

Interreg



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IPA ADRION

IPA ADRION 2nd Call for Proposals

How to prepare a good project proposal

20 May 2025 , Ljubljana (Slovenia)

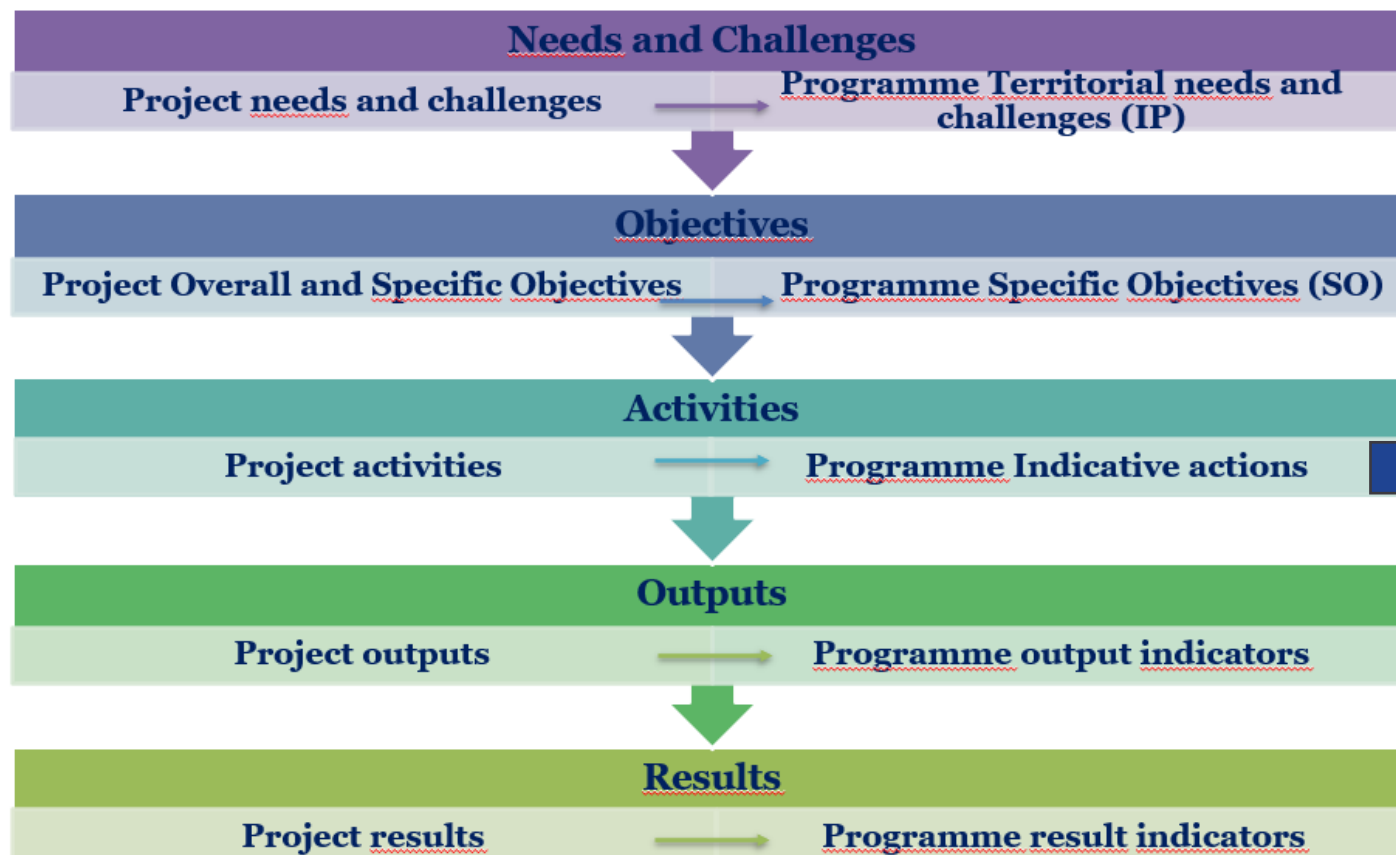
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Project Intervention Logic vs Programme ones



Projects not showing a clear link to a programme specific objective and the territorial needs/challenges or indicative actions focus of the call; and/or not contributing to the programme outputs and results will not be supported by the IPA ADRION programme.



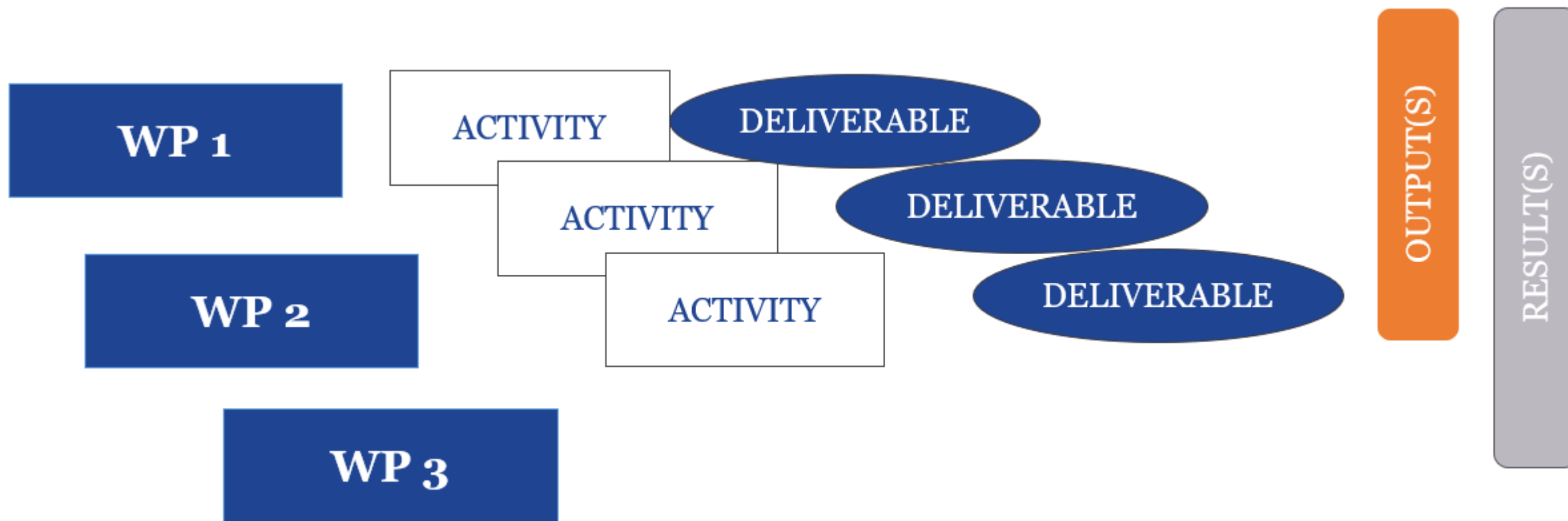
Projects proposals must clearly show their relevance to the indicative action(s) focus of the call

The project intervention logic should mirror the programme intervention logic
Projects feeds Programme outputs and results

Project structure



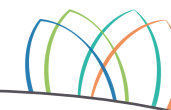
Project proposal is structured in Thematic Work Packages (WP)



NO specific WP Project management and WP Communication, whose activities must be integrated in each work package.

The overall number of work packages is recommended to be limited to three (3).

Work package structure



COMMUNICATION OBJECTIVE(S)

Specific Objectives

- Supports the implementation of the “project overall objective” and
- Describes the **specific and immediate objective** of the project that can be realistically **achieved within the project lifetime**

Activities

- Specific tasks or steps contributing to the development of the project outputs and achievement of the project specific objectives;
- Must follow a **logical sequence** and be implemented for the **direct benefit of the area/partners involved**

Deliverables

- Side-products or services of the project that contribute to the development of a project's main output;
- **At least one deliverable for each activity** must be defined.

Outputs

- The outcome of the activities funded, indicating what has been produced with the financial resources received.
- Project outputs contribute directly to programme output indicators;
- **Each WP must have at least one project output.**

IPA ADRION 2° call – Capacity development activities (compulsory)



Capacity development activities (compulsory) are intended to catch the *momentum* in view of future enlargement, as well as boost the cohesion of the ERDF lagging behind partners/areas

- Capacity development activities foreseen should be:
 - **Functional to the project main topic** and effectively contribute to the achievement of the project objectives;
 - **Tailored to the territorial needs** and interest of IPA and ERDF lagging behind areas and partners.
 - Clearly described within the **most appropriate WP(s) and C.2.7 section** (*How does the project build on available knowledge*) **of the AF.**
- Projects proposals are required to identify the **capacity development activities to be performed from a pre-defined list of activities defined by the programme** (i.e. *Territorial peer review; study visits; partner to partner exchanges; seminars; online training; Tutoring for knowledge sharing*)

The work plan of the project proposals to be submitted in the framework of the second call for proposals project must also include **Capacity development activities (mandatory)**.

Specific activities devoted to capacity development must be included in the most appropriate Work Package(s). Capacity development activities must include one or more of the following actions:

Type of actions	Description
Territorial peer review	Territorial peer review is addressed to dedicated stakeholders to improve planning and implementation abilities through a process of benchmarking and peer learning. Peer review must involve other public/private institutions located in at least 2 different participating countries of the IPA ADRION Programme area involved in the project, and experts
Partner-to-partner exchange	A partner-to-partner exchange may bring together e.g.: a ministry, a regional administration, a city municipality, a chamber of commerce facing a specific implementation challenge related to a specific topic, and another ministry, regional administration, city municipality or chamber of commerce from a different ERDF participating country with expertise able to tackle the identified challenge. In case the project intends to adopt this tool, at least two partner-to-partner exchange activities must be envisaged in the project proposal
Study visits	A pre-identified group of officials visit another institution in a different IPA ADRION participating country to observe and learn how a policy of interest is implemented. The study visit may last from a minimum of 10 days up to a maximum of 4 months
Seminars, on-line training courses	Seminars and/or on-line training courses are addressed to a <u>number of</u> participants higher than 15. They may be implemented upon condition that territorial peer review and/or partner-to-partner exchange are set in place for the senior level of the institution(s) willing to <u>widening</u> the knowledge to its employees in charge of a certain topic
Tutoring for knowledge sharing	Knowledge sharing is the exchange of information, expertise, or skills. Tutoring for knowledge sharing may be addressed to a <u>number of</u> participants higher than 15 and it may be implemented upon condition that territorial peer review and/or partner-to-partner exchange are set in place for the senior level of the institution(s) willing to <u>widening</u> the knowledge to its employees dealing with a certain topic. Tutoring knowledge sharing may be focused on the reuse of what others have already learned and/or created may be



Capacity-development as such shall not be the focus of a project proposal

IPA ADRION 2° call – Leverage effects (Optional)

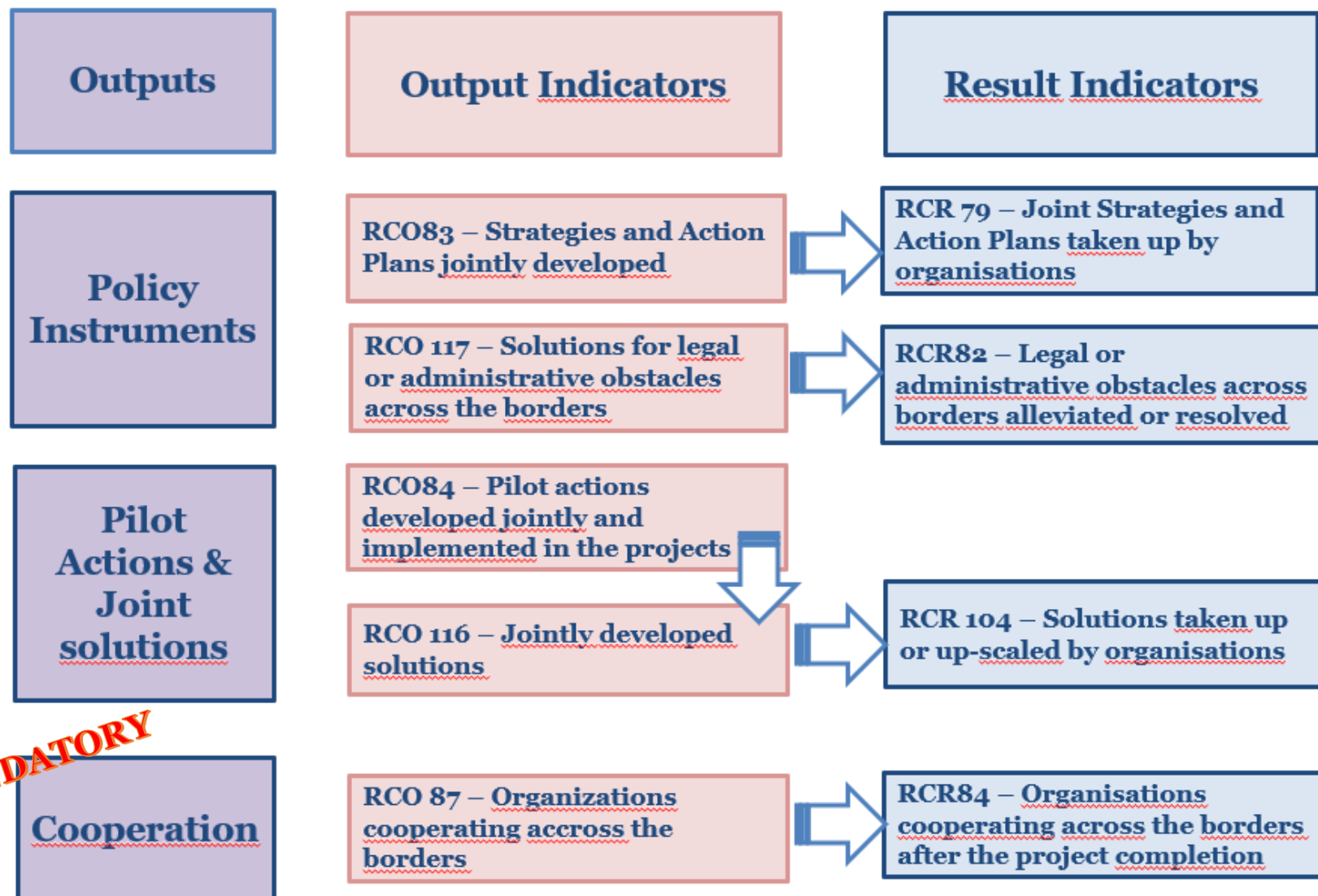


Leverage effects (optional) are intended as the transnational continuation (follow up) of pathways already initiated individually by the partners at local/regional/national level supported by funds such as mainstream, national, NRRP - National Recovery and Resilient Plan – attesting the strong interest of the actors in improving their situation following pre-identified needs

- Project proposals must demonstrate the need to upgrade of the local path initiated at local level, in order to broaden the impact;
- Leverage activities must not be an expression of future intentions, but realistically linked to ongoing or finalized investments;
- The project proposal is required to:
 - Describe clearly the ongoing/finalized investment to which the leverage activities are linked;
 - Show the need for upgrading or broadening the impact of the ongoing/finalized investment (**at least 2 partners must be involved**);
 - Describe clearly the leverage effect **embedding the activity in the project workplan** (i.e. dedicated activity within the most appropriate WP(s) and C.2.7 section)

As an optional project activity, it will not contribute to the strategic qualitative assessment, but it may increase the project's overall final score by a maximum of 3 points, provided that the project is assessed positively from a strategic point of view.

IPA ADRION 2^ocall - Programme Indicators



MANDATORY

Each project must contribute to **at least to 2 programme output and 2 result indicators** among those applicable to the selected S.O. (ref Annex 1 of the Implementation Manual)

Projects must ensure that **outputs and results** are **achieved within project lifetime** or three months afterwards at the latest and they must be **durable after project closure**.

Project outputs and results must be **adequately documented**.

Some tips in view of the submission of the project proposals



- Read carefully all **the application package and supporting materials**;
- Take profit from all the **services offered by the programme** (i.e. consultation with JS on project ideas; etc)
- Verify carefully whether **your project idea fit** to the **call requirements** (i.e. ensure that your project proposal is aligned with the call's topic and eligible indicative actions focus, and that it addresses the program's territorial challenges);
- Define properly your **project intervention logic** (i.e. demonstrate that it is in line with the programme one; the project deliverables and outputs are properly defined, quantified and logically interlinked and sequenced; they contribute properly to the programme ones etc)
- Verify that **your project idea is adequate to a transnational programme** (e.g.: do not submit pure research projects, proposals matching cross-border goals etc.)
- Define clearly the **compulsory capacity development activities** (i.e. follow the programme guidelines; demonstrate their value for the achievement of the project main goal)
- **Involve your partners** from the very first steps and check that your partners have **the competences and capacity to implement INTERREG projects** (i.e. clear distribution of tasks, budget allocation, cash flow to anticipate the implementation of activities; sufficient and skilled staff to implement etc.)
- **Be as precise, accurate and detailed as possible** (assessment is based on what included in the project proposal submitted)
- While drafting the project proposal, **consider the quality criteria your proposal must comply with**

Some tips in view of the submission of the project proposals



- Demonstrate that your project proposal effectively contributes to the implementation of **EUSAIR macro-region Action Plan and flagships** (i.e. link clearly your project activities/ deliverables/ outputs to EUSAIR flagships or Action Plan etc.)
- Develop a **realistic and consistent budget**: consider using Simplified Cost Options (SCOs) (i.e. demonstrate that it effectively supports the implementation of the planned activities; provide the necessary details in case the real cost option is chosen, taking into account the competences, capacities and cost of life of the different partners according to their countries of origin etc.)
- **Careful plan your activities and spending capacity** to comply with the requirements of the mid-term review in case of approval: i.e.: respect of work plan implementation and delivery of planned outputs; achievement of the set quantified goals (output indicators); at least 80% spending of the spending forecast in the first 18 months' implementation (careful: artificial budget shifting to the very last project periods to avoid the possible budget revision will be negatively assessed)
- **Do not wait the last days to submit your project proposals**
- **Get inspired from:**
 - [ADRION Digital Library](#)
 - [KEEP](#)

Some tips in view of the submission of the project proposals



Do not underestimate formal requirements

- Check that the **AF is completely and correctly filled in** (i.e. check that no section or part of it has been left blank or in a different language other than English; avoid putting symbols in the mandatory sections to overcome JEMS blocks; set correctly the location of the partners; indicate correctly partners' VAT or other identification numbers etc);
- Check that **declarations** of each financing and associated partner are **completely filled in**, using the **programme templates** (i.e. do not alter/modify the programme templates; use the correct template based on the role in the project)
- Check that the **additional supporting documents are provided**, if needed (i.e. power of signature or ID)
- In case of **digital signature**, check that it **complies with the minimum requirements of PADES signature** (the use of the DSS demonstration WebApp is recommended: <https://ec.europa.eu/digital-building-blocks/DSS/webapp-demo/validation>)

Declarations (Lead Partner/Project Partner/Associated Partner)		
Signed by the legal representative	(hand written signature)	(digital signature)
	No further supporting document requested	No further supporting document requested
Signed by an authorized person of the legal representative	(hand written signature) <ul style="list-style-type: none"> • Power of signature • ID 	(digital signature) <ul style="list-style-type: none"> • Power of signature