

# General information & *hints and tips* about LIFE Programme



# General information

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## 1. LIFE Programme

- European Commission's financial instrument supporting environment and nature conservation projects throughout the EU.
- Implementation and development of EU environmental and climate policy and legislation.
- Co-financing projects with European added value (sustainability, synergies and transnationality).
- Replication of project results.
- Improvement communication strategy.
- It is not focused on research or dedicated to the construction of large infrastructure.

## ENVIRONMENT SUB-PROGRAMME

- Environment and Resource Efficiency
- Nature and Biodiversity
- Environmental Governance and Information

## CLIMATE ACTION SUB-PROGRAMME

- Climate Change Mitigation
- Climate Change Adaptation
- Climate Governance and Information

## 2. Who can participate in LIFE Projects

- Public Bodies
- Private commercial organisations
- Private non-commercial organisations (including NGOs).

## 3. Optimal budget for a LIFE project














No fixed minimum project budget

## 4. Territory of LIFE projects

- Territory of the European Union Member States
- Countries outside the EU can be included in a LIFE project under specific circumstances

*Coordinating beneficiary is based in an EU country*

## 5. Project Character

Types of Traditional Projects Eligible		Best practice	Demonstration	Pilot	Information awareness & dissemination
ENVIRONMENT	Environment & Resource Efficiency				
	Nature & Biodiversity				
	Environmental Governance & Information				
CLIMATE ACTION	Climate Change & Mitigation				
	Climate Change Adaptation				
	Climate Governance & Information				

- **"Best practice projects"** are projects that apply **appropriate, cost-effective, state-of-the-art techniques, methods and approaches** taking into account the specific context of the project.
- **"Demonstration projects"** are projects that put into practice, test, evaluate and disseminate actions, methodologies or approaches that are **to some degree new or unfamiliar in the project's specific context (geographical, environmental, socio-economical)**, and that should be more widely applied elsewhere under similar circumstances.

- **"Pilot projects"** are projects that apply a technique or method that has **not been applied or tested before, or elsewhere**, and that offer potential environmental or climate advantages compared to current best practice and can also be applied on a larger scale to similar situations.
- **"Information, awareness and dissemination projects"** are projects aimed at supporting **communication, dissemination of information and awareness raising** in the fields of the Environment and Climate Action sub-programmes.

**LIFE Nature projects** are usually best practice projects (with demonstration actions/elements) that contribute to the implementation of the Birds and Habitats Directives and the Union Biodiversity Strategy to 2020, and the development, implementation and management of the Natura 2000 network. Under these themes **best practice is considered a priority**.

The most appropriate **LIFE Biodiversity projects** use **innovation** (demonstration/pilot projects), or explore sectors and processes that have not been the target of classic LIFE Nature projects, without excluding projects that are based on best practice approaches.

A project on nature conservation and/or on halting the loss of biodiversity and the degradation of ecosystem services that essentially consists of **targeting awareness raising campaigns**, should be submitted under **LIFE Environmental Governance and Information**.

A **"pilot" project** applies a new technique or method, not applied or tested before or elsewhere, and is therefore **innovative**. The level of innovation can be evaluated: a) relative to the technologies applied by the project (technological innovation) and, b) regarding the way technologies are implemented (innovation in processes or methods).

In order for a project to be considered **pilot/demonstrative** the **overall character of its core actions** must be pilot/demonstrative. Although some best practice actions might be included in the project proposal, the overall approach must clearly have a pilot/demonstrative character and this should be justified in detail.



# Close-to-Market

## 1. Close-to-Market in LIFE?

- LIFE always supported C2M projects
- LIFE contributes to economic growth and offers new job opportunities
- C2M approach means increased sustainability with positive environment and climate impact
- LIFE as one-stop-shop for businesses from innovation, to demonstration, upscaling and commercialisation

## 2. Characteristics

- Propose new solutions with environmental/climate and economic benefits or that are innovative in their respective fields
- Aim for the long-term commercialisation of their solutions (i.e. a technology, product, process)
- Could become interesting for investors or a bank for future financing

## 3. Key criteria for close-to-market projects:

- More emphasis on:
  - Higher technical readiness level – NOT research
  - Good grasp of state of the art
  - Critical project scale to ensure market viability
  - Thorough quantification of environmental benefits
  - A project that directs its solution towards the market, including targeting potential clients and considering the supply chain
- Clear strategy for maintaining project results & ensuring replication and transferability of projects-compulsory
- Compulsory Business Plan



# Communication Actions in Life

## Mandatory Actions

- Website
- Notice boards
- Networking
- Layman's Report
- After-LIFE Plans



## Recommended Actions

- Expert engagement
- Publicity material
- Community engagement
- Public relations



## Communication tips

- Set measurable communication results
- Identify your communication aim
- Choose your communication tools and media
- Set clear objectives
- Adapt your communication strategy
- Identify your weaknesses and take corrective actions
- Assign the communication strategy and actions to an Expert





# Application and Evaluation

## 1. LIFE 2-stage application approach

- New simplified two-stage approach
- The first stage requires a 10 –page concept note
- At the second stage you submit a full proposal
- Only for Environment sub-programme
- Only for traditional projects

## 2. How are concept notes evaluated?

- Overall quality of the proposal
- Overall EU added value

CONCEPT NOTE AWARD CRITERIA	MINIMUM PASS SCORE*	MAXIMUM SCORE
1. Overall quality of the proposal	5	20
2. Overall EU added value	10	30
<b>OVERALL (PASS) SCORES</b>	<b>15</b>	<b>50</b>

## 3. Eligibility criteria for full proposal

**Criterion 1:** "Technical Coherence and Quality"

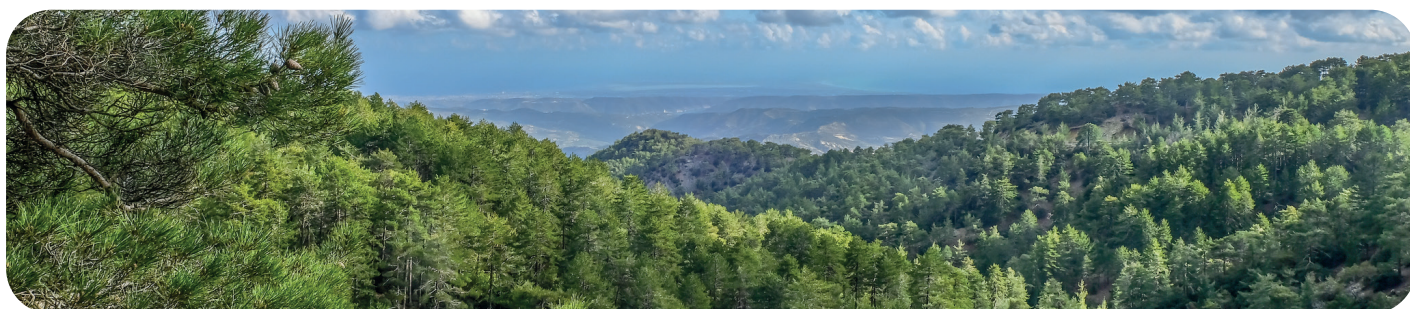
**Criterion 2:** "Financial Coherence and Quality"

**Criterion 3:** "EU Added Value: Extent and Quality of the contribution to the specific objectives of the priority areas of the LIFE Sub-Programme for Environment"

**Criterion 4:** "EU Added Value: Sustainability (Continuation, Replication and Transfer potential)"

**Criterion 5:** "EU Added Value: Contribution to the project topics"

**Criterion 6:** "EU Added Value: Synergies, Multipurpose and Integration-Transnationality-Green Procurement, and Uptake"



	Award criteria	Minimum pass score (*)	Maximum score
<b>Technical and Financial coherence and quality</b>			
1	Technical coherence and quality	10	20
2	Financial coherence and quality (including value for money)	10	20
<b>EU added value</b>			
3	Extent and quality of the contribution to the specific objectives of the priority areas of the LIFE sub-programme for Environment	10	20
4	Sustainability (continuation, replication, transfer)	8	15
	Overall (pass) score	50 (*)	
<b>Bonus</b>			
5	Contribution to the project topics	-	0 or 5 or 10
6	• Synergies (including multipurpose and integration/complementary (max. 8 points), Green Public Procurement (max. 1 point), Ecolabel (max. 1 point), and uptake EU-research results (max. 1 point)	-	15
	• Transnational (max. 4 points)		
	<b>Maximum score</b>		<b>100</b>

	Award criteria	Minimum pass score (*)	Maximum score
<b>Technical and Financial coherence and quality</b>			
1	Technical coherence and quality	10	20
2	Financial coherence and quality (including value for money)	10	20
<b>EU added value</b>			
3	Extent and degree of quality of the contribution to the LIFE sub-programme for Climate Action priority areas and related specific objectives contained in Articles 14, 15 and 16 of the LIFE regulation	10	20
4	Sustainability (continuation, replication, transfer)	8	15
	Overall (pass) score	50 (*)	
<b>Bonus</b>			
<b>EU added value: contribution to the implementation of the Paris Agreement</b>			
5	Contribution to the Climate Action policy areas set out in Section 4	-	0 or 5
	Contribution to the detailed work areas contained in the LIFE Climate Action annual call for proposals	-	0 or 5
6	• Synergies (including multipurpose and integration/complementary (max. 8 points), Green Public Procurement (max. 1 point), Ecolabel (max. 1 point), and uptake EU-research results (max. 1 point)	-	15
	• Transnational (max. 4 points)		
	<b>Maximum score</b>		<b>100</b>



## 4. Hints and Tips for a Full Proposal

### **CRITERION 1: “TECHNICAL COHERENCE AND QUALITY”**

#### Do's

- Ensure that the preoperational context is clearly described
- Quantify expected results, link them coherently to the environmental problem targeted
- Describe sufficiently actions and deliverables
- Clear communication and dissemination strategy
- Identify the project target, stakeholders and partnership
- Build a consistent action plan to achieve the objectives

#### Don'ts

- The preoperational context is not sufficiently described. The proposal is lacking important detail to fully assess the problems to be addressed and the status of preparatory actions
- Fails to provide sufficient qualitative and quantitative information, and relevant baseline information, about threats and environmental problems
- Fails to adequately describe previous research and experience
- Actions x & y present a list of activities to establish baseline knowledge on the problems and threats to be tackled, which should ideally have been included as part of the project design
- The proposal is not prepared in a clear and coherent way, particularly regarding time planning
- The proposal fails to put sufficient emphasis on the link between environmental threats, problems and related objectives, actions and expected results
- Expected results are not quantified
- Expected results and indicators of progress do not include measurable means of progress verification against set targets
- Technical descriptions of actions and deliverables not sufficiently detailed
- The communication and dissemination activities are reported as a list of activities without the necessary supporting strategies and defined targets

### **CRITERION 2: “FINANCIAL COHERENCE AND QUALITY”**

#### Do's

- Ensure that the technical description matches the project's budget
- Provide full description of the cost items
- Classify costs following the LIFE guidelines
- Avoid overtly high or low project management costs
- Estimate daily rates and costs based on market conditions

#### Don'ts

- The budget is not fully justified or coherent
- Costs not supported from the project description or not sufficiently detailed. Personnel costs too generally described –e.g. “engineer”
- High lump sums with insufficient detail

- Wrong classification of specific costs
  - Most or all foreseen equipment is readily available in the market  $\neq$  prototype
  - Prototype vs equipment depreciation
  - Merging of durable costs should be avoided
- Unrealistically high (or low) project management costs
- The insufficient level of technical description of some key actions does not allow a proper financial evaluation
- The proposal is not considered value for money
  - More than xx% of the total budget is foreseen for personnel costs and would allow for more than x full-time positions over the project period of y months, which is not considered reasonable for the size and scope of the actions proposed, and the expected results.
- Some budget items are overestimated
- Daily rates are not in line with national conditions

### ***CRITERION 3: “EU ADDED VALUE: EXTENT AND QUALITY OF THE CONTRIBUTION TO THE SPECIFIC OBJECTIVES OF THE PRIORITY AREAS OF THE LIFE SUB-PROGRAMME FOR ENVIRONMENT***

#### Do's

- Focus more on the EU environmental policy
- Discuss in detail any contribution to complementary priority areas
- Discuss the impact throughout the life-cycle of the project
- Address in detail the project's socio-economic impact
- Quantify (baseline and expected results) the habitats and species that will be targeted (NAT)
- Carefully complete the performance indicators table

#### Don'ts

- The proposal does not clearly demonstrate how updating of EU environmental policy would be achieved.
- The project does not address whether it would make a contribution to any complementary priority areas under the two LIFE sub-programmes.
- The project does not fully define its direct environmental impact, throughout the life-cycle of the project.
- The socio-economic impact has not been discussed in sufficient detail.
- It is unclear whether or not the project would achieve clear and substantial impacts.
- The conservation benefit of the project is not quantified and the information provided is insufficient to enable an assessment of its impact (NAT).

### ***CRITERION 4: “EU ADDED VALUE: SUSTAINABILITY (CONTINUATION, REPLICATION AND TRANSFER POTENTIAL)”***

#### Do's

- Integrate in your proposal actions aimed at the project's replication.
  - Go beyond communication and networking
- Ensure that the strategy is ambitious enough
- Involve well targeted stakeholders

## Don'ts

- The project does not include concrete actions, or clearly explain how it would be targeting replication during or after its duration.
- The proposed approach is not considered sufficiently realistic or ambitious for reaching a critical mass and mobilizing wider uptake.
- Dissemination activities are not sufficiently developed and do not have a clear strategy aimed at stakeholders representing other sectors or regions.

## ***CRITERION 5: "EU ADDED VALUE: CONTRIBUTION TO THE PROJECT TOPICS"***

### Do's

- Clearly mention in which aspect the proposed project is innovative.
- Identify commonalities with similar projects and address the significance of the differences.
- Clearly explain whether and why the project fully complies with 1 or 2 project topics selected.

## Don'ts

- The proposal does not clearly demonstrate or clarify how it can be considered a demonstration or pilot action performed for the first time in the EU.
- The project is not perceived as a demonstrative or pilot action performed in Europe for the first time.
- The project does not clearly focus on at least 1 project topic.

## ***CRITERION 6: "EU ADDED VALUE: SYNERGIES, MULTIPURPOSE AND INTEGRATION-TRANSNATIONALITY-GREEN PROCUREMENT, UPTAKE"***

### Do's

- Exhibit how the objectives are linked with other EU policies.
- Explain in detail how the project's results will be integrated into the other policy areas or synergies created.
- Link the project with previous research (ENV).
- Explain in detail the green procurement principles that will be used.
- Include in the project design results from previous Framework Programmes.
- If possible, aim for transnational cooperation and justify it in the proposal.

## Don'ts

- The proposal does not clearly demonstrate or explain how it would develop additional synergies with other Union policies beyond its environmental focus
- The proposal does not clearly demonstrate or explain how it would include a multi-purpose delivery mechanism to achieve the integration of its actions to the subject policy areas
- The project would not represent an uptake of results of other funding programmes other than Union research and innovation programmes
- The project does not present a clear mechanism for applying green procurement in the project's implementation.
- The proposal would only be implemented in one Member State and it does not involve trans-national cooperation.

### Visit the LIFE website

The LIFE website provides a wealth of information on the LIFE programme:  
<https://ec.europa.eu/easme/en/life>



### Search the LIFE projects database

For further information on LIFE projects in Cyprus or LIFE projects in general, please consult the online LIFE projects database:  
<http://ec.europa.eu/environment/life/project/Projects/index.cfm>

This easy-to-use database is the authoritative source of information on all ongoing and completed LIFE projects. It also provides information on the beneficiaries, their contact details, and the projects' websites.



### Contact

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(in Greek only)



CYprus Capacity BuILding for life (CYCLamEn) LIFE14 CAP/CY/000006  
<http://lifecyclamen.com.cy/>

### Useful documents

- LIFE Multiannual Work Programme 2018-2020
- LIFE 2014-2020 Regulation
- Application guides
- Evaluation guides

