



Life
Cyclamen

LIFE Programme Hints & Tips

Marilena Papastavrou
National Contact Point
mpapastavrou@environment.moa.gov.cy

Info Day University of Nicosia 6 June, 2018



Life
Cyclamen



Before I start...

- Implementation of EU Environmental Legislation?
- Research? Oups!
- Structure, Brussels Language, Procedure
- Guidelines for Applicants
- Guidelines for the Evaluators



European Commission

The most useful link!

[About this site](#) | [Contact](#) | [Site map](#) | [Search](#) | [Legal notice](#) | [Cookies](#)



The screenshot shows the LIFE Programme website with the following content:

- Header:** European Commission logo and "ENVIRONMENT LIFE Programme" title.
- Navigation:** European Commission > Environment > LIFE Programme; HOME | ABOUT LIFE | NEWS | FUNDING | PUBLICATIONS | TOOLKIT | CONTACT | SITE MAP
- Left Sidebar:**
 - Life logo
 - Projects by theme:
 - Nature, Biodiversity
 - Environment
 - Climate Action
 - Info, Governance
 - Projects search:
 - Project database
 - Project publications
 - More:
 - Best projects
 - Integrated projects
 - Other projects
- Main Content:**
 - Welcome to LIFE:** LIFE is the EU's financial instrument supporting environmental, nature conservation and climate action projects throughout the EU. Since 1992, LIFE has co-financed more than 4500 projects. For the 2014-2020 funding period, LIFE will contribute approximately €3.4 billion to the protection of the environment and climate. [Read more >>](#)
 - Two-stage application for LIFE Environment sub-programme - a major simplification for LIFE applicants:**
 - 14 February 2018:** The project submission procedure for the 2018 call under LIFE's Environment sub-programme will undergo changes for simplicity. Applications will be submitted in two stages. The first stage is a concept note, approximately 10 pages long. Applicants that make it through to the second stage of LIFE's Environment sub-programme will then submit their full proposal.
- Right Sidebar:**
 - LIFE Regulation 2014–2020:** [Read more >>](#)
 - Highlights:**
 - Brexit information for UK beneficiaries of LIFE grants
 - LIFE Multiannual Work Programme 2018-2020
 - Events:**
 - 27-29 March:** Waste Management & Recycling Conference for South East Europe Sofia, Bulgaria





European
Commission



Guidelines for applicants 2017

LIFE Environment and Resource Efficiency

Table of contents

PART 1: GENERAL INFORMATION	4
1.1 WHAT IS LIFE?	4
1.2 WHAT IS LIFE CAPACITY BUILDING?	4
1.3 SCOPE OF CAPACITY BUILDING PROJECTS TO BE CO-FINANCED UNDER LIFE	5
1.4 HOW, WHERE AND WHEN TO SUBMIT A PROPOSAL?	5
1.5. HOW TO COMPLETE A LIFE CAPACITY BUILDING PROJECT PROPOSAL? 7	7
1.6 ADMINISTRATIVE AND FINANCIAL INFORMATION TO BE PROVIDED	11
1.7 HOW WILL LIFE CAPACITY BUILDING PROJECTS BE SELECTED?	11
1.7.1 Eligibility and selection criteria	12
1.7.2 Who may submit a proposal for a Capacity Building Project?.....	12
1.7.3 Award criteria	13
1.8 GENERAL RECOMMENDATIONS	14
1.9 PERSONAL DATA PROTECTION CLAUSE	17
1.10 USEFUL LINKS	17
PART 2: COMPLETING THE APPLICATION	18
A FORMS – ADMINISTRATIVE INFORMATION	18
B FORMS – TECHNICAL SUMMARY AND OVERALL CONTEXT OF THE PROJECT	21
C FORMS – DETAILED TECHNICAL DESCRIPTION OF THE PROPOSED ACTIONS	23
FORM FA - BUDGET BREAKDOWN AND PROJECT FUNDING	28
FORM FB – COST BREAKDOWN FOR ACTION TYPES	28
FORM FC – PROJECT FUNDING BREAKDOWN	29
FORM F1 – DIRECT PERSONNEL COSTS	29
FORM F2 – TRAVEL AND SUBSISTENCE COSTS	31
FORM F3 – EXTERNAL ASSISTANCE COSTS	32
FORM F4 – DURABLE GOODS - EQUIPMENT COSTS	32
FORM F5 – COSTS FOR CONSUMABLES	33
FORM F6 – OTHER COSTS	33
FORM F7 – OVERHEADS	34
ADMISSIBILITY CHECKLIST	35
INFORMAL ADDITIONAL CHECKLIST FOR CAPACITY BUILDING PROPOSALS	



Life
Cyclamen



ΤΜΗΜΑ
ΠΕΡΙΒΑΛΛΟΝΤΟΣ

Basic components

- Why?
- How?
- What?
- Expected results?
- Why YOU?

Don'ts

- Research paper
- Vague objectives
- Too ambitious
- Actions not targeting the problem
- Wrong Target groups
- Not following the given structure
- Leaving empty fields
- Last minute submission

Do's

- Well written proposal
- Structured proposal based on awarding criteria
- “value-for-money”
- Clear content of Work Packages, contingency planning, Afterlife
- Clear roles (who does what)
- Reasonable budget

General “Hints-&-Tips”

- Simple & clear
- Proof-read
- Avoid repetition of actions
- Structured content
- Precise data
- Use of graphs

General “Hints-&-Tips”

- The evaluator needs to understand what I want to do and why my proposal is worth to be funded!
- Watch out for typos, copy-paste etc.
- Clear description of quantified expected results
- Write with the “evaluator’s eye”
- Proof-read before final submission

USE your National Contact Point

- Confidentiality
- Pre-screening
- Suggestions
- Clarifications
- Help you find a LIFE partner in CY and EU



Thank you!

Marilena Papastavrou
National Contact Point

mpapastavrou@environment.moa.gov.cy



Life
Cyclamen

