

## Get ready for the call!

## Next steps for building partnerships and developing a project proposal

ENI CBC Programme 2014-2020

Identify potential project ideas for CBC

- •Identify cross-border challenges and opportunities
- •Identify project idea(s) that address cross-border challenges and cooperation
- •Identify target groups/final beneficiaries
- •Check project idea(s) match programme priorities and contribute to a programme result
- •Identify potential relevant partners within programme eligible area

Define your project idea and find partners

- Define main project objectives and expected results
- Estimate total project budget and check budget limitations for the Call
- Draft a 1 page project summary
- Contact potential partners with your project idea summary

Build a join idea with your partners

- Agree on joint project objectives, expected results and main outputs with your partners
- Identify clear cross-border cooperation impact
- •Identify people within each partner organisation to work on the proposal
- Allocate responsibilities and deadlines for project preparation to each partner
- •Consult the joint idea with stakeholders, check possible synergies and complementarities
  - •Clearly specify the joint project target groups and final beneficiaries
  - Analyse asumptions, conditions and risks
  - •Check you've integrated the programme horizontal and cross-cutting themes
  - •Develop relevant indicators to measure future project achievements
  - Check sustainability of outputs and results
  - •Start gathering supporting documents and application annexes

Develop a joint project proposal

Prepare your

joint

pplication

- Develop detailed project activities, budget and workplan
- Define the joint project management structure
- Register in the eMS and fill in application form
- Have proposal reviewed by key stakeholders and deal with feed-bak
- Draft partnership agreement and gather signatures of partners declarations
- Check you have all supporting documents and annexes
- Check application package against administrative, eligibility and assessment criteria
- Clarify questions with JTS/MA before the deadline for questions!

Finalise your joint application package

- •Translate documents as required and check accuracy of language in the application form
- •Have proposal style and presentation checked by external eyes and finalise the proposal
- Make a final check and submit online proposal with all required annexes!
- File a copy of your application and all supporting documents
- •Remain ready with your partners to provide clarifications when asked



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