



# **Praktická ukázka: online formulář žádosti programu LIFE**





# Kde hledat pomoc

- ➔ Guide for Applicants 2016 LIFE NAT/ BIO a další programové dokumenty
- ➔ [life@mzp.cz](mailto:life@mzp.cz)
- ➔ [Easme-life@ec-europa.eu](mailto:Easme-life@ec-europa.eu)
- ➔ Pro IT záležitosti:  
[env-clima-life-helpdesk@ec.europa.eu](mailto:env-clima-life-helpdesk@ec.europa.eu)



# Introduction to eProposal

<http://ec.europa.eu/environment/life/funding/life2016/index.htm>



LIFE by theme

- Nature, Biodiversity
- Environment

LIFE search

- By country
- Project database
- Best projects
- Project publications
- Natura 2000 sites



Home | Funding | LIFE 2014-2020

## LIFE 2014-2020

The LIFE Regulation on the establishment of the Programme for the Environment and Climate Action, which was published on 20 December 2013, sets a budget for the next funding period, 2014–2020, of €3.4 billion in current prices. [View the LIFE Regulation](#)

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### 2014 Call for proposals for LIFE Action Grants

The Commission invites legal persons (entities) registered in the European Union (EU) to present proposals for the 2014 Call for proposals for LIFE Action Grants. The call covers proposals for both LIFE sub-programmes.

For the sub-programme for Environment, this call will cover action grants **"Traditional" projects, Preparatory projects, Integrated projects, Technical Assistance projects** and **Capacity Building projects**. For the sub-programme for Climate Action, this call will cover action grants only for **"Traditional" projects** and **Capacity Building projects** (the other types will be covered from 2015 onwards).

Proposals may be submitted by legal persons (entities) registered in the EU. Applicants may fall into three types of beneficiaries: (1) public bodies, (2) private commercial organisations and (3) private non-commercial organisations (including NGOs).

Applicants must use the LIFE 2014 **application packages** (in English only) for the preparation of their proposals. Each application package contains full and detailed explanations with regard to eligibility, procedures, co-financing rates and all other relevant details. These can be downloaded below. **For "Traditional" projects**, applicants must use only the **eProposal tool** to create and submit proposal(s). Access is provided via [this link](#). **All other types of projects** must use the application

→ LIFE 2014 Call

- FAQ
- Background

→ LIFE+ 2013 Call

→ NGOs

→ Other funding

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**Quick Links 2014 call**

- "Traditional" projects
- Preparatory projects
- Integrated projects
- Technical Assistance projects
- Capacity Building projects

**e-Proposal Tool link**

Only for "Traditional" projects: click [here](#).

**LIFE multiannual work programme for 2014-2017**

Is available [here](#).



# Introduction to eProposal

- Creating your ECAS (*EC Authorization Service*) user ID and password  
Registration

Welcome to eProposal

eProposal is the unique tool used by applicants to build and submit LIFE project proposals and by the Contracting Authority to organise the selection of projects to be financed.

 2014-06-18

**The LIFE 2014 Call for proposals for action grants is now open**

**For information, please, see the LIFE Web page at**

**<http://ec.europa.eu/environment/life/funding/life2014/index.htm>**

## New user?

Get a username and password from the European Commission  
Authentication Service (ECAS)

[Register](#)

## Already registered?

Access eProposal to view and manage the proposal(s)

[Login](#)



# Introduction to eProposal

- Creating your ECAS user ID and password  
ECAS sign-up

**ECAS**  ( authenticates your identity on European Commission websites )

### Sign Up

[Help for external users](#)

Choose a username

First name \*

Last name \*

E-mail \*

Confirm e-mail \*

E-mail language \*

 [Try another](#)  
[Audio version](#)

Enter the code \*

Privacy statement: by checking this box, you acknowledge that you have read and understood the [privacy statement](#) \*

\* Required fields

Sign Up

Thank you for registering, you will receive an e-mail allowing you to complete the registration process.



# Introduction to eProposal

- Creating your ECAS user ID and password
- Creating of password

From the moment the e-mail was sent there is 90 minutes to generate an ECAS password!

[Login](#) [New password](#) [Sign Up](#) [Help](#)

! Is the selected domain correct? [External](#) [Change it](#)

## New password

Please choose your new password.

Username

New password \*

Confirm new password \*

\* Required fields

Passwords cannot include your username and must contain at least 10 characters chosen from at least three of the following four character groups (white space permitted):

- ▶ Upper Case: A to Z
- ▶ Lower Case: a to z
- ▶ Numeric: 0 to 9
- ▶ Special Characters: !"#\$%&'()\*+,-./:;<=>?@[\\]^\_`{|}~

Examples:

[\[Generate other sample passwords\]](#)

## New password

Your ECAS password was successfully changed.



# Introduction to eProposal

## ➤ Registering as a user on eProposal

Welcome to eProposal

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 2014-06-18

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For information, please, see the LIFE Web page at

<http://ec.europa.eu/environment/life/funding/life2014/index.htm>

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Get a username and password from the European Commission  
Authentication Service (ECAS)

[Register](#)

### Already registered?

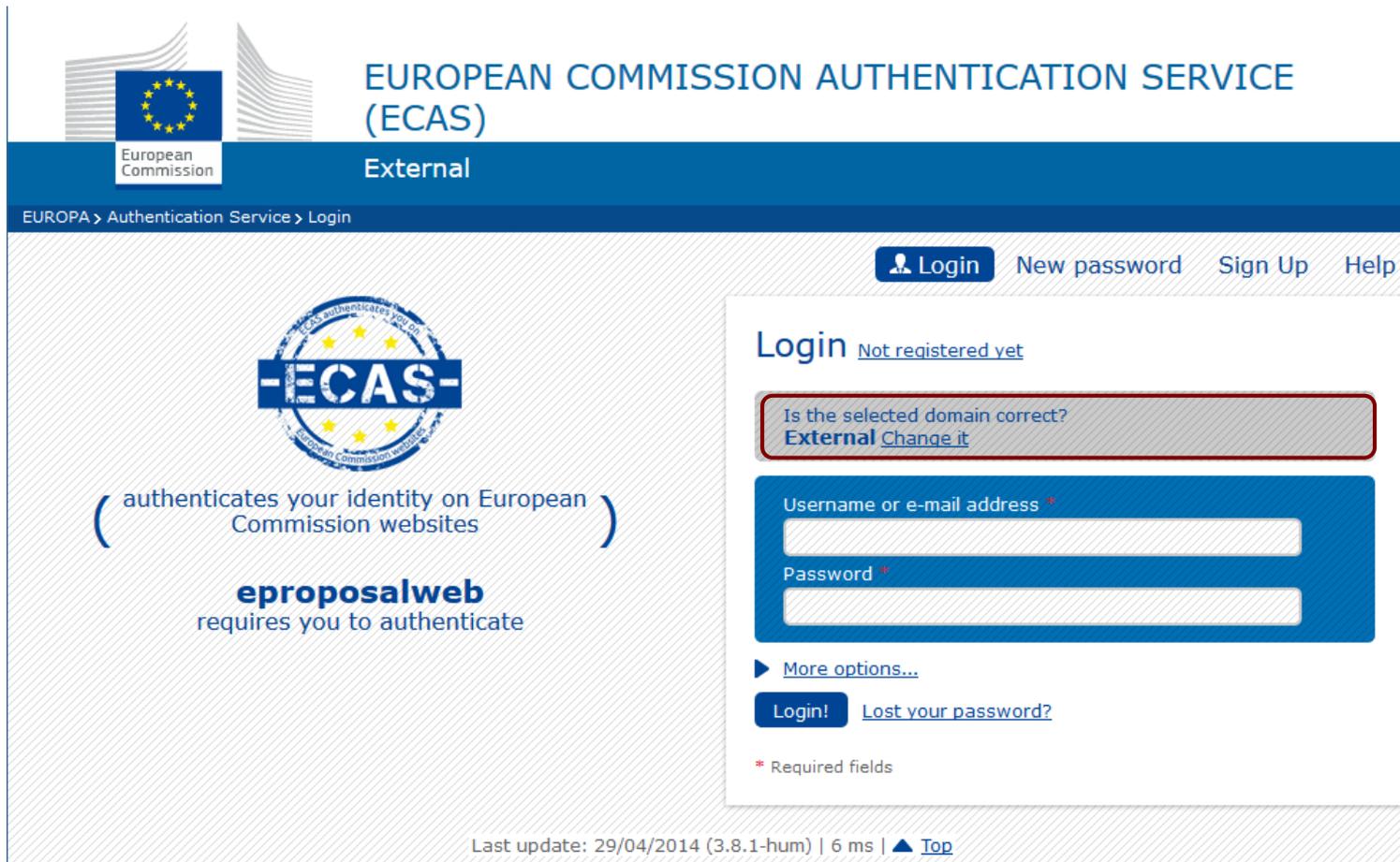
Access eProposal to view and manage the proposal(s)

[Login](#)



# Introduction to eProposal

- Registering as a user on eProposal  
Logging; The domain: „External”



The screenshot shows the European Commission Authentication Service (ECAS) login page. At the top left is the European Commission logo. The main header reads "EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)" and "External". Below the header is a navigation bar with "EUROPA > Authentication Service > Login". On the right side of the page, there are links for "Login", "New password", "Sign Up", and "Help". The main content area features the ECAS logo, which is a circular seal with "ECAS" in the center and "European Commission authenticates you on" around the top and "European Commission website" around the bottom. Below the logo, it says "( authenticates your identity on European Commission websites )". Underneath that, it says "eproposalweb requires you to authenticate". To the right of this text is a login form. The form has a "Login" button and a link for "Not registered yet". Below the login button is a message box that says "Is the selected domain correct? External Change it". The form contains two input fields: "Username or e-mail address" and "Password", both marked with an asterisk to indicate they are required. Below the input fields is a "More options..." link. At the bottom of the form is a "Login!" button and a link for "Lost your password?". A footnote at the bottom of the form says "\* Required fields". At the very bottom of the page, there is a footer that reads "Last update: 29/04/2014 (3.8.1-hum) | 6 ms | ▲ Top".



# Introduction to eProposal

## ➤ The beginning of creation of proposal - Registration

### Register user

Select account type you request for

**ⓘ** This should be chosen by all users wishing to create and/or take part to a proposal as a Coordinating applicant, Associated applicant or simply viewer. Once you have registered as an applicant, your account is immediately active, and you will be able to create a new proposal / accept the invitation to take part to another proposal straight away.

**Message for an administrator**



# Introduction to eProposal

- The beginning of creation of proposal - Registration

## Register user

Account type: Applicant User

Email:

### User's contact information

Title	<input type="text" value="Mr. v"/>	Function	<input type="text" value="*"/>
Surname	<input type="text" value="*"/>	First name	<input type="text" value="*"/>
Department / Service	<input type="text"/>		
Street name and n°	<input type="text" value="*"/>		
Postal code	<input type="text" value="*"/>	Town/City	<input type="text" value="*"/>
Member State	<input type="text" value="* Austria v"/>		
Telephone	<input type="text" value="* +"/>	Fax number	<input type="text" value="+"/>



# Introduction to eProposal

- The beginning of creation of proposal - Registration

## User's legal entity

Legal name \*

VAT n°

Legal registration n°

Registration date



### \* Legal status

Public body

Private commercial

Private non-commercial

## User's legal address

Street name and n° \*

PO Box

Town/City \*

Postal code \*

Member State

Save



# Introduction to eProposal

## ➤ The beginning of creation of proposal

Creating new proposal

Home Call for proposals Messaging Account

List of proposals / projects

✔ Your user account has been created

Unread	Year	Proposal reference	Acronym	Member state	Coordinating beneficiary	Status	Total Amount	EU Contribution	Actions
	<input type="text"/>	<input type="text" value="▼"/>			<input type="button" value="Refresh"/>				

No items found



# Introduction to eProposal

## ➤ The beginning of creation of proposal

A list of proposals

[Sitemap](#) [Links](#) [Contact](#) [What's New](#) [Legal notice](#) [Logout](#)



EUROPEAN COMMISSION

eProposal (on-line creation and submission of LIFE+ proposals)

European Commission > Environment > LIFE Programme > eProposal

Session timeout in: 54 min

Call for proposals

Messaging

Account

### List of proposals

Year	↕ Proposal reference	↕ Acronym	↕ Member state	↕ Coordinating beneficiary	Status	Total Amount	EU Contribution	Actions
2012	<input type="text"/>	LIFEAmphiPL	Poland	XXXX	Draft	0	0	    

1 item(s) found

Create new proposal



# Obecná pravidla

European Commission > Environment > LIFE Programme > eProposal

Session timeout in 29 min

Help needed?

Home

Call for proposals

Proposal

Messaging

Account

- Pro **zapisování** údaje do návrhu přepněte do editačního módu ('**Edit**'); k dispozici je také mód prohlížení ('View') - mezi oběma můžete přepínat podle potřeby;
- Data lze přímo vypisovat do políček online formuláře, nebo je lze kopírovat z textového editoru a vkládat v **jednoduchém** textovém formátu – z poznámkového bloku lépe než z wordu;
- **Před přepnutím do jiného formuláře vždy uložte práci kliknutím na tlačítko 'Save'**;
- Všechna pole mají omezený počet znaků. Při formátování lze využít pouze tyto varianty písma: **tučné**, *kurzívu*, podtržení. Pouze jednoduché seznamy (jednoduché výčty 1,2,3, A, B,C atd.; nebo odrážky) se zobrazí správně. Pokud potřebujete vložit tabulku, nevkládejte ji do textových polí, ale využijte funkci „Vložit obrázek“ **Add picture(s)** dostupnou na konci většiny formulářů;
- Pole označená červenou hvězdičkou „\*“ se vztahují k povinným informacím a musí být vyplněna.



# Obecná pravidla

European Commission > Environment > LIFE Programme > eProposal

Session timeout in 29 min

[Help needed?](#)

[Home](#)

[Call for proposals](#)

[Proposal](#)

[Messaging](#)

[Account](#)

- Údaje mezi různými technickými a finančními formuláři jsou vzájemně propojeny, z toho důvodu se ručně vkládají **pouze jednou**;
- **Vypnutá políčka (Disabled fields) nemohou** být ručně upravována;
- Vkládání objektů (map, grafů, tabulek, fotografií) do některých formulářů, které mají nadpis "Maps", „Pictures" nebo „Declarations", je možné ve formátech: png, jpg, tif, gif a bmp s maximální velikostí 2 MB; **pdf** formát **lze využít** pod podmínkou, že soubor obsahuje **pouze jeden obrázek** (mohlo by dojít k chybě);
- V jakékoli fázi lze zobrazit návrh jako **pdf dokument**, kliknutím na tlačítko 'Request pdf' dostupné ve Formuláři A1 a v sekci Přílohy online formuláře žádosti;
- Vyjmutí obsahu návrhu pro práci offline:
  - u formulářů B a C do editovatelného dokumentu Word kliknutím na tlačítko 'Download working copy' dostupné ve Formuláři A1;
  - finančních formulářů a reportů do editovatelného dokumentu Excel kliknutím na tlačítko 'Financial data export' dostupné v sekci Přílohy;



# Introduction to eProposal

## ➤ The beginning of creation of proposal

Proposals / New proposal / Administrative forms / A1 - General project information

Last update at by

Proposal status: Draft

### General project information

Maximum characters 0 / 120

Project title (max. 120 characters)  
**must be in English**

Project acronym (max. 25 characters)

**must contain the word LIFE**

LIFE Programme priority area

\* Nature and Biodiversity

 Please note that you will not be able to change priority area after proposal has been created

Sector

Nature

Biodiversity

Expected start date

Expected end date

Language of the proposal

\* Български (bg)

Cancel

Next



# Formuláře žádosti

## Část A – administrativní část (A1-A8)

 <p><b>LIFE+ Nature</b> TECHNICAL APPLICATION FORMS Part A – administrative information</p>	<p>LIFE11 NAT/</p> <p>T/</p> <p>8</p> <p>xxxxxx</p> <p>ki Wodnej</p> <p>budget)</p> <p>3 of 23</p>	<p>LIFE11 NAT/ - A2</p> <p>xxxxxxxx</p> <p>al Status</p> <table border="1"> <tr><td>Public body</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Private commercial</td><td><input type="checkbox"/></td></tr> <tr><td>Private non-commercial</td><td><input type="checkbox"/></td></tr> </table> <p>the Structural Funds or other will be made available after the notification will immediately inform</p> <p>xxxxxxxxxx has not been informed from creditors. My notification will immediately inform</p> <p>will contribute 0.00€ to the following actions: . The total cost of the project is 0.00 €.</p> <p>with its financial contribution, my contribution is available.</p> <p>any agreements necessary for the project is stated in the grant agreement submitted proposed by the European Commission. I am the designated beneficiary and define the</p> <p>to the Commission for the</p> <p>in the area of the proposal</p> <p>ment provided with the LIFE+ agreement</p> <p>al are true and the information</p> <p>Page 6 of 23</p>	Public body	<input checked="" type="checkbox"/>	Private commercial	<input type="checkbox"/>	Private non-commercial	<input type="checkbox"/>	<p>LIFE11 NAT/ - A3</p> <p>ers, nor has it received a formal notification in Articles 93.1 and 94 of Council Regulation (EC) No 1257/1999. I will contribute 0.00€ to the project. My estimated total cost of my project is 0.00€.</p> <p>necessary for the completion of the project agreement with the European Commission. It will describe the project between the European Commission and the beneficiary. I accept in our name and for our account to be bound by the terms of the agreement with the European Commission. I will take full legal responsibility for the project.</p> <p>cept all the provisions of the above mentioned agreement and the by virtue of this mandate, the cost to my organisation the amount of 0.00€.</p> <p>coordinating beneficiary fulfill his request. I agree to provide him whatever assistance he may require.</p> <p>take precedence over any other commitments which may have an effect on the project and the Commission.</p> <p>reement provided with the LIFE+ agreement</p> <p>are true and the information</p> <p>Page 6 of 23</p>	<p>LIFE11 NAT/ - A4</p> <p>ers, nor has it received a formal notification in Articles 93.1 and 94 of Council Regulation (EC) No 1257/1999. I will contribute 0.00€ to the project. My estimated total cost of my project is 0.00€.</p> <p>necessary for the completion of the project agreement with the European Commission. It will describe the project between the European Commission and the beneficiary. I accept in our name and for our account to be bound by the terms of the agreement with the European Commission. I will take full legal responsibility for the project.</p> <p>cept all the provisions of the above mentioned agreement and the by virtue of this mandate, the cost to my organisation the amount of 0.00€.</p> <p>coordinating beneficiary fulfill his request. I agree to provide him whatever assistance he may require.</p> <p>take precedence over any other commitments which may have an effect on the project and the Commission.</p> <p>reement provided with the LIFE+ agreement</p> <p>are true and the information</p> <p>Page 6 of 23</p>	<p>LIFE11 NAT/ - A5</p> <table border="1"> <tr><td>Public body</td><td><input checked="" type="checkbox"/></td></tr> <tr><td>Private commercial</td><td><input type="checkbox"/></td></tr> <tr><td>Private non-commercial</td><td><input type="checkbox"/></td></tr> </table> <p>PO Box null</p> <p>area of the proposal</p> <p>Page 6 of 23</p>	Public body	<input checked="" type="checkbox"/>	Private commercial	<input type="checkbox"/>	Private non-commercial	<input type="checkbox"/>	<p>LIFE11 NAT/ - A6</p> <p>financing? (please cite coordinating beneficiary)</p> <p>PO Box N/A</p> <p>directly to this project to</p> <p>European Union financial assistance do not fall within the scope of the LIFE+ programme.</p> <p>Page 6 of 23</p>	<p>LIFE11 NAT/ - A7</p> <p>financing? (please cite coordinating beneficiary)</p> <p>European Union financial assistance do not fall within the scope of the LIFE+ programme.</p> <p>Page 6 of 23</p>
Public body	<input checked="" type="checkbox"/>																		
Private commercial	<input type="checkbox"/>																		
Private non-commercial	<input type="checkbox"/>																		
Public body	<input checked="" type="checkbox"/>																		
Private commercial	<input type="checkbox"/>																		
Private non-commercial	<input type="checkbox"/>																		



# Formulář A2 (1/2)

Last update at by Proposal status: Draft

Save

Short name (maximum 10 characters): \* AmphiPL

E-mail: \* amphiPL@yahoo.pl

## Legal information of the Coordinating Beneficiary

Legal name

\* Polish Association for Protection of Amphibians

VAT n°

Legal registration n°

Registration date

Pic Number

### \* Legal status

- Public body  
 Private commercial  
 Private non-commercial

## Beneficiary contribution

Own (in €) 0

Requested (in €) 0

## Legal address of the Coordinating Beneficiary

Street name and n°

\* Zabia

PO Box

Town/City

\* Zabki

Postal code

\* 00-001

Member State

\* Poland

- Emailová adresa kontaktní osoby (denně kontrolovaná)
- Identifikace **koordinujícího příjemce** (nepřekládejte názvy organizací, musí se shodovat s označením organizace na razítku).



# Formulář A2 (2/2)

## Coordinating Beneficiary contact person information

Copy address from Legal address

Title

Function

Surname

First name

Department / Service

Street name and n°

Postal code

Town/City

Member State

Telephone

Fax number

## Coordinating Beneficiary details

Website

Brief description of the Coordinating Beneficiary's activities and experience in the area of the proposal: Maximum characters 0 / 2000

## A3 - Coordinating Beneficiary declaration

When the form is completed, please print, sign, scan and upload it below (maximum file size: 2 MB; accepted formats: bmp, jpeg, png, pdf, gif, tiff)

[Generate declaration](#)

Przeglądaj\_ Nie wybrano pliku.

[Upload declaration](#)

➤ Popis organizace, její právní status, aktivity a oblast jejího působení a kompetence ve vztahu k navrhovaným aktivitám projektu

➤ Formář A3 – **Prohlášení koordinujícího příjemce** – formulář vygenerujte, podepiště a nahrajte zpátky do žádosti až po kompletním zpracování žádosti a ověření!

[Cancel](#) [Back](#)



## COORDINATING BENEFICIARY DECLARATION

The undersigned hereby certifies that:

1. The specific actions listed in this proposal do not and will not receive aid from the European Structural and Investment Funds or other European Union funding programmes. In the event that any such funding will be made available after the submission of the proposal or during the implementation of the project, my organisation will immediately inform the Contracting Authority.
2. My organisation Polish Association for Protection of Amphibians has not been served with bankruptcy orders, nor has it received a formal summons from creditors. My organisation is not in any of the situations listed in Articles 106(1) and 107 of Council Regulation No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the
3. My organisation (which is legally registered in the European Union) will contribute 0.00€ to the project. My organisation will participate in the implementation of the following actions: . The estimated total cost of my organisation's part in the implementation of the project is 0.00 €.
4. Should one or more associated beneficiary or co-financer reduce or withdraw its financial contribution, my organisation will ensure that a corresponding additional contribution is made available.
5. My organisation will conclude with the associated beneficiaries and co-financers any agreements necessary for the completion of the work, provided these do not infringe on their obligations, as stated in the grant agreement with the Contracting Authority. Such agreements will be based on the model proposed by the Contracting Authority. They will describe clearly the tasks to be performed by each associated beneficiary and define the financial arrangements.
6. I am aware that my organisation is solely legally and financially responsible to the Contracting Authority for the implementation of the project (Article 4 of the Common Provisions).

I am legally authorised to sign this statement on behalf of my organisation.

I have read in full the Common Provisions (attached to the Model Grant Agreement provided with the LIFE application files).

I certify to the best of my knowledge that the statements made in this proposal are true and the information provided is correct.

At ..... on .....

Signature of the Coordinating Beneficiary:

Name(s) and status of signatory:

# Formulář A3

➤ Některá pole se předvyplní automaticky (*název příjemce, jeho příspěvek, výše celkových nákladů na jím realizované aktivity*)

➤ Nutno doplnit podpis statutárního zástupce, jméno, funkci, místo a čas podpisu

➤ Nahrát zpátky do žádosti ve formátu **jpg** (tlačítko Upload declaration)



# Jak přidat partnera do projektu

[Sitemap](#) [Links](#) [Contact](#) [What's New](#) [Legal notice](#) [Logout](#)



European  
Commission

EUROPEAN COMMISSION

eProposal (on-line creation and submission of LIFE+ proposals)



[European Commission](#) > [Environment](#) > [LIFE Programme](#) > [eProposal](#)

Session timeout in 1 h

[Help needed?](#)

[Call for proposals](#)

[Proposal](#)

[Messaging](#)

[Account](#)

[Proposals](#) / [LIFEBogatPL](#) / [Administrative forms](#) / **A4-A5 - Associated beneficiaries**

◀ Start

◀ Prev

Next ▶

End ▶▶

Short name

Actions

[Save](#)

[Create associated beneficiary](#)

[Switch to view mode](#)

eproposal [1.10.0.0]-build.3



ASSOCIATED BENEFICIARY DECLARATION and MANDATE

I, the undersigned, ..... (1), representing, shrhWRH rwetew, Private commercial, , AWHH, ETAWEEY, 00-001, Ireland, VAT number, hereinafter referred to as "the associated beneficiary", for the purposes of the signature and the implementation of the grant agreement Active protection of amphibians on North-Western Poland with the Contracting Authority (hereinafter referred to as "the grant agreement") hereby:

1. Mandate Polish Association for Protection of Amphibians (AmphiPL), Private non-commercial, , Zabia, Zabki, 00-001, Poland, VAT number, represented by ..... (hereinafter referred to as "the coordinating beneficiary") to sign in my name and on my behalf the grant agreement and its possible subsequent amendments with the Contracting Authority.
2. Mandate the coordinating beneficiary to act on behalf of the associated beneficiary in compliance with the grant agreement.

I hereby confirm that the associated beneficiary accepts all terms and conditions of the grant agreement and, in particular, all provisions affecting the coordinating beneficiary and the associated beneficiaries. In particular, I acknowledge that, by virtue of this mandate, the coordinating beneficiary alone is entitled to receive funds from the Contracting Authority and distribute the amounts corresponding to the associated beneficiary's participation in the action.

I hereby accept that the associated beneficiary will do everything in its power to help the coordinating beneficiary fulfil its obligations under the grant agreement, and in particular, to provide to the coordinating beneficiary, on its request, whatever documents or information may be required.

I hereby declare that the associated beneficiary agrees that the provisions of the grant agreement, including this mandate, shall take precedence over any other agreement between the associated beneficiary and the coordinating beneficiary which may have an effect on the implementation of the grant agreement.

I furthermore certify that:

1. The associated beneficiary has not been served with bankruptcy orders, nor has it received a formal summons from creditors. My organisation is not in any of the situations listed in Articles 106(1) and 107 of Council Regulation No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union (OJ L298 of 26.10.2012).
2. The associated beneficiary will contribute 0 € to the project. My organisation will participate in the implementation of the following actions: . The estimated total cost of my organisation's part in the implementation of the project is 0 €.
3. The associated beneficiary will conclude with the coordinating beneficiary an agreement necessary for the completion of the work, provided this does not infringe on our obligations, as stated in the grant agreement with the Contracting Authority. This agreement will be based on the model proposed by the Contracting Authority. It will describe clearly the tasks to be performed by my organisation and define the financial arrangements.

This declaration and mandate shall be annexed to the grant agreement and shall form an integral part thereof.

I am legally authorised to sign this statement on behalf of my organisation. I have read in full the Common Provisions (attached to the Model Grant Agreement provided with the LIFE application files). I certify to the best of my knowledge that the statements made in this proposal are true and the information provided is correct.

At ..... on .....

Signature of the Associated Beneficiary:

Name(s) and status/function of signatory:

1. Forename and surname of the legal representative of the future associated beneficiary signing this mandate.
2. When the form is completed, please print, sign, scan and upload it in eProposal

# Formulář A4

➤ Some of the information contained in this form (*name of the beneficiary, contribution, ...*) will be automatically retrieved from the data entered in other forms of the proposal

➤ After generated the declaration must be signed, the date and place of signature must be indicated, as well as the name and status of the person signing

➤ When the form is completed, scan it as an image file (not as a .pdf file), then upload it by using the 'Upload declaration' button.



# Formulář A4 a A5

Call for proposals | Proposal | Messaging | Account

Proposals / LIFEAmphiPL / Technical Forms / A5 - Associated beneficiary

Short name:

E-mail:

## Legal information of the Associated Beneficiary

- Legal name

VAT n°

Legal registration n°

Registration date

### + Legal status

Public body

Private commercial

Private non-commercial

## Beneficiary contribution

Own (in €) 0

Requested (in €) 0

## Legal address of the Associated Beneficiary

Street name and n°

PO Box

Town/City

Member State

## A4 - Associated Beneficiary declaration

Generate declaration

When the form is completed, please print, sign, scan and upload it below (maximum file size: 2 MB; accepted formats: bmp, jpeg, png, gif, tiff)

Przełóżaj...

Upload declaration

Back

Save

Switch to view mode

Identifikace Přidruženého příjemce - vyplňuje se identicky k formuláři A2

➤ Formulář A4 – **Prohlášení přidruženého příjemce a mandátu**

➤ Formulář vygenerujete, podepišete a nahrajte zpátky ve formátu jpg do žádosti až po kompletním zpracování žádosti a ověření správnosti!



# Jak přidat přidruženého příjemce

- After clicking on Save button new name appears on the list of Associated Beneficiaries

Sitemap Links Contact What's New Legal notice Logout



EUROPEAN COMMISSION



European Commission  
eProposal (on-line creation and submission of LIFE+ proposals)

European Commission > Environment > LIFE Programme > eProposal

Session timeout in 1 h Help needed?

Call for proposals | Proposal | Messaging | Account

Proposals / LIFEBOgatPL / Administrative forms / A4-A5 - Associated beneficiaries ◀ Start | ◀ Prev | Next ▶ | End ▶

Short name	Actions
Domagala	 

eproposal [1.10.0.0]-build.3



# Přístupová práva

Session timeout in 28 min

Help needed?

- Home
- Call for proposals
- Proposal**
- Messaging
- Account

Proposals / AmphiLIFE\_PL / Access rights

Last update at by Proposal status

## List of proposal users

Please find below the list of users linked to this proposal. You can modify it, by clicking on the green/white squares to change a 'No' to 'Yes', or 'Yes' to 'No'.

First name	Last name	Owner	Can view	Can edit	Actions
Andrzej	Muter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- Administrative part
- Technical part
- Financial part
- Attachments
- Reports
- Proposal exports
- Access rights**
- Proposal information
- Last validation

## National authorities access

Your National Authority can view the status of this proposal prior to the submission deadline (to change your choice, click on the green square):

No

## Invite user

Email address:



# Jak pozvat dalšího uživatele

## If the invited user is already registered on eProposal

- The first and last names of this user will appear as '(Pending)' in the Access rights list of users.

### List of proposal users

Please find below the list of users linked to this proposal. Only the coordinating applicant can modify it, by clicking on the green squares to change a 'No' to 'Yes', or 'Yes' to 'No'.

First name	Last name	Email	Owner	Can view	Can edit	Actions
Seekings-Le Quément	Anne	eproposal6@gmail.com	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
fdgh	ghdfgh	eproposal7@gmail.com	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	✘
(Pending)	(Pending)	eproposal.aom@gmail.com	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	✘

- An invitation message is received at the e-mail address entered by the invited user
- The user logs on to eProposal: on the top of the first screen, the invitation is visible. The user may accept or reject it

### List of proposals

Anne, Seekings-Le Quément has invited you to join proposal MERCAN CHOUETTE.



# Jak pozvat dalšího uživatele

## If the invited user is NOT yet registered on eProposal

➤The first and last names of this user will appear as '(Pending)' in the Access rights list of users.

**List of proposal users**  
Please find below the list of users linked to this proposal. Only the coordinating applicant can modify it, by clicking on the green squares to change a 'No' to 'Yes', or 'Yes' to 'No'.

First name	Last name	Email	Owner	Can view	Can edit	Actions
Seekings-Le Quément	Anne	eproposal6@gmail.com	<input type="button" value="Yes"/>	<input type="button" value="Yes"/>	<input type="button" value="Yes"/>	
fdgh	ghdfgh	eproposal7@gmail.com	<input type="button" value="No"/>	<input type="button" value="Yes"/>	<input type="button" value="No"/>	✘
(Pending)	(Pending)	eproposal.aom@gmail.com	<input type="button" value="No"/>	<input type="button" value="No"/>	<input type="button" value="No"/>	✘

➤An invitation message is received at the e-mail address of the invited user specified by the owner of the proposal. This message contains a link to register on ECAS (if needed) and another one to register on eProposal

➤The user logs in to eProposal: on the top of the first screen, the invitation is visible. The user may accept or reject it

List of proposals

✔ Your user account has been created

📌 Anne, Seekings-Le Quément has invited you to join proposal MERCAN CHOUETTE.



# Formulář A6

[Home](#)[Call for proposals](#)[Proposal](#)[Messaging](#)[Account](#)

Proposals / AmphiLIFE\_PL / Administrative forms / A6 - Co-financers

[◀ Start](#)[◀ Prev](#)[Next ▶](#)[End ▶](#)

Last update at by

Proposal status: Draft

## Co-financers

Short name	Contribution	Actions
------------	--------------	---------

[Add co-financer](#)[Switch to view mode](#)

➤ Click on the 'Add Co-financier' button



# Formulář A6

Proposals / LIFEAmphiPL / Technical Forms / A6 - Co-financier

✔ Co-financier commitment form saved

Short name: \*NFOŚiGW

## Legal information on the Co-financier

\*Legal name

Narodowy Fundusz Ochrony Środowiska i Gospodarki Wodnej

VAT n°

522-00-18-559

Legal registration n°

142 137 128

Registration date

27/04/1989

## Legal address of the Co-financier

Street name and n°

\*Konstruktorska 3A

PO Box

N/A

Town/City

\*Warszawa

Postal code

\*02-673

Member State

\*Poland

## Co-financier contribution

Financial commitment (in €) 0

- Fill in the form
- The example shows Polish co-financier's data

- The co-financier contribution will be automatically retrieved from FC form



# Formulář A6

## Co-financier Details

Commitment status  Confirmed  To be confirmed

Comments:

Przenisać z formularza przesłanego przez NFOŚiGW

➤ **Prohlášení finančního závazku:** označte buď „Potvrzeno“ Bude potvrzeno“ – v tomto případě doplňte vysvětlení.

➤ Formulář generujte až poté, co bude žádost kompletně zpracována.

## Co-financier declaration

**Generate declaration**

When the form is completed, please print, sign and upload it below

Przełądaj...

Upload declaration

Back

Save

Switch to view mode



# Formulář A7

Call for proposals

Proposal

Messaging

Account

Proposals / LIFEAmphiPL / Technical Forms / A7 - Other proposals submitted for European Union funding

◀ Prev

Next ▶

End ▶▶

## A7 - OTHER PROPOSALS SUBMITTED FOR EUROPEAN UNION FUNDING

◀ Start

Question1

Question2

Question3

Všechny otázky musejí být zodpovězeny jasně a úplně

\* Have you or any of your associated beneficiaries already benefited from previous LIFE co-financing? (please cite LIFE project reference number, title, year, amount of the co-financing, duration, name(s) of coordinating beneficiary and/or partners involved)

Question1

Question2

Question3

\* Have you or any of the associated beneficiaries submitted any actions related directly or indirectly to this project to other European Union funding programmes? To whom? When and with what results?

Question1

Question2

Question3

\* For those actions which fall within the eligibility criteria for financing through other European Union funding programmes, please explain in full detail why you consider that those actions are better suited to financing through LIFE and are therefore included in the current project.

← → 📄 **B** *I* U x<sub>2</sub> x<sup>2</sup> 📁 A: A R... ▾

Maximum characters: 0 / 5000 ▾



# Formulář A8 – 1. pilíř

European Commission > Environment > LIFE Programme > eProposal

Session timeout in 30 min

Help needed?

Home

Call for proposals

Proposal

Messaging

Account

Inbox messages

Proposals / AmphiLIFE\_PL / Administrative forms / Dec

ities

◀ Prev

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End ▶▶

Last update at by

Proposal status: Draft

◀◀ Start

## Declarations of support from national authorities

National authority name

Actions

New declaration

- **Prohlášení o podpoře** (Povinný formulář pro projekty LIFE NAT/BIO)
- Příslušná autorita prohlásí, **zdali**, **proč** a **jak** daný projekt podpoří.



# Formulář A8 – 1. pilíř

LIFE11 NAT/ - A8

## DECLARATION OF SUPPORT FROM THE COMPETENT AUTHORITY

**Optional:** in addition to the support of the necessary competent authorities as described in the guidelines for applicants, this form may also be used to indicate any other support to the project by important stakeholder bodies, administrative bodies or individuals that may be concerned by the project.

Name and legal status:

RDO

Full address:

xxx

Tel: xxx

Fax: xxx

Email: xxx

Contact person (name and function):

xxx

Please specify whether, why and how you will support this project:

xxx

At  on

Signature of the Competent Authority: .....

Name and status of signatory:

xxx

➤ The **name and legal status, full address, telephone number, fax number, e-mail and contact person** (name and function) of each authority should be indicated on the form.

➤ The form **must be signed** and the signature **must be dated**

➤ **The name and status** of the person signing the form must be clearly indicated.



**Část B**  
**Věcné shrnutí**  
**a celkový kontext**  
**projektu**



# Formulář B1 – shrnutí projektu

Project objectives

Actions and means involved

Expected results

Climate-related

Project topic(s)

\*Project objectives:



Maximum characters: 0 / 2500

- **Cíle projektu:** popis všech cílů projektu v pořadí od nejdůležitějších
- **Aktivity a způsob jejich naplnění:** Stručný popis způsobů, jimiž bude dosaženo projektových cílů (nejde o popis finančních prostředků)
- **Očekávané výsledky** (včetně kvantifikace!) – musí se vztahovat k cílům projektu (záležitostí druhů či stanovišť, kterým se projekt věnuje)
- **Přispívá projekt k adaptaci na změnu klimatu? Jak?**
- **Projektové téma:** Zdůvodněte, zdali a jak projekt spadá do vybraných projektových témat. Projekt se může zabývat maximálně 2 tématy.



# Formulář B2a (1/4)

Proposals / AmphiLIFE\_PL / Technical Forms / B2a

◀ Start   ◀ Prev   Next ▶   End ▶

Last update at by   Proposal status: Draft

**Project sites** [Create new project site](#)

Name of the project site	Surface area (ha)	Actions
--------------------------	-------------------	---------

- Obecný popis projektového území / jednotlivých stanovišť: **zvláště chráněné území pro přírodní stanoviště nebo ptačí oblasti, kód evropsky významné lokality**
- Pro vytvoření nového území, klikněte na tlačítko „Vytvořit nové projektové stanoviště“



# Formulář B2b

Proposals / Technical Forms / B2b

◀ Start   ◀ Prev   Next ▶   End ▶▶

Last update at by   Proposal status:

## New map of the general location of the project area

maximum size: 2 MB; accepted formats: bmp, jpeg, png, pdf, gif, tiff

File \*  Nie wybrano pliku.

Kind \*

Scale \*

Add

## Maps of the general location of the project area

Kind	Scale	Actions
------	-------	---------

→ **Obecná mapa projektového území**



# Formulář B2c (1/2)

Proposals / AmphILIFE\_PL / Technical Forms / B2c - Description of species / habitats / biodiversity targeted by the project

◀ Start ◀ Prev Next ▶ End ▶

Last update at by Proposal status: Draft

## B2c - DESCRIPTION OF SPECIES / HABITATS / BIODIVERSITY ISSUES TARGETED BY THE PROJECT

Description of species / habitats / biodiversity issues targeted by the project:

\*Description of species / habitats issues targeted by the project:

← → 📄 **B** *I* U x<sub>2</sub> x<sup>2</sup> 🖌️ 🗨️ 📏 R... 📄

Maximum characters: 0 / 10000

- **Popis druhů / stanovišť/ problému v oblasti biologické rozmanitosti**
- **Latinský název druhu/ stanoviště dle Směrnice EU o ptácích a stanovištích** (včetně pravidelně stěhovavých ptáků, kteří nejsou uvedeni ve Směrnici o ptácích) Prioritní druhy musí být označeny (\*).
- Označení přílohy **Směrnice o ptácích/ stanovištích**, kde je druh/ stanoviště uveden.
- **Velikost populace** ve vztahu k projektovému území či regionu/státu
- **Status ochrany** v rámci projektového území, včetně kvantifikace



# Formulář B2d

## B2d - CONSERVATION / BIODIVERSITY PROBLEMS AND THREATS

Conservation / biodiversity problems and threats

Previous conservation efforts

\*Provide this information for those species / habitat types or biodiversity issue directly targeted by the project:



Maximum characters: 0 / 10000

- **Problémy a hrozby - popis environmentálního problému a současného stavu**
- **Popis dosavadního způsob ochrany**



# Formulář B3

B3

Best practice character

Demonstration character of the project

Pilot

**EU added value**

Socio-Economic Effects

Efforts for reducing the project's "Carbon footprint"

\*EU added value of the project and its actions:



Maximum characters: 0 / 10000

- **Projekt nejlepší praxe / Demonstrace / Pilotní charakter**
- **Evropsky přidaná hodnota; přeshraniční charakter**
- **Socio – ekonomické dopady**
- **Uhlíková stopa**



# Formulář B4

## B4 - STAKEHOLDERS INVOLVED AND TARGET AUDIENCES OF THE PROJECT OTHER THAN PROJECT PARTICIPANTS

### Stakeholders and target audiences

\* Stakeholders involved and target audiences of the project (other than project participants):



Maximum characters: 0 / 12000

- Uvedte veškeré **zainteresované subjekty**, s nimiž bude v rámci projektu navázána spolupráce. Např. jakým způsobem bude zajištěna spolupráce s dotčenou Správou CHKO apod.
- Popište **cílové skupiny** projektu, a způsob přenosu informací o projektu k těmto cílovým skupinám – tzn. pro koho mohou být informace o průběhu a výsledku projektu zajímavé – zajištění publicity v průběhu i po ukončení projektu.



# Formulář B5

## B5 - EXPECTED CONSTRAINTS AND RISKS RELATED TO THE PROJECT IMPLEMENTATION AND HOW THEY WILL BE DEALT WITH (CONTINGENCY PLANNING)

### Expected constraints and risks

\* Expected constraints and risks related to the project implementation and how they will be dealt with (contingency planning):



Maximum characters: 0 / 12000

- Popis veškerých **rizik a překážek** v realizaci projektu (vnější i vnitřní vlivy) a způsob jejich eliminace
- Popis **alternativních způsobů řešení** v případě výskytu rizika



# Formulář B6 (1/2)

## B6 - CONTINUATION / VALORISATION AND LONG TERM SUSTAINABILITY OF THE PROJECTS RESULTS AFTER THE END OF THE PROJECT

Question 1

Question 2

Question 3

Question 4

Question 5

Question 6

\*Which actions will have to be carried out or continued after the end of the project ?



Maximum characters: 0 / 5000

**Udržitelnost aktivit/ výsledků/ pořízeného majetku**

**Z jakých prostředků, jak a kým bude zajištěna udržitelnost**

**Způsob šíření informací a replikace výsledků do jiných oblastí/ zemí EU**



Part C

# **Část C**

## **Podrobný popis navržených aktivit**



# Formulář C0

Proposals / AmphiLIFE\_PL / Technical Forms / C0 - Project actions

◀ Start   ◀ Prev   Next ▶   End ▶▶

Last update at by

Proposal status: Draft

## Project actions

Number	Action name	Actions
--------	-------------	---------

Add project action

Uvedte seznam **všech plánovaných aktivit**. Rozdělte je do 6 skupin:

- A. Přípravné aktivity – zpracování managementových / akčních plánů
- B. Nákup / pronájem půdy a / nebo kompenzace za užívací práva pozemků
- C. Konkrétní ochrannářské aktivity
- D. Monitorování dopadu aktivit (povinné, vztahuje se k aktivitám C)
- E. Publicita a šíření informací (povinné)
- F. Řízení projektu a monitorování jeho postupu (povinné).



## Část C – obecné informace (3/4)

Picture name	Actions
Add picture (maximum file size: 2 MB; accepted formats: bmp, jpeg, png, pdf, gif, tiff)	
Picture name:	<input type="text"/>
Local file:	<input type="button" value="Przełóż plik..."/> Nie wybrano pliku.
<input type="button" value="Add"/>	

- **Pictures:** if needed add pictures to show the project site, the tools needed etc.

### Project deliverable products

Name of the deliverable (max. 200 characters)	Deadline	Actions
<input type="text"/>	<input type="text"/> 	<input type="button" value="Add"/>

- **Hmatatelné výstupy.**



# Část C – obecné informace (4/4)

## Project milestones

Name of the milestone (max. 200 characters)	Deadline	Actions
<input type="text"/>	<input type="text" value=""/>	<input type="button" value="Add"/>

## • Milníky

### Action timetable

Year	I	II	III	IV	<input type="button" value="Check all"/>
2015			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## • Harmonogram



# Formulář C2

Proposals / AmphiLIFE\_PL / Technical Forms / C2 - Reporting schedule

◀ Start    ◀ Prev    Next ▶    End ▶▶

Last update at by    Proposal status: Draft

## Activity reports foreseen

Type of report	Deadline	Actions
<input type="text" value="Progress report"/>	<input type="text" value="*"/>	<input type="button" value="Add"/>

Please indicate the deadlines for the following reports:

- Progress Reports n°1, n°2 etc. (if any; to ensure that the delay between consecutive reports does not exceed 18 months)
- Mid-term Report with payment request (only for project longer than 24 months)
- Final Report with payment request

## Monitorovací zprávy



# Formulář F1 – osobní náklady

Proposals / AmphiLIFE\_PL / Financial Forms / F1 - Direct Personnel costs

◀ Start   ◀ Prev   Next ▶   End ▶

Last update at by   Proposal status: Draft

## Direct Personnel costs

Delete all

				Calculation =>	A	B	A X B	
Beneficiary short name	Action number	Type of contract	Category/Role in the project	Daily rate	Number of person-days	Direct personnel costs	Actions	
<input type="text"/>	<input type="text"/>							<input type="button" value="Refresh"/>
<b>Total</b>						0	0 €	

- Denní sazba = hrubá mzda + povinné odvody za skutečně odpracované dny
- Denní sazba převyšující 400 € musí být dostatečně zdůvodněná
- 2% pravidlo pro veřejné instituce: Příspěvek do projektu musí být o 2 % vyšší, než součet nákladů na mzdy zaměstnanců, jež nejsou dodatečnými zaměstnanci organizace

Delete all

Beneficiary short name	Action number	Type of contract	Category/Role in the project	Daily rate	Number of person-days	Actions
AmphiPL	A1	Permanent staff or civil servant	*	* 0	* 0	<input type="button" value="Add"/>
				€		



# Formulář F2

## Travel and subsistence costs

Delete all

Calculation =>					A	B	A + B	
Beneficiary short name	Action number	Destination from/to	Outside EU (YES / NO)	Purpose of travel/number of trips and persons traveling, duration of trip (in days)	Travel costs	Subsistence costs	Total travel and subsistence costs	Actions
<input type="text"/>	<input type="text"/>							<input type="button" value="Refresh"/>
Total					0 €	0 €	0 €	

- Cestovné a pobytové náklady se řídí na základě účetních zákonných předpisů a vnitřních směrnic organizace
- Pobytové náklady obsahují náklady na ubytování, stravu, diety
- Specifikujte plánované cesty (kde, proč, kolik osob, vybraný dopravní prostředek);
- Přihlédněte k cenově nejefektivnější a environmentálně nejšetrnější variantě

Beneficiary short name	Action number	Destination from/to	Outside EU (YES / NO)	Purpose of travel/number of trips and persons traveling, duration of trip (in days)	Travel costs	Subsistence costs	Actions
AmphiPL	A1	*	No	*	* 0 €	* 0 €	<input type="button" value="Add"/>



# Formulář F3 - služby

Proposals / AmphiLIFE\_PL / Financial Forms / F3 - External assistance costs

◀ Start ◀ Prev Next ▶ End ▶

Last update at by Proposal status: Draft

## Direct Personnel costs

Delete all

Beneficiary short name	Action number	Procedure	Description	Cost (€)	Actions
<input type="text"/>	<input type="text"/>				<a href="#">Refresh</a>
Total				0 €	

Delete all

- ⓘ How to create costs lines quickly? Use your keyboard keys!
- by default the cursor is on the first field of the new line to be created
  - then use tab key to move to the next field (shift+tab keys to move to previous field)
  - press Enter key to create that line and move to creating a new line

Beneficiary short name	Action number	Procedure	Description	Cost (€)	Actions
AmphiPL ▾	A1 ▾	*	*	* 0 €	<a href="#">Add</a>

- **Služby - 35% limit;**
- **Pravidla pro zadávání veřejných zakázek musí být respektována, využijte metodiku zelených zakázek!**



# Formulář F4a - infrastruktura

## Durable goods: Infrastructure costs

Beneficiary short name	Action number	Procedure	Description	Actual cost	Depreciation cost (eligible cost)	Actions
<input type="text"/>	<input type="text"/>					<a href="#">Refresh</a>
<b>Total</b>				<b>0 €</b>	<b>0 €</b>	

- i** How to create costs lines quickly? Use your keyboard keys!
- by default the cursor is on the first field of the new line to be created
  - then use tab key to move to the next field (shift+tab keys to move to previous field)
  - press Enter key to create that line and move to creating a new line

Beneficiary short name	Action number	Procedure	Description	Actual cost	Depreciation cost (eligible cost)	Actions
<input type="text" value="AmphiPL"/>	<input type="text" value="A1"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="* 0"/> €	<input type="text" value="* 0"/> €	<a href="#">Add</a>

- Způsobilými jsou pouze odpisy z pořizovací ceny;
- Max. výše odpisů nesmí přesáhnout:
  - **max. 25 %** pořizovací ceny v případě infrastruktury
  - **max. 50 %** pořizovací ceny v případě zařízení



# Formulář F4b - zařízení

## Durable goods: Equipment costs

Beneficiary short name	Action number	Procedure	Description	Actual cost	Depreciation cost (eligible cost)	Actions
<input type="text"/>	<input type="text"/>					<a href="#">Refresh</a>
<b>Total</b>				0 €	0 €	

- i** How to create costs lines quickly? Use your keyboard keys!
- by default the cursor is on the first field of the new line to be created
  - then use tab key to move to the next field (shift+tab keys to move to previous field)
  - press Enter key to create that line and move to creating a new line

Beneficiary short name	Action number	Procedure	Description	Actual cost	Depreciation cost (eligible cost)	Actions
<input type="text" value="AmphiPL"/>	<input type="text" value="A1"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="* 0"/> €	<input type="text" value="* 0"/> €	<a href="#">Add</a>

- Projekty **LIFE NAT/BIO** – náklady na zařízení nebo infrastrukturu vynaložené veřejnými subjekty nebo neziskovými organizacemi jsou způsobilé v plné výši 100 % z pořizovací ceny.



# Formulář F4c - prototyp

Proposals / AmphiLIFE\_PL / Financial Forms / F4c - Durable goods: Prototype costs

◀ Start   ◀ Prev   Next ▶   End ▶

Last update at by   Proposal status: Draft

Beneficiary short name	Action number	Procedure	Description	Cost (€)	Actions
<input type="text"/>	<input type="text"/>				<a href="#">Refresh</a>
Total				0 €	

**i** How to create costs lines quickly? Use your keyboard keys!  
-by default the cursor is on the first field of the new line to be created  
-then use tab key to move to the next field (shift+tab keys to move to previous field)  
-press Enter key to create that line and move to creating a new line

Beneficiary short name	Action number	Procedure	Description	Cost (€)	Actions
AmphiPL ▾	A1 ▾	* <input type="text"/>	* <input type="text"/>	* 0 €	<a href="#">Add</a>

- **Projekty LIFE ENV a LIFE NAT/BIO – náklady na prototypy jsou způsobilé v plné výši**



# Form F5a – nákup půdy

## Land purchase

Calculation =>			A	B	C	(A x B) + C	
Beneficiary short name	Project action number	Description of land purchase	Estimated cost per hectare (rounded to the nearest €)	Area (hectares)	Associated charges (€)	Expected cost (€)	Actions
<input type="text"/>	<input type="text"/>						<a href="#">Refresh</a>
				<b>Total</b>	0	0	

- i** How to create costs lines quickly? Use your keyboard keys!
- by default the cursor is on the first field of the new line to be created
  - then use tab key to move to the next field (shift+tab keys to move to previous field)
  - press Enter key to create that line and move to creating a new line

Beneficiary short name	Project action number	Description of land purchase	Estimated cost per hectare (rounded to the nearest €)	Area (hectares)	Associated charges (€)	Actions
<input type="text" value="AmphiPL"/>	<input type="text" value="A1"/>	<input type="text"/>	* 0	* 0.0	* 0	<a href="#">Add</a>

- **Nákup půdy** – je způsobilý pouze pro projekty **LIFE NAT**



# Form F5c – jednorázové kompenzace

## One-off compensation payments

Calculation =>			A	B	C	(A x B) + C	
Beneficiary short name	Project action number	Description of One-off compensation	Estimated cost per hectare (rounded to the nearest €)	Area (hectares)	Associated charges (€)	Expected cost (€)	Actions
<input type="text"/>	<input type="text"/>						<a href="#">Refresh</a>
				<b>Total</b>	<b>0</b>	<b>0</b>	

- i** How to create costs lines quickly? Use your keyboard keys!
- by default the cursor is on the first field of the new line to be created
  - then use tab key to move to the next field (shift+tab keys to move to previous field)
  - press Enter key to create that line and move to creating a new line

Beneficiary short name	Project action number	Description of One-off compensation	Estimated cost per hectare (rounded to the nearest €)	Area (hectares)	Associated charges (€)	Actions
<input type="text" value="AmphiPL"/>	<input type="text" value="A1"/>	<input type="text"/>	<input type="text" value="* 0"/>	<input type="text" value="* 0.0"/>	<input type="text" value="* 0"/>	<a href="#">Add</a>



# Formulář F6 – spotřební výdaje

## Consumables

Beneficiary short name	Action number	Procedure	Description	Cost (€)	Actions
<input type="text"/>	<input type="text"/>				<a href="#">Refresh</a>
Total				0 €	

- i** How to create costs lines quickly? Use your keyboard keys!
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  - then use tab key to move to the next field (shift+tab keys to move to previous field)
  - press Enter key to create that line and move to creating a new line

Beneficiary short name	Action number	Procedure	Description	Cost (€)	Actions
<input type="text" value="AmphiPL"/>	<input type="text" value="A1"/>	<input type="text" value="*"/>	<input type="text" value="*"/>	<input type="text" value="* 0"/> €	<a href="#">Add</a>

- Musí se přímo vztahovat k realizaci projektu;
- Musí jít o přímé náklady, tudíž nesmí obsahovat režie

*Příklady: Materiál na experimenty, zajištění materiálů pro šíření informací o projektu, kancelářské potřeby a vybavení pro školení apod.*



# Formulář F7 – jiné náklady

## Other costs

Beneficiary short name	Action number	Procedure	Description	Cost (€)	Actions
<input type="text"/>	<input type="text"/>				<a href="#">Refresh</a>
Total				0 €	

- i** How to create costs lines quickly? Use your keyboard keys!
- by default the cursor is on the first field of the new line to be created
  - then use tab key to move to the next field (shift+tab keys to move to previous field)
  - press Enter key to create that line and move to creating a new line

Beneficiary short name	Action number	Procedure	Description	Cost (€)	Actions
AmphiPL ▾	A1 ▾	*	*	* 0 €	<a href="#">Add</a>

Přímé náklady projektu, které nespádají do žádné jiné rozpočtové kategorie.

*Příklady: Náklady na bankovní poplatky, poplatky za účast na konferencích, bankovní garance (pokud je to vyžadováno);*



# Formulář F8 - režie

## Overheads

Beneficiary short name	Sum of eligible direct costs excluding land purchase/lease /one-off compensation	Overhead amount	Overhead amount/Sum of eligible direct costs excluding land purchase/lease/one-off compensation
AmphiPL	€	<input type="text" value="0"/> €	%
rwetew	€	<input type="text" value="0"/> €	%
<b>Total</b>	<b>0 €</b>	<b>0 €</b>	

Save

- **Režijní náklady:**
  - Nepřímé náklady, nesmí být přímo spojeny s předmětem projektu;
  - Až do výše 7 % z celkových způsobilých nákladů snížených o náklady na nákup půdy a režijní náklady



# Form FC – příspěvky příjemců

## Coordinating Beneficiary's contribution

Member State code	Beneficiary short name	Total costs of the project actions in € (including overheads)	Beneficiary's own contribution in €	Amount of EU contribution requested in €
PL	AmphiPL		<input type="text" value="0"/>	<input type="text" value="0"/>

## Associated Beneficiaries' contribution

Member State code	Beneficiary short name	Total costs of the project actions in € (including overheads)	Beneficiary's own contribution in €	Amount of EU contribution requested in €
IE	rwetew		<input type="text" value="0"/>	<input type="text" value="0"/>
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>

## Co-financers contributions

Co-financer's name	Financial contribution
NFOSiGW	<input type="text" value="0"/>
<b>Total</b>	<b>0</b>



# Validace návrhu

## General project information

Maximum characters 55 / 120

Project title (max. 120 characters)  
**must be in English**

\* Active protection of amphibians on North-Western Poland

Project acronym (max. 25 characters)  
**must contain the word LIFE**

\* AmphiLIFE\_PL

LIFE Programme priority area

Nature and Biodiversity

Sector

- Nature  
 Biodiversity

Expected start date

\* 16/07/2015

Expected end date

\* 30/11/2020

Language of the proposal

\* Polski (pl)

Save

The project will be implemented in the following Member State(s) and Region(s) or other countries

Member State or other Country	Selected regions	Actions
HR - Croatia	Jadranska Hrvatska	Add

Validate proposal

Submit to Contracting Authority

Switch to view mode



# Validace projektového návrhu

Proposals / LIFEAmphiPL / Technical Forms / A1 - General project information

Next ►

End ►►

❗ Action(s) A.1 missing at least one date in the timetable

❗ The following activity reports have problems:  
An INCEPTION\_REPORT must be defined.  
An FINAL\_REPORT must be defined.

❗ The associated beneficiary declaration (form A4) has not been uploaded for wwwwww.

❗ Some mandatory information is missing in B2a form for area/site nn.

❗ There is at least one co-financier whose contribution is less than 1 €. Please revise form FC.

❗ The cofinancier declaration (form A6) has not been uploaded for NFOSiGW.

❗ The coordinating beneficiary declaration (form A3) has not been uploaded.

❗ A final report must be defined.

❗ Missing mandatory annexe(s): 'Public body declaration' for public entities or 'Simplified Financial Statements / annual accounts / audit report' for non-public entities'

❗ There are empty technical forms which have to be filled Action.F1: Expected results (quantitative information when possible),Reason why this action is necessary,Cost estimation,Action.B1: Expected results (quantitative information when possible),Reason why this action is necessary,Cost estimation,Action.D1: Expected results (quantitative information when possible),Reason why this action is necessary,Cost estimation,Action.A1: Expected results (quantitative information when possible),Reason why this action is necessary,Cost estimation,Action.C1: Expected results (quantitative information when possible),Reason why this action is necessary,Cost estimation,Action.E1: Expected results (quantitative information when possible),Reason why this action is necessary,Cost estimation