





EVROPSKÁ VÝZVA PRO PŘEDKLÁDÁNÍ PROJEKTŮ DO UNIJNÍHO PROGRAMU LIFE

LIFE PÍŠÍCÍ SEMINÁŘ 2023

28. 8. 2023, online

Mgr. Lucie Blažejová

Ministerstvo životního prostředí
Odbor finančních a dobrovolných nástrojů
Oddělení mezinárodních programů a projektů



ČÁST A – VYPLŇUJE SE ONLINE V SYSTÉMU

Call data

Call: **LIFE-2023-SAP-NAT**
Topic: **LIFE-2023-SAP-NAT-NATURE**
Type of action: **LIFE-PJG**
Type of MGA: **LIFE-AG**

 Topic and type of action can only be changed by creating a new proposal.

Proposal data

Acronym: **SAP test**
Draft ID: **SEP-210953060**

Download Part B templates

 Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible.
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 Your proposal contains changes that have not yet been submitted.

Administrative forms (Part A)

Edit forms 

Edit Part C (KPI)

View history

Print preview 

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. 

Part B *

 Upload 

Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show
4	Other questions	Show

How to fill in the forms

The forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the forms are pre-filled based on the steps in the submission wizard.



ROZPOČET – VIZ DOKUMENT VÝZVY NEBO MODEL GRANT AGREEMENT, ČLÁNEK 6

Část A – shrnující rozpočtová tabulka za jednotlivé rozpočtové kategorie a účastníka – vyplní se v režimu online

Příloha: podrobná rozpočtová tabulka – nahraje se do žádosti v Excel formátu

- Možnost slučovat drobné náklady do jedné skupiny
- Větší rozpočtové položky vždy odůvodnit a blíže vysvětlit
- Do políčka Popis vysvětlíte, jak jste došli k uvedeným částkám
- Pro affiliated entity vždy rozpočet zvlášť, stejně jako platí pro všechny partnery

POZOR: Souhrnná tabulka v části A musí korespondovat s podrobnými rozpočtovými tabulkami v části B!

- **Celkové mzdové náklady za všechny WPs/účastníka v části A se musí shodovat s uvedenými mzdovými náklady za tohoto účastníka v části B**

Establishing your Project Budget – Part A

No.	Name of beneficiary	Country	Role	Personnel costs - without volunteers / EUR	Personnel costs - volunteers / EUR	Subcontracting costs/ EUR	Purchase costs - Travel and subsistence/ EUR	Purchase costs - Equipment/ EUR	Purchase costs - Other goods, works and services/ EUR	Indirect costs/ EUR	Total eligible costs/ EUR	Estimated eligible contributions/ EUR	Ineligible costs/ EUR	Total estimated project costs and contributions/ EUR	Maximum EU contribution on to eligible costs/ EUR	Requested EU contribution on to eligible costs/ EUR	Max grant amount/ EUR	Income generated by the project/ EUR	In kind contributions/ EUR	Financial contributions/ EUR	Own resources/ EUR	Total estimated project income/ EUR
1				0	0	0	0	0	0	0		0	0	0		0.00	0.00	0	0	0	0	0.00
Total																						



Establishing your Project Budget – Annex

Detailed Budget Table

[proposal acronym]

Important:

You may add rows but no additional tabs. This may result in your proposal being considered inadmissible.
Please ensure that the file can be printed on a format of 1 page wide (number of pages depending on the number of participants).
Please make sure that the figures in this table are consistent with the total budget provided in part A section 3 of the application.
In case of inconsistencies, part A will prevail.

Staff effort allocation

Fill in the effort per work package and Beneficiary/Affiliated Entity.
Please indicate the number of person-months over the whole duration of the planned work.
Adapt the columns to the number of work packages in your proposal.
Identify the work-package leader for each work package by showing the relevant person-month figure in bold.

Participant Number/Short Name	WP1	WP2	WP3	WP4	WP5	WP6	WPx...	Total
1.								0
2.								0
3.								0
4.								0
5.								0
6.								0
7.								0
8.								0
9.								0
10.								0
Total person-months	0	0	0	0	0	0	0	0



ADMINISTRATIVNÍ FORMULÁŘE (ČÁST A)

List of participating organisations/ Seznam zúčastněných organizací – doplňuje se automaticky (přes funkci „add partner“/ „přidat partnera“, musí být předem registrováni)

- **Partners/** partneři neboli **beneficiaries** / příjemci podpory
 - Přidaná hodnota jejich účasti v projektu
 - Odpovědnost za realizaci aktivit, vykazují náklady
 - Nárok na grant
- **Affiliated entities/** přičleněné subjekty
 - Právní nebo kapitálová vazba k příjemcům podpory
 - Realizují aktivity nebo jejich část a vykazují náklady
 - Nárok na grant
- **Associated partners/** přidružení partneři
 - Podílejí se na realizaci aktivit
 - Nevkazují náklady, nemají nárok na grant, nejsou součástí rozpočtové struktury projektu

ADMINISTRATIVNÍ FORMULÁŘE (ČÁST A)

- **Third party co-financier**/ kofinancování třetí strany
 - Nepodílí se na realizaci projektu
 - Poskytuje finanční příspěvek příjemci grantu, který se váže konkrétně k realizaci příslušného projektu
- **In-kind contribution** – věcná plnění třetích stran

Vykazovat v rozpočtu pro účely projektu ZDARMA odvedenou práci nebo poskytnuté zařízení NELZE, jedině že by šlo o plnění za úplatu, pak se vykazují v rámci pronájmu, nákupu zboží/služeb, případně mezd u osob povolaných k odvedení určité činnosti.
- **Volunteers** / dobrovolníci (v podstatě součást in-kind contribution)
 - Podílejí se na realizaci aktivit
 - Nevykazují náklady, nemají nárok na grant, nejsou součástí rozpočtové struktury projektu, hodnota jejich práce se vykazuje zvlášť v části A formuláře
 - Ostatní náklady spojené s jejich prací nutno vykazovat v rámci režii (overheads)
 - (cestovné a stravné pro dobrovolníky – bude upřesněno)

Roles in the Grant Agreement (GA)

TYPE	Works on 'action tasks'?	What is eligible for the beneficiary/ affiliated entity?	Must be indicated in Annex 1 GA?	Conditions for participation	GA article
Beneficiaries	YES	Costs	YES	Must be eligible for funding	art 7
Affiliated entities	YES	Costs	YES	Must be affiliated or have a legal link and be eligible for funding	art 8
Associated partners	YES	n/a	YES	No specific conditions (APs do not receive funding).	art 9.1
Third parties contributing to the project	Participate in the action as contributors	Costs if eligible under the specific Programme (only for HE)	YES	/	art 9.2
Subcontractors	YES	Invoiced price	YES		art 9.3
Third parties receiving financial support ²	Participate in the action as recipients.	Amount of support given	YES	According to the conditions in Annex 1 GA	art 9.4



ČÁST C – VYPLŇUJE SE ONLINE V SYSTÉMU

Call data

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1

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Part B *



Upload



ČÁST C - INDIKÁTORY (KPI)

Horizontal KPIs / Horizontální klíčové indikátory projektu (KPI)

- Povinnost podávat zprávu za všechny indikátory v této části
- Inovace
- Řízení a správa
- Plány a strategie
- Katalytický účinek - Finanční/ Prostorový/ Tematický/ Společenský
- Rio ukazatele pro klima, biodiverzitu a kvalitu ovzduší: primární nebo sekundární cíle/ nepřispívá k cílům

LIFE program – výběr na základě kontextu: oblast(i) činnosti nebo/a oblast(i) dopadu

LIFE program - specifické KPI

- Hodnoty na začátku projektu (Baseline)
- Hodnoty na konci projektu
- Hodnoty 3-5 let po skončení projektu

ČÁST B – VYPLŇUJE SE DO VZORU

Call data

Call: **LIFE-2023-SAP-NAT**

Topic: **LIFE-2023-SAP-NAT-NATURE**

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Administrative forms (Part A)

[Edit forms](#) 

[Edit Part C \(KPI\)](#)

[View history](#)

[Print preview](#)



Part B and Annexes

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Part B *



[Upload](#) 

Vzor žádosti

Call: [insert call identifier] — [insert call name]

EU Grants: Application form (LIFE SAP and OAG): V2.0 – 01.05.2022

IMPORTANT NOTICE

What is the Application Form?

The Application Form is the template for EU grants applications; it must be submitted via the EU Funding & Tenders Portal before the call deadline.

The Form consists of 2 parts:

- Part A contains structured administrative information
- Part B is a narrative technical description of the project.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Submission System screens.

Part B needs to be uploaded as PDF (+ annexes) in the Submission System.

How to prepare and submit Part B?

The Application Form must be prepared by the consortium and submitted by a representative. Once submitted, you will receive a confirmation.

The **templates** to use are available inside the Submission System. Please note that not using the correct template may lead to the inadmissibility of your proposal.

To ensure a proper evaluation of your project, the appropriate sections of the template must be filled in depending on whether the call has one or two submission stages. For stage 1 (concept note), some sections are not applicable (noted as n/a); for stage 2 (full proposal), all sections must be completed.

You can submit your proposal in any official EU language (the project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application.

Character and page limits:

- page limit: see Call document
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 10 points.
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are NOT a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application.

⚠️ If you attempt to upload an application that exceeds the specified page limit, you will receive an automatic warning asking you to shorten and re-upload your application. For applications that are not shortened, the excess pages will be made invisible and thus disregarded by the evaluators.

⚠️ Please do NOT delete any instructions in the document. The overall page limit has been raised to ensure equal treatment of all applicants. Removing the instructions may result in your proposal being considered inadmissible.

⚠️ This document is tagged. Be careful not to delete the tags; they are needed for the processing.

1

Call: [insert call identifier] — [insert call name]

EU Grants: Application form (LIFE SAP and OAG): V2.0 – 01.05.2022

TECHNICAL DESCRIPTION (PART B)

COVER PAGE

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system. Page 1 with the grey IMPORTANT NOTICE box should be deleted before uploading.

Note: Please read carefully the conditions set out in the Call document (for open calls published on the Portal). Pay particular attention to the award criteria; they explain how the application will be evaluated.

PROJECT	
Project name:	[project title]
Project acronym:	[acronym]
Coordinator contact:	[name NAME], [organisation name]

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Call: [insert call identifier] — [insert call name]

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#@APP-FORM-LIFE-SAP-OAG#@
#@PRJ-SUM-PS#@# (This document is tagged. Do not delete the tags; they are needed for the processing.)

PROJECT SUMMARY

Project summary
See Abstract (Application Form Part A).

#@PRJ-SUM-PS#@# #@REL-EVA-RE#@# #@PRJ-OB-L-PO#@#

1. RELEVANCE

Fill in **only** sections 1.1-1.4 at stage 1 (concept note). Fill in **all** sections at stage 2 (full proposal).

1.1 Background and general project objectives

Background and general project objectives
Explain the problem and the needs to be addressed in the project. Describe the background, starting point / quantified baseline of the project.
Please explain in which location and/or sector the main activities of the project will take place and justify that choice.
For Nature and Biodiversity:
Provide a clear and quantified description of the conservation issue and threats targeted, as well as relevant background information and quantified figures defining the baseline to justify the proposed interventions by:
At stage 1 (concept note) when relevant, describe the main species/habitats directly targeted by the project: scientific name, refer to the Annex(es) of the EU Birds or Habitats Directive where they are listed, population size within each project area; conservation status; habitat name and Nature 2000 code; % of the cover within each project area; conservation status.
At stage 2 (full proposals), when relevant, provide a brief description of the areas where conservation actions will be implemented and main species and / or main habitats directly targeted by the project, and submit the following annexes:
— maps
— description of sites
— description of species and habitats
Describe the previous conservation efforts in the project area or for the habitats/species targeted.
For Circular Economy and Quality of Life (n/a to Environmental governance topics):
Describe the previous technical preparatory work and results of previous research and development activities, showing the status of technical development achieved for the proposed solution, including the technical readiness level (TRL) where relevant and proving its technical feasibility.
Explain the scale at which such results have been obtained and if prototypes have been already developed and tested. Their scale/dimension and relevant results and conclusions have to be clearly presented. Illustrate available best practices in the relevant sector (state of the art) and clearly and concisely explain the environmental, technical and economical improved performances/ advantages introduced by the proposed solution in case this is claimed to be innovative/ demonstrative.
Insert text

3

Direct Costs (Art. 6.2)

- **Direct costs** are costs directly related to the action and necessary for its implementation (costs indirectly related via cost drivers are not to be included under the direct actual costs)
 - **A. Personnel costs**
(A.1 Employees, A.2 Natural persons under direct contract, A.3 Seconded persons, A.4 SME owners and natural person beneficiaries, A.5 Volunteers)
 - **B. Subcontracting costs**
 - **C. Purchase costs**
(C.1 Travel and subsistence, C.2 Equipment, C.3 Other goods, works and services)
 - **D. Other cost categories**
(D.1 Financial support to third parties, D.2 Land purchase)



ROZPOČET – CO JE SUBDODÁVKA?

Main differences between subcontracting and purchase costs:

Subcontracts	Contracts/Purchases
Subcontracts concern the implementation of 'action tasks', i.e. parts of the project/project tasks that have been outsourced.	Purchases concern travel, equipment and goods and services that are necessary for the beneficiaries to implement the work (can range from big equipment to petty goods).
The price for the subcontracts will be declared as 'Subcontracting costs' in the financial statement.	The price for these contracts will be declared in one of the 'Purchase costs' columns in the financial statement.

Příklady tzv. purchase costs:

- smlouva ke zpracování auditní zprávy týkající se finančního vypořádání projektu
- smlouva na překlad dokumentů;
- smlouva na vydání informačních brožur;
- smlouva na poskytování dopravní přepravy
- smlouva na zajištění cateringových služeb >< uspořádání seminářů komplet
- smlouva na PR konzultační služby

DŮLEŽITÉ POZNÁMKY

- **Application form v části B** – max. počet stran 120, ostatní nebude viditelné!
- Formulář vyplňujte dle instrukcí uvedených po rozkliknutí symbolu **?**
- Nemažte žádné informace ze žádosti, ponechte veškeré návody, i když nejsou relevantní
- Nahrávání **příloh** – **max. 10 M**. Spojit vždy do jednoho dokumentu (dle pokynů u tlačítka Upload). Formát pdf, rozpočtové tabulky v excel. Příliš velké přílohy: nahrajte info s odkazem ke stažení nebo využijte místo v rámci Other Annexes. **Ověřte si obsah nahraných příloh!**
- Vyplnění v ČJ je možné, **abstrakt vždy v angličtině**
- **Abstrakt** může mít max. 200 znaků – věnujte mu maximální pozornost
- Část 1.4 z formuláře B – **Concept and methodology** – důležitá součást hodnocení
- Část 2 z formuláře B – **Project Impact** – pokud se rozhoduje mezi 2 projekty, rozhodujícím kritériem je dopad projektu!

DŮLEŽITÉ POZNÁMKY

- Informace o **opětovném předložení žádosti**. Z roku 2021, 2022 – v části A. Z roku 2020 nebo dříve – v části B, 1.1 Background and general project objectives.
- Pracovní balíčky – 5/6
- Deliverables – 10/15
- Podepsané prohlášení – pouze Cofinancing declaration
- Myslete na **časovou rezervu** – cca 6 měsíců
- Započítejte do nákladů očekávané inflační **navýšení** cen
- Náklady na infrastrukturu – doplnit o informaci, jestli jde o **plnou cenu nebo část odpisů**

Project Design Full Proposal

Good design

Solid analysis of the problem, state of play and solution proposed (baseline)

Key stakeholders involved (incl. users)

Robust assessment of impacts over the life cycle of the solution proposed

Clear strategy on how to sustain and multiply the impacts

Common problems

Insufficient background information (why, who and how)

Rationale for projects is defined during the project

Objectives too broad, too many

Poor partnership (partners don't fit regarding know-how or insufficient budget)

Over-optimistic / unrealistic or lack of quantification of impacts

Replication confused with networking and dissemination

Vague plans to sustain the project/results after project end



Calls 2023 – Overview

Call	Enveloppe indicative (M€)	Opening date	Closing date	Indicative grant signature date
SAP – Nature and Biodiversity	148,4	18/04/23	06/09/23	June 2024
SAP – Circular economy and quality of life	81	18/04/23	06/09/23	June 2024
SAP – Climate Mitigation and Adpatation	66,3	18/04/23	21/09/23	June 2024
CSA – Clean Energy Transition	99	11/05/23	16/11/23	June 2024



JAK PŘIDAT NÁRODNÍ KONTAKTNÍ MÍSTO PROGRAMU LIFE DO PROJEKTOVÉ ŽÁDOSTI

V systému pro podávání žádostí Funding & tender opportunities je uveden níže citovaný návod na přidání člena národního kontaktního místa:

*We want to draw your attention to the possibility to get support from your National Contact Point. To facilitate such support, it would be beneficial to add your National Contact Point (NCP) under the “**Participants**” step of the application, by clicking on “**Add contact**”. Then, Under “**Project role**”, use the option “**Contact person**” and add your NCP’s data:*

Lucie Blažejová – lucie.blazejova@mzp.cz

DĚKUJI ZA POZORNOST

