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

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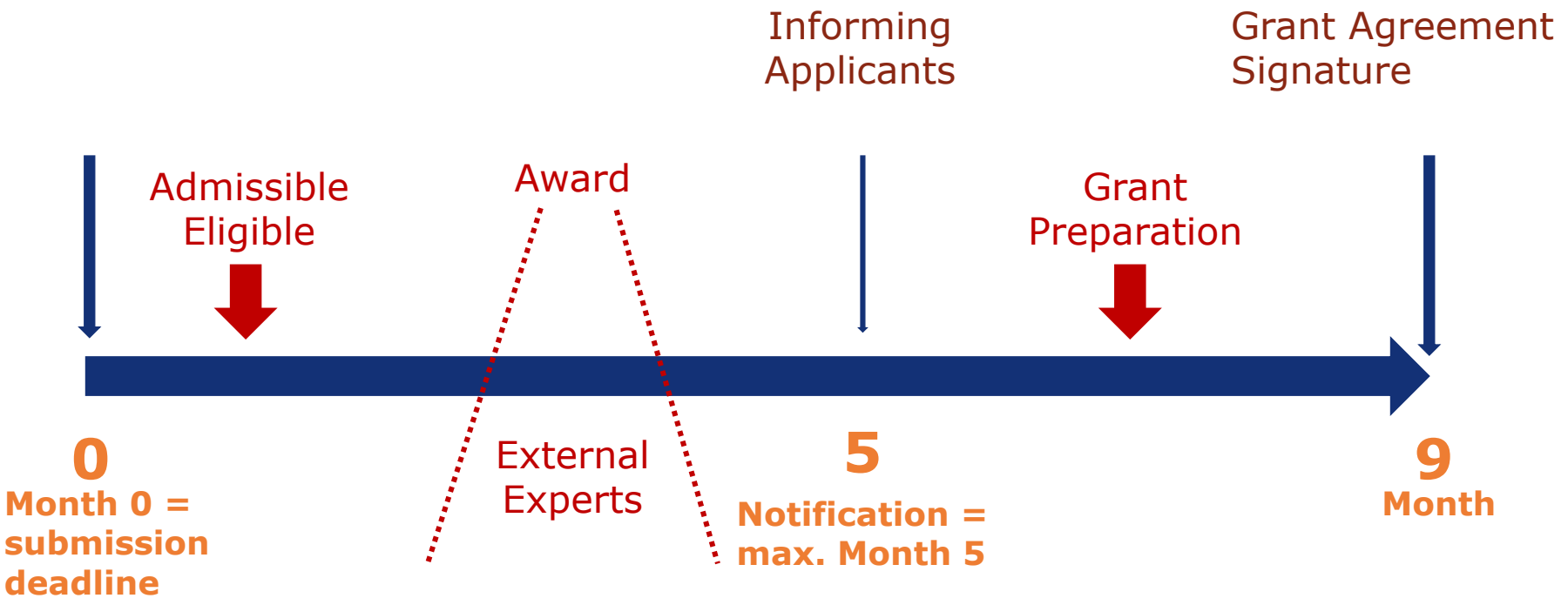
LIFE CET Info Day

25 April 2024

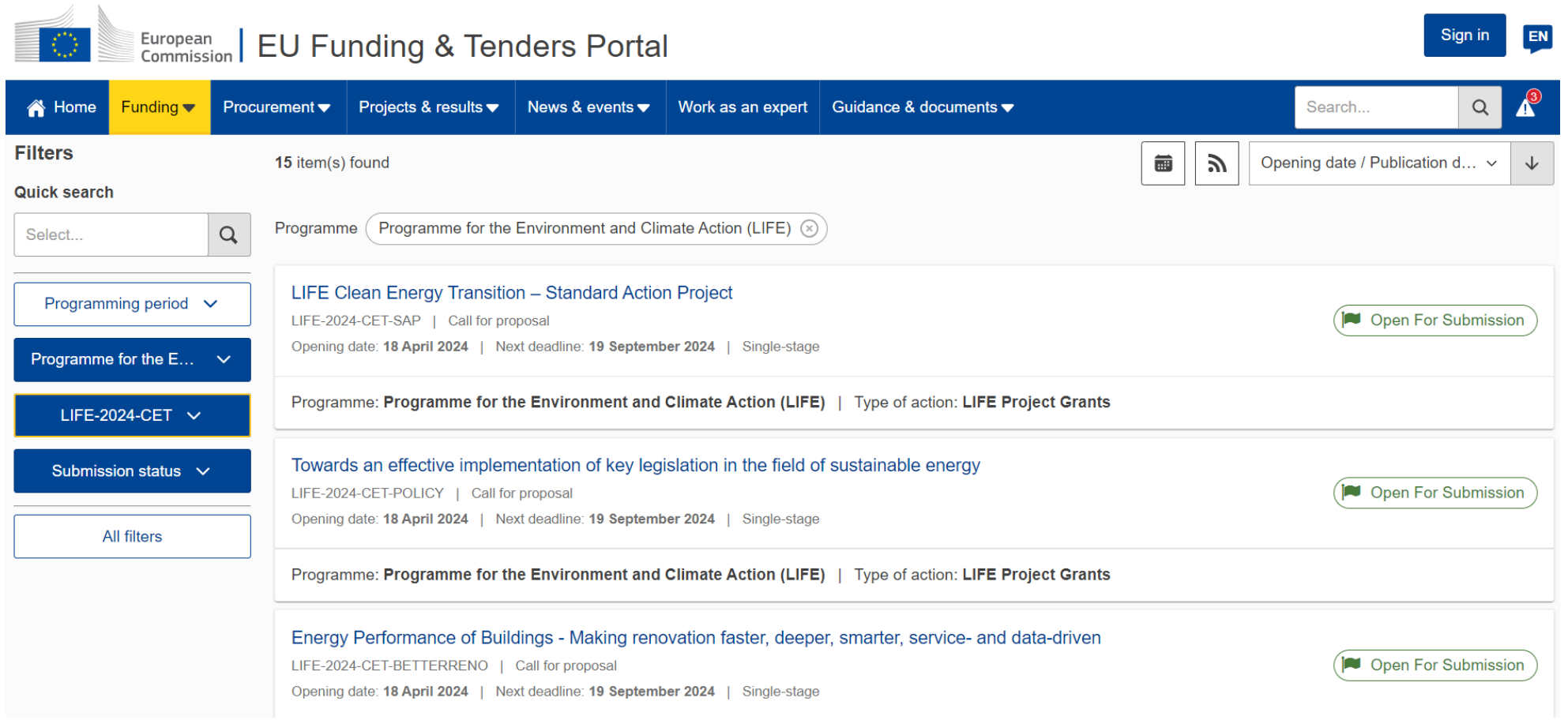
THE EVALUATION PROCESS

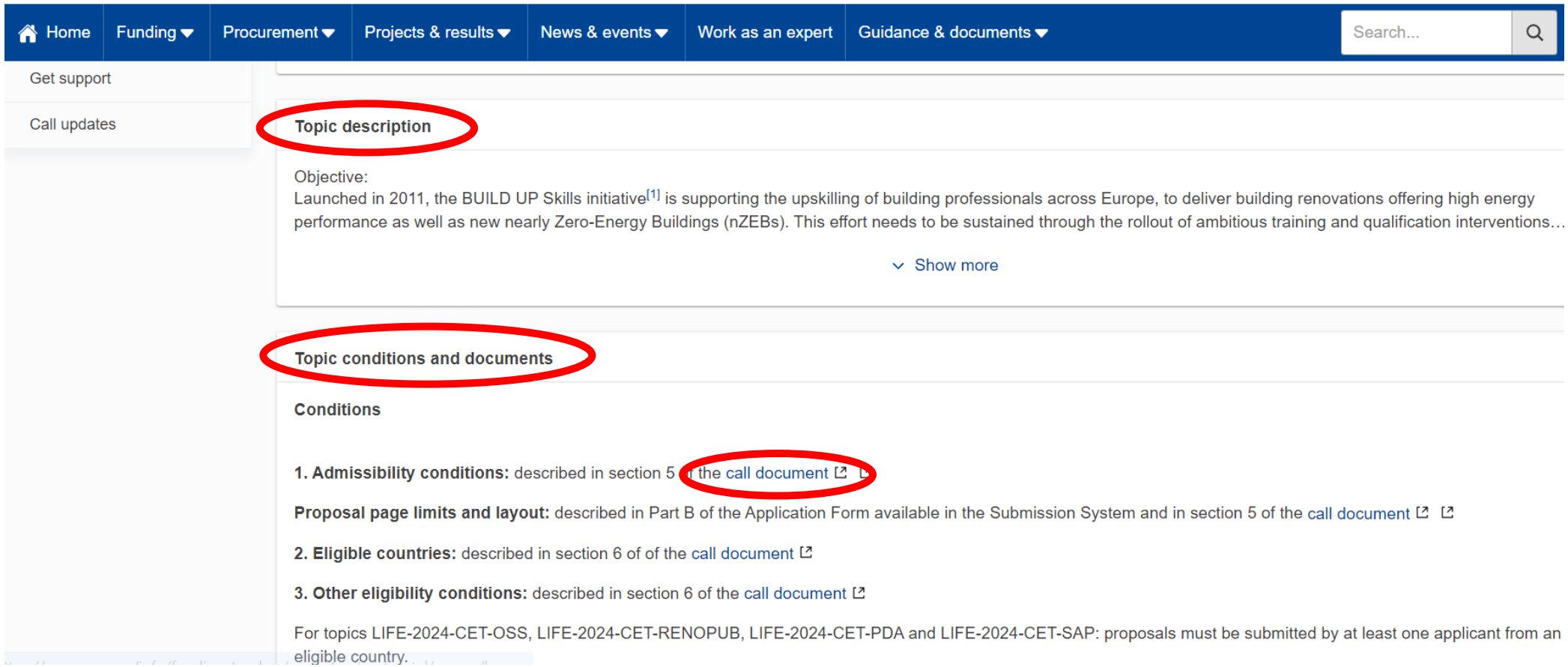
5 THINGS TO REMEMBER

1. The process



2. How does Funding & Tenders Portal work?





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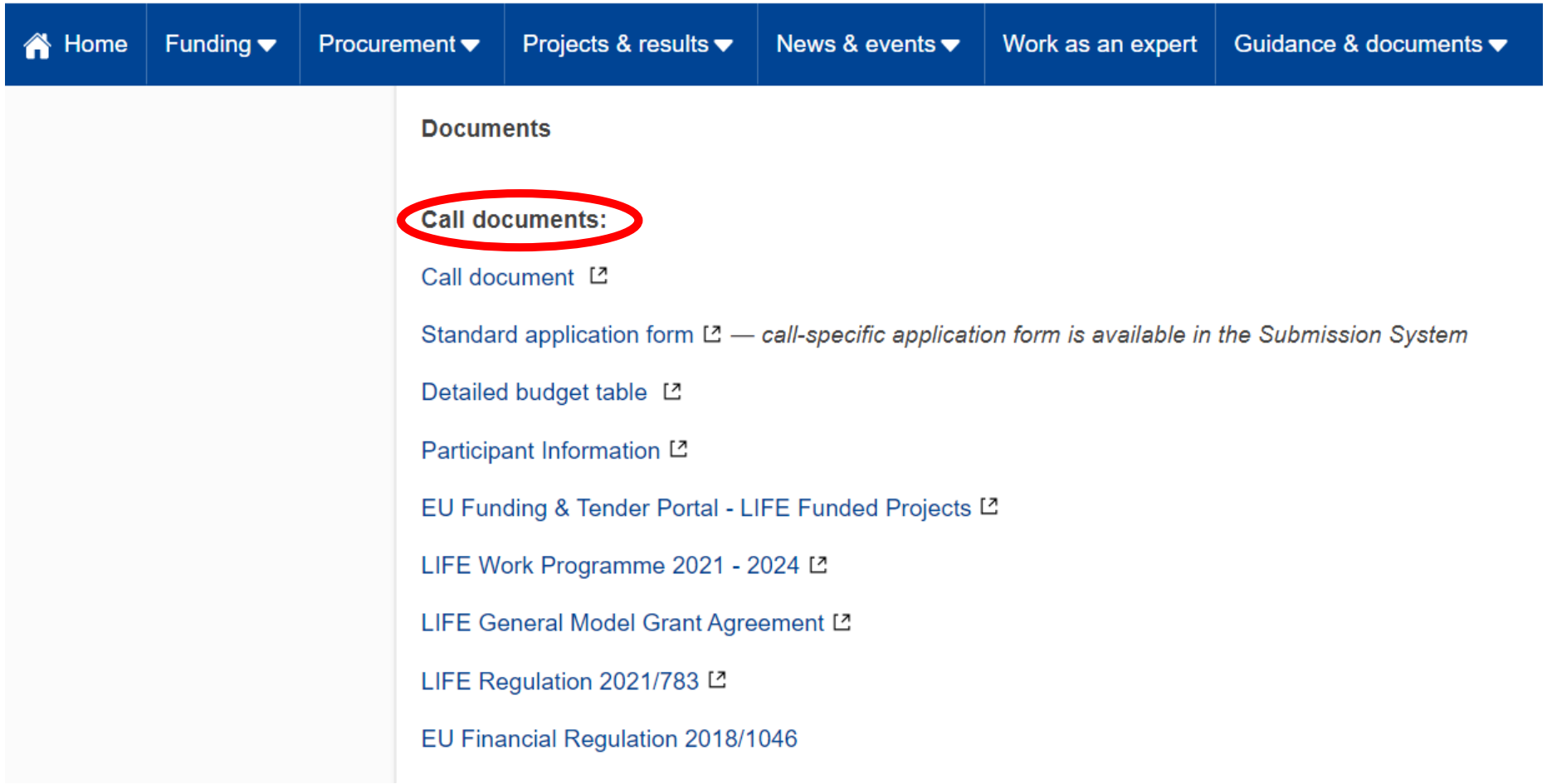

Soon FAQs and Info Day recordings & ppt will be added!

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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

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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

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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

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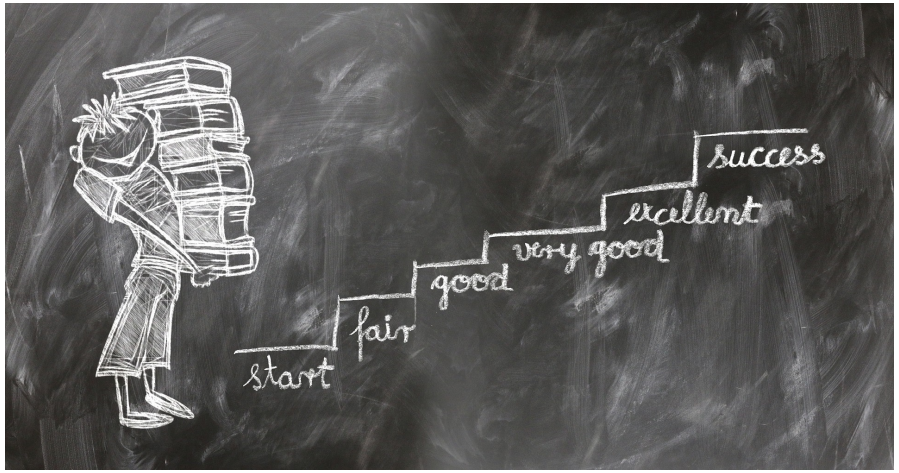
5. What are the award criteria?

- 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

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IMPACTS

Impacts + Indicators I

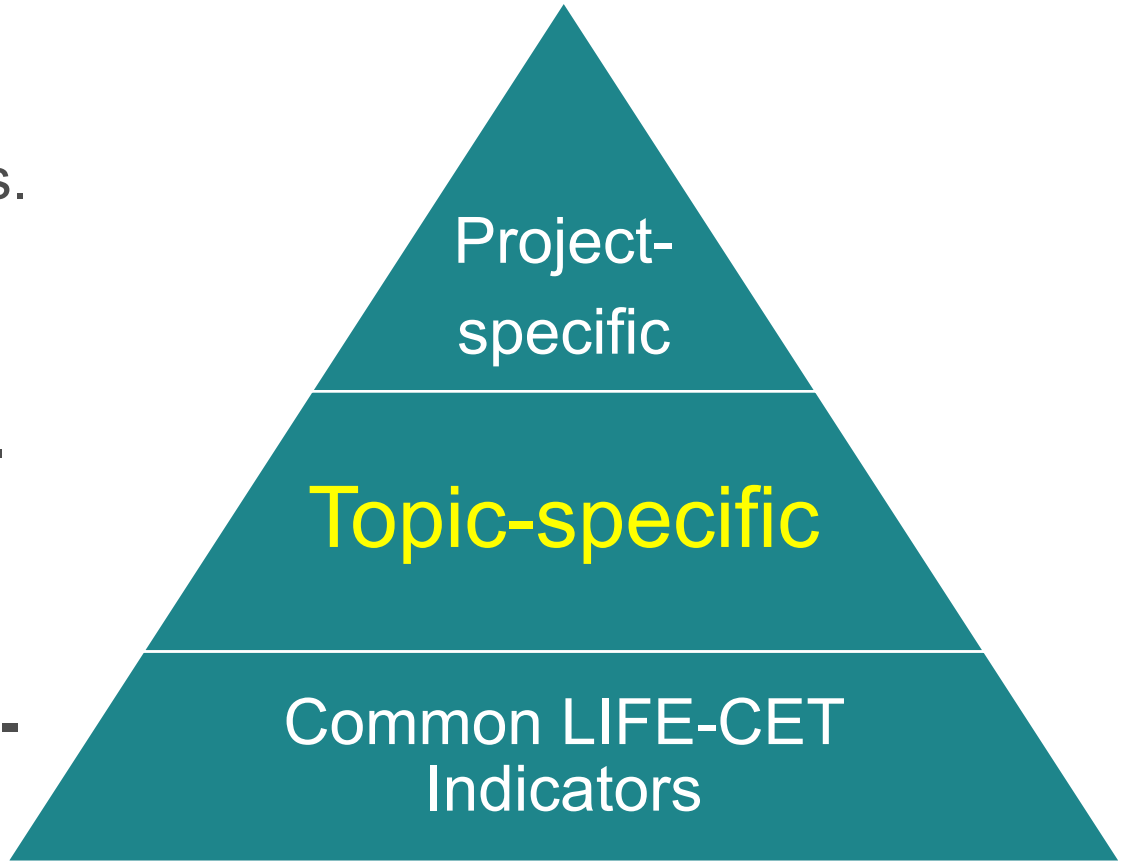
Proposals should demonstrate how project results will contribute to the expected impacts.

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.



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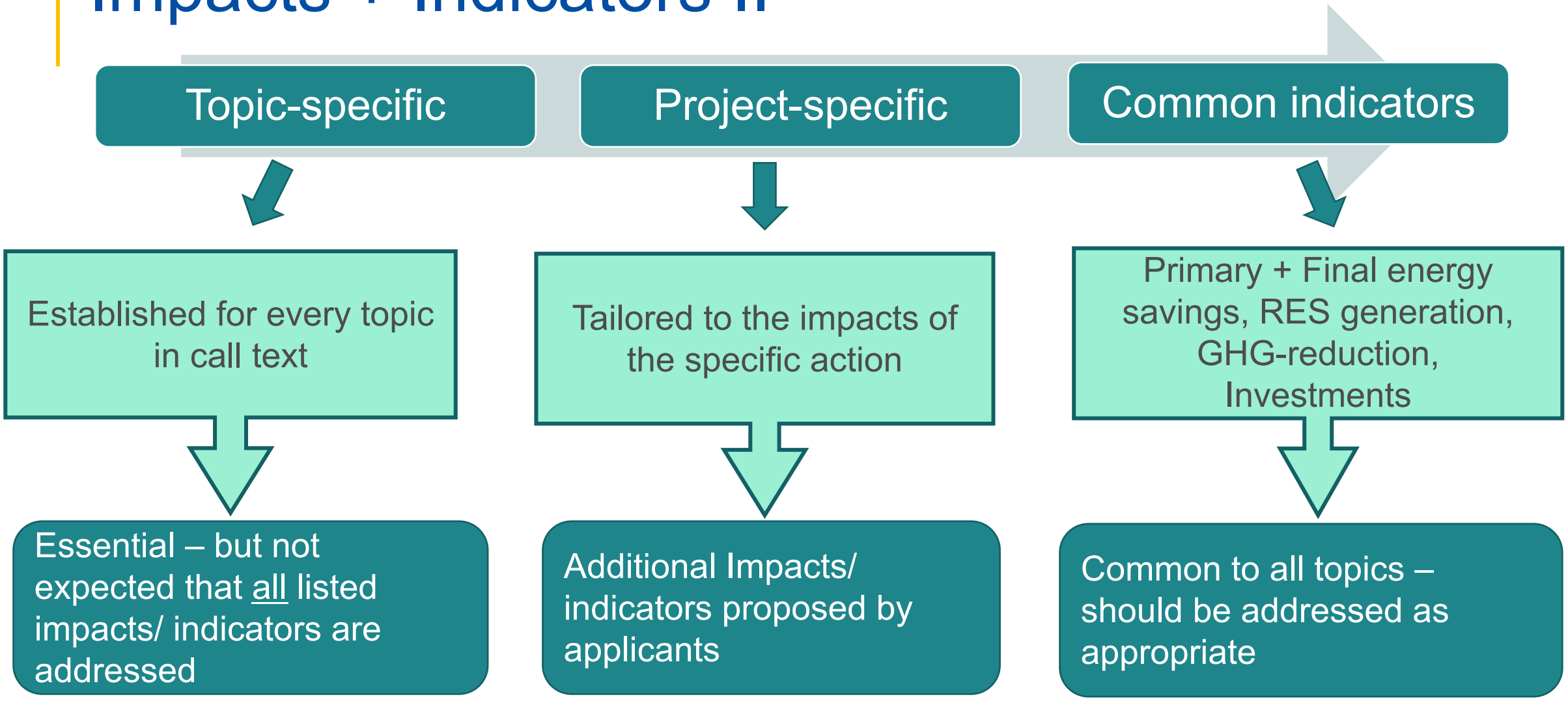
Impacts + Indicators II



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

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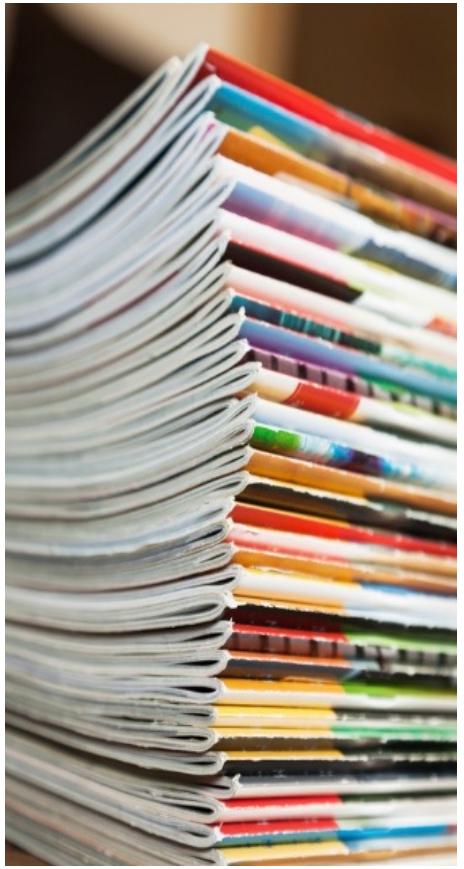
2. Read the relevant information

- **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**



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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 <u>not</u> cover the EU map or extend the consortium artificially**

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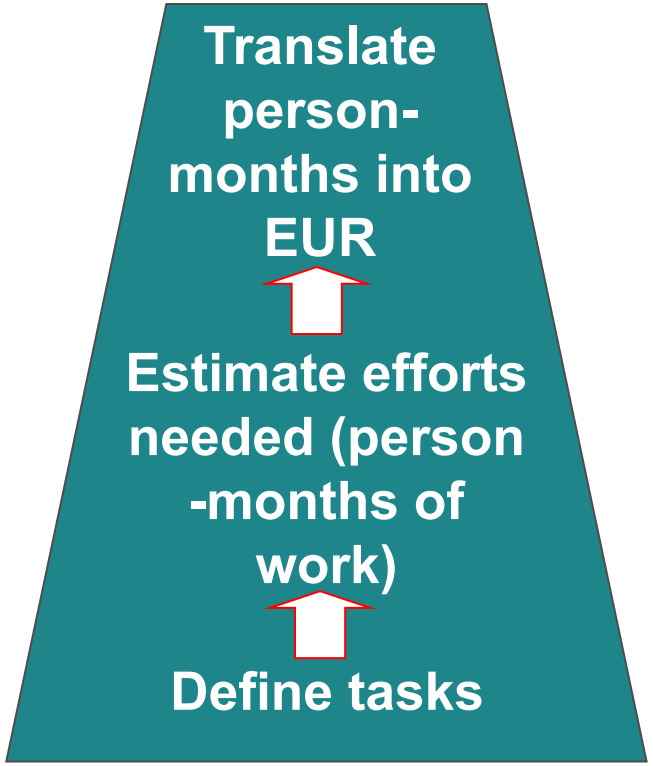
5. Create a budget

- 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.



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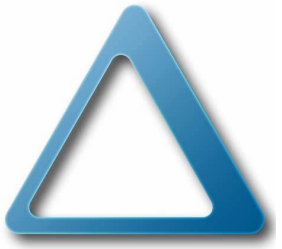
6. When writing your proposal…

…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?



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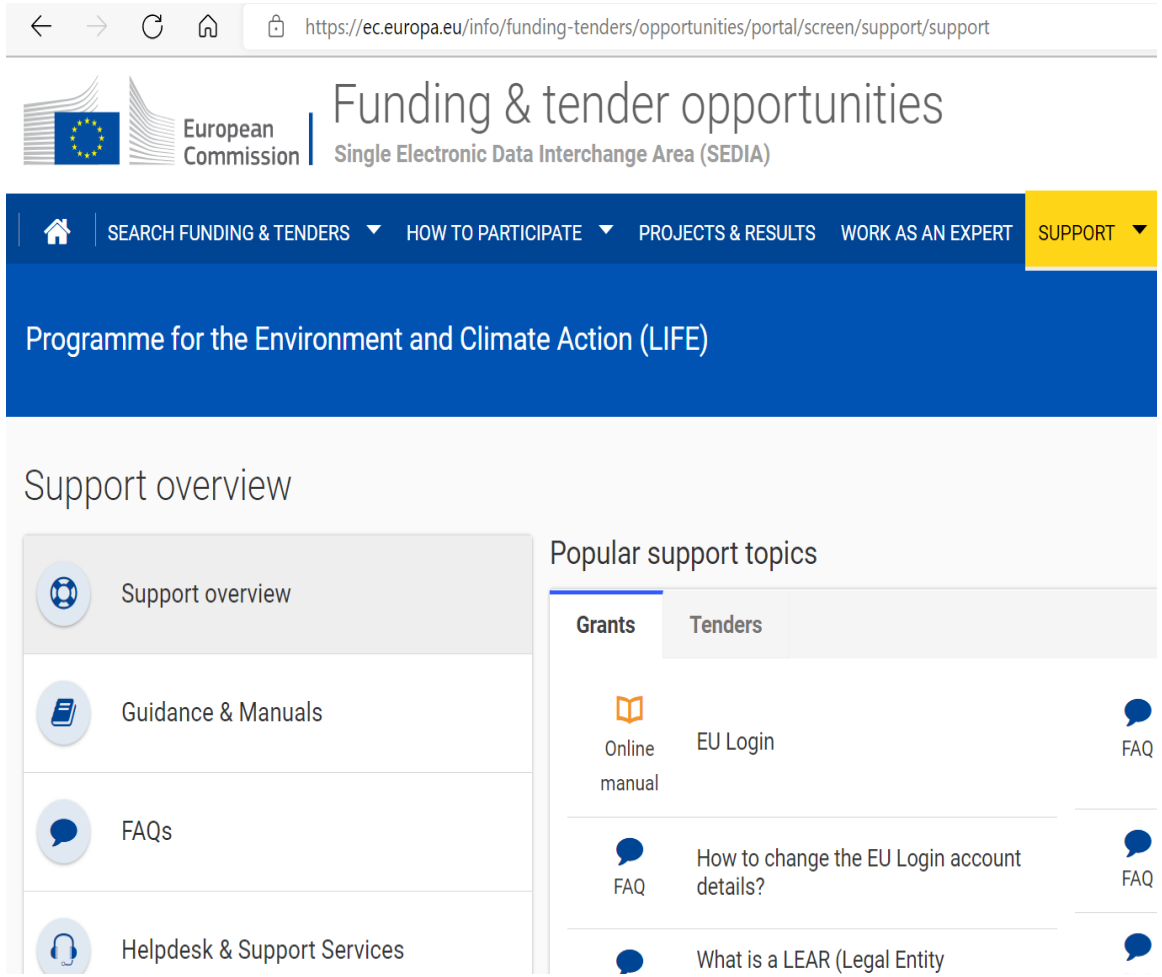
7. Final polishing

- 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



- **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)

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

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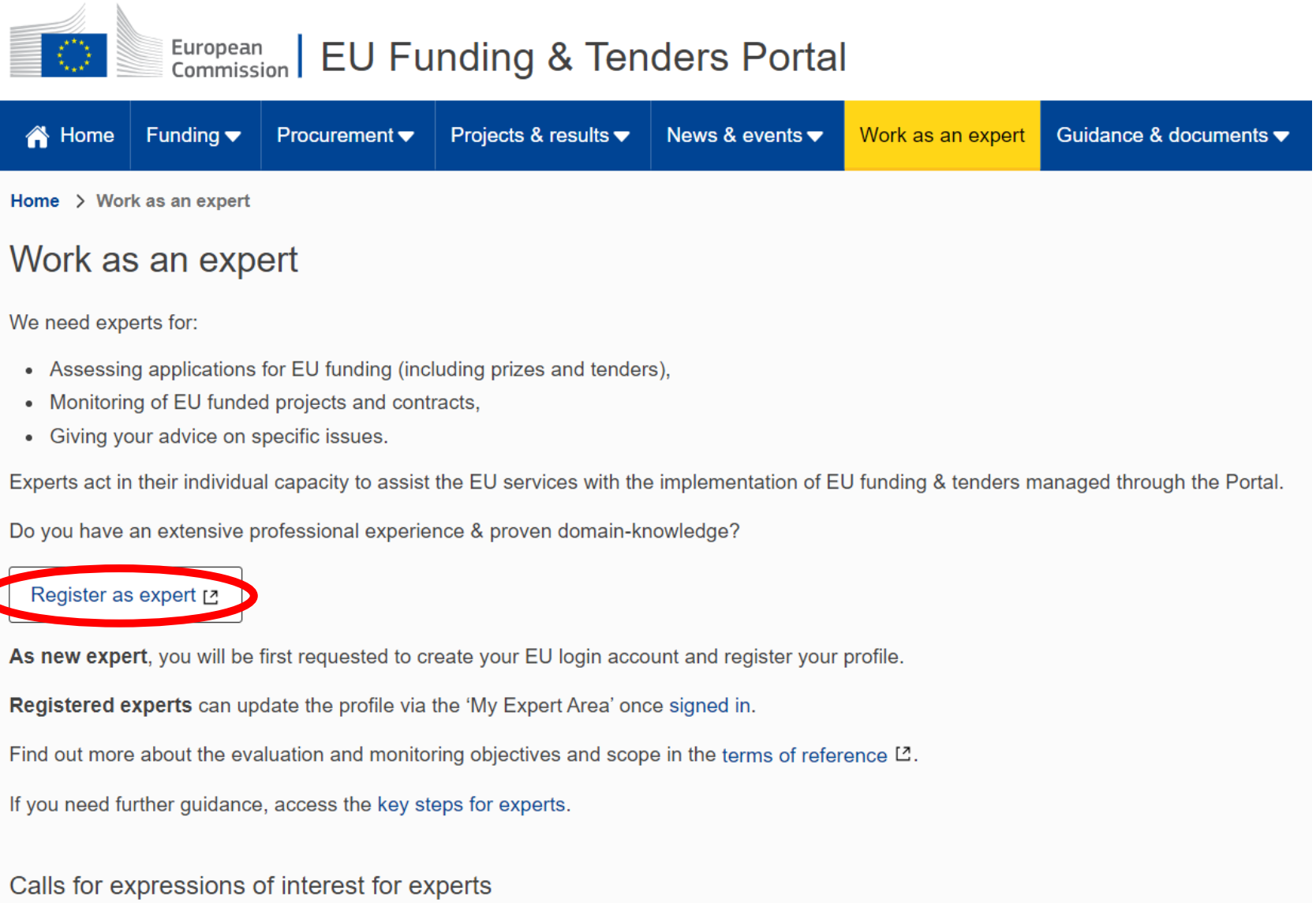
Work as an expert!



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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