



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

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*LIFE CET Info Day*

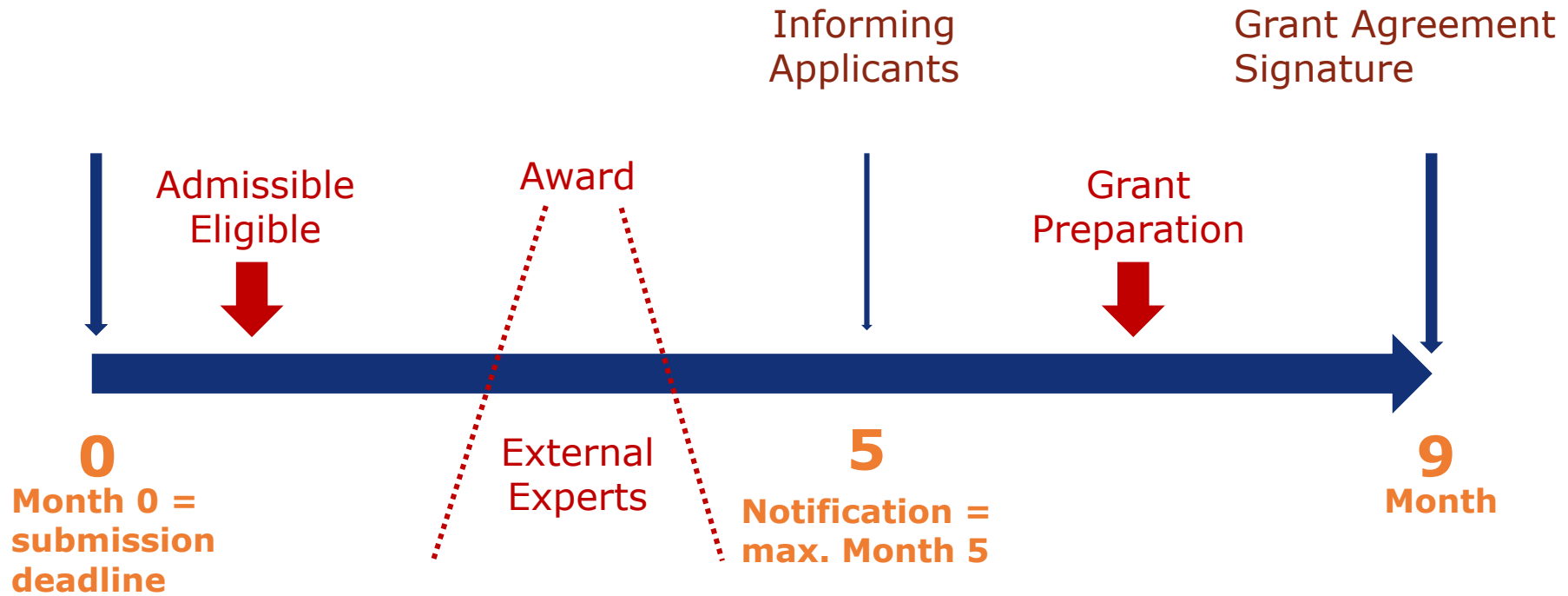
*25 April 2024*

# THE EVALUATION PROCESS

## 5 THINGS TO REMEMBER



# 1. The process



# 2. How does Funding & Tenders Portal work?

The screenshot displays the EU Funding & Tenders Portal interface. At the top left is the European Commission logo and the text "EU Funding & Tenders Portal". On the top right, there are "Sign in" and "EN" buttons. A navigation bar contains links for Home, Funding (highlighted), Procurement, Projects & results, News & events, Work as an expert, and Guidance & documents. A search bar is located on the right side of the navigation bar.

Below the navigation bar, the "Filters" section shows "15 item(s) found". On the left, there is a "Quick search" box and a list of filter categories: "Programming period", "Programme for the E...", "LIFE-2024-CET" (selected), "Submission status", and "All filters".

The main content area displays a list of search results for the "Programme for the Environment and Climate Action (LIFE)". The results are as follows:

- LIFE Clean Energy Transition – Standard Action Project**  
LIFE-2024-CET-SAP | Call for proposal  
Opening date: 18 April 2024 | Next deadline: 19 September 2024 | 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-2024-CET-POLICY | Call for proposal  
Opening date: 18 April 2024 | Next deadline: 19 September 2024 | Single-stage  
Open For Submission
- Programme: Programme for the Environment and Climate Action (LIFE) | Type of action: LIFE Project Grants**
- Energy Performance of Buildings - Making renovation faster, deeper, smarter, service- and data-driven**  
LIFE-2024-CET-BETTERRENO | Call for proposal  
Opening date: 18 April 2024 | Next deadline: 19 September 2024 | Single-stage  
Open For Submission



Get support

Call updates

Topic description

Objective:

Launched in 2011, the BUILD UP Skills initiative<sup>[1]</sup> is supporting the upskilling of building professionals across Europe, to deliver building renovations offering high energy performance as well as new nearly Zero-Energy Buildings (nZEBs). This effort needs to be sustained through the rollout of ambitious training and qualification interventions...

Show more

Topic conditions and documents

Conditions

1. Admissibility conditions: described in section 5 of the call document

Proposal page limits and layout: described in Part B of the Application Form available in the Submission System and in section 5 of the call document

2. Eligible countries: described in section 6 of the call document

3. Other eligibility conditions: described in section 6 of the call document

For topics LIFE-2024-CET-OSS, LIFE-2024-CET-RENOPUB, LIFE-2024-CET-PDA and LIFE-2024-CET-SAP: proposals must be submitted by at least one applicant from an eligible country.



## Documents

### Call documents:

[Call document](#) 

[Standard application form](#)  — *call-specific application form is available in the Submission System*

[Detailed budget table](#) 

[Participant Information](#) 

[EU Funding & Tender Portal - LIFE Funded Projects](#) 

[LIFE Work Programme 2021 - 2024](#) 

[LIFE General Model Grant Agreement](#) 

[LIFE Regulation 2021/783](#) 

[EU Financial Regulation 2018/1046](#)



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

## Topic updates

Mar 14, 2024 4:05:16 PM

Published: 11.05.2023

Deadline: 16.11.2023

Available budget: 99 000 000 EUR

### Call LIFE-2023-CET-HEATPUMPS:

Number of proposals submitted (including proposals transferred from or to other calls): 15

Number of ineligible proposals: 0

Number of above-threshold proposals: 9

Total budget requested for above-threshold proposals: EUR 13.456.883,92

### Call LIFE-2023-CET-LOCAL:

Number of proposals submitted (including proposals transferred from or to other calls): 43

Number of ineligible proposals: 2

Number of above-threshold proposals: 21

Total budget requested for above-threshold proposals: EUR 34.118.510,93

### Call LIFE-2023-CET-OSS:

Number of proposals submitted (including proposals transferred from or to other calls): 36

Number of ineligible proposals: 4



# 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 .....	
<b>1. RELEVANCE</b> .....	
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> ) .....	
<b>2. IMPACT</b> .....	
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 .....	
<b>3. IMPLEMENTATION</b> .....	
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> ) .....	
<b>4. RESOURCES</b> .....	
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> ) .....	
<b>5. OTHER</b> .....	
5.1 Ethics .....	
5.2 Security .....	
<b>6. DECLARATIONS</b> .....	
<b>ANNEXES</b> .....	



# Some lessons learnt

- Clear focus, 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

# IMPACTS

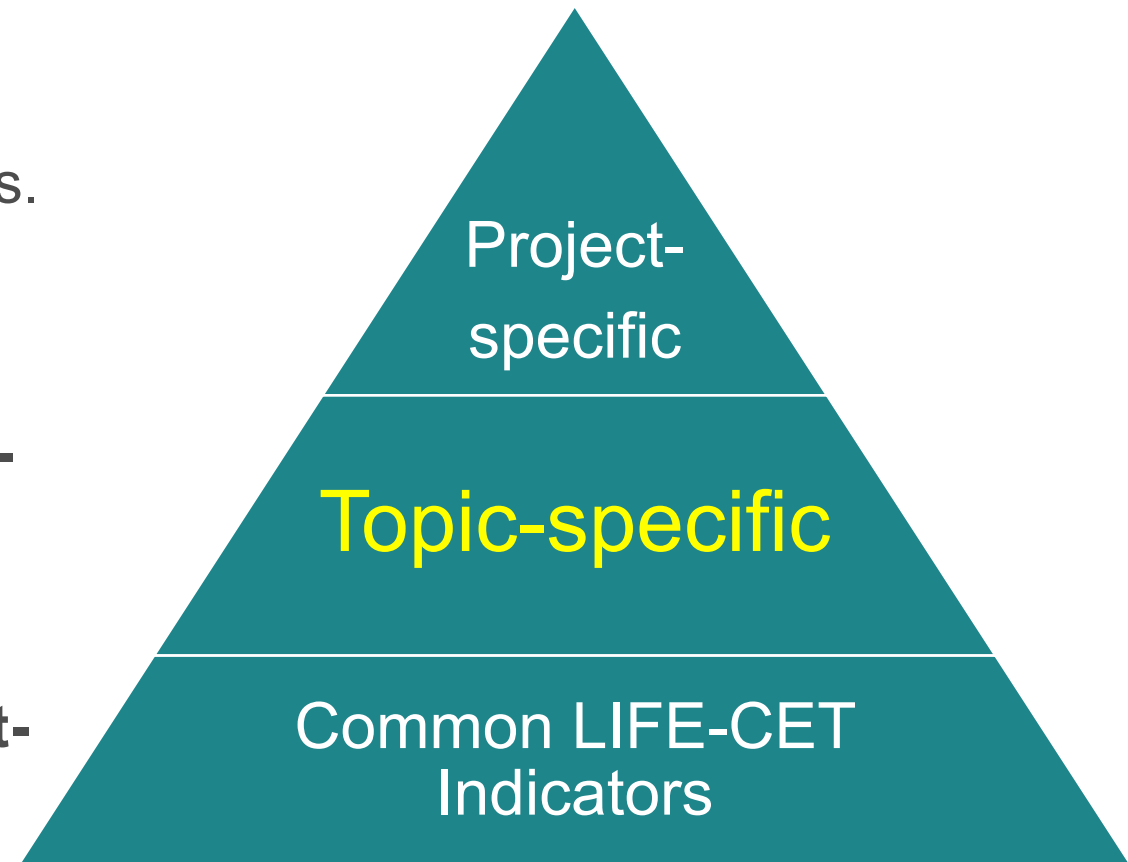


# Impacts + Indicators I

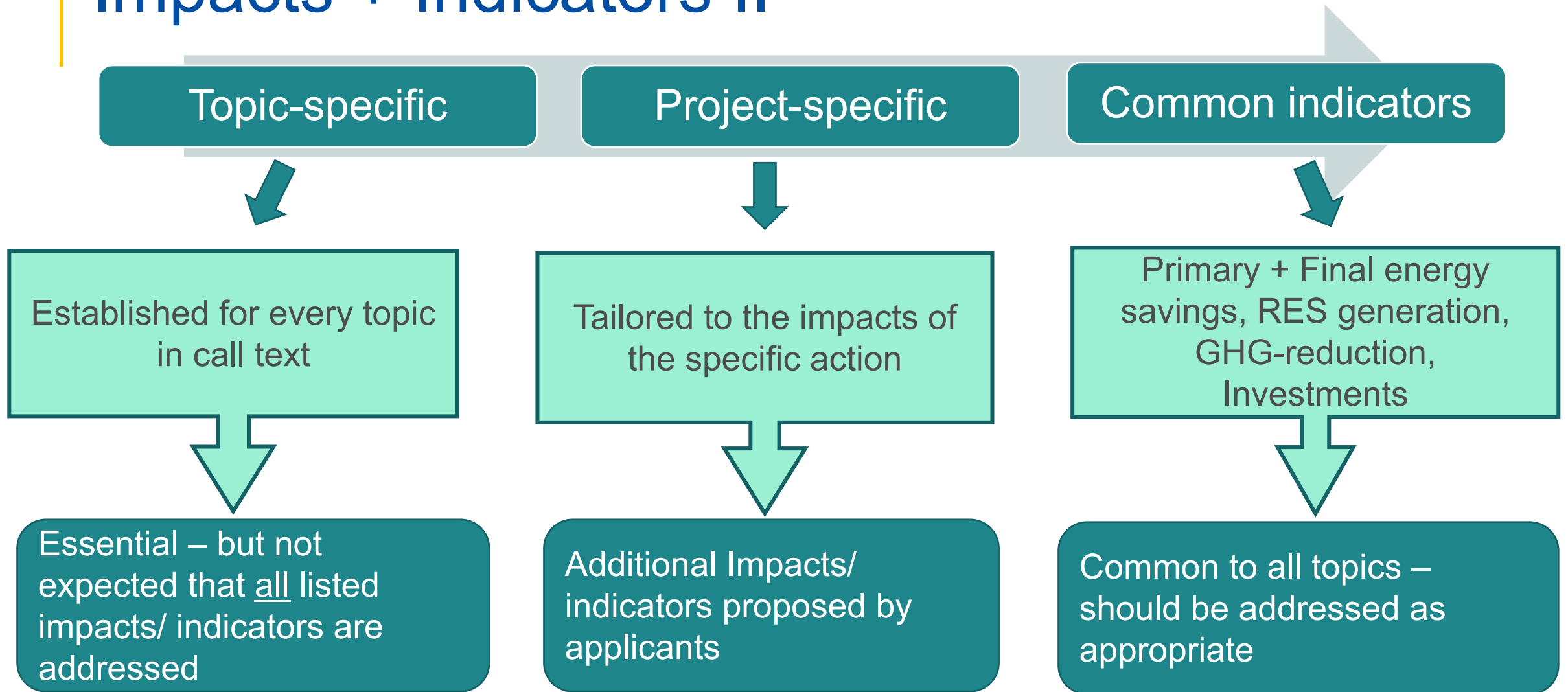
Proposals should demonstrate how project results will contribute to the expected impacts.

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**;
- 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 KPI-webtool

- 11 LIFE-CET indicators\* – KPIs 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 KPI 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!

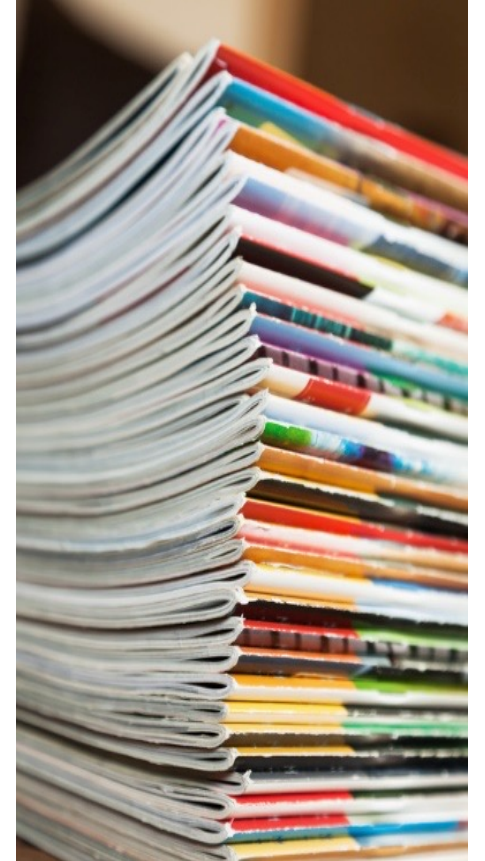
Call opening: **18 April 2024**

Submission deadline: **19 September 2024**



## 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?



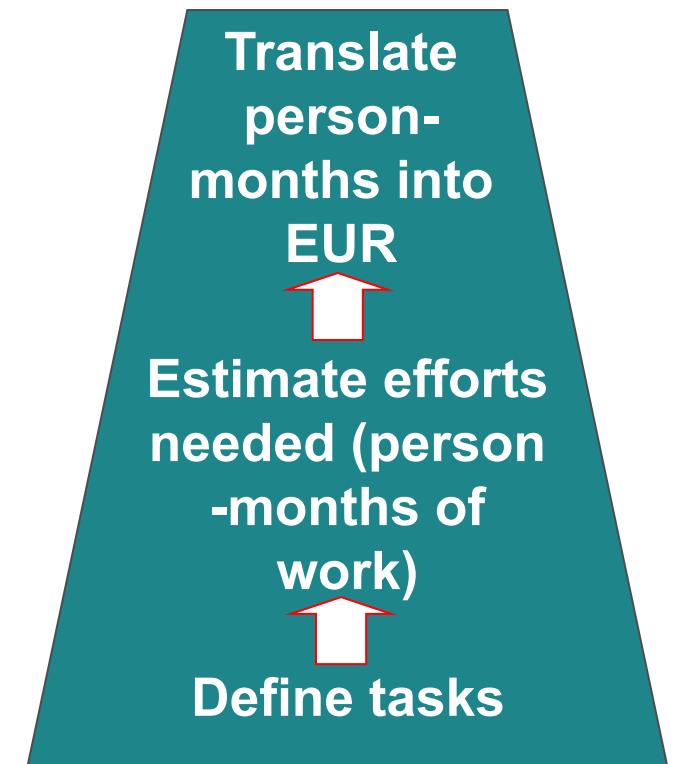
## 4. Build a good consortium

- 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.

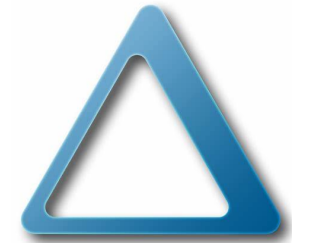




## 6. When writing your proposal...

...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



# Information sources and support

https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support

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

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

Programme for the Environment and Climate Action (LIFE)

Support overview

Support overview

Guidance & Manuals

FAQs

Helpdesk & Support Services


Popular support topics

Grants Tenders

Online manual EU Login FAQ

FAQ How to change the EU Login account details? FAQ

FAQ What is a LEAR (Legal Entity)



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



# Work as an expert!

[Home](#) > [Work as an expert](#)

## Work as an expert

We need experts for:

- Assessing applications for EU funding (including prizes and tenders),
- Monitoring of EU funded projects and contracts,
- Giving your advice on specific issues.

Experts act in their individual capacity to assist the EU services with the implementation of EU funding & tenders managed through the Portal.

Do you have an extensive professional experience & proven domain-knowledge?

[Register as expert](#)

**As new expert**, you will be first requested to create your EU login account and register your profile.

**Registered experts** can update the profile via the 'My Expert Area' once [signed in](#).

Find out more about the evaluation and monitoring objectives and scope in the [terms of reference](#).

If you need further guidance, access the [key steps for experts](#).

Calls for expressions of interest for experts



# Keep in touch with us



30 years of bringing green ideas to LIFE



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



[LIFE Programme](#)



[@LIFEprogramme](#)



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# Thank you



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