Climate Action
How To Write

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Important Documents:

- LIFE Regulation
- LIFE Multiannual Working Programme 2018-2020
- Guidelines for Applicants 2018
- Guide for the evaluation of Sub-programme for Climate Action 2018

- 1. Sub-Programme CLIMA: defined in the LIFE Regulation
- 2. Priority Areas: field of action, defined in the LIFE Regulation
- 3. Specific Objectives: defined in the LIFE Regulation
- 4. EU Policy Areas (CLIMA) : defined in the MWP 2018-2020
- 5. Work Areas (CLIMA): defined in the Application Guide for 2018

Award criteria			
Technical and Financial coherence and quality		**Minimum pass score**	**Maximum score**
1	Technical coherence and quality	10	20
2	Financial coherence and quality	10	20
EU added value		**Minimum pass score**	**Maximum score**
3	Contribution: Climate Action priority areas&related specific objectives	10	20
4	Sustainability (continuation, replication, transfer)	8	15
Overall (pass) score		**50**	
Bonus EU added value:		**Minimum pass score**	**Maximum score**
5	Contribution to the Climate Action policy areas	-	0 ή 5
	Contribution to the detailed work areas	-	0 ή 5
6	Synergies &Transnational	-	15
Maximum score			**100**

European Commission
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EUROPEAN COMMISSION
eProposal (on-line creation and submission of LIFE proposals)
European Commission > Environment > LIFE Programme > eProposal
Session will expire in 30 min
Help needed?
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Proposal
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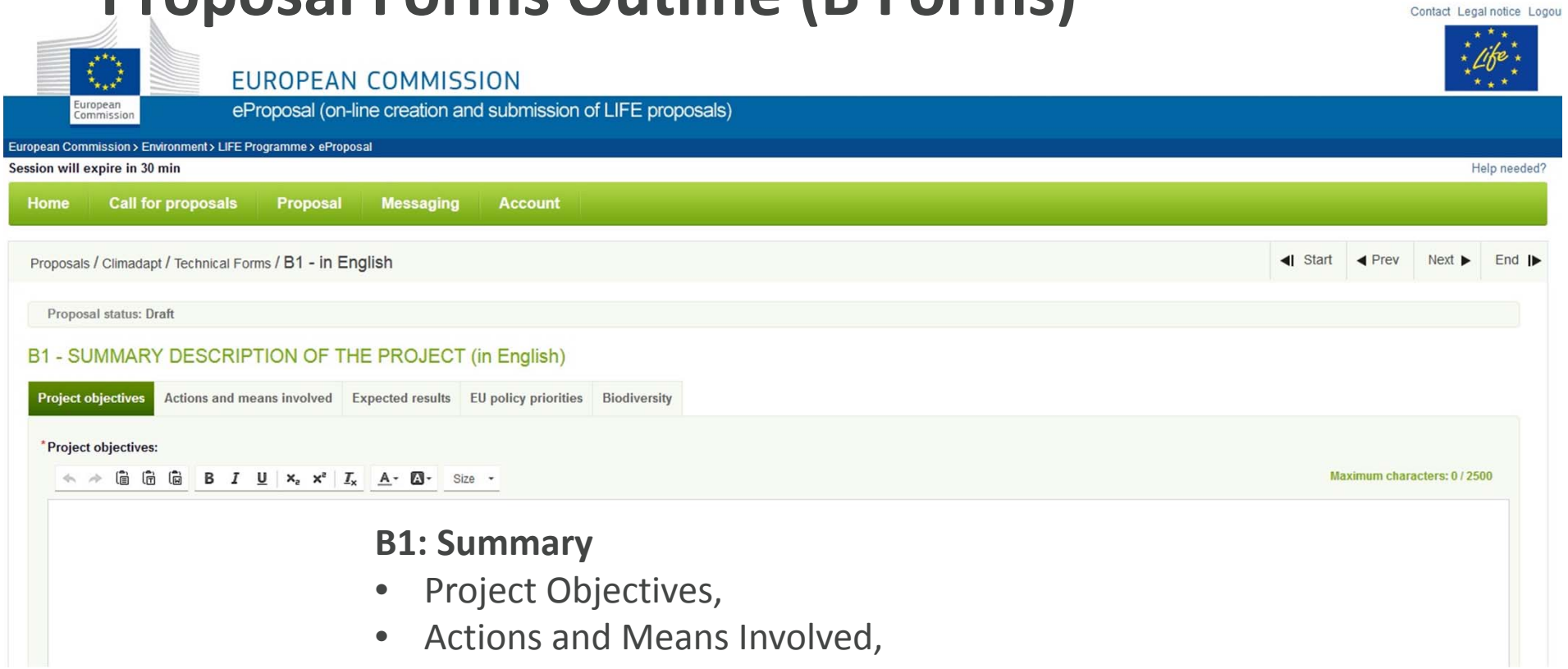
Account
Proposals / Climadapt / Administrative forms / A1 - General project information
Next ▶
End ▮▶
Proposal status: Draft
National authorities access
Access granted to National authorities Yes No
In those cases where the applicants grant access, all National authorities of Member States participating in the project will be able to:
1. Access the proposal before and after the closing date of the call
2. Access also the communication between the Commission and each applicant who has submitted a proposal through the Mailbox module in eProposal.
Please note that National authorities are bound by confidentiality and absence of conflict of interest obligations and that your choice can always be modified later.
General project information
Maximum characters 36 / 120
Project title (max. 120 characters) must be in English
* Climate Project for Urban Adaptation
Project acronym (max. 25 characters) must contain the word LIFE
* Climadapt
LIFE Programme priority area
Climate Change Adaptation
Sector
Agriculture/forestry/tourism
Infrastructure (e.g. transport, energy, construction/buildings) and Industry
Health and wellbeing
Water (incl. flood management, coastal areas, desertification)
Urban adaptation/planning
Mountain/Island areas adaptation
Ecosystem based approaches
Vulnerability assessments/adaptation strategies
Industry
Other

Life Cyclamen

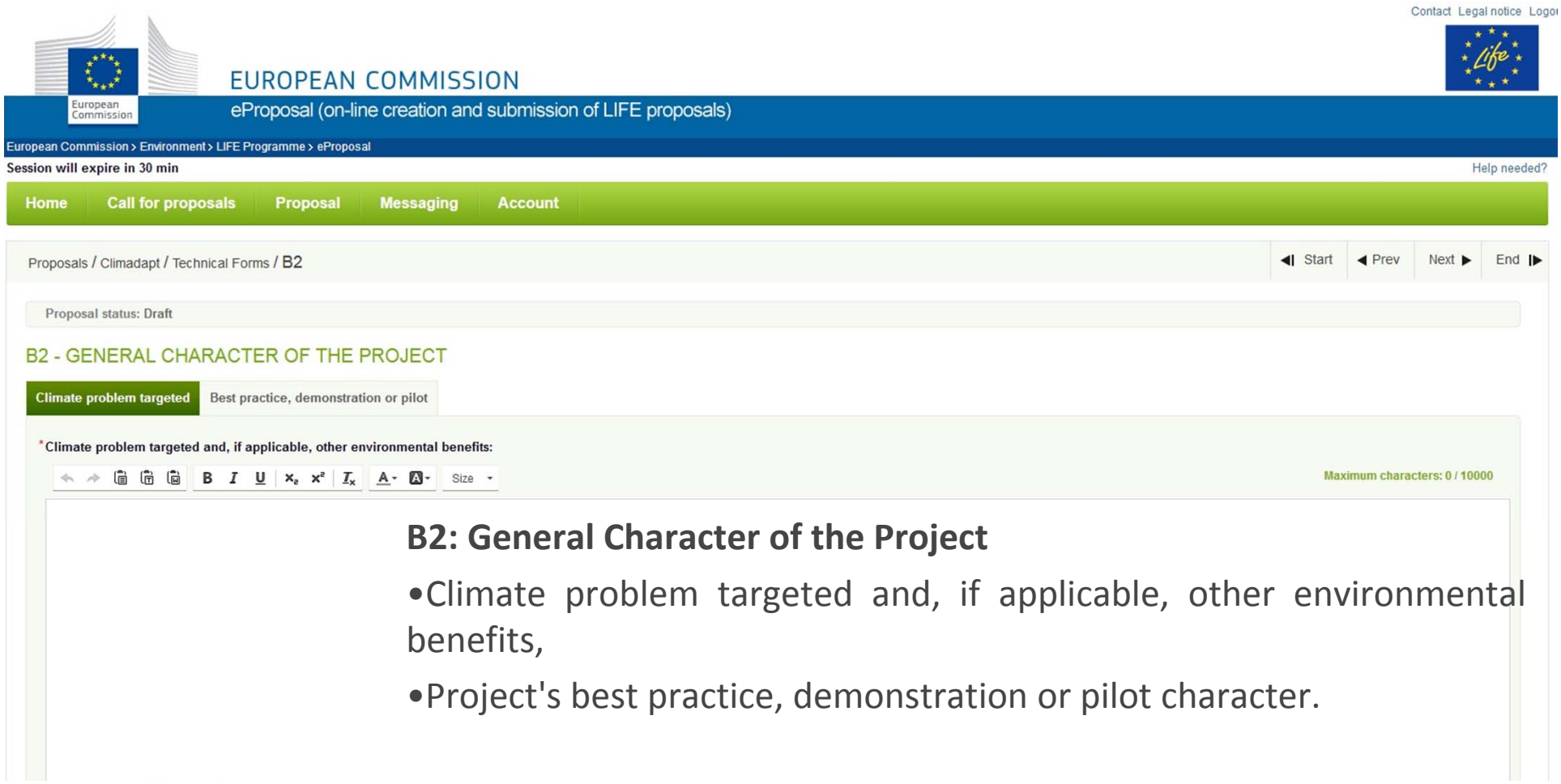
Proposal Forms Outline (B Forms)



B1: Summary

- Project Objectives,
- Actions and Means Involved,
- Expected Results (Quantified as far as possible),
- EU Policy Priorities and Reasons why the proposal falls under the selected policy priority.

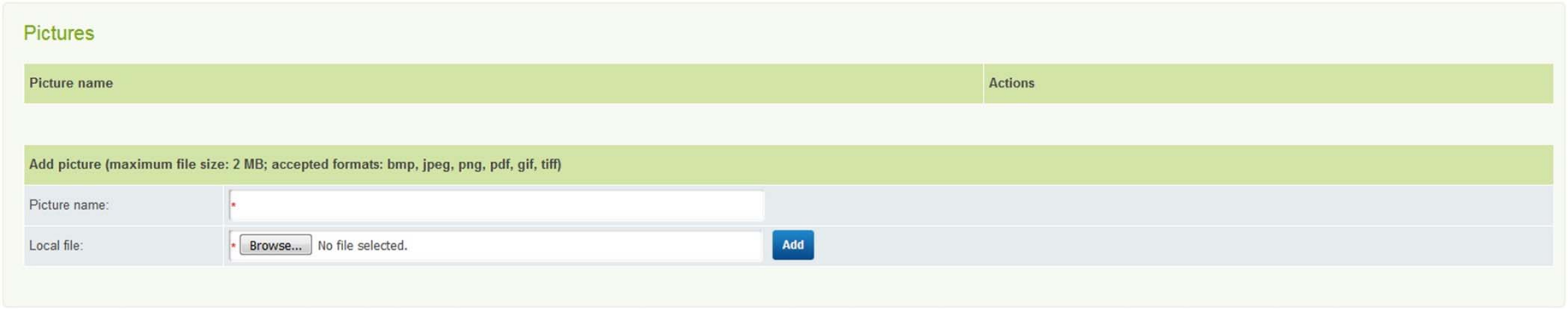
Proposal Forms Outline (B Forms)



B2: General Character of the Project

- Climate problem targeted and, if applicable, other environmental benefits,
- Project's best practice, demonstration or pilot character.

Proposal Forms Outline (B Forms)



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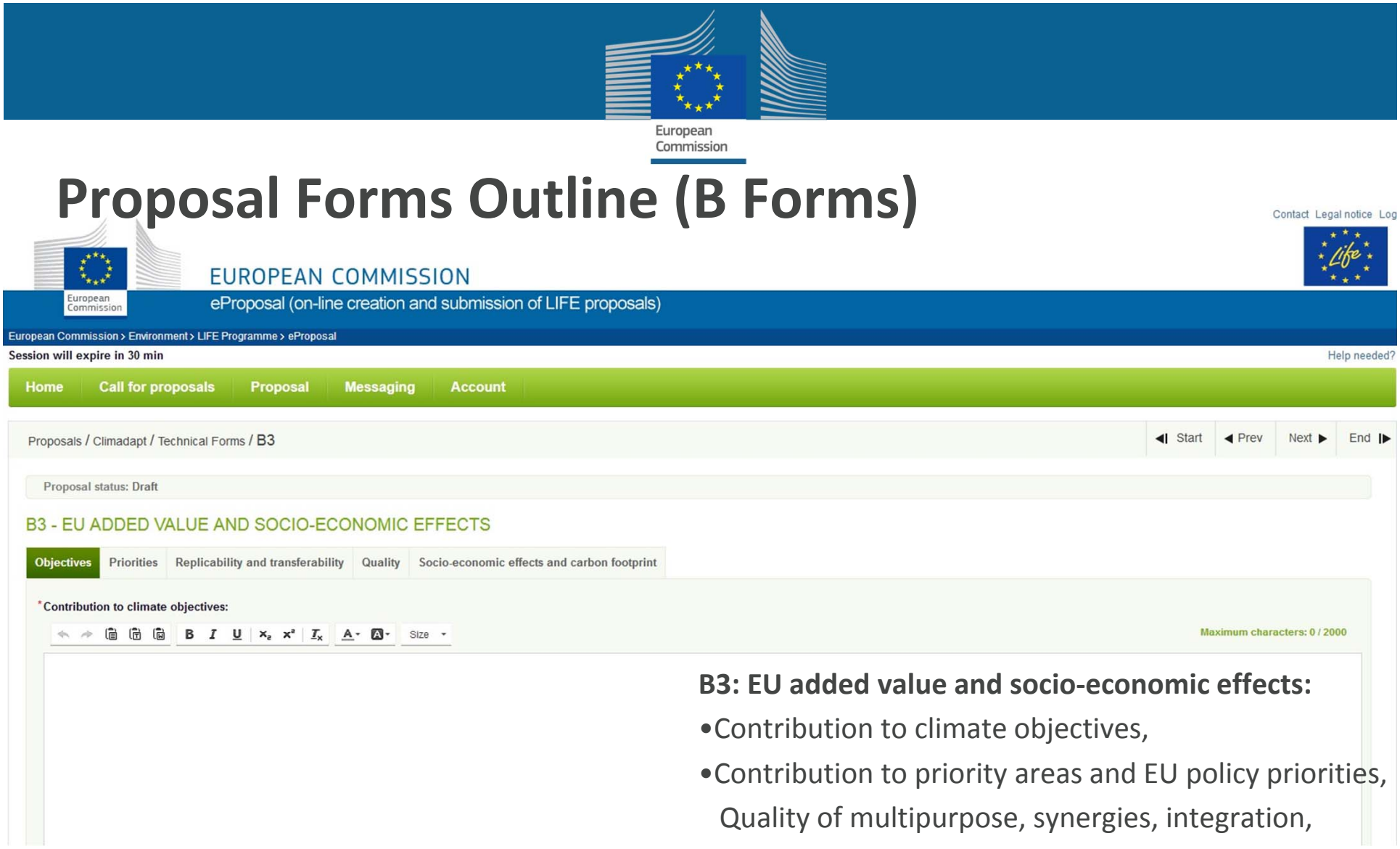
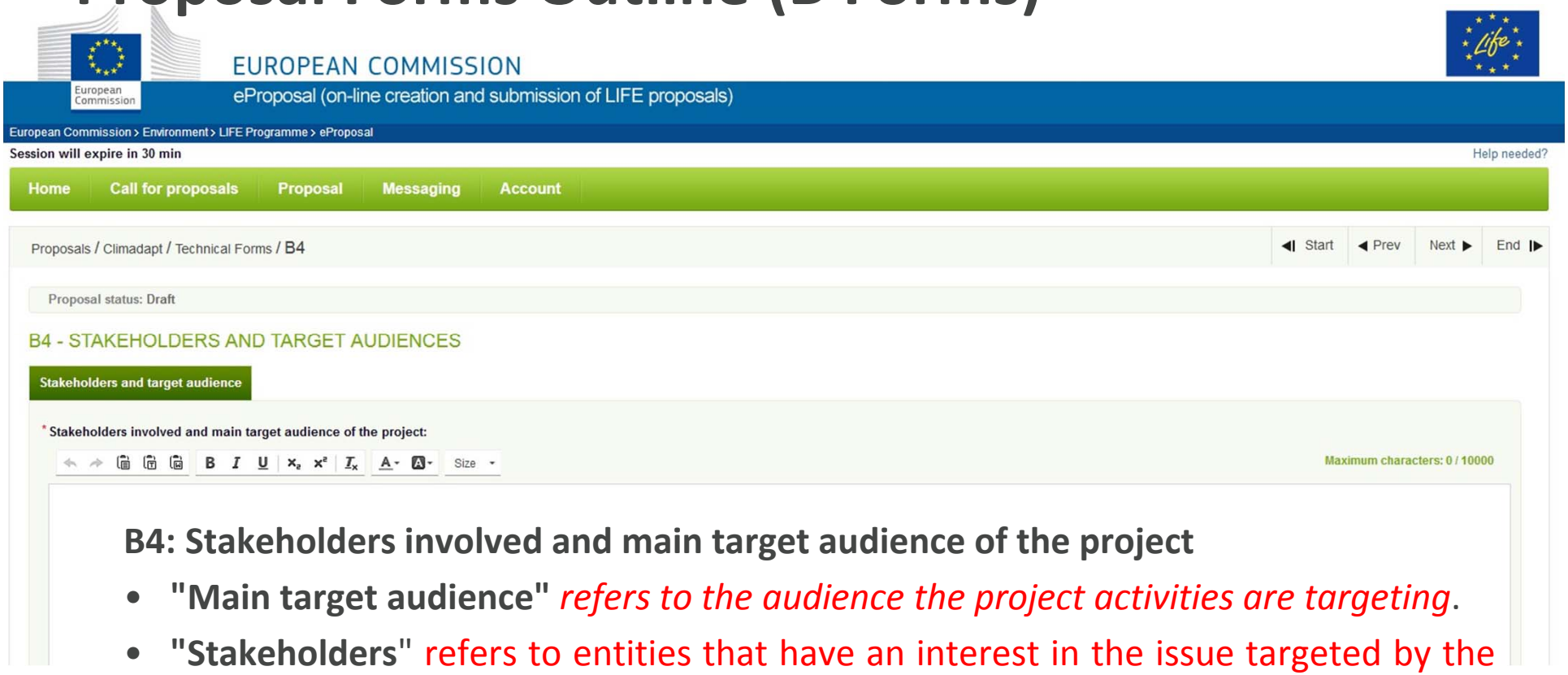


B3: EU added value and socio-economic effects:

- Contribution to climate objectives,
- Contribution to priority areas and EU policy priorities, Quality of multipurpose, synergies, integration,
- Replicability and transferability,
- Transnational character, green procurement, uptake,
- Socio-economic effects of the project.

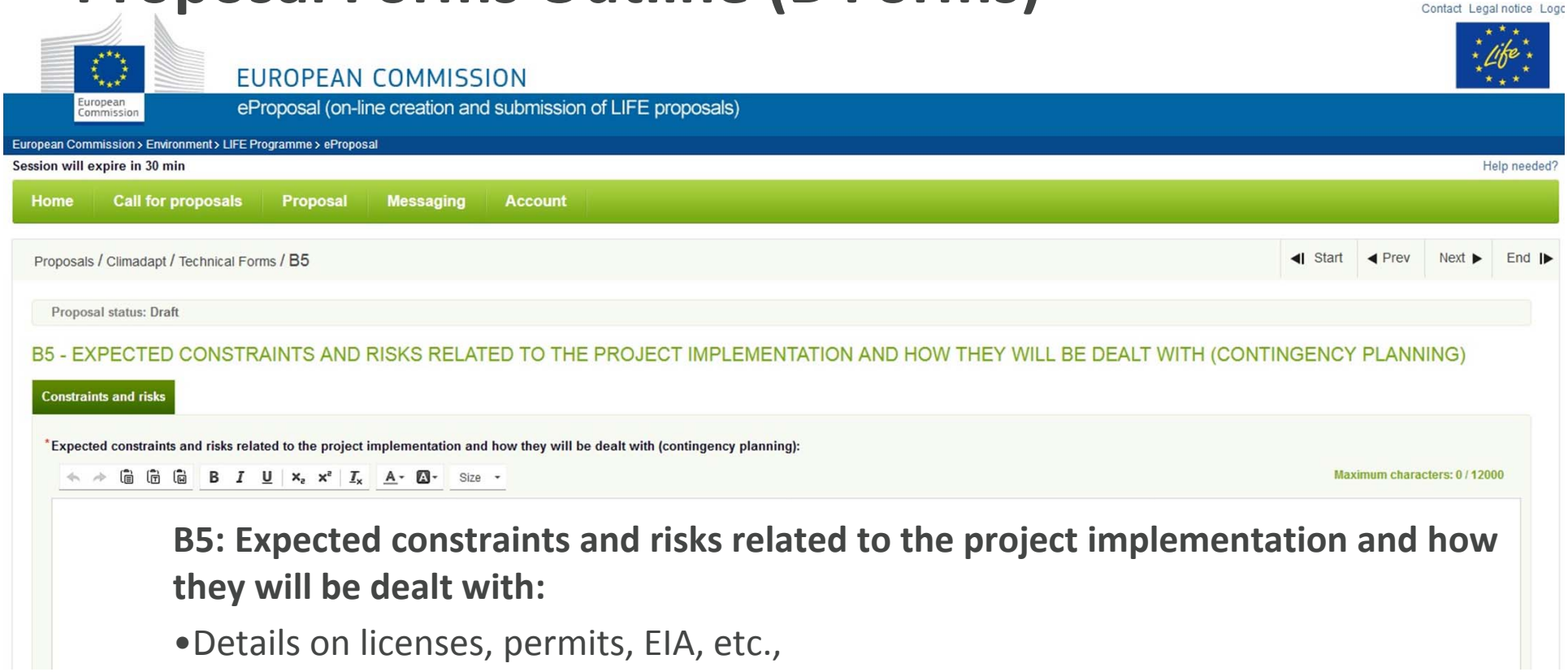
Proposal Forms Outline (B Forms)



B4: Stakeholders involved and main target audience of the project

- **"Main target audience"** *refers to the audience the project activities are targeting*.
- **"Stakeholders"** refers to entities that have an interest in the issue targeted by the project.

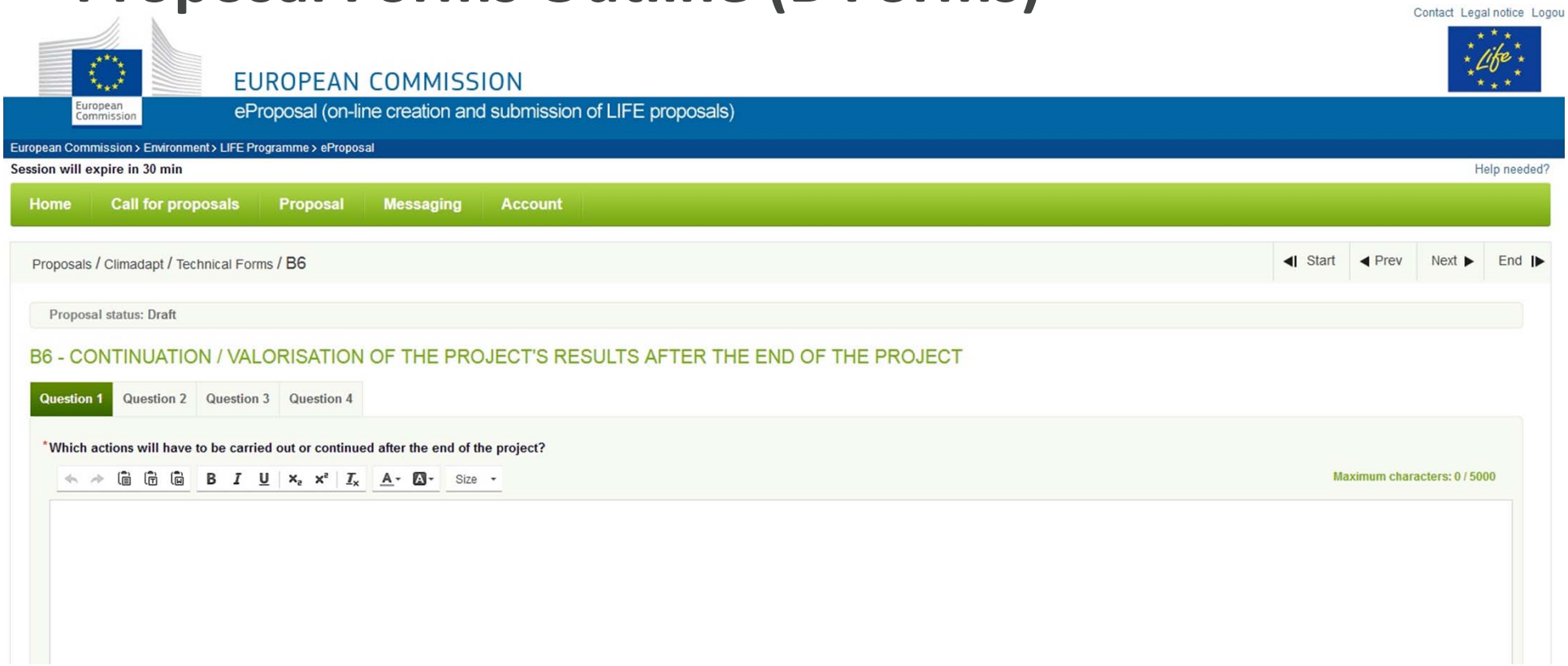
Proposal Forms Outline (B Forms)



B5: Expected constraints and risks related to the project implementation and how they will be dealt with:

- Details on licenses, permits, EIA, etc.,
- Indicate what support exists from the competent bodies responsible for issuing such authorisations.

Proposal Forms Outline (B Forms)



Proposal Forms Outline (B Forms)

B6: Continuation / valorisation of the project results after the end of the project (4 Questions):

Question 1: Which actions will have to be carried out or continued after the end of the project?

Question 2: How will this be achieved? Which resources will be necessary to carry out these actions?

Question 3: To what extent will the results and lessons of the project be actively disseminated, transferred and/or replicated after the end of the project to those persons and / or organisations that could best make use of them? (Please identify these persons / organisations).

Question 4: How will the long-term sustainability of the project's concrete actions be assured?

Proposal Forms Outline (C Forms)

FORM C1: Project Description

A. Preparatory actions (if needed)

B. Purchase / lease of land and / or compensation payments for use rights (if needed)

C. Implementation actions (obligatory)

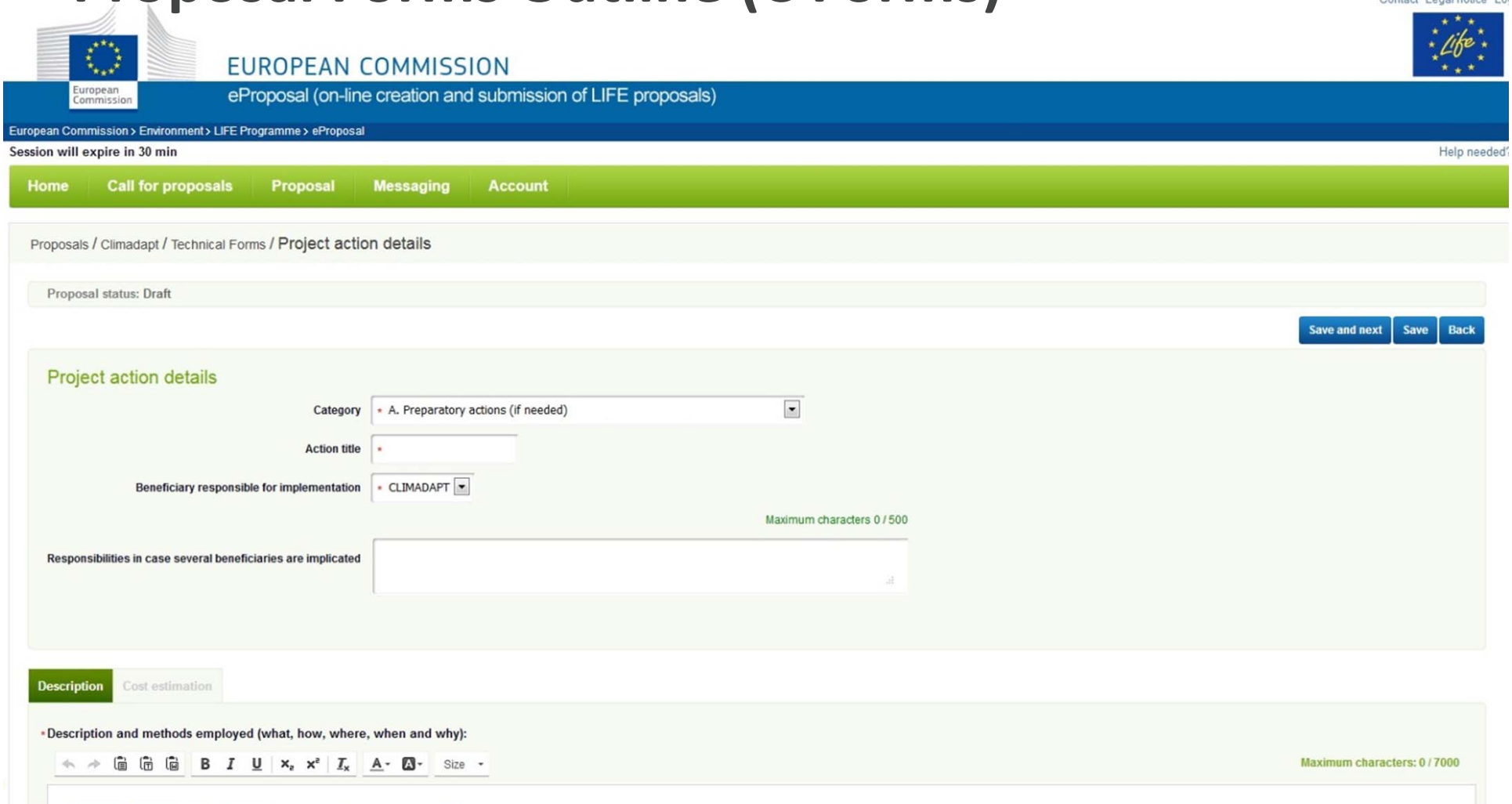
D. Monitoring the impact of the project actions (obligatory)

E. Communication and dissemination of results (obligatory)

F. Project management (obligatory).

FORM C2: Reporting Schedule

Proposal Forms Outline (C Forms)



Proposal Forms Outline (C Forms)

For each action, the applicant should provide the following information:

Name of the action:

- Ensure that the name is short and that it clearly reflects the objective of the action.

Beneficiary responsible for implementation:

- Indicate which of the project's beneficiaries will be in charge of the coordination of the implementation of this action.
- Should more than one beneficiary be implicated, give full details of which beneficiary is responsible for what.

Proposal Forms Outline (C Forms)

Description (what, how, where, when and why):

- Describe the content of the action indicating *what* will be done, using *what means*, on *which location / site*, with what duration and with what deadline.
- Specify the links with other actions.
- Indicate *why* the action is necessary and *how* it will contribute to reaching the project's objectives.
- For *actions implemented outside the EU*, full details should be provided on why such actions are necessary to achieve EU environmental objectives and to ensure the effectiveness of interventions carried out.
- Specific subactions (A1.1, A1.2, ...) may be included by the applicant manually in this section.

Proposal Forms Outline (C Forms)

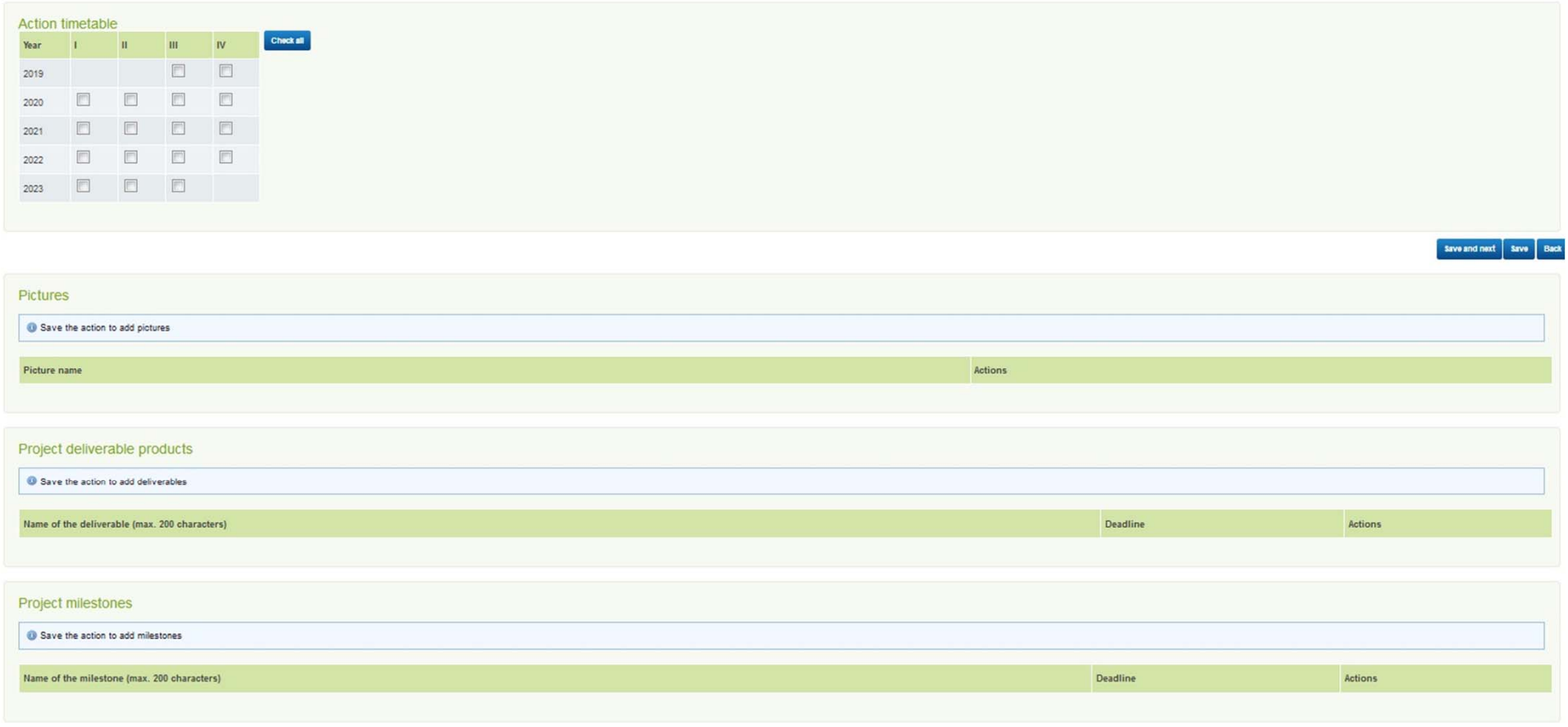
Assumptions related to major costs of the action:

- *Summarise the methodology* used for estimating the costs of the main expenditures in this action (e.g. number of days * average cost / day, …).

- *The total cost* of the action as inserted in financial forms is *displayed automatically* (sum of the cost lines created in the F forms for that Action).

- You must give *details of the different calculations and estimations* on which this total cost is based.

Proposal Forms Outline (C Forms)



Proposal Forms Outline (C Forms)

Timetable:

- For each project action, tick the corresponding implementation period.

- Also, add an appropriate *safety margin* at the end of the project to allow for the inevitable unforeseen delays.

Proposal Forms Outline (C Forms)

Deliverables:

- List all deliverable products associated with each action. *Deliverable products are all those tangible products that can be shipped* (e.g. management plans, studies and other documents, software, videos, etc).

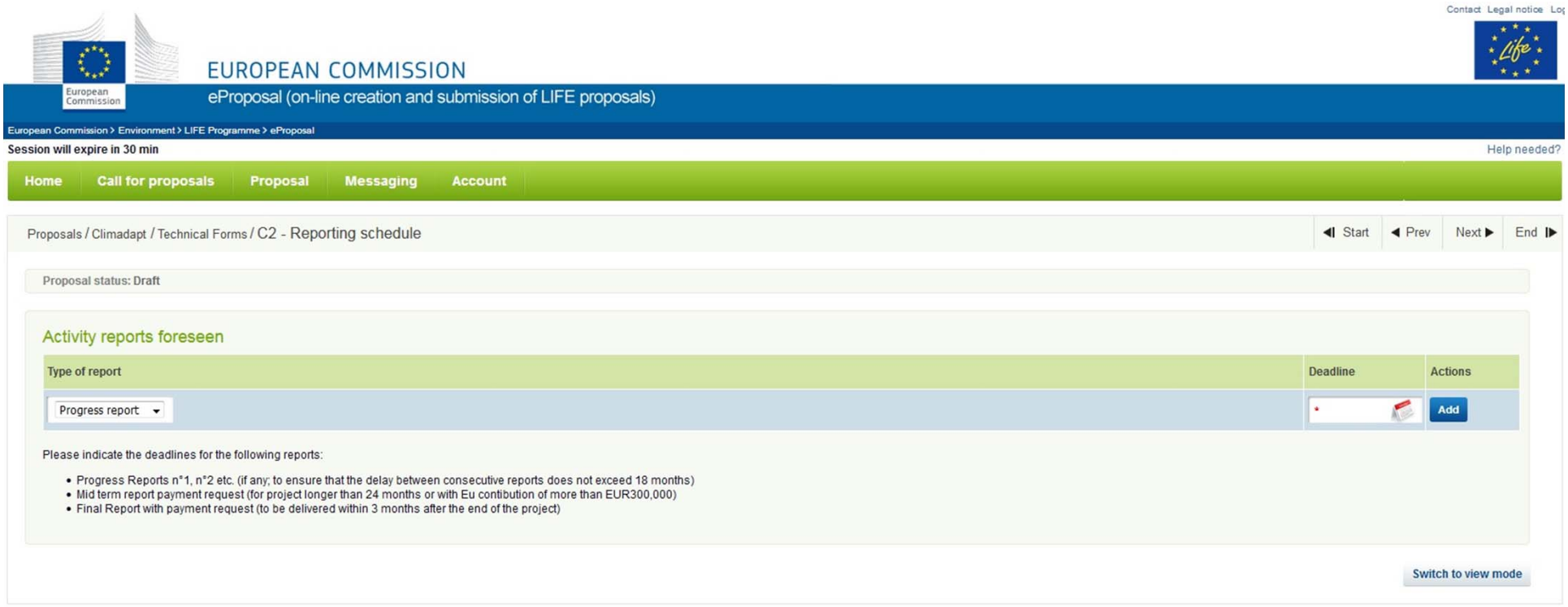
- For each deliverable, include the deadline for its completion (day/month/year).

Proposal Forms Outline (C Forms)

Milestones:

- List all project milestones associated with each action and the corresponding delivery / achievement deadline (day/month/year). Project milestones are defined as *key moments during the implementation of the project* e.g. ”Nomination of the Project Manager”, "Initial operation of prototype", “Final conference”, etc.

Proposal Forms Outline (C Forms)



Key Elements of the Proposals

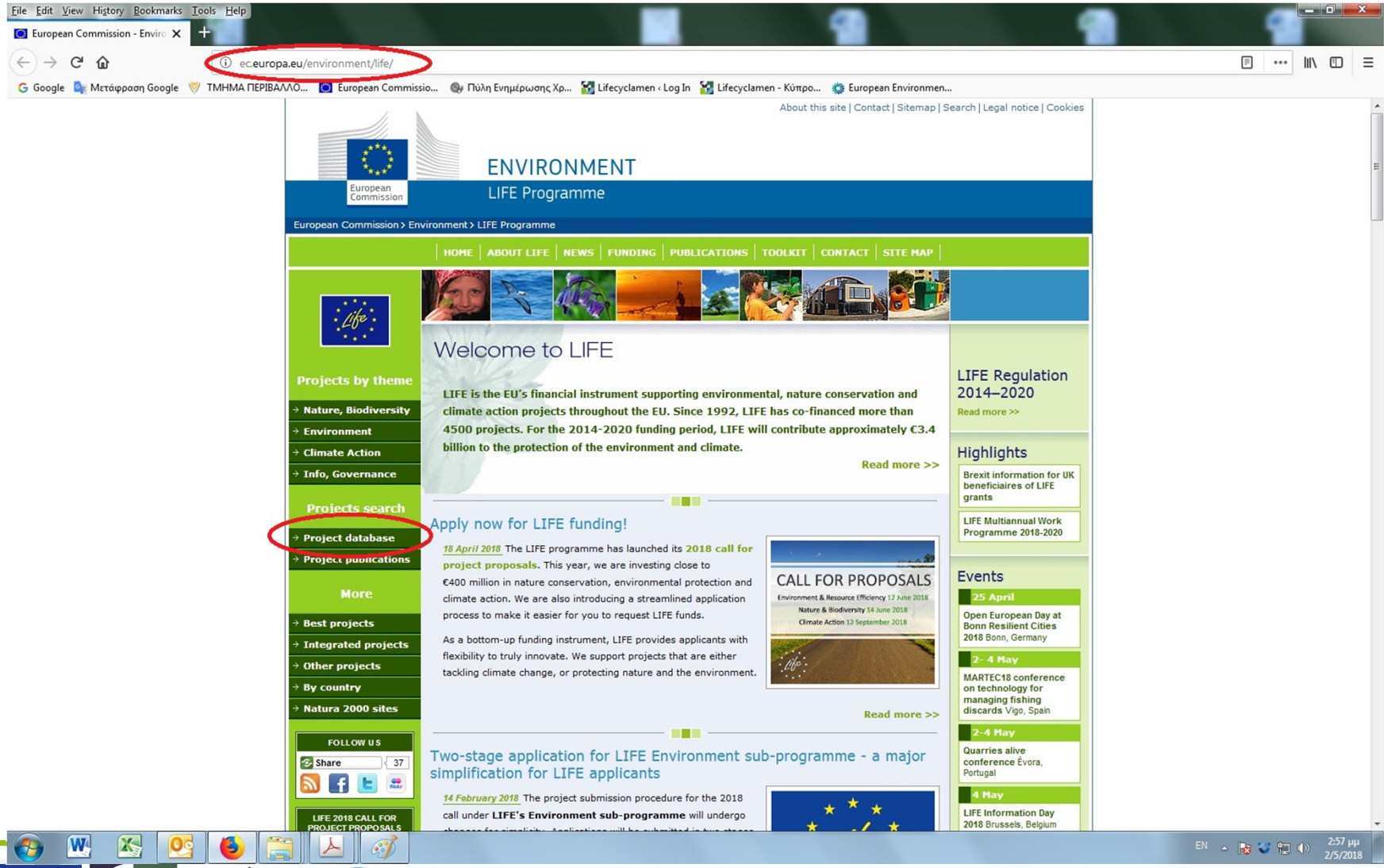
Checklist:

1. Identification of the problem
2. Description of the baseline – Form B.2
3. Description of the objectives of the project
4. Description of the activities of the project

1. Identification of the problem:

- *Describe the problem* and its root causes,
- Indicate who is affected by the problem,
- Clarify *who the target audience* is and *why the target group* has been selected,
- Check whether the proposal fully and clearly *respond to the LIFE Call requirements,*
- Check in the *database on the LIFE website* to see whether similar projects have been undertaken in the same field and verify if similar solutions can be applied in the proposal.

European Commission



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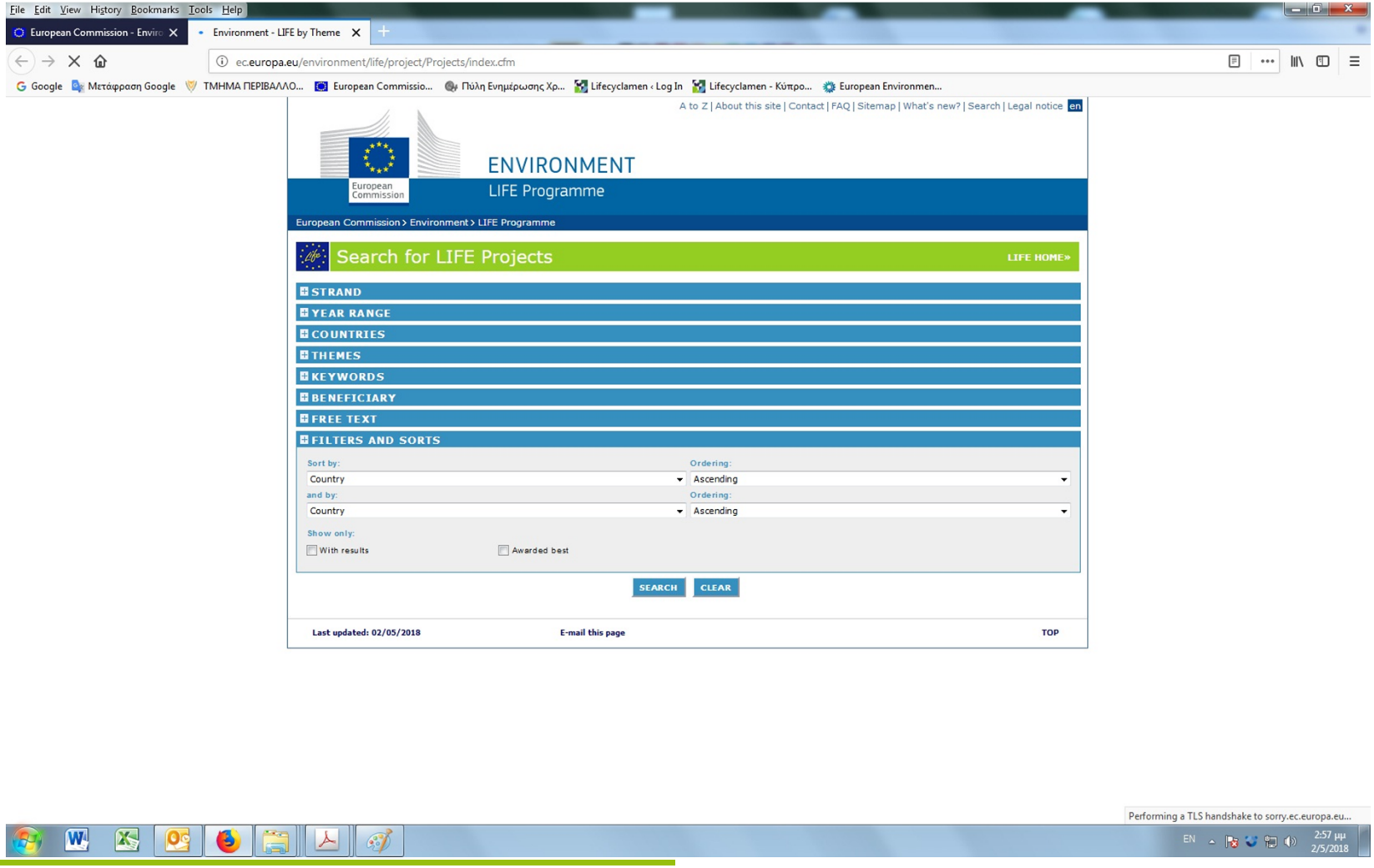
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2/5/2018

2. Description of the baseline – Form B.2:

- *Describe clearly the* climate/environmental threads and awareness/communication *challenges of the current situation* in the specific context targeted,

- Provide *quantitative and/or qualitative baseline data,* including data of both climate action and awareness/communication challenges,

- Provide the source of information for data.

3. Description of the objectives of the project:

- Describe *what the project will achieve (*expected impacts), by whom and when,

- *Fill in the excel indicators* table with the expected Impact indicator and add other indicators, if appropriate,

- *Clarify if/how and to what extent the results will be sustained a*fter the end of the project.

3. Description of the activities of the project:

- *Describe why the activity is needed* (is it appropriate to achieve the expected results?), *what the activity is about, by whom it will be carried out, when and what are the resources needed* – budget, human resources and equipment,

- Check whether *you have included concrete actions to replicate and transfer* the results of your project.

4. Description of the activities of the project:

- Describe clearly the *logical link between the problem/baseline data*, the actions and the expected results,

- *Projects should not have negative impacts,* for example impacts on environment and biodiversity. Where relevant, applicants may implement a full Life Cycle Analysis (LCA) and include it as a project deliverable,

- *Include a strategy and related actions* to ensure that *results are sustained* and used after the project ends.

Examples of typical activities that would have to be included to support a credible replicability and transferability strategy are:

- Analysis aimed at identifying strategic partners required for achieving sustainability of the proposed solution to another context and activities linked to negotiating with them,
- Market/competitor analysis in light of market launch in a different context (i.e.: sectors, entities, regions or countries),
- Marketing, commercial and business development activities/studies linked to the replication/continuation and transfer elsewhere (i.e.: sectors, entities, regions or countries),
- Technical and business activities aimed at validating the possible extension of the proposed solution to other industrial/commercial applications,

Examples of typical activities that would have to be included to support a credible replicability and transferability strategy are:

- Preparing business cases so that the proposed techniques or methods can be easily taken up in sectors different from the one addressed in the project,
- Studies/activities regarding the access to financing sources as well as the physical identification of sites for replicability and transferability,
- Negotiating licensing agreements for transfer of the proposed solution into other contexts,
- Development of a credible sustainability plan.

European Commission

"Traditional Projects" under the LIFE sub-programme for Climate Action

Indicative timetable for "Traditional Projects" under the LIFE sub-programme for Climate Action	
Date or period	**Activity**
18 April 2018	Call publication
12 September 2018	Deadline for applicant to submit the full proposals
September to December 2018	Evaluation of the proposals
February 2019	Notification to applicants of the evaluation results
February – April 2019	Revision of proposals recommended for funding
April - May 2019	Signature of individual grant agreements
15 June 2019	Earliest possible starting date

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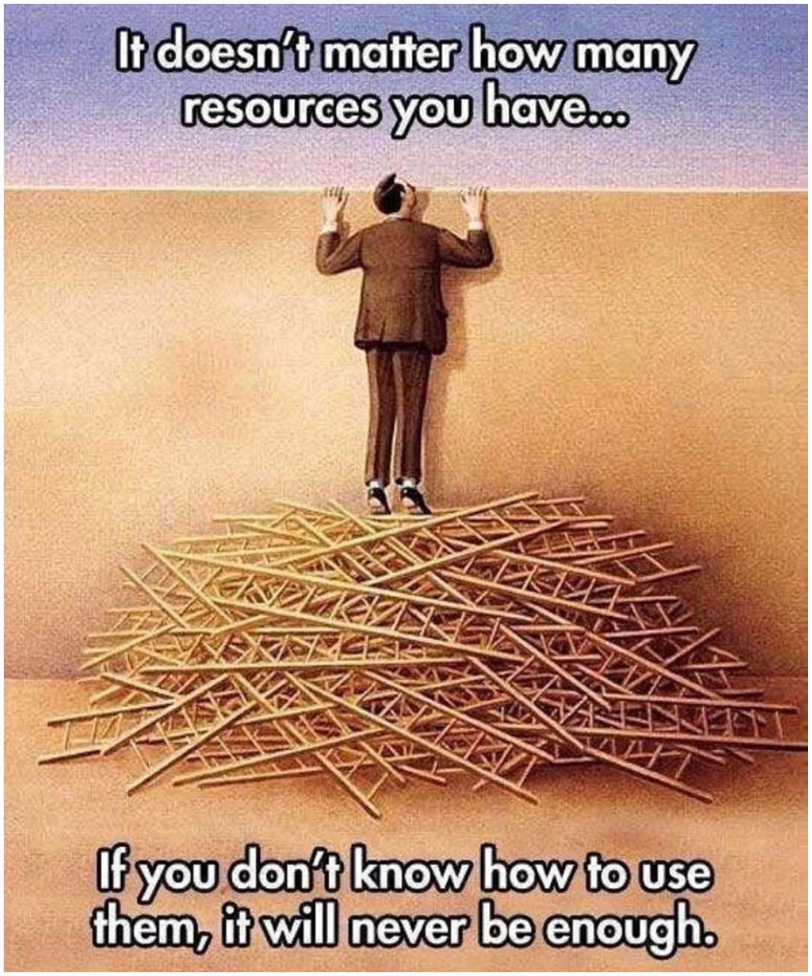
It doesn't matter how many resources you have...
If you don't know how to use them, it will never be enough.

Thank You For Your Attention

Contact Details

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Info Day 16th of May, 2018 Nicosia