



Do's and Don't's

- für einen exzellenten Projektvorschlag

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Excellent proposals support the mission of the programme



- break market barriers that hamper the socio-economic transition to clean energy
- address the shifting needs and barriers for the uptake of energy efficiency and renewable energy
- ensure that EU funding makes a real impact on the ground
- support directly the uptake and implementation of EU legislation, targets and initiatives

Einreichung und Evaluierung – die Eckpfeiler



1. How does Funding & Tenders Portal work?

The screenshot shows the European Commission's Funding & tender opportunities portal. The page is titled "Funding & tender opportunities" and "Single Electronic Data Interchange Area (SEDIA)". The language is set to English. The main navigation menu includes "SEARCH FUNDING & TENDERS", "HOW TO PARTICIPATE", "PROJECTS & RESULTS", "WORK AS AN EXPERT", and "SUPPORT". The current filter is "Programme for the Environment and Climate Action (LIFE)".

The search results are displayed under the heading "Funding and tenders (39)". The search filters on the left include:

- Keywords: Type your Keywords...
- Match whole words only:
- GRANTS:
- TENDERS:
- Submission status: Forthcoming, Open for submission (1), Closed (38)

The main content area shows a list of funding opportunities. The first entry is "LIFE 2021 Capacity Building" (LIFE-2021-TA-CAP), which is a "Call for proposal" and a "Grant". The details for this opportunity are:

Programme	Programme for Environment and Climate Action (LIFE)	Status	Open for submission
Type of action	LIFE Project Grants	Deadline model	multiple cut-off
Opening date	16 December 2021	Next deadline	16 June 2022 17:00:00 Brussels time



2. Structure of a proposal

Mandatory annexes:

Part A

Structured administrative information

- Generated by IT system

Part B

Narrative technical project description

- Template to be uploaded as PDF, bound by page limit

Part C

Key Performance Indicators

- To be completed directly online

Detailed budget table

- Excel template incl. subcontracting, other direct costs

Participant information

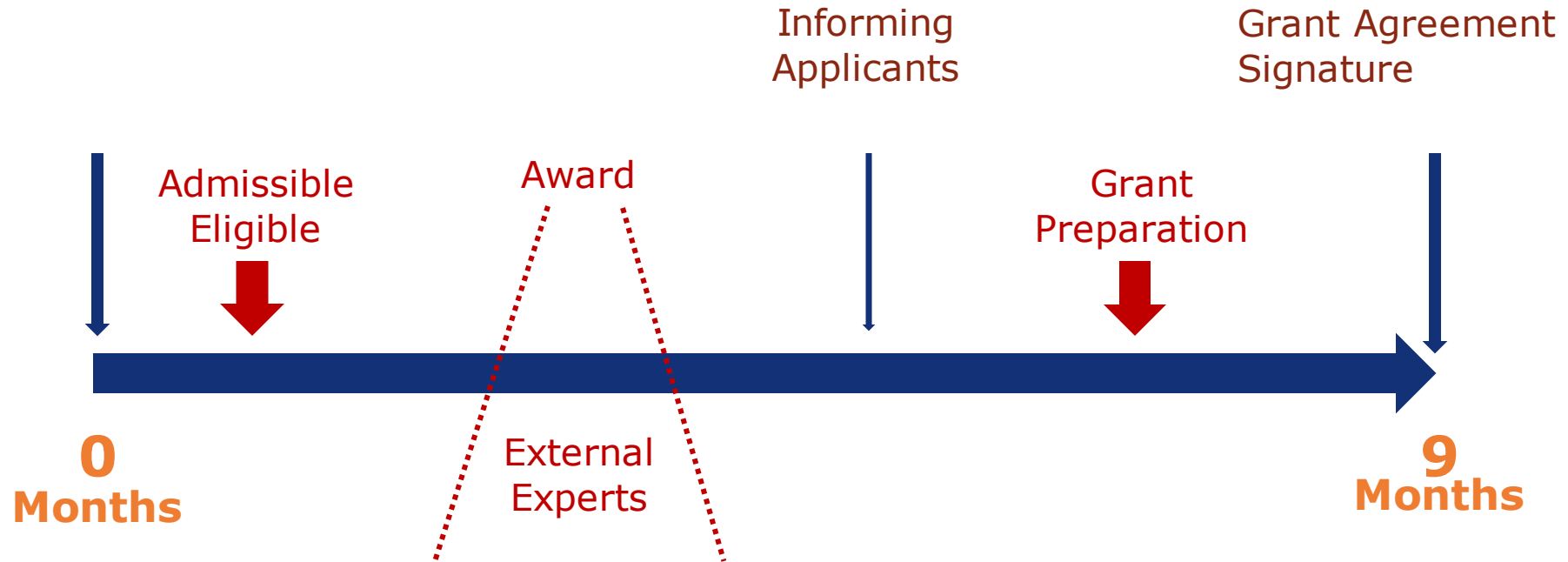
- Participant, key staff, previous actions, affiliated entities / associated partners

Optional Annexes

Where relevant, e.g. letters of support



3. The process



4. How to pass the eligibility check?

Admissibility

- Submitted before deadline & electronically
- Complete & using the forms/templates provided
- Readable (no smaller than **Arial 10**) printable (A4)
- Max **65 pages** (including the instructions)



Eligibility

- Eligible participants
- Consortium composition
- Eligible activities
- Geographic location



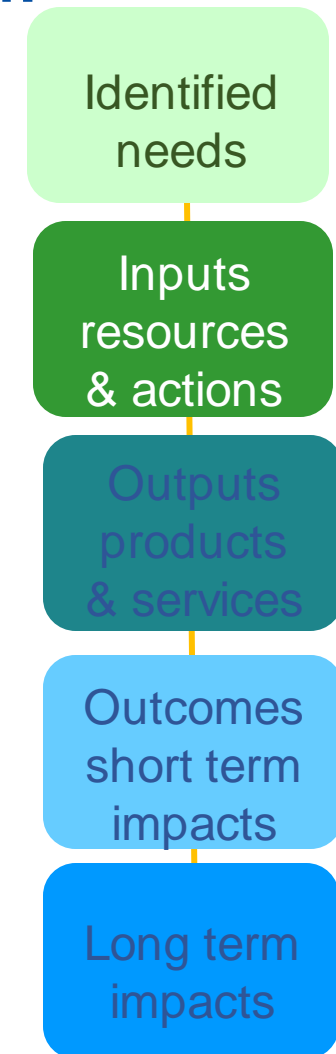
5. What are the award criteria?

- Relevance
- Impact
- Quality
- Resources



Impact – The logical conclusion of your activities

- **Topic specific indicators** e.g.
 - “Reduction of time for renovation works on the building site compared with standard practice”
 - “Increased rate of transformation of energy audits into concrete measure implementation”
 - “Number of policies/plans/strategies established through the action”
- **Programme related indicators** i.e. energy savings/renewable energy and investments in sustainable energy triggered



7 TIPS TO SUCCEED



1. Start early ... start now!

Call opening: 17 May

First submission deadline: 16 November 17.00



2. Read the relevant information

- **LIFE Clean Energy Transition Call for Proposals, LIFE-2022-CET**, Section 2, Topic description
- **LIFE Clean Energy Transition Call for Proposals, LIFE-2022-CET**, Section 5-9: list of countries, eligibility and admissibility conditions, evaluation criteria and procedure, scoring and thresholds, etc.
- **Submission forms and templates:** essential forms and guides to draw up and submit your proposal
- **Portal Online Manual** (for processes)
- **Portal FAQ for your topic of interest**
- **Portal FAQ** (for general questions)



3. Choose your idea, structure it well & stick to it!

Ask yourself if you have:

- a clear project **objective**?
- a clear **understanding** of the current (research or market) situation and your starting point
- a clear (set of) **target group(s)**?
- a clear set of **partners** – are they the voice of the market?
- a clear path to **make a difference** – what impact do you want to have?



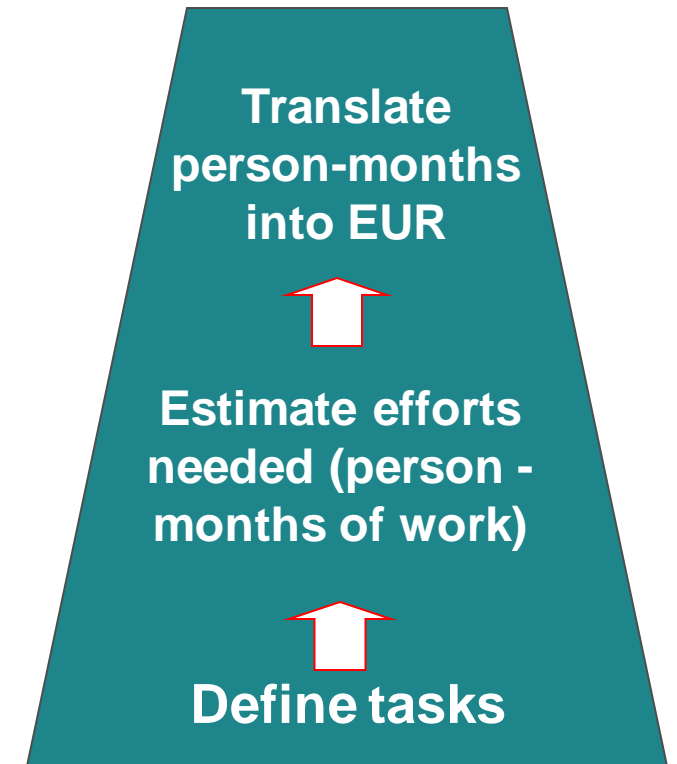
4. Build a good consortium

- Be **consistent** – remain relevant to your objective & target group
- Be **adaptable** - be ready to renounce a country if you do not secure the right partner
- **Choose well your partners** – with diverse competences
- **Involve partners** in the preparation – avoid surprises after submission
- **Keep consortium motivated** - agree a working method for the proposal phase, make a plan for their input
- **! Do not cover the EU map artificially**



5. Create a budget

- Define your budget 'bottom-up'
- First describe the tasks – then define the budget
- Check consistency regularly while advancing on with your Work Plan:
 - share of resources;
 - appropriate levels between partners;
 - appropriate weight of person-months between major work steps



6. Write your proposal

- **Fine-tune** your objectives and your target group
- Take your time to decide the best **methodology** to be applied – can it deliver? Think **impact!**
- Define your **main working steps**
- Follow the guidance in the **application forms & proposal template**
- Keep strictly within the **number of pages**
- **Communication & dissemination:** what, for whom, how, how often, for what purpose you do it?

Communication
promoting the action
itself and its results

Dissemination
public disclosure of the
results

Exploitation
utilisation of results
... in research.
... in creating/offering a
product, process or
service.
... in standardisation
activities.



7. Final polishing

- Check the completeness of the proposal
- Check consistency of your description of activities and budget
- Ask an 'informed outsider' for critical reading and feedback
- If you have the chance, have a native speaker check the English



Some lessons learnt

- Requirements in call topic text to be carefully taken into account (also in terms of stakeholders to be engaged)
- Clear focus, not trying to address too many issues/areas of work
- Proposed activities need to credibly lead to concrete achievements and impacts
- More details needed on concrete activities proposed (e.g. pilots), avoiding repetitions in different parts of the proposal (mindful of page limit)
- Clear and targeted stakeholder engagement strategies are essential
- You will find a list of indicators per topic, but not all of them may be relevant; you may propose relevant project-specific performance indicators to illustrate the potential impact of your proposal



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