#)

[Participant Portal FAQs](#)



**FAQs functional mailbox**

**[CINEA-EMFAF-CALLS@ec.europa.eu](mailto:CINEA-EMFAF-CALLS@ec.europa.eu)**