

4. Lessons learnt from an experienced coordinator



HOW TO PREPARE SUCCESSFUL PROJECT PROPOSALS: EXPERIENCE FROM ***COMPETE4SECAP*** AND ***Own Your SECAP*** PROJECTS

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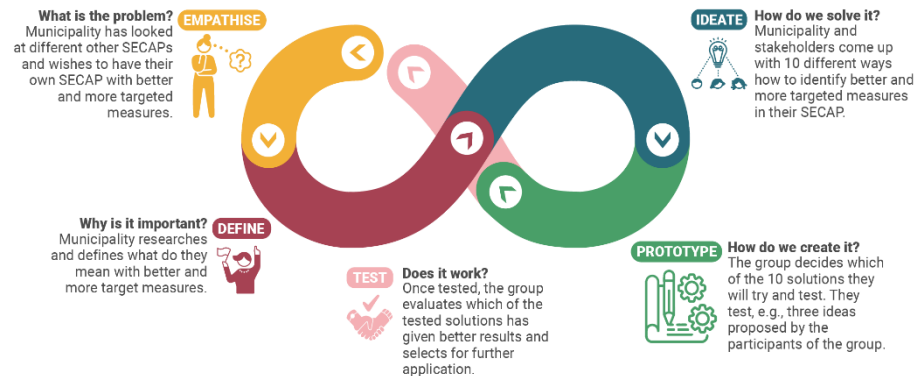
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Idea and concept of *Own Your SECAP*



- To deliver a systematic approach to development and implementation of SECAP measures in local authorities!



- 1) energy management systems (EnMS) concept according to ISO 50001 standard,
- 2) climate adaptation in municipalities concept according to ISO 14092, and
- 3) innovative engagement approaches.

<https://www.ownyoursecap.eu/>



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The idea

- **Mature**
 - Have you thought about it already for some time? Do you «burn» for it?
 - Are you sure it will really work and it is really what Europe needs?
- **Concrete**
 - Is the idea concrete and not abstract?
 - Can you see how you can bring it through to the end?
- **Clear**
 - Can you put it in a clear and well structured framework?
 - Have you selected the right call topic for your idea and it is coherent with the text of the call topic?



Consortium

- **Reliable**
 - Have you or your colleagues worked with the potential partners? Did they deliver in the previous projects good quality results?
- **Competent, experienced and recognised**
 - Are potential partners competent and experienced in the field of your idea and the call topic? Do they have references?
 - Are they recognised in their country? Europe?
 - Are they motivated to deliver the results?
- **Good to work with**
 - Do you have a good feeling about your potential partners and you want to work with them?



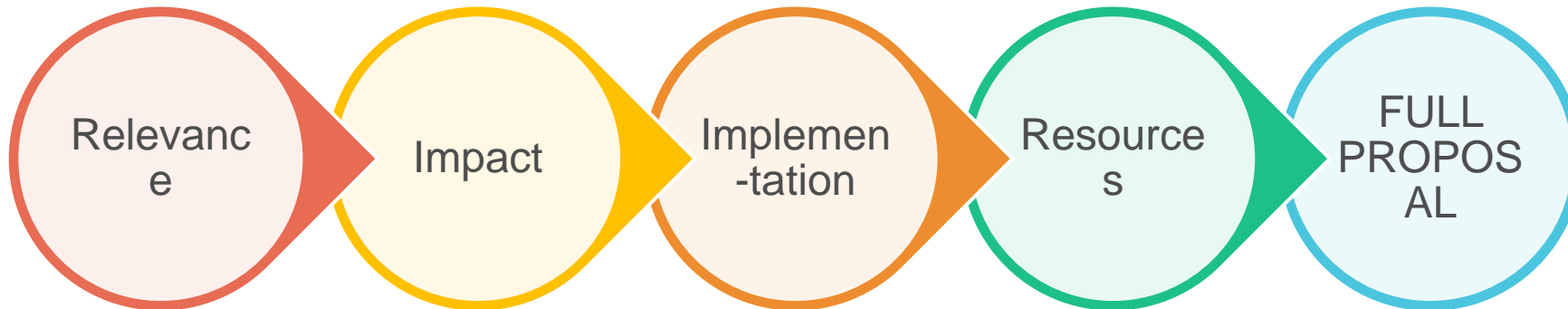
The writing

- **Plan and organise the writing process**
 - How do you prefer to work with your partnership during writing process?
 - Do you intend fully involve them (e.g. each WP leader writes its own WP) or write on your own and then share or to find a way in between?
- **Focus on the reader, i.e. evaluator**
 - Are you credible, clear in the form and content?
 - Will evaluator understand you throughout the whole proposal? Are all details/risks foreseen and solved?



Step by step

- Start with overall abstract and **continue with the part you feel most confident**



- Have you looked at any previous proposals and feedback received from evaluators on them?
- Do you have clear statements?
- Have you assessed all synergies?
- Are you ambitious but also realistic, credible and well substantiated?
- Is your project idea sustainable and will survive after end of the project?
- Is your idea credibly replicable?
- Well structured work packages and tasks interconnected?
- All roles and responsibilities clear?
- Enough resources allocated?
- Are key work packages /activities sufficiently resourced?
- Risks addressed?
- Has anyone reviewed your full proposal for consistency and mistakes?



The time

- **Plan it**
 - Have you foreseen time for everything (brainstorming, writing, discussing, reviewing etc.)?
- **Will it be enough?**
 - Do you start writing the proposal from zero or you have already draft parts ready?
 - Add contingency time (e.g. you might double the initial time for some potentially difficult phases)



Tips that helped us to prepare winning proposals

- Read the guide: [How to write clearly](#) by European Commission:
 - Think before you write
 - Focus on the reader (evaluators)
 - Have a good structure
 - Keep it short and simple
 - Make sense
 - Cut out excess information
 - Be concrete, not abstract
 - Revise and check
- Follow the template
- Formulate your idea and be 100% sure about it
- Team up with a colleague
- Be ambitious but don't exaggerate
- Get comments/input from other partners
- Plan the time
- Create infographs





Ekodoma
Sustainable Energy Solutions

Keep in touch with us

Any questions on CET call topics? Email us on:
CINEA-LIFE-CET@ec.europa.eu



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



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