

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

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#EULIFE25
INFO DAYS

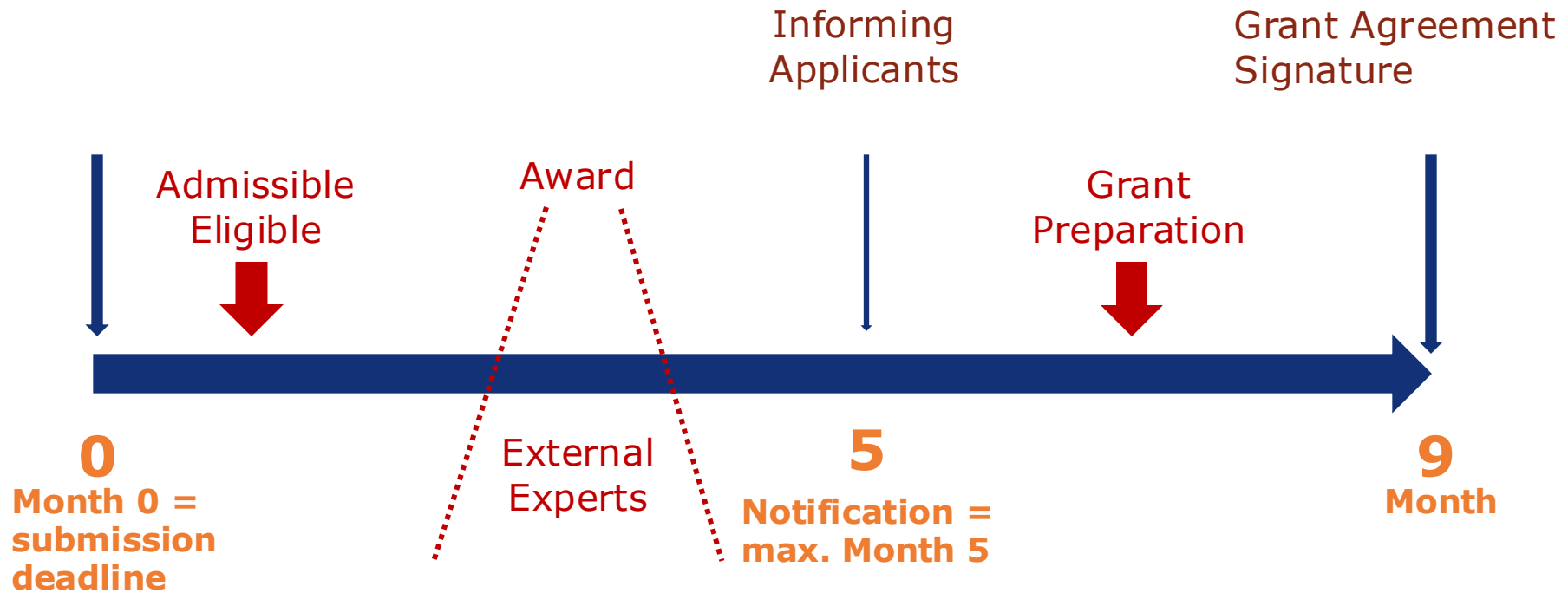
15 MAY 2025

THE EVALUATION PROCESS

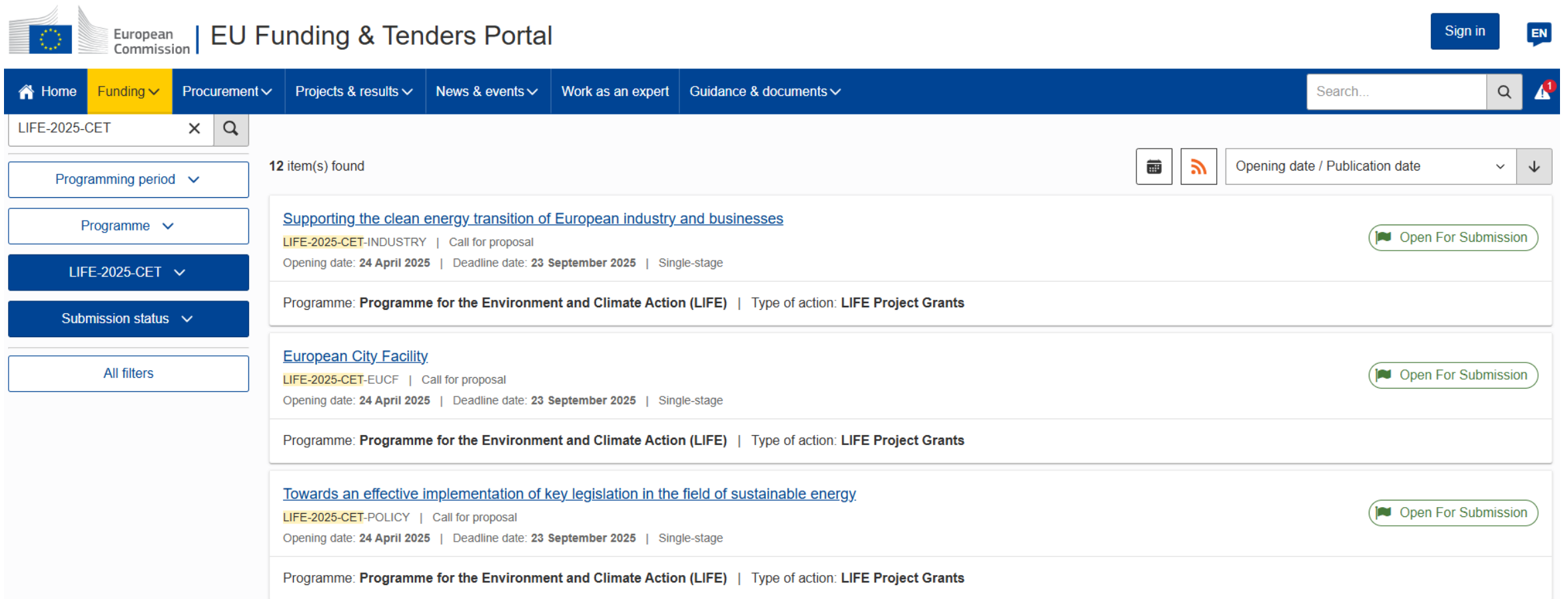
5 THINGS TO REMEMBER



1. The process



2. How does Funding & Tenders Portal work?



The screenshot shows the EU Funding & Tenders Portal interface. At the top left is the European Commission logo and the text "EU Funding & Tenders Portal". On the right, there are "Sign in" and "EN" buttons. A navigation bar contains links for Home, Funding (selected), Procurement, Projects & results, News & events, Work as an expert, and Guidance & documents. A search bar on the right contains the text "Search...". Below the navigation bar, a search filter "LIFE-2025-CET" is active. The main content area displays "12 item(s) found" and lists three funding opportunities, each with a "Open For Submission" button. The first opportunity is "Supporting the clean energy transition of European industry and businesses" (LIFE-2025-CET-INDUSTRY), the second is "European City Facility" (LIFE-2025-CET-EUCF), and the third is "Towards an effective implementation of key legislation in the field of sustainable energy" (LIFE-2025-CET-POLICY). All three have an opening date of 24 April 2025 and a deadline date of 23 September 2025. The left sidebar contains filter options for Programming period, Programme (set to LIFE-2025-CET), Submission status, and All filters. At the bottom left is the LIFE logo, and at the bottom right is the European Commission logo.

European Commission | EU Funding & Tenders Portal

Sign in EN

Home Funding Procurement Projects & results News & events Work as an expert Guidance & documents

Search...

LIFE-2025-CET

12 item(s) found

Supporting the clean energy transition of European industry and businesses

LIFE-2025-CET-INDUSTRY | Call for proposal

Opening date: 24 April 2025 | Deadline date: 23 September 2025 | Single-stage

Open For Submission

Programme: Programme for the Environment and Climate Action (LIFE) | Type of action: LIFE Project Grants

European City Facility

LIFE-2025-CET-EUCF | Call for proposal

Opening date: 24 April 2025 | Deadline date: 23 September 2025 | Single-stage

Open For Submission

Programme: Programme for the Environment and Climate Action (LIFE) | Type of action: LIFE Project Grants

Towards an effective implementation of key legislation in the field of sustainable energy

LIFE-2025-CET-POLICY | Call for proposal

Opening date: 24 April 2025 | Deadline date: 23 September 2025 | Single-stage

Open For Submission

Programme: Programme for the Environment and Climate Action (LIFE) | Type of action: LIFE Project Grants

Life

European Commission

Destination	Deadline model single-stage	Opening date 24 April 2025	Deadline date 23 September 2025 17:00:00 Brussels time
Conditions and documents	Topic description		
Budget overview	Expected Impact: Proposals should present the concrete results which will be delivered by the activities and demonstrate how these results will contribute to the topic-specific impacts. This demonstration should include a detailed analysis of the starting point and a set of well-substantiated assumptions and establish clear causality links between the results and the expected impact...		
Partner search announcements	Show more		
Start submission	Topic updates		
Topic Q&As	24 April 2025 The submission session is now available for: LIFE-2025-CET-BUILDSKILLS, LIFE-2025-CET-OSS, LIFE-2025-CET-ENERPOV, LIFE-2025-CET-DHC, LIFE-2025-CET-ENERCOM, LIFE-2025-CET-POLICY, LIFE-2025-CET-PRIVAFIN, LIFE-2025-CET-PDA, LIFE-2025-CET-INDUSTRY, LIFE-2025-CET-BETTERRENO, LIFE-2025-CET-LOCAL, LIFE-2025-CET-EUCF		
Get support	Show more		
Call information	Topic conditions and documents		
Call updates			



described in section 10 of the [call document](#).

Call document and annexes:

[Call document](#)

Application form templates

[Standard application form \(LIFE SAP and OAG\)](#) — the application form specific to this call is available in the Submission System

[Detailed budget table \(LIFE\)](#)

[Participant information \(LIFE\)](#)

Model Grant Agreements (MGA)

[LIFE MGA](#)

Additional documents:

[LIFE Multiannual Work Programme 2025-2027](#)

[LIFE Regulation 2021/783](#)

[EU Financial Regulation 2024/2509](#)

[Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#)

[EU Grants AGA — Annotated Model Grant Agreement](#)

[Funding & Tenders Portal Online Manual](#)

[Funding & Tenders Portal Terms and Conditions](#)

[Funding & Tenders Portal Privacy Statement](#)



Soon FAQs and Info Day recordings & ppt will be added!

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 (<i>n/a for concept note</i>)	
1.6 Complementarity with other actions (<i>n/a for concept note</i>)	
1.7 Synergies and co-benefits with other LIFE sub-programmes (<i>n/a for concept note</i>)	
1.8 Synergies and co-benefits with other EU policy areas (<i>n/a for concept note</i>)	
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 (<i>n/a for concept note</i>)	
2.5 Catalytic potential: Replication and upscaling	
3. IMPLEMENTATION	
3.1 Work plan	
3.2 Work packages and activities (<i>n/a for concept note</i>)	
<i>Work Package 1</i>	
<i>Work Package</i>	
<i>Timetable (n/a for concept note)</i>	
3.3 Stakeholder engagement	
3.4 Impact monitoring and reporting (<i>n/a for concept note</i>)	
3.5 Communication, dissemination and visibility (<i>n/a for concept note</i>)	
4. RESOURCES	
4.1 Consortium set-up	
4.2 Project management (<i>n/a for concept note</i>)	
4.3 Green management (<i>n/a for concept note</i>)	

4.4 Budget (<i>n/a for concept note</i>)	
4.5 Risk management (<i>n/a for concept note</i>)	
5. OTHER	
5.1 Ethics	
5.2 Security	
6. DECLARATIONS	
ANNEXES	



Some lessons learnt

- Clear focus (check the scope in the call document!), not trying to address too many aspects/ areas of work
- Explain clearly the added value of the proposal, what it intends to do & achieve
- How does it build on previous initiatives?
- Ensure that concept and the methodology are clearly outlined
- Ensure and make obvious the alignment of the project's objectives and concept with the call / topic's requirements
- 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



Some lessons learnt

- Work Packages need to be interrelated
- Avoid redundancies and high-level descriptions
- Clear and targeted stakeholder engagement strategies are essential
- Realistic and clear Gantt chart
- In case of pilots, provide sufficient information (e.g. for buildings, location, type, surface areas, types of systems, etc.) & evidence of the commitment of the pilot sites' owners => NOT TO BE EXPLAINED IN THE ANNEX BUT **IN PART B**



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

Resubmissions

- Applicants may use the feedback of a previous call evaluation (Evaluation Summary Report, ESR) to adjust and re-submit their proposal
- **HOWEVER!** : (Slightly) improving a proposal based on the previous year's ESR does not necessarily mean it will have a higher score or be successful!
- Reasons:
 - Topic text can evolve or even be completely different; so the proposal might lose relevance or even be out of scope!
 - State of the art is evolving, degree of innovation can evolve, policy priorities may shift
 - Still, competition is expected to remain high



IMPACTS

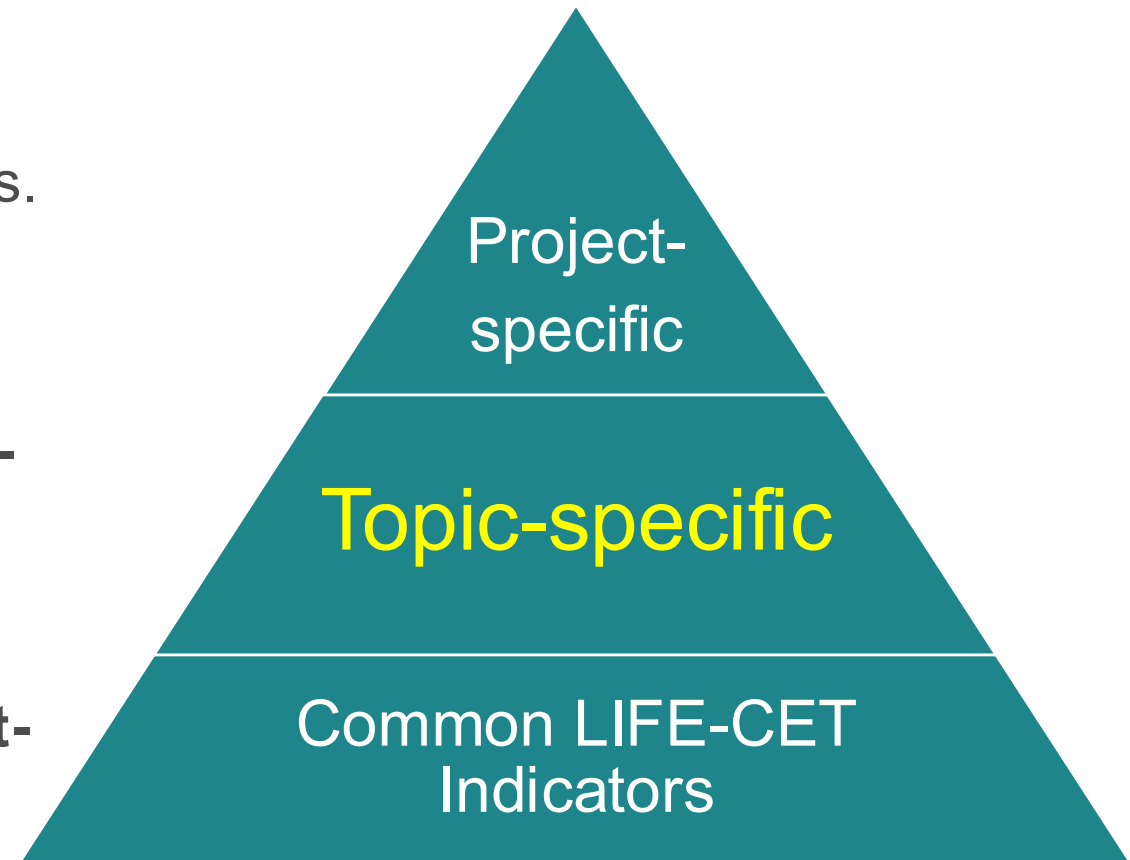


Impacts + Indicators I

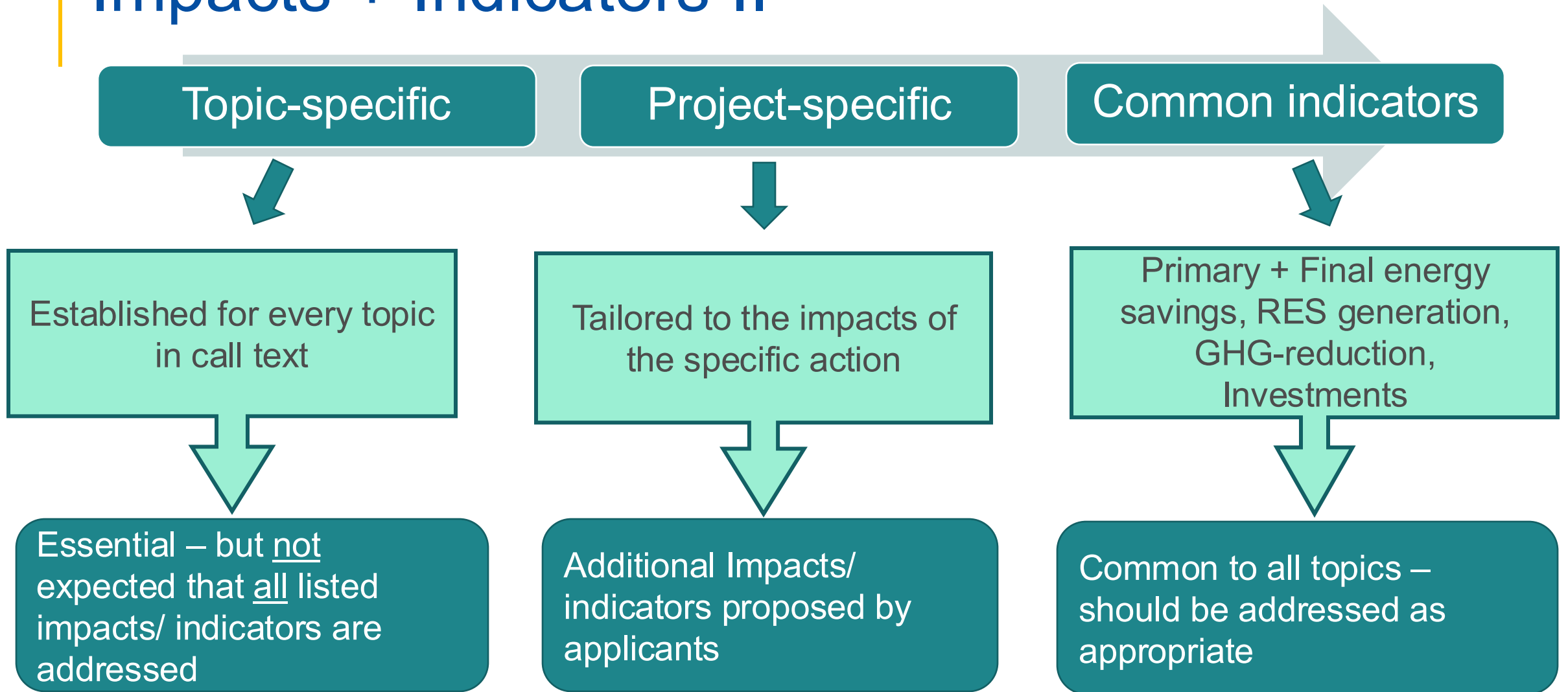
Proposals should demonstrate how project results will contribute to the expected impacts.

They should:

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

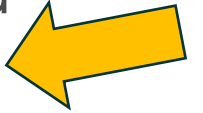


Impacts + Indicators II



Impacts + Indicators III

- Present **starting point + assumptions**, with clear links between results and expected impacts; **Credibility** much more important than high figures!
- Impacts to be quantified for **project duration + 5 years after project end**.



Impacts to be reported as “project end” value

- Impacts directly achieved by the project activity and within the project duration.
- Impacts directly triggered within the project duration but accruing only after project end.
- Impacts indirectly triggered/ encouraged + replicated outside the immediate scope and target area but due to activities within the project duration.

Impacts to be reported as “beyond 5 years” value

- Impacts triggered/ replicated outside the project duration and accruing until 5 years after the project end.



Impacts + Indicators IV

The LIFE Project Indicators LPI (KPI)-webtool

- 11 LIFE-CET indicators* – LPIs 1-5 mirrored as common LIFE-CET-indicators under each topic
- Application Form Part C
- Part C should not contradict Part B
- **If selected:** Projects will be asked to report impacts in a specific LIFE LPI webtool

* (1) Primary Energy Savings; (2) Final Energy Savings; (3) Renewable Energy Generation; (4) GHG Emissions; (5) Investments in sustainable Energy; (6) Legislation and Policy; (7) Market Introduction; (8) Implementation sites; (9) Skills; (10) Communication; (11) Employment



7 TIPS TO SUCCEED



1. Start early ... start now!

Call opening: **24 April 2025**

Submission deadline: **23 September 2025**



2. Read the relevant information

- **LIFE Clean Energy Transition Call Document LIFE-2025-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?



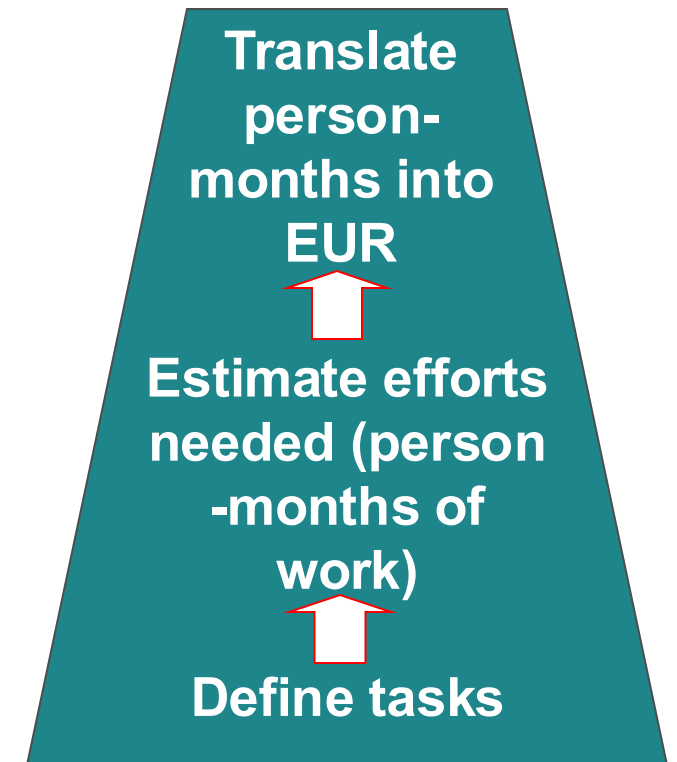
4. Build a good consortium

- 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



Information sources and support

The screenshot shows the 'Support overview' page for the LIFE programme. The page header includes the European Commission logo and the text 'Funding & tender opportunities Single Electronic Data Interchange Area (SEDIA)'. The navigation menu includes 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. The main content area is titled 'Support overview' and features a sidebar with links to 'Support overview', 'Guidance & Manuals', 'FAQs', and 'Helpdesk & Support Services'. The main content area is titled 'Popular support topics' and has two tabs: 'Grants' and 'Tenders'. Under the 'Grants' tab, there are three items: 'Online manual' with an 'FAQ' icon, 'How to change the EU Login account details?' with an 'FAQ' icon, and 'What is a LEAR (Legal Entity)' with an 'FAQ' icon.

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

Project databases

- [EU Funding & Tender Portal - LIFE Funded Projects](#)
- CORDIS for H2020
- Information portals: BUILD UP, ManagEnergy
- CINEA Clean Energy newsletter (Register for updates and success stories)



When completing and submitting your application form we encourage you to contact and request support from your LIFE National Contact Point!



Evaluating Clean Energy Transition proposals - Evaluation experts welcome!



- Are you working in **clean energy transition topics** e.g. building renovation, heating & cooling, project development, industry, finance energy efficiency, renewable energy communities, etc?
- Eager to **engage with peer experts across Europe** and **contribute to proposal evaluations**, first hand?
- Available for an expert assignment (**'independent' input, confidential, no conflict of interest**) for 10-12 working days/year?

➔ Register under “work as an expert” on the [Funding and Tender Portal!](#)



Keep in touch with us



30 years of bringing green ideas to LIFE



https://cinea.ec.europa.eu/life_en



[LIFE Programme](#)



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Thank you



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