# REMEDIES TECHNICAL DOCUMENT, Open Call 2 “Prevention & Zero-waste“

PROPOSAL TEMPLATE INSTRUCTIONS

**Read carefully before preparing your proposal:**

**Please delete this page when submitting the proposal**. Delete the guidance/ information text in yellow in each section and any footnotes.

Please use this template to prepare your proposal. It has been organised to ensure that the important aspects of your planned work are measurable with respect to the evaluation criteria. Sections 1 to 5 of this template each correspond to an evaluation criterion (**see Guide for Applicants for details**).

The structure of this template must be followed when preparing your proposal. Applicants using another template/ document structure will be automatically disqualified. Only those proposals that successfully address all the required aspects included in the template will have the opportunity to be funded.

On the cover page, please include the following:

* Title and acronym of your proposal
* Full legal name of the applicant organisation and country
* Proposal title

The page limit for the proposal (Sections 1-5) is **10 pages** **(i.e., this limit excludes the cover, instructions and summary of the project pages)**. Consider the limits indicated below the title of each section (in yellow) as guidance to keep within the 10-page limit. Tables are allowed and must be included within this page limit. The minimum font size allowed is 11 points (note: tables can use font size 10 points). The page size is A4, and all margins (top, bottom, left, right) should not be changed from their current setting. Paragraph spacing should be a minimum 0pt before/ after, and 1pt line spacing. Calibri must be used as the font style (or Arial, if Calibri is incompatible with your system) and black as the font colour to facilitate readability. Each **section presents a recommended page limit, so that the proposal is concise and focused, please comply with it.** **The proposal must be uploaded in .PDF format.**

Please delete this page when submitting the proposal. Delete the guidance/ information text in yellow in each section and any footnotes.

**COVER PAGE**

|  |  |
| --- | --- |
| **Proposal Information** | |
| **Acronym** |  |
| **Title** |  |

|  |  |
| --- | --- |
| **Applicant name (Full legal name)** | **Country** |
|  |  |

***NOTE: Sections 2, 3, 4 and 5 have the same weight in the evaluation process. Each has a weight of 25% in the total evaluation.***

1. **SUMMARY OF THE PROJECT PROPOSAL**

*Note: Maximum 1 page*

*Provide a full public summary of the project that can be published if the project is funded.*

1. **CONCEPT AND INNOVATION**

*Note: Maximum 1 page*

*Applications must demonstrate: A clear set of specific objectives aligned with the definition of the goals and with the general objective of the project. Appropriateness of the project scope addressing the Open Call goal as well as the overall project vision. Quality, credibility, and clarity of project description. Interoperability level of the proposed solution. Innovation level, not only in a technical perspective, but also in a strategic and implementation perspective, as well as with regard to practices.*

1. **EXPERTISE AND EXCELLENCE OF THE PROPOSED TEAM**

*Note: Maximum 2 pages*

* 1. **Expertise**

*Applicants must provide credible evidence that the project team is committed and has the necessary skills, competence, and expertise to deliver the project.*

* 1. **Project team**

*Please indicate the number of person-months (full-time equivalent) of the people involved in the project in the table below*

*Table 1. Person-months allocated to the project*

|  |  |
| --- | --- |
| **Name of person** | **Person months (PMs[[1]](#footnote-1))** |
| Person 1 |  |
| Person 2 |  |
| Person 3 |  |

*Note: Add lines if required.*

*Provide a description and justification of the expected costs and the requested total grant, using the table below.*

*Table 2. Estimated cost of the project proposal*

|  |  |  |
| --- | --- | --- |
| **Cost category** | **Total** | **Description and justification** |
| [A] Direct personnel costs[[2]](#footnote-2) |  |  |
| [B] Travel costs[[3]](#footnote-3) |  |  |
| [C] Equipment costs[[4]](#footnote-4) |  |  |
| [D] Other direct costs (apart from the ones mentioned) |  |  |
| [E] Subcontracting costs[[5]](#footnote-5) |  |  |
| **TOTAL[[6]](#footnote-6)** |  | |

The **subcontracting should cover only a limited part of the proposed project activities and must be performed by third parties (not by the applicant).** The applicants need to explain clearly why they are not able to carry out certain tasks included in the proposal and why these tasks need to be subcontracted to another entity. **Subcontracting exceeding 30% of the total project budget must be duly justified in the application, as an added value. The applicant must demonstrate that the high level of engagement of a third party (over the 30% of subcontracting) is justified by the objectives of the proposed actions and will bring high value to the outcomes, namely the expected impact and sustainability in the Associated Region, complementing the actions that will be implemented by the local or regional authority awarded in the OC2 and fully in line with the public interest.** Please also consult the Subcontracting rules laid out in sub-Sec. 4.2 in the Guide for Applicants.

1. **ALIGNMENT AND PROJECT PLANNING**

*Note: Maximum 2 pages*

*Quality, effectiveness and clarity of project activities, structure, and timing. Alignment of the activities with the open call goals and the project vision. Appropriateness of deliverables, milestones and means of verification. Appropriateness of expected costs and resources assigned to the project.*

* 1. **Work Plan**

*Describe the proposed work plan to be implemented towards the achievement of the objectives/ results. Include also:*

* *The specific activities that will be implemented, the time required, and expected outputs.*
* *Relevant milestones and KPIs to measure achievement of results.*
* *External barriers/ risks that may affect the work plan and compromise the project.*

*Table 3. Suggested table for description of activities*

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity name** | **Description** | **Planned duration** | **Expected output** |
| Activity 1 |  |  |  |
| Activity 2 |  |  |  |
| Activity 3 |  |  |  |

*Note: Add lines (for activities) if required.*

*Table 4. Suggested table for description of milestones*

|  |  |  |
| --- | --- | --- |
| **Activity name** | **Milestone description** | **Delivery month** |
| Activity 1 |  |  |
| Activity 2 |  |  |
| Activity 3 |  |  |

*Note: Add lines (for activities) if required.*

1. **IMPACT AND SUSTAINABILITY**

*Note: Maximum 2 pages*

*Applicants must define their ambition and a clear set of expectations aligned with the objectives of the Call. Proposals must demonstrate the overall impact of the project and its contribution. The ambition underlines the potential extent and overall impact and replicability of the project actions. Among others, focus on:*

* *Contribution of the proposal to the REMEDIES overall objectives.*
* *Contribution of the project to providing concrete prevention and zero-waste solutions or zero-waste supply chains and systems that can enhance the prevention of plastic litter*
* *Planned activities / measures to promote the project, and to exploit and disseminate the project results.*
  1. **Strong points**

*Name 3 characteristics that define the strong points of your project and one line justification per each. Example: Impactful: as it foresees to change the connection between services and achieve a more effective implementation of litter monitoring.*

1. Note that a PM is a metric for expressing the effort of a person dedicated full time in one month. [↑](#footnote-ref-1)
2. Costs for remuneration of the persons implementing the project. [↑](#footnote-ref-2)
3. Travel costs should foresee at least one promotion/dissemination event. [↑](#footnote-ref-3)
4. Only depreciation costs of equipment are accepted. [↑](#footnote-ref-4)
5. The value of this category should not be higher than 30% of the total grant provided, unless it is justified in the application. Check the Sub-section 4.2 of the Guide for Applicants in this regard. [↑](#footnote-ref-5)
6. TOTAL costs of the Project must not exceed €100.000 [↑](#footnote-ref-6)