IMPORTANT DETAILS REGARDING ONLY
VERSION 1 OF THE APPLICATION FORMS (published on line on 26/02/2011)

Corrigendum:

1. Please note that form A4 in the Nature, Biodiversity, Environment Policy and Information & Communication application forms contains an error in the wording of paragraph 3, which must read as follows: "My organisation 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 European Commission. This agreement will be based on the model proposed by the European Commission. It will describe clearly the tasks to be performed by my organisation and define the financial arrangements."**. Before signing this form, please make sure that you correct paragraph 3.**

2. Please note that form A6 in the Nature, Biodiversity, Environment Policy and Information & Communication application forms contains an error in the wording "Signature of the Coordinating Beneficiary" which must be ignored. Form A6 has to be signed by the Co-financier. Before signing it, please make sure that you delete the words "of the Coordinating Beneficiary".

3. Please note that form A8 in the Nature and Biodiversity application forms contains an error in the wording "Signature of the Coordinating Beneficiary" which must be ignored. Form A8 has to be signed by the competent authority. Before signing it, please make sure that you delete the words "of the Coordinating Beneficiary".

Note: The above mentioned errors will have no impact whatsoever on the evaluation of the proposal.

Q: The names of the categories of actions listed in form C3 in the "Environment Policy and Governance" and "Information and Communication" application forms are different than the ones listed in forms C0 and C1 of the respective forms. Which ones are correct?

A: Please note that the correct names of the categories of actions are the ones listed in forms C0 and C1, which are in line with the information provided in the Guidelines for Applicants 2011 for "Environment Policy and Governance" and "Information and Communication", as follows:
Categories of project actions for "Environment Policy and Governance" strand:

A. Preparatory actions (if needed)

B. Implementation actions

C. Monitoring of the project impact on the main target audience and on the environmental problem targeted (obligatory)

D. Communication and dissemination actions (obligatory)

E. Project management and monitoring of the project progress (obligatory)

Categories of project actions for "Information and Communication" strand:

A. Project management and monitoring of project progress (obligatory)

B. Preparatory actions (if needed)

C. Communication actions / awareness raising campaigns

D. Training activities

E. Monitoring of the project impact on the main target audience and on the environmental problem targeted (obligatory)

F. Communication and dissemination of the project and its results (obligatory).

Q: For an "Information and Communication" proposal, on form B1, where do I have to include the relevant information regarding the key messages to be passed on to the project's target audiences?

A: Please use the 'Project objectives' heading text box.

Q: In the financial forms F1 to F7, the number of cost lines is limited to 99 per form. What can I do?

A: There are 2 solutions:
- a. Download Version 2 of the application forms and reintroduce all information already entered in Version 1.
- b. If you encounter any problem with Version 2, send your proposal to the functional mailbox env-eproposal@ec.europa.eu and you will receive it back corrected. You are advised to double check the accuracy of the document you will receive.

Q: I have removed from the proposal an associated beneficiary for whom I had already introduced the overheads in the financial form F8, but the total on this form is not refreshed. What can I do?

A: There are 2 solutions:

- a. Download Version 2 of the application forms and reintroduce all information already entered in Version 1.
- b. If you encounter any problem with Version 2, send your proposal to the functional mailbox env-eproposal@ec.europa.eu and you will receive it back corrected. You are advised to double check the accuracy of the document you will receive.

Q: My project ("Biodiversity" or "Environment Policy and Governance" strands) includes prototype costs (financial form F4c), but the total costs on form FC and A3 and/or A4 do not match. What can I do?

A: There are 2 solutions:

- a. Download Version 2 of the application forms and reintroduce all information already entered in Version 1.
- b. If you encounter any problem with Version 2, send your proposal to the functional mailbox env-eproposal@ec.europa.eu and you will receive it back corrected. You are advised to double check the accuracy of the document you will receive.

Q: When I print the A6 form, not all text inserted in the 'Comments' box appears on the printout. What can I do?

A: Please adjust your text either by shortening it or removing all unnecessary free lines/spaces, so that the complete text fits the box on the printout.

DETAILS REGARDING BOTH
VERSION 1 OF THE APPLICATION FORMS (published on line on 26/02/2011)
And
VERSION 2 OF THE APPLICATION FORMS (published on line on 06/06/2011)

Q: How do I refresh the fields which should be automatically updated?

A: Make sure that you exit from the respective field/box using either the "Tab" key or clicking elsewhere in the form.
For example, you have introduced the legal name of the coordinating beneficiary on form A1, but you cannot see it yet on form A2.

Q: Why are forms A4, A5 and A6 not included in the application forms?

A: Once you add an associated beneficiary / co-financier in form A1, the corresponding forms (A4 and A5 for the associated beneficiary and A6 for the co-financier) are created in the document.

Q: In the financial forms F1 to F7, one beneficiary and one action number have to be selected from the drop-down menus per cost line. Why?

A: This approach will help the applicants to build the budget of their proposals in a bottom-up manner, starting from individual costs (per category of costs) foreseen for each action and ending with the total resulting budget. This approach should however be used in a balanced way, e.g. small cost items may be grouped under a single beneficiary to avoid excessive fragmentation in the way costs are presented.

Q: What is the purpose of the "Validate" button on the last page of the application forms?

A: This is a tool which performs a number of verifications in the forms, such as mandatory fields filled in and in the correct format, coherency between dates, etc. When the validation is performed without any errors, you should get a validation date in the "Last validation" box.

Q: I have created the beneficiaries on form A1, but I cannot see them in the drop-down menus on C1 and F forms. Why?

A: Please do not forget to include the "Short Name (max 10 characters)" of the beneficiaries on forms A2 (coordinating beneficiary) and A5 (associated beneficiaries). The beneficiaries are identified throughout the proposal forms by their short name, not by their legal name.

Q: On form FC I have included the beneficiaries contributions and the EU contribution requested, but the amounts are not transferred into the A forms. Why?

A: Please remember to refresh the calculations by clicking the button "Calculate".

Q: For the projects submitted under the "Environment Policy and Governance", are the following activities: networking with other projects, After-LIFE Communication Plan, notice boards, website, Layman's report compulsory?

A: Yes, all these activities are compulsory and they shall be included in the "D" and "E" actions categories respectively. Please note that the details regarding these obligatory activities were omitted from the last version of the Guidelines for Applicants 2011 for "Environment Policy and Governance".

D. Communication and dissemination actions (obligatory):

- **Notice boards** describing the project shall be displayed at strategic places accessible to the public. The LIFE logo should always appear on them.

- A description of the project shall be included in a newly-created or existing **website** (with the LIFE logo), and full details of its objectives, actions, progress and results should be provided. The web site shall be regularly updated during the project period.

- A **layman's report** shall be produced in paper and electronic format at the end of the project. It shall be presented in English and in the beneficiary's language. This report shall be 5-10 pages long and present the project, its objectives, its actions and its results to a general public.

The following dissemination activities are not considered obligatory:

- **Any media work** foreseen (press conferences, meetings with or visits by journalists, preparing articles for the press …).
- **Organisation of events:** e.g., public information meetings, meetings with interest groups, guided visits… Describe exactly what is planned and how it contributes to the objectives of the project. Describe final output.
- **Workshops, seminars, conferences:** If (one or more) beneficiaries are attending, specify which (if known already). If (one or more) beneficiaries are organising, describe exactly what the topic will be, how it contributes to the project objectives, who will be invited (whenever possible, beneficiaries implementing or having implemented similar projects ought to be invited in order to foster networking). Finally, describe the output of each event and how it will be disseminated.
- **Production of brochures, films, visitor maps, etc.** Specify exactly what is planned (subject matter, number of copies, distribution to whom). Note that all such material charged to LIFE+ must bear a clear reference to LIFE+ financial support (including the LIFE logo) to be considered eligible for reimbursement and that one copy of each product must be annexed to the progress/intermediate report or final report.
- **Technical publications on project:** If already known, indicate in which journal the publication will take place. Such publications must acknowledge the European Union financial support.

E. Project management and monitoring of the project progress actions (obligatory):

- **Overall project operation:** Each project must include one or several distinct actions named "Project management by (name of the participant)". This/these action(s) should include a description of the project management staff and describe management and reporting duties of the project participants. The management should be described, even if no costs are charged for this to the project. Reporting should include the preparation of the Inception report, the progress reports, the mid-term and final reports with payment requests. Please include a management chart of the technical and administrative staff involved. This chart must provide evidence that the beneficiary (Project Manager) has a clear authority and an efficient control of the project management staff, even if part of the project management would be outsourced. Explain if the management staff has previous project management experience.
- **Networking with other projects**: Networking with other projects (including LIFE III and/or LIFE+ projects), information exchange activities etc. should be presented as one distinct action with a separate budget.
- **After-LIFE Communication plan:** The coordinating beneficiary must produce an “After-LIFE Communication Plan” as a separate chapter of the final report. It shall be presented in the project's language and (optionally) in English, in paper and electronic format. It shall set out how you plan to continue disseminating and communicating your results after the end of the project. A separate action must be added to the proposal (this action must not generate any additional costs for the project) and the plan must be added to the list of deliverables.
- **Audit:** Where required, an independent auditor nominated by the beneficiary must verify the financial statements provided to the Commission in the final project report. This audit should not only verify the respect of national legislation and accounting rules but should also certify that all costs incurred respect the LIFE+ Common Provisions. In the financial forms, the costs for the audit should be under the budget item “external assistance”.

Q: I have removed from the proposal an associated beneficiary for whom I had already introduced data in the financial form FC, but the total on this form is not refreshed. What can I do?

A: Click again the 'Calculate' button. Additionally, if necessary reconfirm the data introduced for the other beneficiaries by clicking the respective boxes.

Q: I have introduced valid e-mail addresses, but I receive an error message "This is not a valid e-mail address; please correct". What can I do?

A: Make sure that the e-mail address contains only lowercase letters (no spaces or line breaks accepted) and there is only one e-mail address provided per text field.