

# The e-Application Form Main features

# Intro

## **Focus on the online Application Form (eAF) main features namely:**

Result based management applied to the ENI CBC MED Joint Operational Programme (JOP) and projects

Only texts and digits allowed (i.e. no flow charts, diagrams, pictures etc.)

Technical guidance on how to fill in the eAF included

Narrative parts available in the off-line courtesy form

Simplified budget



## eAF - Main objectives

**Increase overall efficiency** of the selection procedure

**Ensure consistency** among Programme objectives, priorities, results and indicators and project proposals

**Support project compliance with the rules of the Call** by including alerts, checks, guidance etc.

**Implement the Result Based Management (RBM)** at Programme and project level



# Result based management

## Key principles

**Partnership** based on trust and good governance

**Accountability** means that all key actors are accountable for the results

**Continuous learning** from monitoring and evaluation

**Transparency** to report on progress in achieving the results must be available for all key stakeholders, including setbacks, changes and modifications

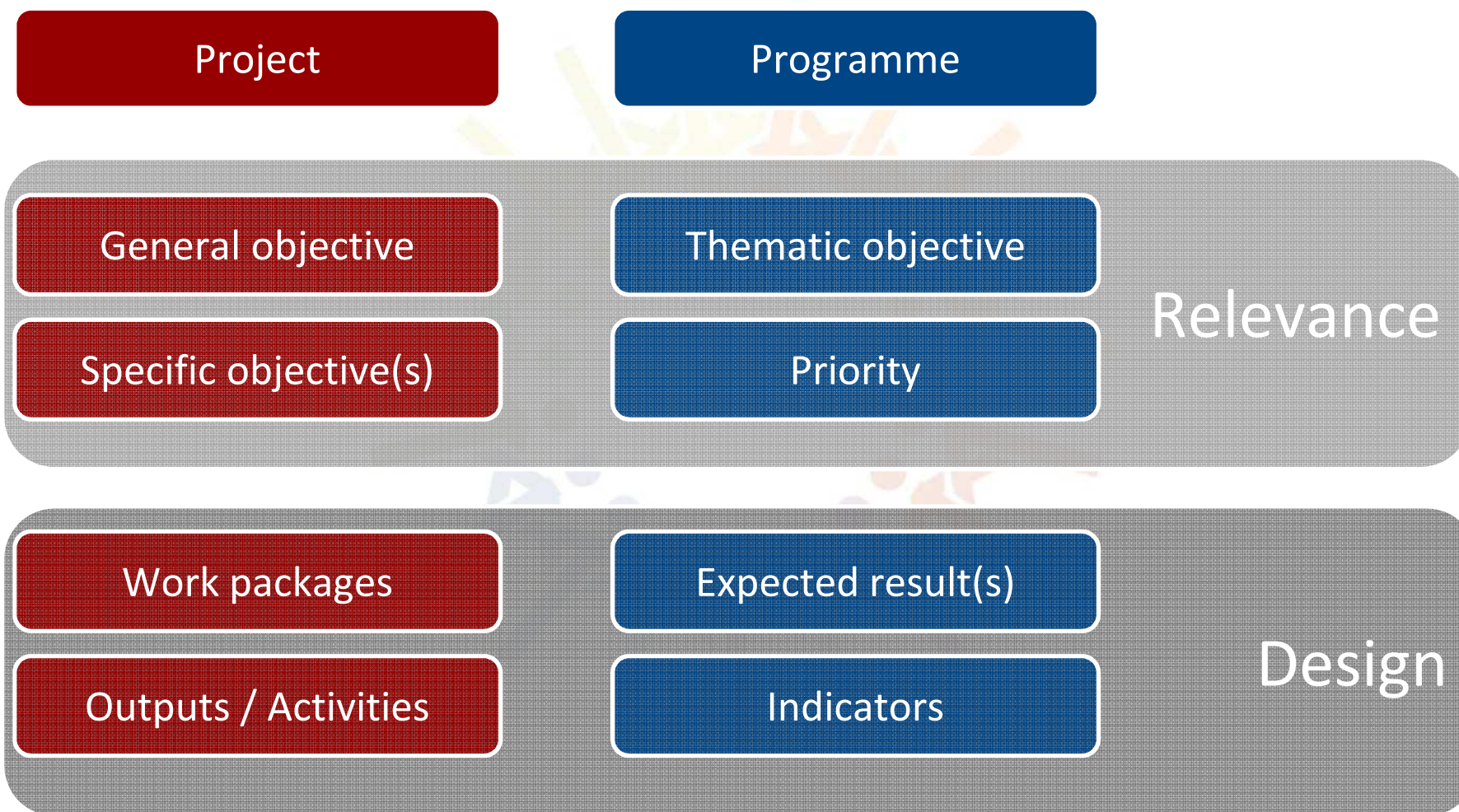
**Simplicity** lead to a greater understanding of what is expected

**Flexibility** as changes in external conditions may happen



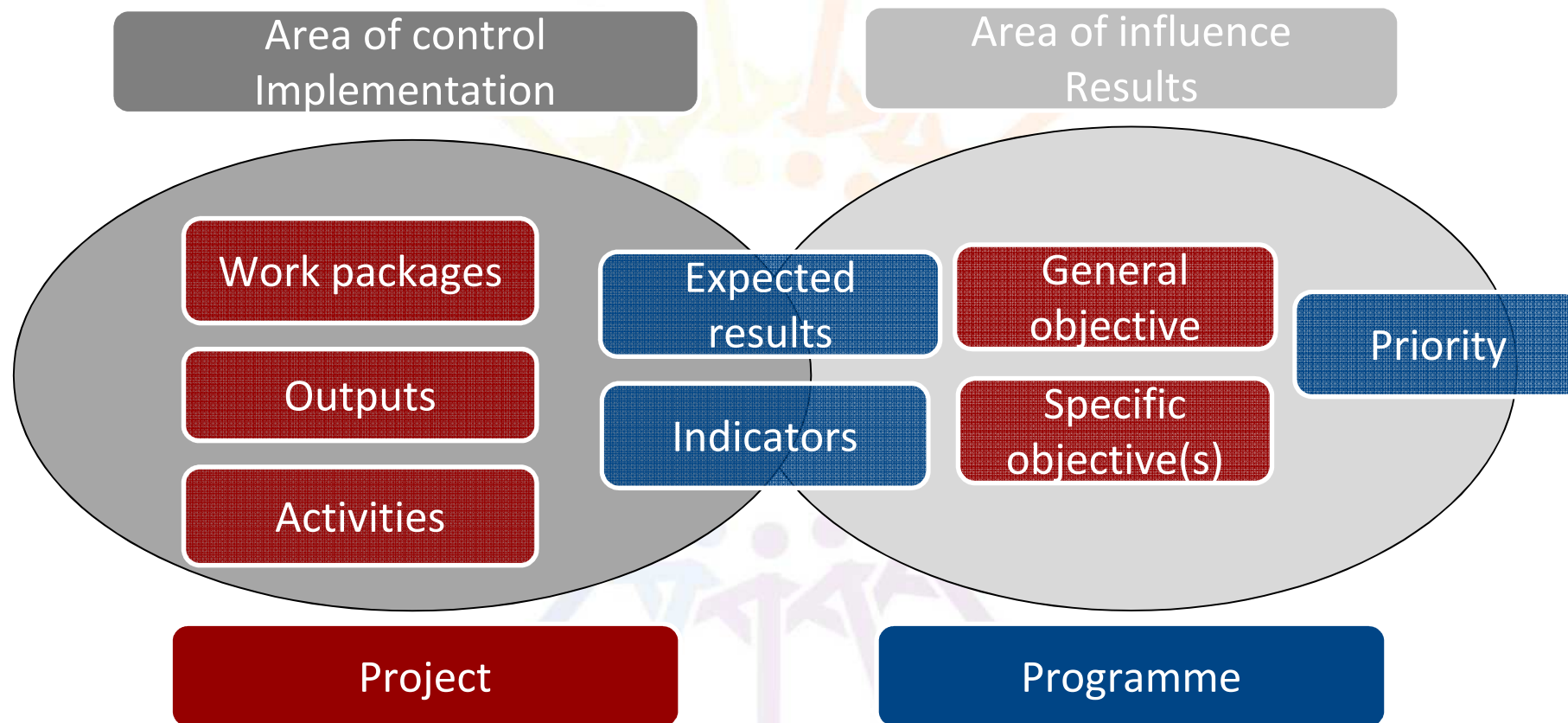
# Linking your project to the ENI CBC MED Programme (1/2)

How to draft your eAF



# Linking your project to the ENI CBC MED Programme (2/2)

How to draft your eAF





# Designing and sharing your project proposal

## The intervention logic in one page

Overarching Objective A: <b>PROMOTE ECONOMIC AND SOCIAL DEVELOPMENT</b>
Thematic Objective: A.3 <b>PROMOTION OF SOCIAL INCLUSION AND FIGHT AGAINST POVERTY</b>
Priority A.3.2: <b>Support social and solidarity economic actors, also in terms of improving capacities and cooperation with public administrations for services provision</b>

**Select ONE  
Priority first**

Expected Results	Result Indicators	Indicative list of Output	Output Indicators
Enlarged access and improved quality of existing social services in favour of vulnerable people	Population covered by improved social services as direct consequence of Programme support	<p>Social pilot schemes jointly developed for social services to the benefit of vulnerable populations</p> <p>Cross-border learning and sharing events of different actors tackling specific social issues</p> <p>Established and/or strengthened social and solidarity actors</p>	<p>Number of social service professionals participating in cross border exchanges or activities (ENI CBC 13)</p> <p>Number of cross-border events on social services supported by CBC-MED projects</p> <p>Number of new social enterprises established and strengthened</p>
Reinforced planning, operational capacities and cooperation of public administrations and relevant stakeholders in providing social services	Number of agreements between public administrations and relevant stakeholders for coordinated planning and implementation of social services	<p>Workshops, on-line platforms, etc., for learning and sharing about cooperation modalities for social services delivery</p> <p>Case studies, reports, analysis on modalities for delivering social services</p> <p>Cross-border exchanges and joint training of public authorities to implement and coordinate social service delivery</p>	<p>Number of public institutions involved in social inclusion actions as part of the CBC MED projects</p> <p>Number of Action plans to coordinate social services provision</p> <p>Number of social service professionals participating in cross border exchanges or activities</p>

**Select at least  
ONE output  
indicator**

**Choose one or  
more expected  
results**

**Address at  
least ONE  
result indicator**

**Outputs are  
indicative**



# How to proceed?

## eAF - structure and main steps

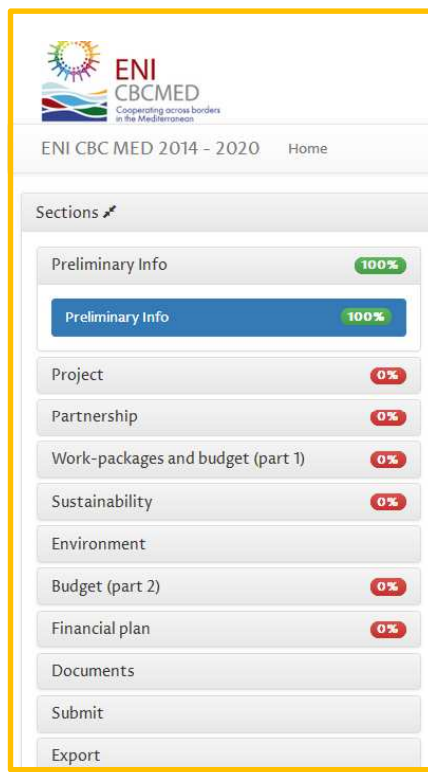
- **Sign up** and login
- The e-AF will use your **preliminary information** to check compliance with the rule of “one project per priority for each organisation”
- Check **KEEP database** and the ENPI CBC MED library of deliverables
- Draft your **summary** and proceed with all details when the partnership is defined
- Focus on your **logical framework**, agree on the Programme expected results to be addressed
- Identify your **outputs** involving the partnership, and define your **work packages** consistently
- Draft your **budget**
- Upload all **mandatory documents**
- **Complete, verify and submit** your application





# Application features 1/3

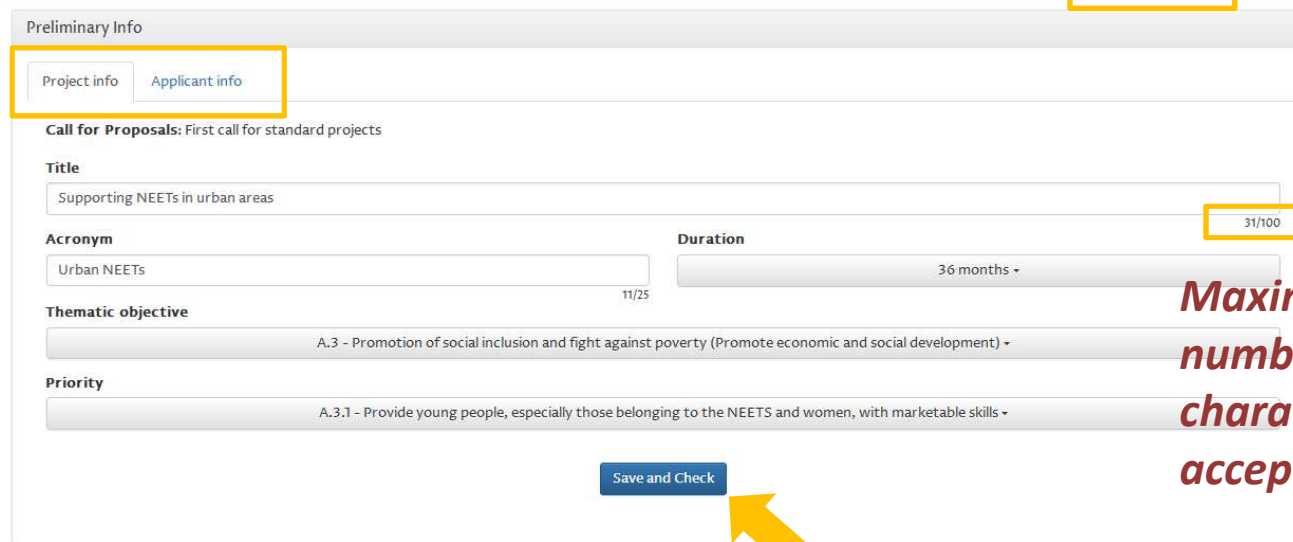
## Main Menu



The Main Menu sidebar contains the ENI CBCMED logo and navigation links. It lists various sections with their completion status:

- ENI CBC MED 2014 - 2020 Home
- Sections
- Preliminary Info (100%)
- Project (0%)
- Partnership (0%)
- Work-packages and budget (part 1) (0%)
- Sustainability (0%)
- Environment (0%)
- Budget (part 2) (0%)
- Financial plan (0%)
- Documents
- Submit
- Export

## Data loading tabs

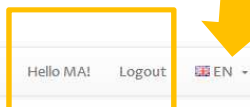


The Data loading tabs form includes the following fields and tabs:

- Tabs: Project info, Applicant info
- Call for Proposals: First call for standard projects
- Title: Supporting NEETs in urban areas
- Acronym: Urban NEETs
- Duration: 36 months
- Thematic objective: A.3 - Promotion of social inclusion and fight against poverty (Promote economic and social development)
- Priority: A.3.1 - Provide young people, especially those belonging to the NEETS and women, with marketable skills
- Save and Check button

## Multilanguage

## User Area



The User Area contains a box with the text "Hello MA!", a "Logout" button, and a language dropdown menu set to "EN".

Maximum number of characters accepted

Button to Save and check data

# Application features 2/3

Sections

Preliminary Info 100%

Project 65%

Summary 100%

**Relevance 10%**

Logical Framework 100%

Potential risks and external conditions 50%

Partnership 66%

Work-packages and budget (part 1) 50%

Sustainability 0%

Environment

Budget (part 2) 100%

Financial plan 0%

Documents

Submit

Export

Relevance

Part 1 Part 2 Part 3

1.1 Compliance with the Programme strategy

As specified in the JOP... 26/2000

1.2 Cross border impact

Describe the cross border impact... 0/2000

1.3 Expected change

Describe the Expected Change... 0/1000

1.4 Key orientations

Describe the Key Orientations... 0/1000

1.5 Target groups, final Beneficiaries and needs

Describe the Target Groups, Final Beneficiaries and needs... 0/2000

Save


Sub menu

Data loading tabs

Percentage on progress

Button to Save and check data

# Application features 3/3

Sections 

- Preliminary Info 100%
- Project 65%
- Partnership 66%
  - Applicant/Partners 66%**
  - Associated
- Work-packages and budget (part 1) 50%
- Sustainability 0%
- Environment
- Budget (part 2) 100%

Applicant/Partners

*Sub menu*

Composition Adjoining regions

Name	Country	Region	Official name of the organisation in the original language	Legal status	
Applicant	Italy	Sardegna	My org	Regional or local public administration	<a href="#">edit</a>
PP01	Egypt		PP1	Ministry or other national public administration	<a href="#">edit - remove</a>

New

*Add Partners*

*Applicant info*

# Logical framework

Hello MA! Logout EN

## Logical Framework

Objective and results   Outputs   Indicators   Overview

**Priority** A.3.1 - Provide young people, especially those belonging to the NEETS and women, with marketable skills

### General Objective

Describe general objective, in English language...

0/200

Save

### Specific Objective

Describe specific objective, in English language...

0/300

Add

Specific Objective

### Programme expected result

Please select at least one expected result. ▾

### Work-package

Select at least one workpackage... ▾

Add

Programme expected result

Work-package



## ELIGIBLE COSTS (see GfA par. 4.6.4)

### DIRECT COSTS (to be filled in in the WP and Budget part 1):

0. Preparatory costs (max € 10.000 for travel/subsistence from call launch)
1. Human resources (simplified: senior and junior)
2. Travel / subsistence (simplified: indicative n. and average cost)
3. *Infrastructures (env. Impact assessment >1 MI)*
4. Equipment and supplies
5. Subcontracted Services
6. Other costs (Subgrants up to € 60.000 each and max 30% total direct costs)

### INDIRECT COSTS (Budget Part 2):

- Contingency reserve (3% optional)
- Administrative costs (up to 7% *and justified in a specific form*)



REGIONE AUTÒNOMA  
DE SARDIGNA  
REGIONE AUTONOMA  
DELLA SARDEGNA

# Budget and Financial Plan with the e-AF

## Main aspects to be considered FIRST:

- Budget preparation is easier if done directly on the e-form (Applicants can download the excel file form to collect PPs info: (no file uploading allowed));
- Budget (always in €) is embedded in the e-application, rather than in a separate file;
- Budget is set up per WPs and outputs , rather than per activity. Overviews generated by the system;
- Expenditures are related to the “semester incurred” (**meaning paid out**)

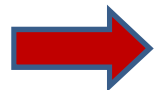
## Two sections to be filled in following the same order:

Work-packages and budget part 1



Direct costs

Budget (part 2)



Indirect costs; co-financing; 50% rule



# PART 1: WP and Budget


Sections	
Preliminary Info	0%
Project	0%
Partnership	0%
Work-packages and budget (part 1)	0%
WP0	0%
WP1	0%
WP2	0%
WP3	0%
WP4	0%
WP5	0%
WP6	0%
Output overview	0%
Activity overview	0%
Sustainability	0%
Environment	0%
Budget (part 2)	0%
Financial plan	0%
Documents	0%
Submit	0%

**WP0:** expenditures related to the preparation of the proposal: only travel and subsistence allowed for a max. amount of 10.000 euro.

**WP1-2:** the BEN should identify the outputs (see the lists available in courtesy form) before estimating the related costs

**WP3-6:** the BEN should indicate the costs needed for the outputs already chosen when filling in the logical framework

# PART 1: WP1 Budget example



ENI CBC MED 2014 - 2020    Home

Hello prova!    Logout    EN

Sections

- Preliminary Info 0%
- Project 0%
- Partnership 0%
- Work-packages and budget (part 1) 0%
  - WP0 0%
  - WP1 0%**
  - WP2 0%
  - WP3 0%
  - WP4 0%
  - Output overview 0%
  - Activity overview 0%
- Sustainability 0%
- Environment 0%
- Budget (part 2) 0%
- Financial plan 0%
- Documents 0%


### Work-package 1: Management

WP Info    WP Outputs    **WP Budget**    WP Budget per outputs    WP Budget per cost category

**Total budget:**  
€ 1.596.730,00

**Total budget MPC:**  
€ 994.740,00

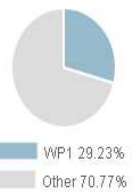
**Total budget EU:**  
€ 601.990,00



**Total budget:**  
€ 1.596.730,00

**Total WP:**  
€ 466.700,00

**Other WP:**  
€ 1.130.030,00



Add new row

Clone row selected

Remove row selected

Save

	Code	Cost category	Partner	Description	Unit type	Unit number	Unit cost
✓	WP1.HR.PP2.1074	Human resources	PP02	Junior Staff	Per day	200	€ 180,00
✓	WP1.HR.PP2.1073	Human resources	PP02	Senior Staff	Per day	200	€ 250,00
✓	WP1.HR.PP1.1072	Human resources	PP01	Junior Staff	Per day	200	€ 180,00
✓	WP1.HR.PP1.1071	Human resources	PP01	Senior Staff	Per day	200	€ 250,00
✓	WP1.HR.BEN.1070	Human resources	Applicant	Junior Staff	Per day	300	€ 180,00
✓	WP1.HR.BEN.1069	Human resources	Applicant	Senior Staff	Per day	300	€ 250,00
✓	WP1.HR.PP3.1076	Human resources	PP03	Junior Staff	Per day	200	€ 180,00
✓	WP1.HR.PP3.1075	Human resources	PP03	Senior Staff	Per day	200	€ 250,00
✓	WP1.SS.PP1.1077	Sub-contract services	PP01	Organisation 2nd Steering Co...	Unit	1	€ 5.000,00
✓	WP1.SS.PP2.1058	Sub-contract services	PP02	Audit Costs	Unit	2	€ 3.500,00

Total Items: 24

In multi select use ctrl button with click to choose multi value

# PART 1: How to fill in the budget per output:

Sections ✖

- Preliminary Info 0%
- Project 0%
- Partnership 0%
- Work-packages and budget (part 1) 0%
- WP0 0%
- WP1 0%
- WP2 0%
- WP3 0%
- WP4 0%
- WP5 0%**
- WP6 0%
- Output overview 0%
- Activity overview 0%

Work-package 5:

WP Info WP Outputs WP Budget WP Budget per outputs WP Budget per cost category

Total WP: € 5.000,00

Total WP output: € 5.000,00

Total WP left: € 0,00

Output

Output percentage


Save

Output	Output percentage	Total	
PROVA 2	100 %	€ 5.000,00	Remove - Edit

1. Choose from outputs drop down menu (data reported from "project" section)

2. Indicate the cost of each output of this WP as % of total cost of the concerned WP.

## PART 2: WP and Budget



ENI  
CBCMED  
Cooperating across borders  
in the Mediterranean

ENI CBC MED 2014 - 2020   Home

Hello prova!   Logout   EN

Sections

Preliminary Info 0%

Project 0%

Partnership 0%

Work-packages and budget (part 1) 0%

Sustainability 0%

Environment 0%

Budget (part 2) 0%

Indirect costs 0%

Co-financing source of funding and revenues 0%

50% rule 0%

Summary 0%

Financial plan 0%

Documents 0%

Submit 0%

Export 0%

Budget: Summary

Budget line

Cost category

WP

Output

Source of funding

50% rule

Partner	Preparatory costs	Human resources	Travel and subsistence	Infrastructures	Equipment and supplies	Sub-contract services	Other	Subtotal	Administrative costs
PP01	€ 2.680,00	€ 130.100,00	€ 9.200,00	€ 0,00	€ 294.000,00	€ 61.500,00	€ 0,00	€ 497.480,00	€ 9.949,60
PP02	€ 2.460,00	€ 130.100,00	€ 9.200,00	€ 0,00	€ 294.000,00	€ 61.500,00	€ 0,00	€ 497.260,00	€ 9.945,20
PP03	€ 890,00	€ 142.600,00	€ 20.020,00	€ 0,00	€ 0,00	€ 12.000,00	€ 0,00	€ 175.510,00	€ 3.510,20
Applicant	€ 3.980,00	€ 177.900,00	€ 13.100,00	€ 0,00	€ 168.000,00	€ 63.500,00	€ 0,00	€ 426.480,00	€ 8.529,60
<b>Total</b>	<b>€ 10.010,00</b>	<b>€ 580.700,00</b>	<b>€ 51.520,00</b>	<b>€ 0,00</b>	<b>€ 756.000,00</b>	<b>€ 198.500,00</b>	<b>€ 0,00</b>	<b>€ 1.596.730,00</b>	<b>€ 31.934,60</b>
<b>%</b>	<b>0,63 %</b>	<b>36,37 %</b>	<b>3,23 %</b>	<b>0,00 %</b>	<b>47,35 %</b>	<b>12,43 %</b>	<b>0,00 %</b>		<b>2,00 %</b>

After filling in these 3 sessions you will be able to view the overall budget

# Financial PLAN

## Sections

- Preliminary Info 0%
- Project 0%
- Partnership 0%
- Work-packages and budget (part 1) 0%
- Sustainability 0%
- Environment 0%
- Budget (part 2) 0%
- Financial plan 0%
- Financial plan 0%
- Documents 0%
- Submit 0%
- Export 0%

## Financial plan

### Applicant

	PREPARATORY	I	II	III	IV	V	VI	Total
-								
EU contribution	€ 0,00	€ 17.280,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 17.280,00
Other contributions / Other incomes	€ 0,00	€ 520,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 2.520,00
Revenues	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Interests from pre-financing	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Cash advance	€ 10.000,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 10.000,00
Total	€ 10.000,00	€ 19.800,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 29.800,00
Payments	€ 10.000,00	€ 18.000,00	€ 0,00	€ 5.000,00	€ 0,00	€ 0,00	€ 0,00	€ 33.000,00
Difference	€ 0,00	€ 1.800,00	€ 0,00					

**Payments: reported automatically on the basis of the indication of costs distribution per semester entered in WPs.**

### Partner: PP01

	PREPARATORY	I	II	III	IV	V	VI	Total
-								
EU contribution	€ 0,00	€ 10.980,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 10.980,00
Other contributions / Other incomes	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Revenues	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Interests from pre-financing	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Cash advance	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Total	€ 0,00	€ 10.980,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 10.980,00
Payments	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 18.000,00
Difference	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	-€ 7.020,00

**Incomes: ENI funds will be reported automatically according to the % of the grant contract**



## Pre-financing in brief

### MA sets up the quotas of pre-financing in the Grant Contract

A first pre-financing up to 40% of the Grant right its signature;

Further pre-financing will be given on the basis of the said quotas:

- a. In the event the used funds reported and certified by the MA through annual reports (each 12 months), are at least 70% of the previous payment (and at 100% of any previous payments) the MA will transfer the corresponding **whole further pre-financing quota**.
- b. In the event the used funds reported and certified by the MA are less than the said percentages, the MA **will deduct the unused ENI funds** from the further pre-financing quota.



## Pre-financing in brief: example

**Total project costs: € 3.000.000**

EU share (90%): € 2.700.000

Co-financing (10%): € 300.000

**Duration: 24 months**

**Pre-financing shares:**

**1<sup>st</sup> 40% = € 1.080.000**

2<sup>nd</sup> 40% = € 1.080.000

Final balance 20% = € 540.000

**After 12 months**

**Total costs certified: € 1.500.000**

EU share (90%): **€ 1.350.000**

Co-financing (10%): € 150.000

**Pre-financing share to be given:**

2<sup>nd</sup> 40% = € 1.080.000 because:

**€ 1.350.000 > € 756.000 (70% of the first pre-financing)**

**Beneficiaries are more than coordinators:  
They must manage important allocation of funds!**

# Main budget info to be provided to the Applicant

## Applicants may circulate budget files to collect input

### Part 1:

- ✓ Estimated costs per WP according to the cost categories (some requiring justifications on how the PP calculated the cost);
- ✓ Estimated semester of project implementation when the cost will incur (paid out).

### Part 2:

- ✓ Co-financing type of source of funding (Human Resources; Own funds etc.);
- ✓ Details on the 50% rule for EU PP only (to implement activities in MPCs).

# RBM & eAF

## Conclusions

### STEP 1 - Get started

#### Select

one Thematic objective  
and one Priority

#### Plan for results

Select one (or more)  
Programme expected  
results

#### Draft your budget

focus on WP and outputs

### STEP 2 - Be ready to deliver

#### Implement for results

Monitor activities, outputs and  
results

#### Report to the JTS

Activate synergies and  
complementarities

#### Evaluate

Dissemination feedback