



Drafting and submitting your proposal

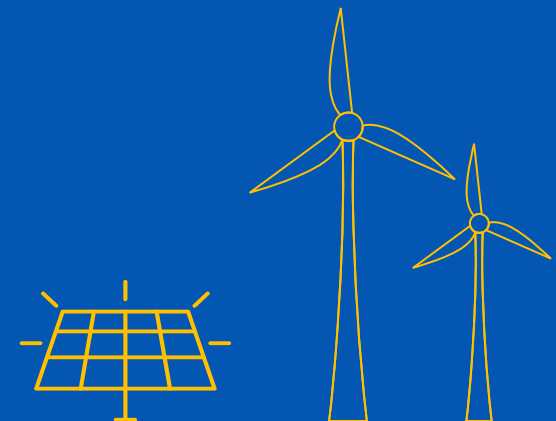


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Virtual Info Day

5 October 2023



Overview

- Funding & Tender portal
- Terminology: Concepts and examples
- Quality of proposal
- Applicant's Checklist

Funding & Tender portal

Direct [link](#) to call page

Preparatory studies cross border RES projects

TOPIC ID: CEF-E-2021-CBRENEW-PREPSTUDIES

Grant

General information	General information	
Topic description	Programme Connecting Europe Facility (CEF)	Work programme part CEF-2021
Conditions and documents	Call CEF2 Energy - Cross-border renewable energy projects (CEF-E-2021-CBRENEW-PREPSTUDIES)	Work programme year CEF-2021 See budget overview
Submission service	Type of action CEF-PJG CEF Project Grants	Type of MGA CEF Action Grant Budget-Based [CEF-AG] Open for submission
Topic related FAQ	Deadline model single-stage	Opening date 22 September 2021
Get support		Deadline date 30 November 2021 17:00:00 Brussels time
Call information	Topic description	
Call updates	Objective: Based on the provisions of Article 7 and Annex Part IV of CEF Regulation , cross-border RES projects shall promote cross-border cooperation between Member States in the field of planning, development and the cost-effective exploitation of renewable energy sources, as well as facilitate their integration through energy storage facilities and with the aim of contributing to the Union's long term decarbonisation strategy, completing the internal energy market and enhancing the security of supply. The objective of preparatory studies as per Article 7(3) is to assist project promoters in selecting the best project concept and setting up the cooperation agreement, allowing for projects to be supported prior to having acquired the status as a cross-border project in the field of renewable energy. Scope: show more...	

Direct [link](#) to user guide

Dear users, the Online Manual wiki will be unavailable Wednesday, 08.09.2021, between 08:00 and 08:30 AM. We apologise for any inconvenience caused.

Online Manual

My Area — User account and roles

Grants

Applying for funding

Find a call → Find partners → Register an organisation → Submit a proposal

Evaluation & Grant signature

Admissibility and eligibility check → Evaluation of proposals → Grant preparation → Grant signature

Grant management

Keeping records → Amendments → Reports & payment requests → Deliverables & milestones
Dissemination & exploitation → Communicating your project → Acknowledgement of EU funding → Checks, audits, reviews & investigations

Working as an expert

Expert registration → Contracting & payment → Expert roles & tasks

Prizes
Financial instruments
Procurement

Top

Terminology (I)

- **Project:** The term ‘project’ is synonymous to the term ‘action’ used in the CEF Regulation (see definition article 2)
 - clearly state whether you are referring to your proposed action or the envisaged CB RES project.
- **Work Package:** a major subdivision of the project
 - Ex: Project Management, Preparation of Memorandum of Understanding, Conceptual design, Preparation of CBA
 - WPs can run in parallel and/or be sequential

Terminology (II)

Task: subdivision of WPs

- Ex: coordination meetings, project monitoring, meetings with MS authorities, drafting of cooperation agreement, calculation of cost of generation of energy.
- Estimate percentage of subcontracting for each task.
- Do not define sub-tasks.

Work Package 1: [Name, e.g. Project management and coordination]					
<i>Ensure consistence with the detailed budget table per WP/calculator (if applicable) (n/a for pre-fixed Lump Sum Grants)</i>					
Duration:	M \bar{X} - M \bar{X}	Lead Beneficiary:	1-Short name		
Objectives <i>. Describe the objective of the work package and how it contributes/relates to the overall and specific objectives of the project. State if there are links to other work packages (or conversely that there are no links to any other work package).</i>					
.					
Activities (WP description) <i>Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task. Provide quantitative information (dimensions, capacity of infrastructure, etc). Mention for each task links with tasks planned under other work packages. Flag tasks which are on the critical path. Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating in bold the task leader. Add information on other participants' involvement in the project e.g. subcontractors. Complete the column on subcontracting. Subcontracts must be awarded using your usual purchasing practices – provided that they ensure best value for money and no conflict of interests. If you are a public procurer ('contracting authority/entity' within the meaning of the EU Directives on public procurement), you must also comply with the applicable national law on public procurement.*</i>					
Note: <i>The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted.</i>					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		Subcontracting (Yes/No and Percentage of the task that will be subcontracted).
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1					
T1.2					

Terminology (III)

- **Milestone:** major control point in the project that helps to chart progress
 - Ex: publication of a tender, signature of contract, start of study, approval of CBA by Beneficiary
- **Deliverable:** project output (do not need to be linked to Milestone)
 - Ex: finalised study, approved CBA, signed Letter of Intent by MS, signed cooperation agreement



Complementary in content and timing!

Quality of proposal (I)

What is the reader looking for?

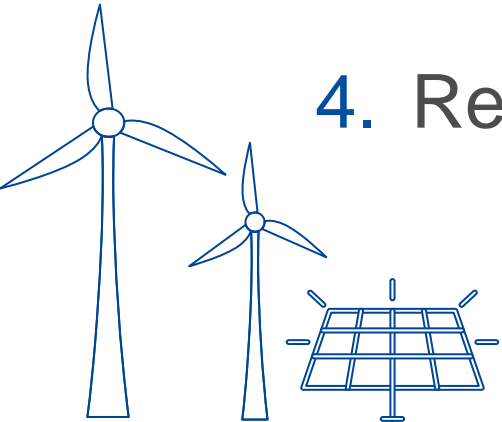
1. Simple language (avoid jargon)

2. Information easy to find

- The evaluation is based on the content provided in the application form. No assumptions or requests for additional information will be made.

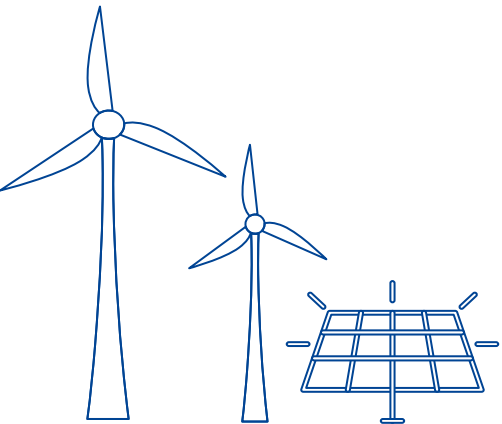
3. Mandatory annexes

4. Relevant maps, graphs etc. (voluntary annexes)



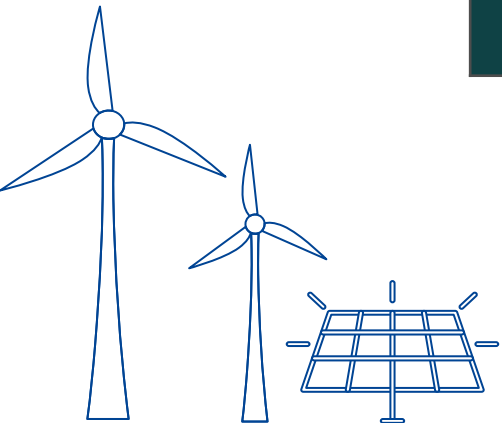
Scope of the project

<p>What is the project about? What are the technical parameters?</p>	<p>Who will carry out the project?</p>
<p>How and when will the project's objectives be reached?</p>	<p>Why are you proposing this action? What are the expected results of the project?</p>



Scope of the project - Examples

<p>What?</p> <ul style="list-style-type: none">• conceptual design of RES installation and cooperation agreement• envisaged installed capacity	<p>Who?</p> <ul style="list-style-type: none">• all tasks of the project will be carried out by internal and external resources• Subcontracting per WP (public procurement aspects)
<p>How and when?</p> <ul style="list-style-type: none">• WPs, Tasks, Milestones, Deliverables	<p>Why?</p> <ul style="list-style-type: none">• cooperation agreement signed• Main CBA elements identified



Clearly explain how the prep study will help to define a cross-border renewable energy project

Work Packages

Objectives & name

- What are the objectives of the WP?
 - E.g.: preparing the documentation for Corporation Agreement
- Clear WP name matching its description.
 - E.g.: preparation of Cooperation Agreement

Tasks, Deliverables and Milestones

- What are the tasks in the WP?
 - E.g.: meetings and discussions with MS authorities, legal revision of draft agreement
- What are the deliverables?
 - E.g.: set of documents ready for signature
- What are the Milestones?
 - E.g.: first meeting, MoU signed, final set of documents approved by beneficiary

Milestones



3 Rules of thumb

1. Each work package should have at least 2 milestones START → END.
2. Milestones and deliverables should complement each other, not overlap.
3. Work packages lasting >1 year, ideally at least one milestone every 12 months.
4. Means of verification should be reliable and realistic.
 - Ex: Publication of the notice of the tender in the OJEU, Contractor's progress report approved

Milestones (II) - Examples

Work package number	1
Work package name	Project Management
Implementing applicant(s)	X
Work package description	Y
Indicative start date	31/03/2022 START
Indicative end date	31/12/2022 END
Verifying milestone(s)	1, 2

Each work package should have at least 2 milestones START → END.

Milestone No.	Milestone name	Milestone Description	Due date	Means of verification
1	Kick-off Meeting	The beneficiary kick starts the Action with a first meeting of the project team.	31/03/2022 START	Minutes of meeting by beneficiaries
2	Final coordination meeting	The beneficiary organises a final meeting to wrap up the Action.	31/12/2022 END	Minutes of meeting by beneficiaries

Milestones (III) - Examples

Work package number	1
Work package name	CBA
Implementing applicant(s)	X
Work package description	Y
Indicative start date	31/03/2022 START
Indicative end date	31/12/2023 END
Verifying milestone(s)	1, 2, 3

WP lasting >1 year, ideally at least one milestone every 12 months.

Milestone No.	Milestone name	Milestone Description	Due date	Means of verification
1	Signature of contract	Signature of contract with contractor for preparation of CBA.	31/03/2022 START	Signed contract
2	Progress report	The beneficiary reviews and approves the progress report by the contractor.	31/03/2022	Approval of report by beneficiary
3	Final CBA	The beneficiary reviews and approves the CBA.	31/12/2022 END	Approval of CBA by beneficiary

Coherent and consistent

Make sure that a "common thread" runs through your proposal combining objectives, WPs, resources and planning in a way that is coherent with achieving the stipulated deliverables

- Information in one part of the application matches the information in another part.
 - E.g.: supporting documents do not contradict the info in application form part B, Gantt chart is consistent with the work package dates, milestones, etc.
- Information is presented in a logical way.
 - E.g.: administrative procedures are presented in chronological order in the work package table, basic study finalised before design study starts.



To note

- Justification of resources and connection to the project's scope
 - Eg. Human resources: feasibility study, 2 staff members (what for? For coordination of inputs from contractors or for carrying out complex technical analysis).
 - Project management costs should not exceed 10% of total project costs
- Level of detail for the risk assessment and the complexity of the project
 - Adequate mitigation measures

Completeness of documents + Annexes

Application Form Part A — structured data introduced directly on Funding & Tender portal

Application Form Part B — Word document to be filled in and uploaded as pdf (contains the technical description of the project)

Detailed budget table per WP (Excel to be filled in and annexed)

Timetable/Gantt chart (Template available under call documents on call page)

Agreement by the concerned Member States (Letter of support)

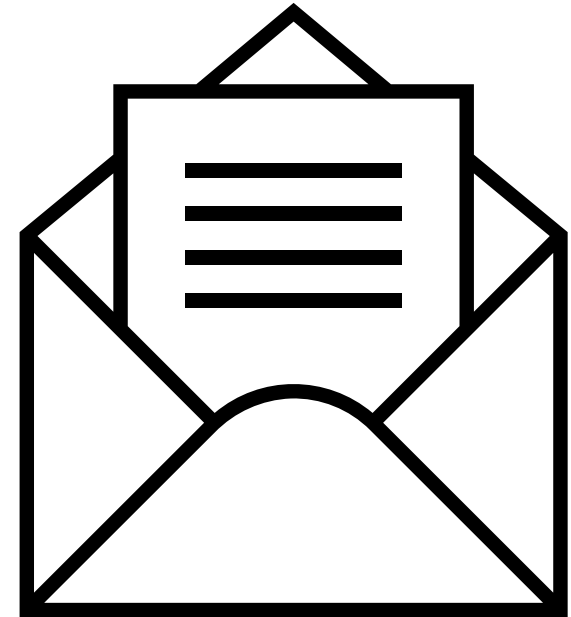
CBA related calculations (optional, to be submitted under “Other Annexes”)

Annual activity reports

Not needed for public bodies, Member State organisations, and international organisations and certified TSOs.

Agreement by the concerned Member States (Letter of support)

- Signed by the ministries in charge of implementing the (future) cooperation agreement
- “Member State concerned” is the Member State in the territory of which the proposed project is planned to be implemented.
 - In the case of studies without physical intervention, the Member State concerned is the country of the applicant.
- In the case of projects in associated countries, the Letter of support needs to be signed by the competent authorities of the associated country as well as a neighbouring Member State.



Note: the letter of support can be signed by the regional level, provided that it has competence on the implementation of the envisaged CB RES project. In that case, provide official evidence of regional competence.

Applicant's checklist (I)



- **Scope:** Does your proposal fit in the scope of the 2023 Work Programme and the call for proposals for which you are applying?
 - *Check that your proposed project indeed addresses the objectives and results expected from the call. Consult the call text and the Work Programme.*
- **Deadline:** Are you on track to submit your proposal by 9 January 2024 at 17:00.00 (Brussels time)?



- *Don't forget to submit your application before the deadline, verify that your proposal was correctly submitted - the status of the application must be "submitted".*

Don't leave submission to the last day!

Applicant's checklist (II)



- ...encode all sections of application form **part A** directly in the F&T platform



- ...read through, complete, print out, scan and upload application form **part B**, available as a Word document



- ...attach all **mandatory annexes** (see presentation “Evaluation and Award Criteria”)

Applicant's checklist (III)



- Proofread your proposal

- *Do one last check to ensure that your proposal is clear and easy to follow and explain issues, including local context, that may be evident to you*
- *Evaluators can only assess your proposal on the basis of provided information and no assumptions will be made*
- *Make sure that your proposal is precise, clearly responds to the questions asked, and demonstrates the added value of CEF Energy funding*



- Make sure that you submit the proposal using the application forms and templates provided on the portal – the use of those forms is compulsory