

PROJECT DEVELOPMENT

Hints and tips on developing
a good project proposal

What are the milestones for developing a good project?



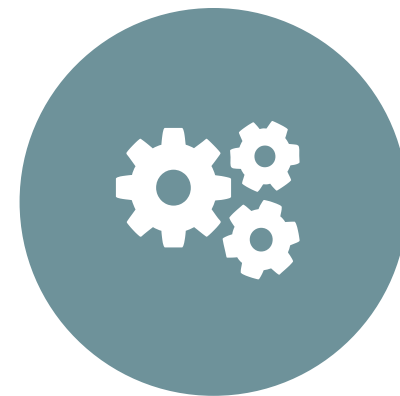
What makes a good partnership?

The partnership needs to be tailored to the challenges, objectives and results of the project idea.



Relevant

All partners have to play a role in achieving the project results



Competent

Involve partners with the necessary competences and capacity to implement the results



Balanced

Avoid too many partners from one country and balance distribution of tasks

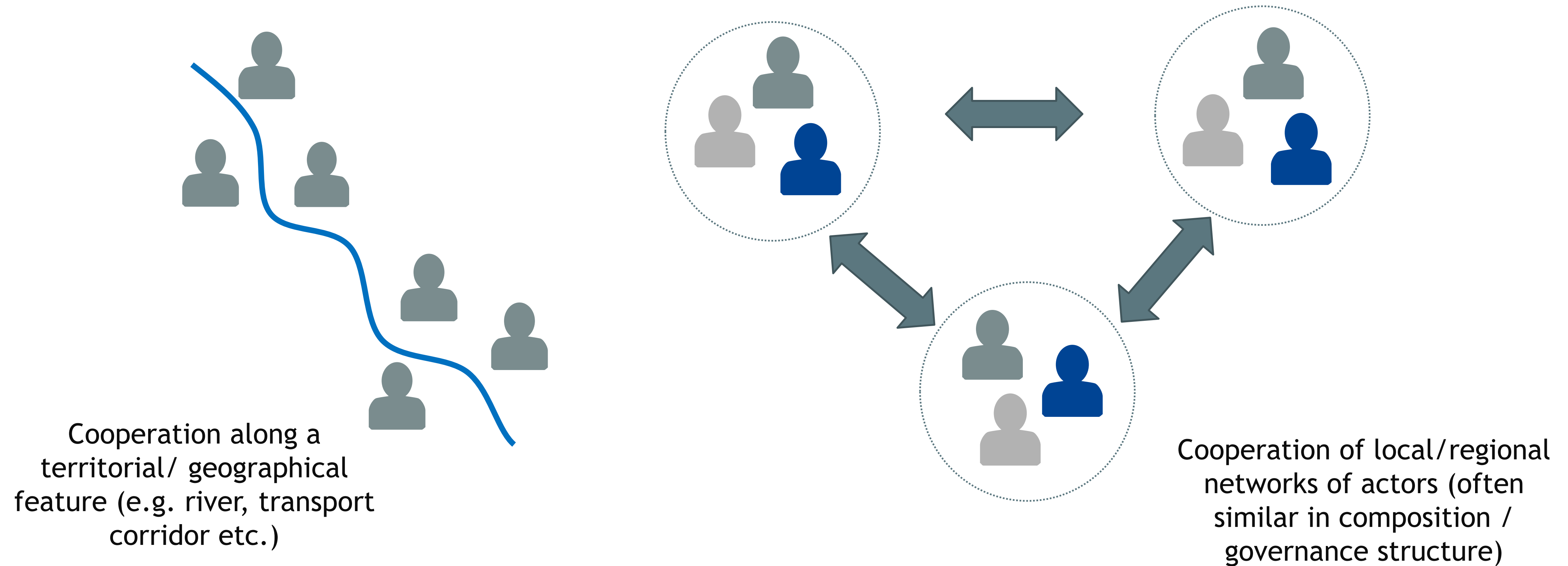


Committed

Ensure the commitment of all partners from the beginning

What makes a good partnership?

Size and type of partnerships needs to be tailored to the addressed challenge:



Keep in mind: The more the better does not apply
(single project does not need to cover all nine Member States)

What makes a proposal innovative?

Innovativeness is a key success factor



Definition (see application manual part B chapter I.5):

“Innovative approaches going beyond the state of art in the sector and/or the concerned regions.”

Innovative approaches may result from e.g.

- ➔ testing and demonstration of novel solutions within different (regional) contexts
- ➔ experimental piloting of new methods or tools with a view to their future mainstreaming and/or their policy integration
- ➔ capitalising on previously acquired knowledge
- ...

What makes a good work plan?

Key principles



Consistent

It should show the way to reaching project specific objectives and expected results



Transparent

It should provide sufficient information and detail



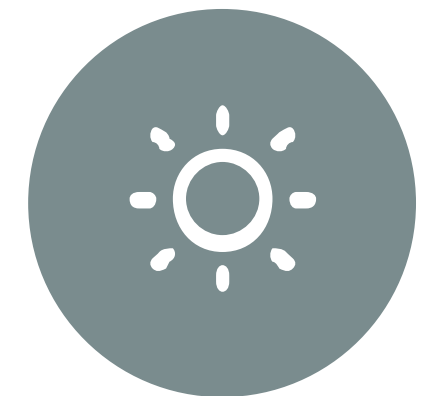
Logic

It should demonstrate a work flow and how activities build on each other



Concrete

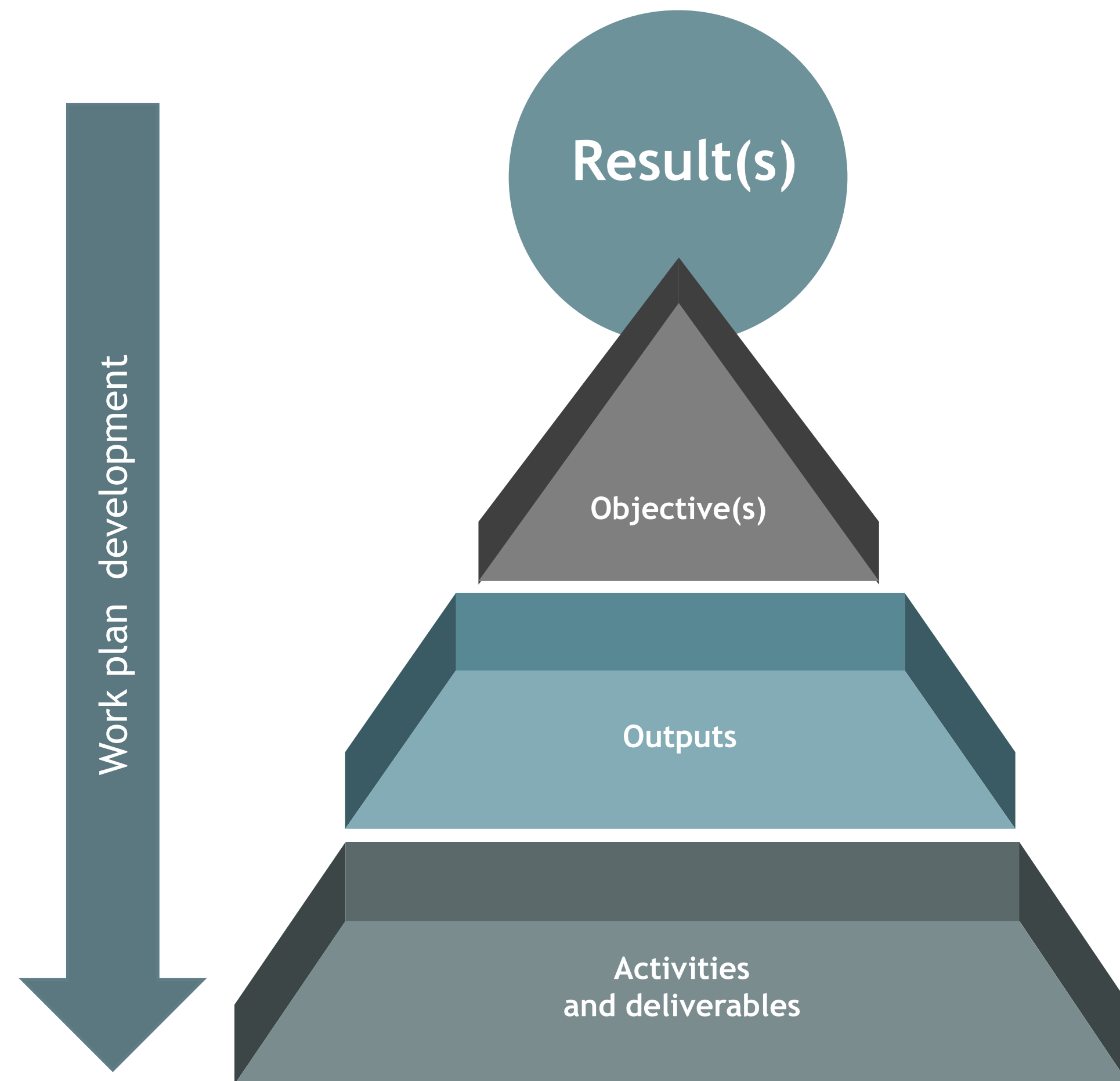
It should identify concrete target groups and be clear about the involvement of stakeholders



Sustainable

It has to foresee provisions for sustainability and transferability

Building a work plan



Intervention logic

Result - expected change to be achieved through project implementation

←-----

Project objective - immediate effect which can be realistically achieved within the project lifetime

←-----

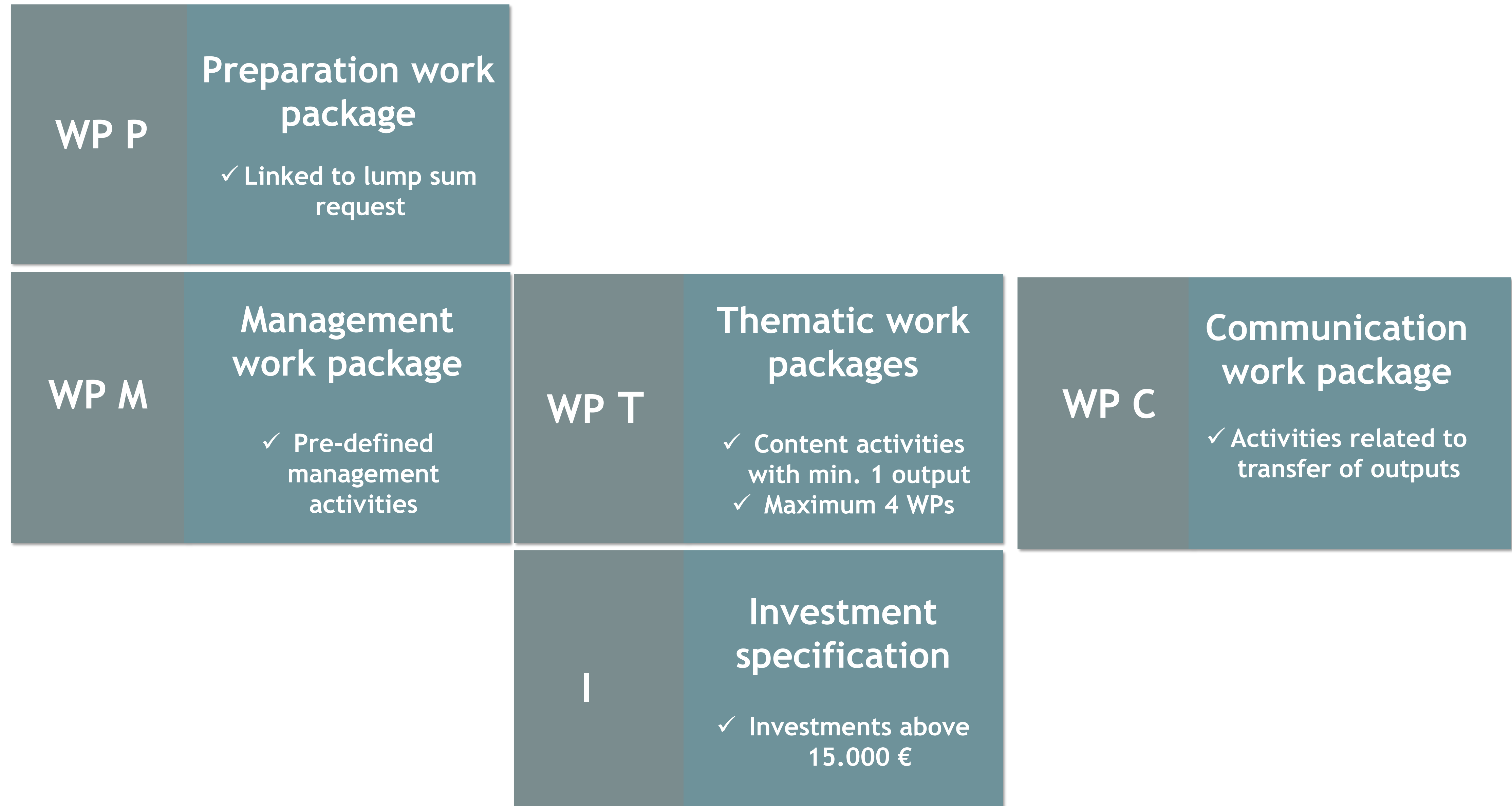
Outputs - main outcomes obtained through implementation of activities

←-----

Activities - lead to one or more project outputs
Deliverables - reflect relevant steps of single activities

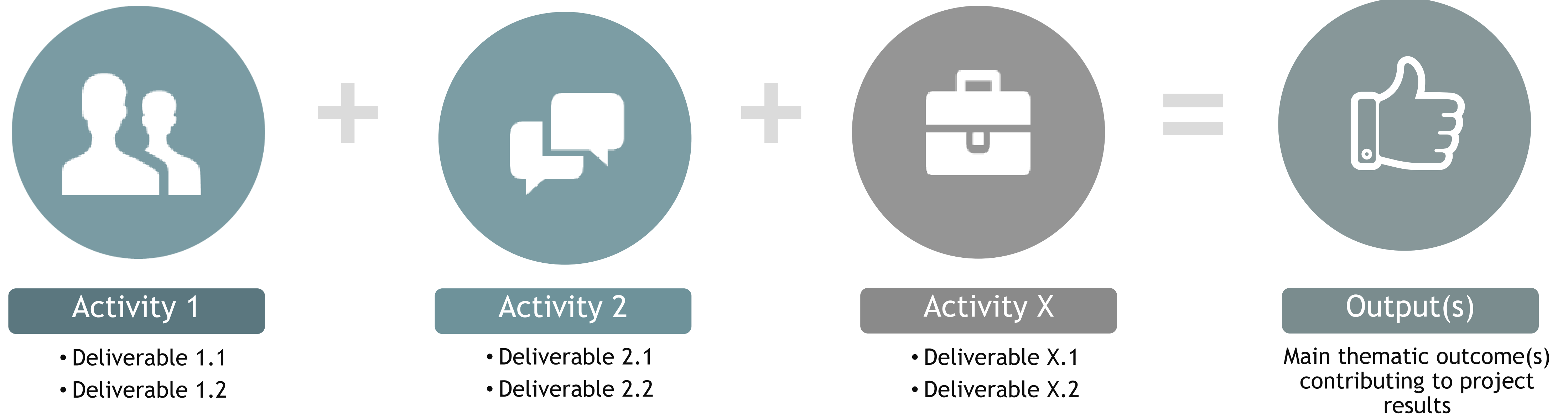
←-----

Building a work plan



Work package

Process of deliverables and activities leading to output(s)



Transparency

Plan the right number of deliverables related to an activity



Small budget -
fewer deliverables



Short duration -
Fewer deliverables



Larger budget -
More deliverables



Longer duration -
More deliverables

Programme specific output types

See definitions application manual annex III



**Strategies and
action plans**



Tools



Pilot actions



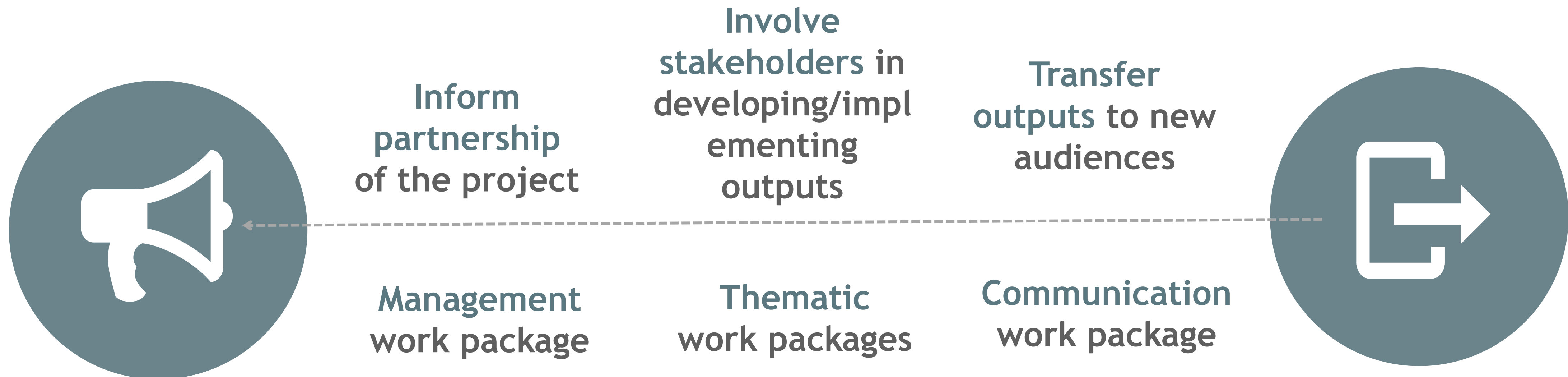
Trainings



**Innovation
networks
(only SO 1.1)**

Building a work plan

Communication to be planned in its right place



Work plan: pitfalls & hints

Insufficient innovativeness/novelty

Hint: Build upon existing knowledge and results, but propose novel solutions

Insufficient description of project objectives and results

Hint: Clearly describe what will be accomplished by the project and which change of the initial situation is expected

Unclear transnational added value

Hint: Precisely describe the transnational added value of the chosen approach including pilots and investments

Investments and pilot actions lacking links to the project goals

Hint: Explain why pilot actions and investments are needed to reach the project objectives

Vague description of project outputs

Hint: Clearly define scope and usability of outputs

Insufficient description of work plan

Hint: Logically build the work plan with the necessary level of detail

Unclear sustainability and transferability of outputs

Hint: Provide clear information about future use of outputs and results and make links to communication

Insufficient description of how outputs will be developed

Hint: Provide a clear and precise work flow leading to the delivery of the output

Unrealistic indicator targets

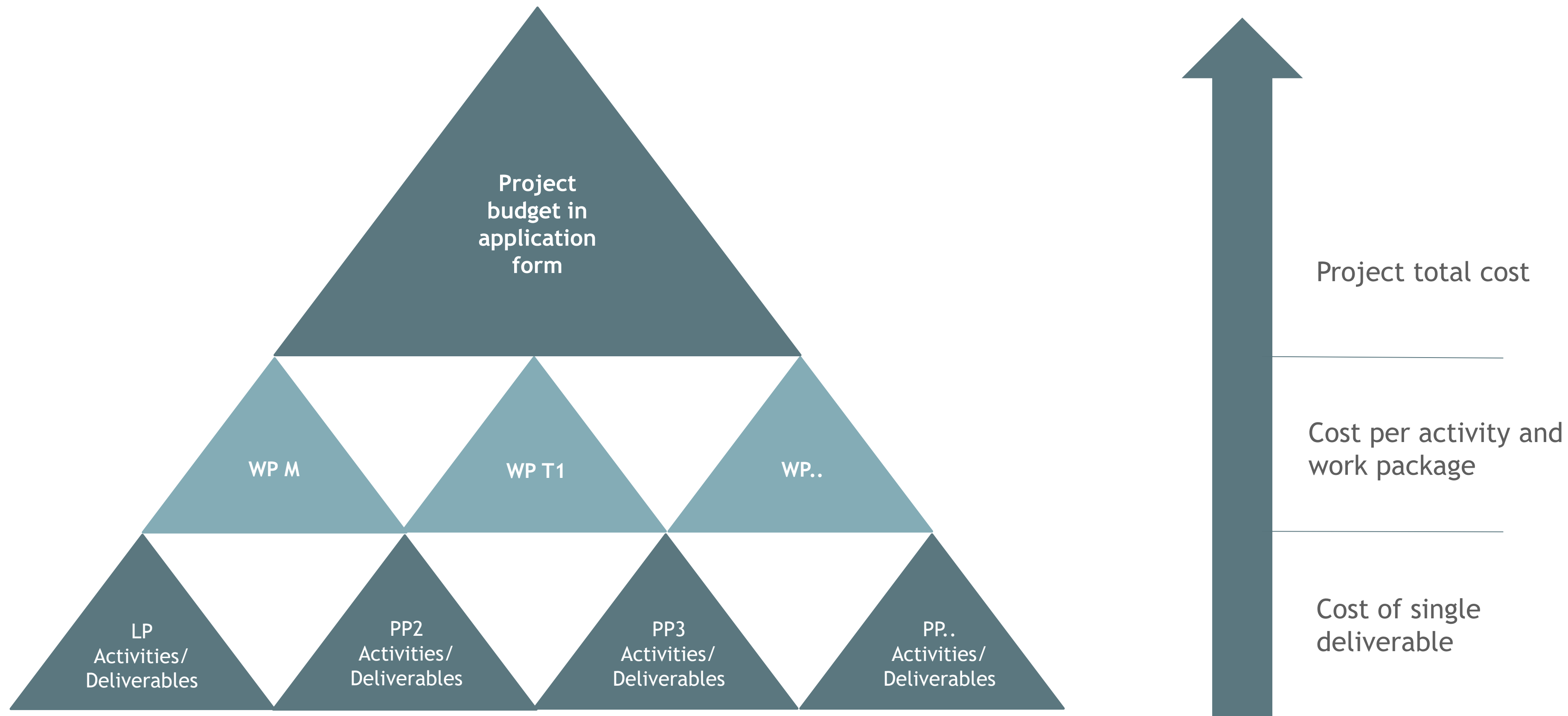
Hint: Provide realistic figures regarding the involvement of target groups and for the result indicators



Building the budget

Budget needs to reflect the work plan

(i.e. deliverables, activities and outputs to achieve the intended results)



What makes a good budget?



Realistic

Estimate the costs keeping in mind principles of economy, efficiency and effectiveness



Transparent

Ensure to provide sufficient and detailed information for the specific budget lines (BL4-6)



Consistent

Ensure that the budget reflects the work plan



Timely

Allocate the budget to the periods keeping in mind timing of the payments

Tool for Building Budget



➔ RECOMMENDED

Using a tool to build the budget is recommended

➔ BUT NOT COMPULSORY

We developed a tool to help you to design your budget

➔ NEEDS TO BE PERSONALISED

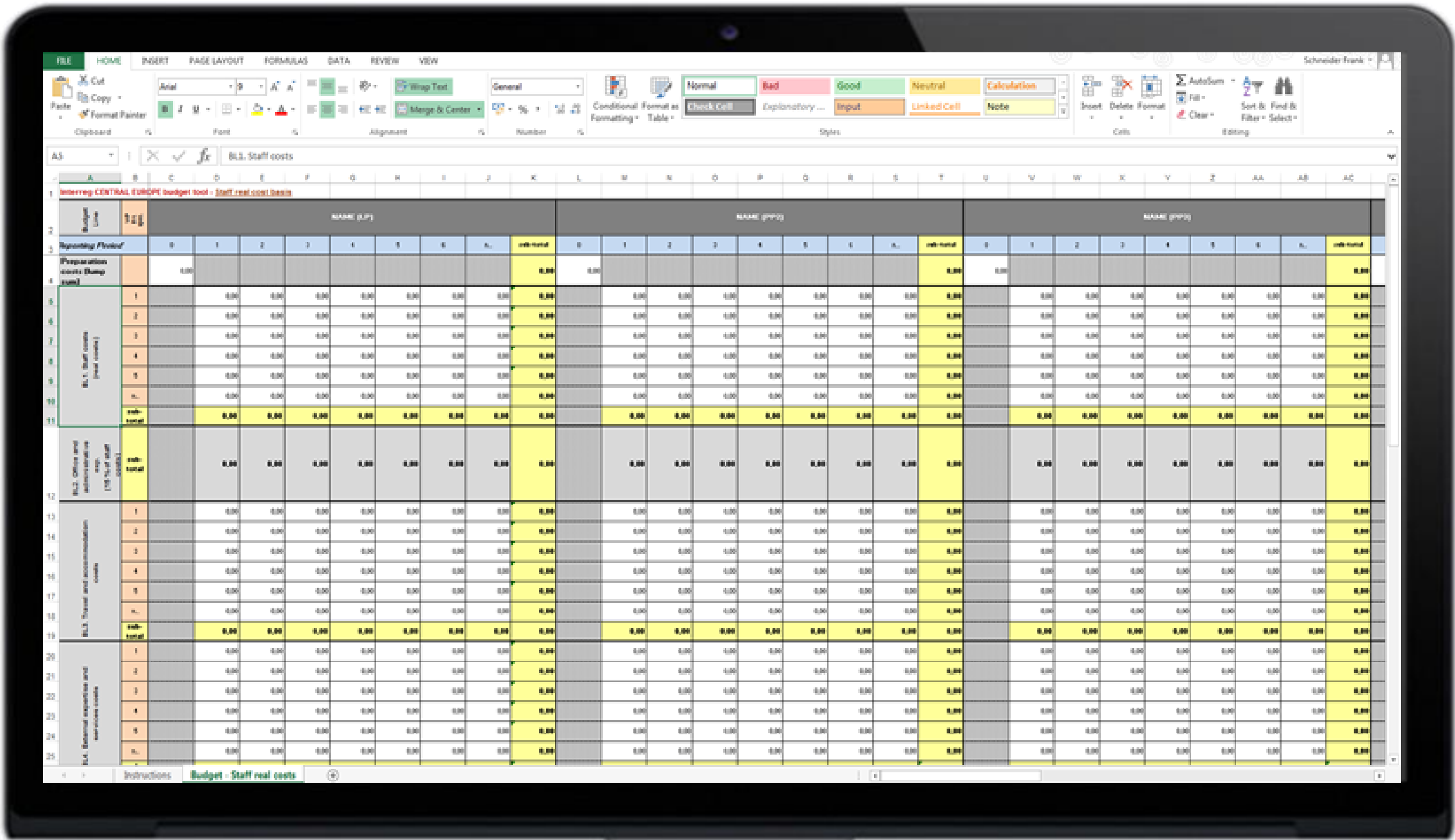
We take no responsibility for correctness and for mistakes that can occur while changing formulas

➔ DATA TO BE INSERTED IN THE EMS

Data should then be inserted in the eMS at project partner level.

The Interreg CENTRAL EUROPE tool

<http://www.interreg-central.eu/Content.Node/apply/documents.html>

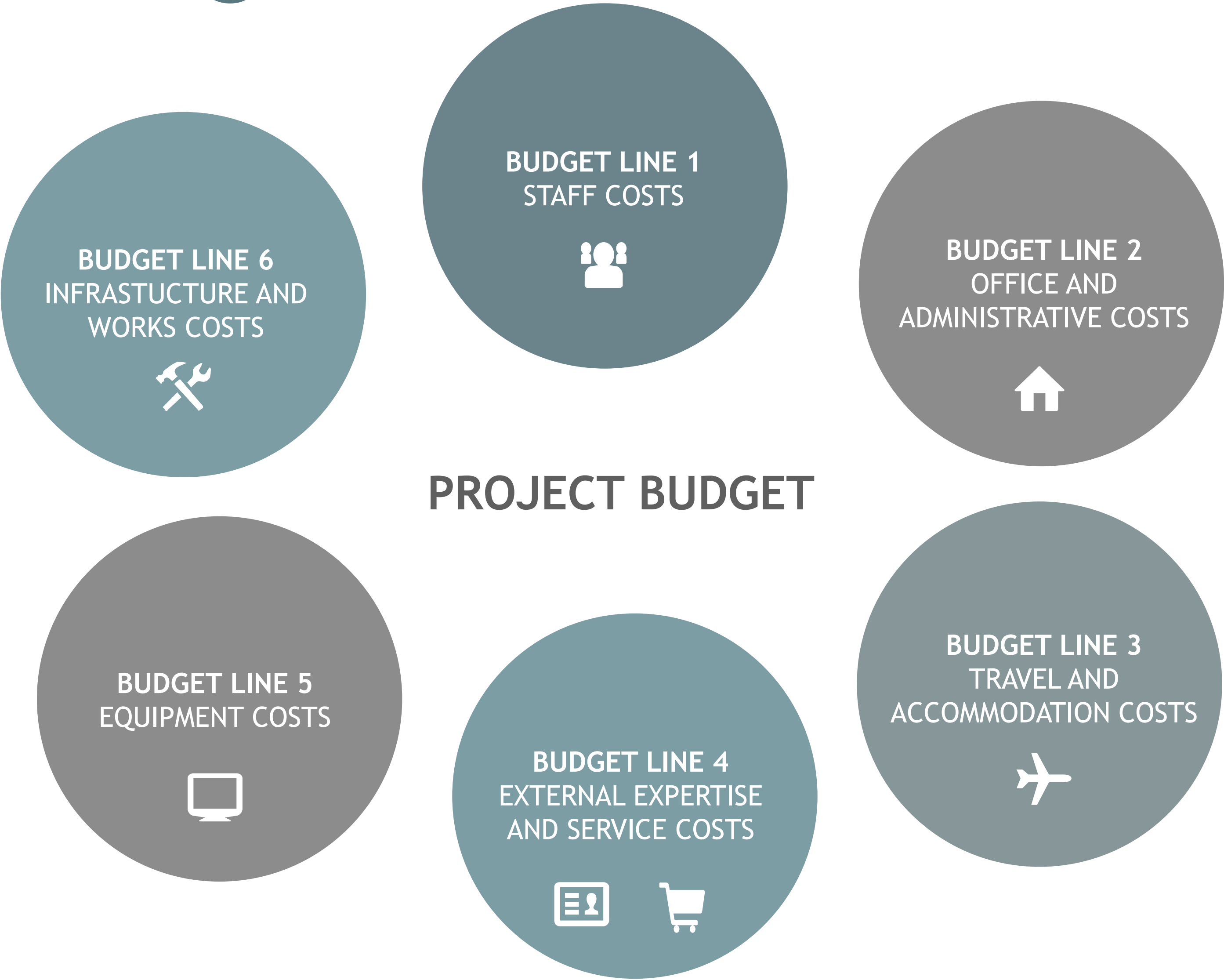


The screenshot displays a Microsoft Excel spreadsheet titled "Interreg CENTRAL EUROPE budget tool - Staff real costs". The spreadsheet is organized into columns for months (1-12) and rows for different budget categories. The categories include:

- BL1: Staff costs (real costs)
- BL2: Office and administrative exp. (incl. staff costs)
- BL3: Travel and accommodation costs
- BL4: External expertise and services costs

The spreadsheet shows a detailed breakdown of costs for each category, with columns for months 1 through 12. The total cost for each category is calculated at the bottom of each section. The spreadsheet is displayed on a laptop screen, with the Windows taskbar visible at the bottom.

Project budget



Budget line 1

Staff Costs

➔ Applies only to staff employed by project partners

➔ Two methods of reimbursement:
Real costs
Flat rate up to 20% of direct costs other than staff costs
(i.e. costs under budget lines 3-6)



The method has to be chosen at the stage of application and cannot be changed later.

Budget line 2

Office and administrative costs

➔ Flat rate - 15 % of eligible staff costs

➔ Calculated automatically

➔ Exhaustive list of eligible cost categories is provided in part B, chapter II.7.3 of the Application Manual and part C, chapter C.2.1 of the Implementation Manual



Direct costs are not eligible under this budget line.

Budget line 3

Travel and accommodation costs

→ Applies only to travel costs of the staff employed by the project partners

→ Eligible cost categories are:

- Travel costs
- Costs of meals
- Accommodation costs
- Visa costs
- Daily allowances

→ Travels outside the Programme area require prior approval of the Joint Secretariat



Travel costs of external experts and “associated partners” have to be budgeted under budget line 4.

Budget line 4

External expertise and services costs

➔ Applies to all external expertise and services provided to the project partners by external public or private bodies as well as natural persons

➔ Exhaustive list of eligible cost categories is provided in part B, chapter II.7.3 of the Application Manual and part C, chapter C.2.4 of the Implementation Manual

➔ EU, Programme and national public procurement rules have to be respected



Costs for tasks sub-contracted to in-house bodies and costs referring to cooperation between public bodies, are eligible if charged on a real costs basis and need to be included under the relevant BL (and not under BL4)

Budget line 5

Equipment costs

➔ Applies to the equipment purchased, rented or leased by a beneficiary which is essential for the implementation of the project

➔ Two categories of equipment:
Equipment for general (office) use necessary for the implementation of the project and used only for project purposes - **only depreciation costs reimbursed**

Thematic equipment directly linked to or forming part of the project thematic activities used for the project implementation and in line with the project objectives - **has to fulfill requirements for investments and can be reimbursed in full**

➔ Exhaustive list of eligible cost categories is provided in part B, chapter II.7.3 of the Application Manual and part C, chapter C.5.1 of the Implementation Manual

Budget line 6

Infrastructure and works costs



➔ Applies to execution of an infrastructure essential for the implementation of the project and its objectives

➔ Directive 2014/24/EU defines “works” and contains, in Annex II, a detailed list of all elements that are eligible under this budget line



Costs for infrastructure and works outside the CENTRAL EUROPE Programme area are not eligible

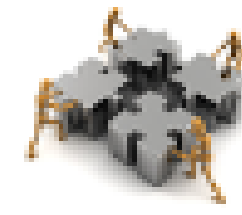
Quality Assessment Criteria

Strategic assessment criteria



RELEVANCE

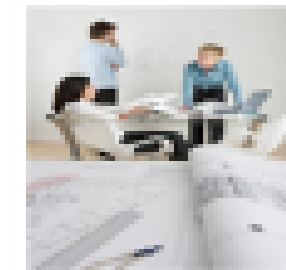
- Intervention logic
- Policy and territorial relevance
- Innovativeness



PARTNERSHIP

- Partnership expertise and competence
- Partnership composition and transnational cooperation approach

Operational assessment criteria



IMPLEMENTATION

- Methodology and work plan
- Management and communication



BUDGET

- Value for money
- Budget coherence
- Partner contributions

See also Application manual part D chapter V.1.e

Application Package



Call Announcement

- ✓ 'Legal basis' of the call
- ✓ Comprehensive overview



Application manual

- ✓ Detailed instructions and guidance
- ✓ Composed of 5 parts
- ✓ 7 annexes



Application Form

- ✓ Offline MS-Word® template
- ✓ For information only (eMS)



Annex 1

Information and Support

www.interreg-central.eu/apply



Web-based

- ✓ Website (including FAQs)
- ✓ Ideas and partner search: CENTRAL EUROPE online community and LinkedIn
- ✓ Webinars/tutorials in CENTRAL EUROPE YouTube channel



Information and training events

- ✓ National Information Days
- ✓ Transnational Thematic Workshops



One-to-one guidance

- ✓ National Contact Points
- ✓ Joint Secretariat Helpdesk

No pre-check of proposals!

