



Programme for the Environment and Climate Action (LIFE)

Call for proposals

Technical Assistance for Preparation of SIPs/SNaPs
(LIFE-2025-TA-PP)

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**EUROPEAN CLIMATE, INFRASTRUCTURE AND
ENVIRONMENT EXECUTIVE AGENCY (CINEA)**
CINEA.D – Natural Resources, Climate, Sustainable Blue Economy and Clean Energy
CINEA.D.1 – LIFE Energy + LIFE Climate
CINEA.D.2 – LIFE Environment (Nature & Circular Economy)

CALL FOR PROPOSALS

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O. Introduction

This is a call for proposals for EU action grants in the field of Environment and Climate Action under the Programme for Environment and Climate Action (LIFE).

The regulatory framework for this EU Funding Programme is set out in:

- Regulation 2024/2509 ([EU Financial Regulation](#))¹
- the basic act (LIFE Regulation [2021/783](#))².

The call is launched in accordance with the 2025-2027 Multiannual Work Programme³ and will be managed by the European Climate, Infrastructure and Environment Executive Agency (CINEA) ('Agency').

The call covers the following topics:

- LIFE-2025-TA-PP-NAT-SNAP — Technical Assistance preparation of SNAPS
- LIFE-2025-TA-PP-ENV-SIP — Technical Assistance preparation of ENV SIPs
- LIFE-2025-TA-PP-CLIMA-SIP — Technical Assistance preparation of CLIMA SIPs

Each project application under the call must address only one of these topics. Applicants wishing to apply for more than one topic, must submit a separate proposal under each topic.

We invite you to read the call documentation carefully, and in particular this Call document, the Model Grant Agreement, the [EU Funding & Tenders Portal Online Manual](#) and the [EU Grants AGA — Annotated Grant Agreement](#).

These documents provide clarifications and answers to questions you may have when preparing your application:

- the [Call document](#) outlines the:
 - background, objectives, scope, activities that can be funded and the expected results (sections 1 and 2)
 - timetable and available budget (sections 3 and 4)
 - admissibility and eligibility conditions (including mandatory documents; sections 5 and 6)
 - criteria for financial and operational capacity and exclusion (section 7)

¹ Regulation (EU, Euratom) 2024/2509 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union (recast) ('EU Financial Regulation') (OJ L, 2024/2509, 26.9.2024).

² Regulation (EU) 2021/783 of the European Parliament and of the Council of 29 April 2021 establishing a Programme for the Environment and Climate Action (LIFE) (OJ L 172, 17.5.2021, p. 53).

³ Commission Implementing Decision C(2025) 955 of 15 April, 2025 on the financing of the LIFE Programme and the adoption of the work programme for the years 2025 to 2027.

- evaluation and award procedure (section 8)
- award criteria (section 9)
- legal and financial set-up of the Grant Agreements (section 10)
- how to submit an application (section 11)
- the Online Manual outlines the:
 - procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal')
 - recommendations for the preparation of the application
- the AGA — Annotated Grant Agreement contains:
 - detailed annotations on all the provisions in the Grant Agreement you will have to sign in order to obtain the grant (*including cost eligibility, payment schedule, accessory obligations, etc*).

You are also encouraged to visit the [LIFE database](#) to consult the list of projects funded previously. For the Clean Energy Transition sub-programme, projects funded previously (under the Horizon 2020 programme) can be found on the [CORDIS website](#).

1. Background

What is the LIFE Programme?

The LIFE Programme is the EU Programme for Environment and Climate Action.

As such, it is one of the key contributors to the European Green Deal⁴ which aims to:

- transform the EU into a fair and prosperous society, with a modern, resource-efficient and competitive economy where there are no net emissions of greenhouse gases in 2050 and where economic growth is decoupled from resource use and
- protect, conserve and enhance the EU's natural capital, and protect the health and well-being of citizens from environment and climate related risks and impacts.

The LIFE Programme will contribute to these priorities through its four sub-programmes in particular by:

- **boosting and integrating the implementation of the EU's policy objectives for halting and reversing loss of wildlife habitats and species across all sectors**
- **supporting the transition to a circular economy and protecting and improving the quality of EU's natural resources, including air, soil and water among others**
- **supporting implementation of the 2030 energy and climate policy framework, the EU's climate neutrality objective by 2050, and the new EU strategy on adaptation to climate change and**

⁴ Communication from the Commission to the European Parliament, the European Council, the Council, the European Economic and Social Committee and the Committee of the Regions: The European Green Deal (COM(2019)640 final).

- building capacity, stimulating investments and supporting implementation of policies focused on energy efficiency and small-scale renewables.

The LIFE Programme is structured in two fields and four sub-programmes (described in more detail below):

Environment:

- sub-programme Nature and Biodiversity
- sub-programme Circular Economy and Quality of Life

Climate Action:

- sub-programme Climate Change Mitigation and Adaptation
- sub-programme Clean Energy Transition.

Nature and Biodiversity

In line with the specific objectives of the LIFE Programme as set out in Article 3(2) of the LIFE Regulation, the sub-programme '**Nature and Biodiversity**' aims:

- to develop, demonstrate, promote and stimulate the scale up of innovative techniques, methods and approaches (including nature-based solutions and ecosystem approaches) for reaching the objectives set out under the Union legislation and policy on or related to nature and biodiversity, and to contribute to the knowledge base and to the application of best practices, including through the support of the Natura 2000 network
- to support the development, implementation, monitoring and enforcement of the relevant Union legislation and policy on or related to nature and biodiversity, including by improving governance at all levels, in particular through enhancing the capacities of public and private actors and the involvement of civil society, also taking into due consideration the possible contributions provided by citizen science⁵
- to catalyse the large-scale deployment of successful solutions/approaches for implementing relevant Union legislation and policy on nature and biodiversity, by replicating results, integrating related objectives into other policies and into public and private sector practices, mobilising investment and improving access to finance.

LIFE has been a key tool supporting the implementation of the EU Birds⁶ and Habitats⁷ Directives since 1992 and has been instrumental and, in some cases crucial, to ensure the establishment of the Natura 2000 network.

The Nature Directives' fitness check⁸, the Action plan for nature, people, and the economy⁹ as well as the EU Biodiversity Strategy for 2030¹⁰ underline the need to increase funding for nature and biodiversity.

⁵ Scientific work undertaken by members of the general public, often in collaboration with or under the direction of professional scientists and scientific institutions.

⁶ Directive 2009/147/EC of the European Parliament and of the Council of 30 November 2009 on the conservation of wild birds (OJ L 20, 26.1.2010, p. 7)

⁷ Council Directive 92/43/EEC of 21 May 1992 on the conservation of natural habitats and of wild fauna and flora (OJ L 206, 22.7.1992, p. 7).

⁸ **Commission Staff Working Document SWD(2016) 472 final of 16 December 2016 'Fitness-check of the EU Nature Legislation (Birds and Habitats Directives) Directive 2009/147/EC of the European Parliament and of the Council of 30 November 2009 on the conservation of wild birds and Council**

The sub-programme covers two priority areas:

- 1) EU Nature and Biodiversity
- 2) Awareness raising, compliance assurance and access to justice related to nature and biodiversity legislation.

Circular Economy and Quality of Life

The specific objectives of the sub-programme 'Circular Economy and Quality of Life' are:

- to develop, demonstrate and promote innovative techniques, methods and approaches for reaching the objectives of Union legislation and policy on environment, and to contribute to the knowledge base and, where relevant, to the application of best practices
- to support the development, implementation, monitoring and enforcement of relevant Union legislation and policy on environment, including by improving governance at all levels, in particular through enhancing capacities of public and private actors and the involvement of civil society
- to catalyse the large-scale deployment of successful technical and policy-related solutions for implementing relevant Union legislation and policy on environment, by replicating results, integrating related objectives into other policies and into public and private sector practices, mobilising investment and improving access to finance.

This sub-programme covers three priority areas:

- 1) Circular economy and waste
- 2) Zero pollution and sustainable management of natural resources
- 3) Environmental governance.

This sub-programme aims at facilitating the transition toward a sustainable, circular, energy-efficient and climate-resilient economy, a toxic-free environment and at protecting, restoring and improving the quality of the environment in line with the European Green Deal and recent policy developments.

Climate Change Mitigation and Adaptation

The specific objectives of the sub-programme 'Climate Change Mitigation and Adaptation' are:

- to develop, demonstrate and promote innovative techniques, methods and approaches for reaching the objectives of Union legislation and policy on climate action and to contribute to the knowledge base and to the application of best practices

Directive 92/43/EEC of 21 May 1992 on the conservation of natural habitats and of wild fauna and flora' (hereinafter referred to as 'the Fitness-check of the Birds and Habitats Directives').

⁹ Communication COM(2017) 198 final of 27 April 2017 from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions 'An Action Plan for nature, people and the economy'.

¹⁰ Communication from the Commission to the European Parliament, the European Council, the Council, the European Economic and Social Committee and the Committee of the Regions 'The European Green Deal' (COM/2019/640 final).

- to support the development, implementation, monitoring and enforcement of relevant Union legislation and policy on climate action, including by improving governance at all levels, in particular through enhancing capacities of public and private actors and the involvement of civil society
- to catalyse the large-scale deployment of successful technical and policy-related solutions for implementing relevant Union legislation and policy on climate action by replicating results, integrating related objectives into other policies and into public and private sector practices, mobilising investment and improving access to finance.

This sub-programme will support the implementation of the European Green Deal by contributing to the objectives and targets set out in the European Climate Law¹¹: the **goal for Europe's economy and society to become climate-neutral** by 2050; the intermediate Union climate target to reduce net greenhouse gas emissions by at least 55% compared to 1990 levels by 2030; the 2040 Union climate target that the Commission should propose within six months of the first global stock take carried out under the Paris Agreement¹²; and the obligation for Union institutions and Member States to ensure continuous progress in enhancing adaptive capacity, strengthening resilience and reducing vulnerability to climate change, in line with the new EU Strategy on Adaptation to Climate Change¹³.

The sub-programme covers three priority areas:

1. Climate Change Mitigation
2. Climate Change Adaptation
3. Climate Change Governance and Information.

Clean Energy Transition

The specific objectives of the sub-programme 'Clean Energy Transition' are the following:

- to develop, demonstrate and promote innovative regulatory, governance and market-oriented techniques, methods and approaches for reaching the objectives of Union legislation and policy on the clean, sustainable and just energy transition by upscaling renewable energy solutions and increasing energy efficiency, and contributing to the knowledge base and to the application of best practices
- to support the development, implementation, monitoring and enforcement of relevant Union legislation and policy on the clean, sustainable, and just energy transition upscaling renewable energy solutions and increasing energy efficiency, including by improving governance at all levels, by enhancing capacities of public and private actors, by assisting and engaging citizens and

¹¹ Regulation (EU) 2021/1119 of the European Parliament and of the Council of 30 June 2021 establishing the framework for achieving climate neutrality and amending Regulations (EC) No 401/2009 and (EU) 2018/1999 ('European Climate Law'), OJ L 243, 9.7.2021, p. 1–17.

¹² On 6 February 2024, the Commission recommended reducing the EU's net greenhouse gas emissions by 90% by 2040 relative to 1990 in the Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions 'Securing our future - Europe's 2040 climate target and path to climate neutrality by 2050 building a sustainable, just and prosperous society', COM/2024/63 final.

¹³ Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions 'Forging a climate-resilient Europe - the new EU Strategy on Adaptation to Climate Change', COM/2021/82 final.

the involvement of civil society, and by structuring the market to enable and foster the uptake of energy transition technologies

- to catalyse the large-scale deployment of successful technical and policy-related solutions supporting cross-European actions integrating market and regulatory approaches able to favour the implementation of relevant Union legislation and objectives on the clean, sustainable, and just energy transition upscaling renewable energy solutions and increasing energy efficiency, by replicating results and successful best practices, by mobilising investment, upscaling the use of financial instruments and improving access to finance, and by fostering cross-sectoral business cooperations, public-private partnerships and activities of EU cross-border market actors.

This sub-programme aims at facilitating the transition toward an energy-efficient, renewable energy-based, climate-neutral and -resilient economy by funding mainly Coordination and Support Actions (CSA). These actions aim at capacity building, at dissemination of information and of knowledge, and at awareness-raising to support the transition to renewable energy and increased energy efficiency. They support breaking market barriers that hamper the socio-economic transition to sustainable energy, typically engaging multiple small and medium-size stakeholders, including but not limited to local and regional public authorities, non-profit organisations, energy services companies and utilities, project developers, net-zero technologies manufacturers, financial institutions, professional organisations, consumers associations and citizens initiatives.

The sub-programme covers five priority areas:

1. Building a national, regional and local policy framework supporting the clean energy transition
2. Accelerating technology roll-out, digitalisation, new services and business models and enhancement of the related professional skills on the market for the clean energy transition
3. Attracting private finance for sustainable energy
4. Supporting the development of local and regional investment projects
5. Involving and empowering citizens in the clean energy transition

2. Type of action — Objectives — Themes and priorities — Activities that can be funded — Expected impact

Type of action

The topics under this call for proposals concern LIFE Technical Assistance Project Grants (TA PP).

Technical Assistance Projects (TA) may include the following activities:

- preparation of Strategic Integrated Projects (SIPs) Strategic Nature and Projects (SNAPs) (TA PP)
- preparation for facilitating the up-scaling and replication of results from other projects funded by the LIFE Programme, its predecessor programmes or other EU funding programmes (TA R). *TA-R is not the subject of this call*
- capacity building of national authorities with low effective participation to the LIFE Programme, with a view to improve the National Contact Points services

across the EU and to increase the overall quality of proposals submitted (TA CAP). *TA-CAP is not the subject of this call*

LIFE-2025-TA-PP-NAT-SNAP — Technical Assistance preparation of SNAPs

Objectives

The objective is the preparation of Strategic Nature Projects (SNAPs).

SNAPS projects

(1) aim at the implementation of:

- The PAFs pursuant to Article 8 of Council Directive 92/43/EEC on the conservation of natural habitats and of wild fauna and flora (the Habitats Directive) and;
- National restoration plans pursuant to Article 14 of Regulation (EU) 2024/1991 of the European Parliament and the Council on nature restoration and;
- Other plans or strategies adopted at international, national, regional or multiregional level by nature and biodiversity authorities and intrinsically linked to the implementation of EU nature and/or biodiversity policy or legislation and which foresee specific and measurable actions, or targets, with a clear timeline and budget.

(2) at large territorial scale

(3) with the involvement of all concerned stakeholders

(4) and include a coordination mechanism for funding supporting complementary measures necessary for the full implementation of the targeted PAF (or other eligible strategy).

Therefore the main objective of the TA-PP project is the submission of a full proposal for a SNAP.

The SNAP proposal prepared in the framework of TA-PP project has to be of good quality and has to be eligible for LIFE funding. If failure to submit eligible and quality SNAP proposal is due to the poor performance, negligence or mistake of the beneficiary of the TA-PP project, the granting authority reserves the right to recover any pre-financing and to declare all TA- PP project costs ineligible.

The coordinating beneficiary should submit a full SNAP proposal in the framework of a dedicated LIFE call for SNAPs before the end of the TA-PP project. Please keep in mind that the submission process for a SNAPs consists of two phases – concept note and full proposal.

Applicants should ensure that the targeted Prioritized Action Framework (PAF), the targeted plan or strategy will be eligible for a SNAP. Please note that, inter alia, the PAF, the plan or strategy should be adopted by the submission date of the full proposal for the SNAP, which by default will be before the end date of the Technical Assistance project.

Scope — Activities that can be funded

The overall objective of a TA-PP-NAT-SNAP project is writing a SNAP proposal, so all activities of the TA-PP project must contribute to this goal.

As a general principle, all activities included in the Technical Assistance project must be new and additional to the work undertaken by the applicant prior to the project.

In general, and amongst others, the activities:

- should not be research;
- should not include statutory responsibilities of the competent authority;
- should be completed within the duration of the project;
- should be clearly related to the objective(s) of the project and the corresponding SNAP.

Activities may include (this is not an exhaustive list):

- recruitment of new personnel and training for writing a SNAP proposal;
- contracting external assistance for writing a SNAP proposal;
- information collection for the preparation of a SNAP proposal (e.g. on sources of funding)
- networking, consultation and coordination work for preparing and writing the SNAP;
- coordination with stakeholders to be involved in the Strategic Nature Project;
- developing financing plans where such plans are not already part of the targeted PAF, action plan or strategy;
- mapping of the actions complementary to SNAP and their potential sources of funding
- writing of the SNAP full proposal or concept note and full proposal itself.

**Third countries associated to the LIFE Programme: The assessment of each proposal will be done in line with the provisions of the relevant association agreement.*

Expected impact

A proposal for a Technical Assistance project is expected to support the applicant during preparation of an eligible SNAP proposal of good quality that targets an eligible PAF, plan or strategy. The proposals must also demonstrate that the proposed action is of Union interest by making a contribution to the achievement of one of the general objectives of the LIFE Programme set out in Article 3 of the LIFE regulation.

Funding rate

Technical Assistance Project (TA-PP) — 60% funding rate

Additional conditions

n/a

LIFE-2025-TA-PP-ENV-SIP — Technical Assistance preparation of ENV SIPs

Objectives

The objective is the preparation of ENV Strategic Integrated Projects (SIPs).

ENV SIPs projects

(1) aim at the implementation of:

- National or Regional Circular Economy Action Plans, Strategies, Roadmaps or similar, which are officially approved, include specific and measurable actions, or targets, with a clear timeline and are in line with or complement the objectives of the EU Circular Economy Action Plan and, when relevant of the Bioeconomy Strategy;
- National and regional Waste Management Plans pursuant to Article 28 of the EU Waste Framework Directive and/or Waste Prevention Programmes as requested by article 29 of the EU Waste Framework Directive;
- River basin management plans pursuant to Annex VII to the EU Water Framework Directive, Flood Risk Management Plans pursuant to the EU Floods Directive, Marine Strategies pursuant to the EU Marine Strategy Framework Directive, Drought Management Plans as suggested by Article 13 (5) of the Water Framework Directive;
- Air quality plans pursuant to the EU Ambient Air Quality Directive, National Air Pollution Control Programmes pursuant to the EU National Emission Reduction Commitments Directive;
- Noise action plans pursuant to the EU Environmental Noise Directive.

(2) at large territorial scale

(3) with the involvement of all concerned stakeholders

(4) and include a coordination mechanism for funding supporting complementary measures necessary for the full implementation of the targeted plan or strategy.

Therefore the main objective of the TA-PP project is the submission of a full proposal for a ENV SIP.

The ENV SIP proposal prepared in the framework of TA-PP project has to be of good quality and has to be eligible for LIFE funding. If failure to submit eligible and quality ENV SIP proposal is due to the poor performance, negligence or mistake of the beneficiary of the TA-PP project, the granting authority reserves the right to recover any pre-financing and to declare all TA- PP project costs ineligible.

The coordinating beneficiary should submit a full ENV SIP proposal in the framework of a dedicated LIFE call for ENV SIP before the end of the TA-PP project. Please keep in mind that the submission process for a ENV SIP consists of two phases – concept note and full proposal.

Applicants should ensure that the targeted plan or strategy will be eligible for a ENV SIP. Please note that, inter alia, the plan or strategy should be adopted by the

submission date of the full proposal for the ENV SIP, which by default will be before the end date of the Technical Assistance project.

Scope — Activities that can be funded

The overall objective of a TA-PP-ENV-SIP project is writing a SIP proposal, so all activities must contribute to this goal.

As a general principle, all activities included in the Technical Assistance project must be new and additional to the work undertaken by the applicant prior to the project.

In general, and amongst others, the activities:

- should not be research;
- should not include statutory responsibilities of the competent authority;
- should be completed within the duration of the project;
- should be clearly related to the objective(s) of the project and the corresponding SIP.

Activities may include (this is not an exhaustive list):

- recruitment of new personnel and training for writing a SIP proposal;
- contracting external assistance for writing a SIP proposal;
- information collection for the preparation of a SIP proposal (e.g. on sources of funding)
- networking, consultation and coordination work for preparing and writing the SIP;
- coordination with stakeholders to be involved in the Strategic Integrated Project;
- developing financing plans where such plans are not already part of the targeted strategy or plan;
- mapping of the actions complementary to SIP and their potential sources of funding
- writing of the SIP proposal full proposal or concept note and full proposal itself.

**Third countries associated to the LIFE Programme: The assessment of each proposal will be done in line with the provisions of the relevant association agreement.*

Expected impact

A proposal for a Technical Assistance project is expected to support the applicant during preparation of an eligible SIP proposal of good quality that targets an eligible strategy or plan. The proposals must also demonstrate that the proposed action is of Union interest by making a contribution to the achievement of one of the general objectives of the LIFE Programme set out in Article 3 of the LIFE regulation.

Funding rate

Technical Assistance Project (TA PP) — max. 60% funding rate

Additional conditions

n/a

LIFE-2025-TA-PP-CLIMA-SIP — Technical Assistance preparation of CLIMA SIPs

Objectives

The objective is the preparation of CLIMA Strategic Integrated Projects (SIPs).

CLIMA SIPs projects

- (1) aim at the implementation of:
 - National Energy and Climate Plans (NECP)²⁴ (pursuant to EU Regulation on the governance of the energy union and climate action (EU)2018/1999).
 - National or regional adaptation strategies or action plans.
 - Urban or community-based action plans pioneering the transition to a climate neutral and/or climate resilient society, including climate-neutral cities plans and actions, for instance in the context of the EU Mission '**Climate neutral and smart cities**' and Sustainable Urban Mobility Plans.
 - National, regional or industry-/sector-specific greenhouse gas mitigation strategies or plans or economy roadmaps contributing to climate neutrality.
- (2) at large territorial scale
- (3) with the involvement of all concerned stakeholders
- (4) and include a coordination mechanism for funding supporting complementary measures necessary for the full implementation of the targeted plan or strategy.

Therefore the main objective of the TA-PP project is the submission of a full proposal for a CLIMA SIP.

The CLIMA SIP proposal prepared in the framework of TA-PP project has to be of good quality and has to be eligible for LIFE funding. If failure to submit eligible and quality CLIMA SIP proposal is due to the poor performance, negligence or mistake of the beneficiary of the TA-PP project, the granting authority reserves the right to recover any pre-financing and to declare all TA- PP project costs ineligible.

The coordinating beneficiary should submit a full CLIMA SIP proposal in the framework of a dedicated LIFE call for CLIMA SIP before the end of the TA-PP project. Please keep in mind that the submission process for a CLIMA SIP consists of two phases – concept note and full proposal.

Applicants should ensure that the targeted plan or strategy will be eligible for a CLIMA SIP. Please note that, inter alia, the plan or strategy should be adopted by the submission date of the full proposal for the CLIMA SIP, which by default will be before the end date of the Technical Assistance project.

Scope — Activities that can be funded

The overall objective of a TA-PP-CLIMA-SIP project is writing a SIP proposal under the sub-programme Climate Change Mitigation and Adaptation, so all activities must contribute to this goal.

As a general principle, all activities included in the Technical Assistance project must be new and additional to the work undertaken by the applicant prior to the project.

In general, and amongst others, the activities:

- should not be research;
- should not include statutory responsibilities of the competent authority;
- should be completed within the duration of the project;
- should be clearly related to the objective(s) of the project and the corresponding SIP.

Activities may include (this is not an exhaustive list):

- recruitment of new personnel and training for writing a SIP proposal;
- contracting external assistance for writing a SIP proposal;
- information collection for the preparation of a SIP proposal (e.g. on sources of funding)
- networking, consultation and coordination work for preparing and writing i the SIP;
- coordination with stakeholders to be involved in the Strategic Integrated Project;
- developing financing plans where such plans are not already part of the targeted strategy or plan;
- mapping of the actions complementary to SIP and their potential sources of funding
- writing of the SIP proposal full proposal or concept note and full proposal itself.

**Third countries associated to the LIFE Programme: The assessment of each proposal will be done in line with the provisions of the relevant association agreement.*

Expected impact

A proposal for a Technical Assistance project is expected to support the applicant during preparation of an eligible SIP proposal of good quality that targets an eligible strategy or plan. The proposals must also demonstrate that the proposed action is of Union interest by making a contribution to the achievement of one of the general objectives of the LIFE Programme set out in Article 3 of the LIFE regulation.

Funding rate

Technical Assistance Project (TA PP) — max. 60% funding rate

Additional conditions

n/a

3. Available budget

The estimated available call budget is EUR 1.000,000.

Specific budget information per topic can be found in the table below:

Topic	Topic budget	max. EU contribution
1 — Technical Assistance preparation of NAT SNAPs	EUR 500,000	EUR 70,000
2 — Technical Assistance preparation of ENV SIPs	EUR 300,000	EUR 70,000
2 — Technical Assistance preparation of CLIMA SIPs	EUR 200,000	EUR 70,000

We reserve the right not to award all available funds or to redistribute them between the call priorities, depending on the proposals received and the results of the evaluation.

4. Timetable and deadlines

Timetable and deadlines(indicative)	
Call opening:	24 April 2025
<u>Deadline for submission:</u>	<u>23 September 2025 – 17:00:00 CET</u> <u>(Brussels)</u>
Information on evaluation results:	December 2025
GA signature:	January 2026

5. Admissibility and documents

Proposals must be submitted before the call deadline (*see timetable section 4*).

Proposals must be submitted electronically via the Funding & Tenders Portal Electronic Submission System (accessible via the Topic page in the [Calls for proposals](#) section). Paper submissions are NOT possible.

Proposals (including annexes and supporting documents) must be submitted using the forms provided *inside* the Submission System (⚠ NOT the documents available on the Topic page — they are only for information).

⚠ Please note that not using the correct template or not complying with the instructions therein (*e.g font size limit, deletion of instructions, etc*) may lead to the inadmissibility of your proposal. Furthermore, to ensure a proper evaluation of your

project the appropriate sections of the template must be filled in depending on whether the call has one or two submission stages.

Project acronym — Your project acronym must include the word LIFE. Proposals must be complete and contain all the requested information and all required annexes and supporting documents:

- Application Form Part A — contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the project *(to be filled in directly online)*



In order to ensure a proper evaluation of your project, please click on the **"?" sign appearing in each screen and carefully check the instructions to correctly fill the different sections.**

- Application Form Part B — contains the technical description of the project *(template to be downloaded from the Portal Submission System, completed, assembled and re-uploaded)*
- Part C — **contains additional project data and the project's contribution to EU programme key performance indicators** *(to be filled in directly online)*
- mandatory annexes and supporting documents *(templates to be downloaded from the Portal Submission System, completed, assembled and re-uploaded)*:
 - for full proposals:
 - detailed budget
 - activity reports of last year: not applicable
 - letters of support (optional)
 - other annexes (optional).

Please note that the amounts entered into the summarised budget table (filled in directly online) must correspond to the amounts calculated in the detailed budget table. In case of discrepancies, the amounts in the online summarised budget table will prevail.

At proposal submission, you will have to confirm that you have the mandate to act for all applicants. Moreover, you will have to confirm that the information in the application is correct and complete and that all participants comply with the conditions for receiving EU funding *(especially eligibility, financial and operational capacity, exclusion, etc)*. Before signing the grant, each beneficiary and affiliated entity will have to confirm this again by signing a declaration of honour (DoH). Proposals without full support will be rejected.


Your application must be readable, accessible and printable (please check carefully the layout of the documents uploaded).

Proposals are limited to maximum 30 pages (Part B). Evaluators will not consider any additional pages.

You may be asked at a later stage for further documents *(for legal entity validation, financial capacity check, bank account validation, etc)*.



For more information about the submission process (including IT aspects), consult the [Online Manual](#).

 Please be aware that some proposal information may be shared with the LIFE programme committee established under Regulation No [182/2011](#)¹⁴, i.e. name and country of all applicants (coordinating organisation and partners), project title, total eligible costs, LIFE funding requested, result of the assessment of the admissibility and eligibility of the proposal, and scores by criterion for eligible proposals.

6. Eligibility

Eligible participants (eligible countries)

In order to be eligible, the applicants (beneficiaries and affiliated entities) must:

- be legal entities (public or private bodies)
- be established in one of the eligible countries, i.e.:
 - EU Member States (including overseas countries and territories (OCTs))
 - non-EU countries:
 - listed EEA countries and countries associated to the LIFE Programme ([list of participating countries](#))¹⁵
- the coordinator must be established in an eligible country

Beneficiaries and affiliated entities must register in the [Participant Register](#) — before submitting the proposal — and will have to be validated by the Central Validation Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin.

Other entities may participate in other consortium roles, such as associated partners, subcontractors, third parties giving in-kind contributions, etc (*see section 13*).

Specific cases and definitions

Exceptional funding — Entities from other countries (not listed above) are exceptionally eligible, if the granting authority considers their participation essential for the implementation of the action (*see work programme*).

Natural persons — Natural persons are NOT eligible (with the exception of self-employed persons, i.e. sole traders, where the company does not have legal personality separate from that of the natural person).

International organisations — International organisations are eligible. The rules on eligible countries do not apply to them.

Entities without legal personality — Entities which do not have legal personality under their national law may exceptionally participate, provided that their representatives have the capacity to undertake legal obligations on their behalf, and offer guarantees

¹⁴ Regulation (EU) No 182/2011 of the European Parliament and of the Council of 16 February 2011 laying down the rules and general principles concerning mechanisms for control by Member States of **the Commission's exercise of implementing powers** (OJ L 55, 28.2.2011, p. 13).

¹⁵ Applicants from countries which have requested to be associated to the LIFE Programme may participate in this call for proposals. However, no grant agreement will be signed if the association agreement is not entered into force by the end of the selection procedure.

for the protection of the EU financial interests equivalent to that offered by legal persons¹⁶.

EU bodies — EU bodies (with the exception of the European Commission Joint Research Centre) can NOT be part of the consortium.

Associations and interest groupings — Entities composed of members may participate as **'sole beneficiaries' or 'beneficiaries without legal personality'**¹⁷. ⚠️ Please note that if the action will be implemented by the members, they should also participate (either as beneficiaries or as affiliated entities, otherwise their costs will NOT be eligible).

Countries currently negotiating association agreements — Beneficiaries from countries with ongoing negotiations for participating in the programme (*see list of participating countries above*) may participate in the call and can sign grants if the negotiations are concluded before grant signature and if the association covers the call (i.e. is retroactive and covers both the part of the programme and the year when the call was launched).

EU restrictive measures — Special rules apply for entities subject to [EU restrictive measures](#) under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)¹⁸. Such entities are not eligible to participate in any capacity, including as beneficiaries, affiliated entities, associated partners, subcontractors or recipients of financial support to third parties (if any).

EU conditionality measures — Special rules apply for entities subject to measures adopted on the basis of EU Regulation 2020/2092¹⁹. Such entities are not eligible to participate in any funded role (beneficiaries, affiliated entities, subcontractors, recipients of financial support to third parties, etc). Currently such measures are in place for Hungarian public interest trusts established under the Hungarian Act IX of 2021 or any entity they maintain (see [Council Implementing Decision \(EU\) 2022/2506](#), as of 16 December 2022).

 For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

Consortium composition

TA-PP projects are designed to support authorities responsible for the implementation of the plan/strategy/action plan targeted by the SNAPs or SIPs to prepare their SNAP and SIP applications.

The authority responsible for the plan/strategy/action plan should be in principle participating in the consortium of the TA-PP project as coordinator. In well justified cases it may participate not as coordinator, but it should in any case be part of the consortium of the TA-PP project.

For all topics, the coordinator must be established in an eligible country (*see above*).

¹⁶ See Article 200(2)(c) EU Financial Regulation [2024/2509](#).

¹⁷ For the definitions, see Articles 190(2) and 200(2)(c) EU Financial Regulation [2024/2509](#).

¹⁸ Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the [EU Sanctions Map](#).

¹⁹ Regulation (EU, Euratom) 2020/2092 of the European Parliament and of the Council of 16 December 2020 on a general regime of conditionality for the protection of the Union budget (OJ L 325, 20.12.2022, p. 94).

Eligible activities

Applications will only be considered eligible if their content corresponds wholly (or at least in part) to the topic description for which they are submitted.

Eligible activities are the ones set out in section 2 above.

The following activities are not considered as eligible for funding under this call:

In general and amongst others:

- research;
- statutory responsibilities of the competent authority;
- activities outside the duration of the project;
- activities which are not clearly related to the objective(s) of the project and the corresponding SIP.

Projects must comply with EU policy interests and priorities (*such as environment, social, security, industrial and trade policy, etc*). Projects must also respect EU values and European Commission policy regarding reputational matters (*e.g. activities involving capacity building, policy support, awareness raising, communication, dissemination, etc*)²⁰.

Financial support to third parties is not allowed.

Geographic location (target countries)

Proposals must relate to activities taking place in the eligible countries (*see above*). Activities outside the eligible countries must be necessary to achieve the EU environmental and climate objectives and ensure the effectiveness of interventions carried within the eligible countries (e.g. actions aimed at the conservation of migratory birds in wintering areas, actions implemented on a trans boundary river, or projects aimed to address environmental problems that cannot be solved successfully or efficiently unless actions are carried out also in non-eligible countries).

7. Financial and operational capacity and exclusion

Financial capacity

Applicants must have stable and sufficient resources to successfully implement the projects and contribute their share. Organisations participating in several projects must have sufficient capacity to implement all projects.

The financial capacity check will be carried out on the basis of the documents you will be requested to upload in the [Participant Register](#) during grant preparation (*e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc.*). The analysis will be based on neutral financial indicators, but will also take into

²⁰ See, for instance, [Guidance on funding for activities related to the development, implementation, monitoring and enforcement of Union legislation and policy](#).

account other aspects, such as dependency on EU funding and deficit and revenue in previous years.

The check will normally be done for coordinators, except:

- public bodies (entities established as public body under national law, including local, regional or national authorities) or international organisations
- if the project requested grant amount is not more than EUR 60 000.

If needed, it may also be done for affiliated entities.

If we consider that your financial capacity is not satisfactory, we may require:

- further information
- an enhanced financial responsibility regime, i.e. joint and several responsibility for all beneficiaries or joint and several liability of affiliated entities (*see below, section 10*)
- prefinancing paid in instalments
- (one or more) prefinancing guarantees (*see below, section 10*)

or

- propose no prefinancing
- request that you are replaced or, if needed, reject the entire proposal.

 For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

Operational capacity

Applicants must have the know-how, qualifications and resources to successfully implement the projects and contribute their share (including sufficient experience in projects of comparable size and nature).

This capacity will be assessed together with the '**Resources**' award criterion, on the basis of the competence and experience of the applicants and their project teams, including operational resources (human, technical and other) or, exceptionally, the measures proposed to obtain it by the time the task implementation starts.

If the evaluation of the award criterion is positive, the applicants are considered to have sufficient operational capacity.

Applicants will have to show their capacity via the following:

- general profiles (qualifications and experiences) of the staff responsible for managing and implementing the project
- description of the consortium participants (and previous projects, if any).

Additional supporting documents may be requested, if needed to confirm the operational capacity of any applicant.

Exclusion

Applicants which are subject to an EU exclusion decision or in one of the following exclusion situations that bar them from receiving EU funding can NOT participate²¹:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the **applicant's** debts)
- in breach of social security or tax obligations (including if done by persons with **unlimited liability for the applicant's debts**)
- guilty of grave professional misconduct²² (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- guilty of irregularities within the meaning of Article 1(2) of EU Regulation [2988/95](#) (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- intentionally and without proper justification resisted²³ an investigation, check or audit carried out by an EU authorising officer (or their representative or auditor), OLAF, the EPPO, or the European Court of Auditors.

Applicants will also be rejected if it turns out that²⁴:

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information

²¹ See Articles 138 and 143 of EU Financial Regulation [2024/2509](#).

²² 'Professional **misconduct**' includes, in particular, the following: violation of ethical standards of the profession; wrongful conduct with impact on professional credibility; breach of generally accepted professional ethical standards; false declarations/misrepresentation of information; participation in a cartel or other agreement distorting competition; violation of IPR; attempting to influence decision-making processes by taking advantage, through misrepresentation, of a conflict of interests, or to obtain confidential information from public authorities to gain an advantage; incitement to discrimination, hatred or violence or similar activities contrary to the EU values where negatively affecting or risking to affect the performance of a legal commitment.

²³ '**Resisting an investigation, check or audit**' means carrying out actions with the goal or effect of preventing, hindering or delaying the conduct of any of the activities needed to perform the investigation, check or audit, such as refusing to grant the necessary access to its premises or any other areas used for business purposes, concealing or refusing to disclose information or providing false information.

²⁴ See Article 143 EU Financial Regulation [2024/2509](#).

- they were previously involved in the preparation of the call and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

8. Evaluation and award procedure


The proposals will have to follow the standard submission and evaluation procedure (one-stage submission + one-step evaluation).

An evaluation committee will assess all applications. Proposals will first be checked for formal requirements (admissibility, and eligibility, *see sections 5 and 6*). Proposals found admissible and eligible will be evaluated (for each topic) against the operational capacity and award criteria (*see sections 7 and 9*) and then ranked according to their scores.

For proposals with the same score (within a topic or budget envelope) a priority order will be determined according to the following approach:

Successively for every group of *ex aequo* proposals, starting with the highest scored group, and continuing in descending order, the *ex aequo* proposals will be prioritised according to the scores they have been awarded for the award criterion 'Impact'. If these scores are equal, priority will be based on their scores for the **criterion 'Relevance'**, then **'Quality'**, then **'Resources'**.

All proposals will be informed about the evaluation result (evaluation result letter). Successful proposals will be invited for grant preparation; the other ones will be put on the reserve list or rejected.

 No commitment for funding — Invitation to grant preparation does NOT constitute a formal commitment for funding. We will still need to make various legal checks before grant award: *legal entity validation, financial capacity, exclusion check, etc.*

Grant preparation will involve a dialogue in order to fine-tune technical or financial aspects of the project and may require extra information from your side. It may also include adjustments to the proposal to address recommendations of the evaluation committee or other concerns. Full compliance will be a pre-condition for signing the grant.

If you believe that the evaluation procedure was flawed, you can submit a complaint (following the deadlines and procedures set out in the evaluation result letter). Please note that notifications which have not been opened within 10 days after sending will be considered to have been accessed and that deadlines will be counted from opening/access (*see also [Funding & Tenders Portal Terms and Conditions](#)*). Please also be aware that for complaints submitted electronically, there may be character limitations.

9. Award criteria

The award criteria for this call are as follows:

1. Relevance (0-20 points)

- Relevance to the objectives of the targeted LIFE sub-programme and to the specific priorities of the call for proposals and, when relevant, topic description.
- Concept and methodology: soundness of the overall intervention logic.
- Extent to which the proposal offers co-benefits and promotes synergies with other policy areas relevant for achieving environment and climate policy objectives. *(n/a for TA PP, TA CAP, OAG PLP)*

2. Impact (0-20 points) *(n/a for TA-PP)*

- Ambition and credibility of impacts expected during and/or after the project due to the activities, including ensuring that no substantial harm is done to the other specific objectives of the LIFE Programme. *(n/a for TA PP)*
- Sustainability of the project results after the end of the project and quality of the measures for the exploitation of project results. *(n/a for TA PP, TA CAP)*
- Potential for the project results to be replicated in the same or other sectors or places, or to be up-scaled by public or private actors or through mobilising larger investments or financial resources (catalytic potential). *(n/a for TA PP, TA CAP, TA R, OAG PLP, OAG BEST)*

3. Quality (0-20 points)

- Clarity, relevance and feasibility of the work plan. Appropriate geographic focus of the activities.
- Identification and mobilisation of the relevant stakeholders.
- Quality of the plan to monitor and report impacts. *(n/a for TA PP, TA CAP)*
- Appropriateness and quality of the measures to communicate and disseminate the project and its results to different target groups. *(n/a for TA PP)*

4. Resources (0-20 points)

- Composition of the project team - in terms of expertise, skills and responsibilities and appropriateness of the management structure.
- Appropriateness of the budget and resources and their consistency with the work plan.
- Transparency of the budget, i.e. the cost items should be sufficiently described.
- Extent to which the project environmental impact is considered and mitigated, including through the use of green procurement. The use of recognised methods for the calculation of the project environmental footprint (*e.g.* Project Environmental Footprint (PEF) or Organizational Environmental Footprint (OEF) methods or similar ones²⁵) or environmental management systems (*e.g.* Eco-Management and Audit Scheme (EMAS)) would be an asset. *(n/a for OAG PLP)*
- Value for money of the proposal.

²⁵ See list on https://ec.europa.eu/environment/eussd/smgp/PEFCR_OEFSR_en.htm.

Award criteria	Minimum pass score	Maximum score	Weighting
Relevance	10	20	1
Quality	10	20	1
Resources	10	20	1
Overall (pass) scores (without bonus)	35	60	N/A

Maximum points (full proposals): 60 points.

Individual thresholds per criterion (full proposals): 10 points.

Overall threshold (full proposals): 35 points.

Proposals that pass the individual thresholds AND the overall threshold will be considered for funding — within the limits of the available budget (i.e. up to the budget ceiling). Other proposals will be rejected.

10. Legal and financial set-up of the Grant Agreements

If you pass evaluation, your project will be invited for grant preparation, where you will be asked to prepare the Grant Agreement together with the EU Project Officer.

This Grant Agreement will set the framework for your grant and its terms and conditions, in particular concerning deliverables, reporting and payments.

The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on [Portal Reference Documents](#).

Starting date and project duration

The project starting date and duration will be fixed in the Grant Agreement (*Data Sheet, point 1*). Normally the starting date will be after grant signature. A retroactive starting date can be granted exceptionally for duly justified reasons — but never earlier than the proposal submission date.

Project duration: The duration of a TA-PP project should not exceed two years. It is expected that a TA-PP project aims to prepare a proposal for the LIFE-STRAT-two stage call which is published one year after the currently open LIFE-TA-PP call to which you submit your TA-PP application. Therefore, the reasonable end date of a Technical Assistance project is one year after the next submission deadline for the full proposal (stage II) for SIPs/SNaPs.

Since the exact submission date for SIP and SNAP proposals is not known yet at the time of submission of a TA-PP project proposal, it is suggested to add two or three months as a safety margin to the expected project duration.

Extensions are possible, if duly justified and through an amendment.

Milestones and deliverables

The milestones and deliverables for each project will be managed through the Portal Grant Management System and will be reflected in Annex 1 of the Grant Agreement.

Form of grant, funding rate and maximum grant amount

The grant parameters (*maximum grant amount, funding rate, total eligible costs, etc*) will be fixed in the Grant Agreement (*Data Sheet, point 3 and art 5*).

Project budget (requested grant amount): *see section 3 above*.

The grant awarded may be lower than the amount requested.

The grant will be a budget-based mixed actual cost grant (actual costs, with unit cost and flat-rate elements). This means that it will reimburse ONLY certain types of costs (eligible costs) and costs that were *actually* incurred for your project (NOT the *budgeted* costs). For unit costs and flat-rates, you can charge the amounts calculated as explained in the Grant Agreement (*see art 6 and Annex 2 and 2a*).

The costs will be reimbursed at the funding rate fixed in the Grant Agreement (max. 60%).


Grants may NOT produce a profit (i.e. surplus of revenues + EU grant over costs). For-profit organisations must declare their revenues and, if there is a profit, we will deduct it from the final grant amount (*see art 22.3*).

Please note that the maximum grant amount for each beneficiary will be fixed in the Grant Agreement. The beneficiaries can however decide to distribute the grant money differently in accordance with what they have agreed in the consortium agreement (*see also section 13*).

Moreover, please be aware that the final grant amount may be reduced in case of non-compliance with the Grant Agreement (*e.g. improper implementation, breach of obligations, etc*).

Budget categories and cost eligibility rules

The budget categories and cost eligibility rules are fixed in the Grant Agreement (*Data Sheet, point 3, art 6 and Annex 2*).

 When filling in the summarised budget table (directly online in Application Form Part A), **please click on the "?" sign appearing in each screen and carefully check the instructions to correctly fill the different sections.**

Budget categories for this call:

- A. Personnel costs
 - A.1 Employees, A.2 Natural persons under direct contract, A.3 Seconded persons
 - A.4 SME owners and natural person beneficiaries
 - A.5 Volunteers
- B. Subcontracting costs
- C. Purchase costs
 - C.1 Travel and subsistence
 - C.2 Equipment

- C.3 Other goods, works and services
- E. Indirect costs

Specific cost eligibility conditions for this call:

- personnel costs:
 - SME owner/natural person unit cost²⁶: Yes
 - volunteers unit cost²⁷: No
- travel and subsistence unit cost²⁸: No (only actual costs)
- equipment costs: depreciation
- other cost categories:
 - costs for financial support to third parties: not allowed
 - land purchase costs: not allowed
- indirect cost flat-rate: 7% of the eligible direct costs (categories A-D, except volunteers costs and exempted specific cost categories (land purchase), if any)
- VAT: non-deductible VAT is eligible (but please note that since 2013 VAT paid by beneficiaries that are public bodies acting as public authority is NOT eligible)
- other:
 - in-kind contributions for free are allowed, but cost-neutral, i.e. they cannot be declared as cost
 - kick-off meeting: costs for kick-off meeting organised by the granting authority are eligible (travel costs for maximum 2 persons, return ticket to Brussels and accommodation for one night) only if the meeting takes place after the project starting date set out in the Grant Agreement; the starting date can be changed through an amendment, if needed
 - common information and dissemination activities: not eligible for TA-PP
 - other ineligible costs: Yes:
 - land purchase costs are not eligible
 - infrastructure costs are not eligible

Reporting and payment arrangements

The reporting and payment arrangements are fixed in the Grant Agreement (*Data Sheet, point 4 and art 21 and 22*).

After grant signature, you will normally receive a prefinancing to start working on the project (float of normally 60% of the maximum grant amount; exceptionally less or no prefinancing). The prefinancing will be paid 30 days from entry into force/financial guarantee (if required)— whichever is the latest.

There will be no interim payments.


²⁶ Commission [Decision](#) of 20 October 2020 authorising the use of unit costs for the personnel costs of the owners of small and medium-sized enterprises and beneficiaries that are natural persons not receiving a salary for the work carried out by themselves under an action or work programme (C(2020)7115).

²⁷ Commission [Decision](#) of 10 April 2019 authorising the use of unit costs for declaring personnel costs for the work carried out by volunteers under an action or a work programme (C(2019)2646).

²⁸ Commission [Decision](#) of 12 January 2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework (C(2021)35).

Payment of the balance: At the end of the project, we will calculate your final grant amount. If the total of earlier payments is higher than the final grant amount, we will ask you (your coordinator) to pay back the difference (recovery).

All payments will be made to the coordinator.

 Please be aware that payments will be automatically lowered if you or one of your consortium members has outstanding debts towards the EU (granting authority or other EU bodies). Such debts will be offset by us — in line with the conditions set out in the Grant Agreement (*see art 22*).

Please also note that you are responsible for keeping records on all the work done and the costs declared. The Grant Agreement contains additional record-keeping rules (*Data Sheet, point 3 and art 20*).

Prefinancing guarantees

If a prefinancing guarantee is required, it will be fixed in the Grant Agreement (*Data Sheet, point 4*). The amount will be set during grant preparation and it will normally be equal or lower than the prefinancing for your grant.

The guarantee should be in euro and issued by an approved bank/financial institution established in an EU Member State. If you are established in a non-EU country and would like to provide a guarantee from a bank/financial institution in your country, please contact us (this may be exceptionally accepted, if it offers equivalent security).

Amounts blocked in bank accounts will NOT be accepted as financial guarantees.

Prefinancing guarantees are normally requested from the coordinator, for the consortium. They must be provided during grant preparation, in time to make the prefinancing (scanned copy via Portal AND original by post).

If agreed with us, the bank guarantee may be replaced by a guarantee from a third party.

The guarantee will be released at the end of the grant, in accordance with the conditions laid down in the Grant Agreement (*art 23*).

Certificates

Depending on the type of action, size of grant amount and type of beneficiaries, you may be requested to submit different certificates. The types, schedules and thresholds for each certificate are fixed in the Grant Agreement (*Data Sheet, point 4 and art 24*).

Liability regime for recoveries

The liability regime for recoveries will be fixed in the Grant Agreement (*Data Sheet, point 4.4 and art 22*).

For beneficiaries, it is one of the following:

- limited joint and several liability with individual ceilings — *each beneficiary up to their maximum grant amount*
- unconditional joint and several liability — *each beneficiary up to the maximum grant amount for the action*

or

- individual financial responsibility — *each beneficiary only for their own debts.*

In addition, the granting authority may require joint and several liability of affiliated entities (with their beneficiary).

Provisions concerning the project implementation

IPR rules: *see Model Grant Agreement (art 16 and Annex 5):*

- rights of use on results: Yes

Communication, dissemination and visibility of funding: *see Model Grant Agreement (art 17 and Annex 5):*

- communication and dissemination plan: Yes
- additional communication and dissemination activities: Yes
- special logos: Yes

Specific rules for carrying out the action: *see Model Grant Agreement (art 18 and Annex 5):*

- durability: No
- specific rules for blending operations: No

Other specificities

n/a

Non-compliance and breach of contract

The Grant Agreement (chapter 5) provides for the measures we may take in case of breach of contract (and other non-compliance issues).



For more information, see [AGA — Annotated Grant Agreement](#).

11. How to submit an application

All proposals must be submitted directly online via the Funding & Tenders Portal Electronic Submission System. Paper applications are NOT accepted.

Submission is a 2-step process:

- a) create a user account and register your organisation

To use the Submission System (the only way to apply), all participants need to [create an EU Login user account](#).

Once you have an EU Login account, you can [register your organisation](#) in the Participant Register. When your registration is finalised, you will receive a 9-digit participant identification code (PIC).

b) submit the proposal

Access the Electronic Submission System via the Topic page in the [Calls for proposals](#) section (or, for calls sent by invitation to submit a proposal, through the link provided in the invitation letter).

Submit your proposal in 4 parts, as follows:

- Part A includes administrative information about the applicant organisations (future coordinator, beneficiaries, affiliated entities and associated partners) and the summarised budget for the proposal. Fill it in directly online
- Part B (description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file
- Part C containing additional project data. To be filled in directly online.
- Annexes (*see section 5*). Upload them as PDF file (single or multiple depending on the slots). Excel upload is sometimes possible, depending on the file type.

The proposal must keep to the page limits (*see section 5*); excess pages will be disregarded.

Documents must be uploaded to the right category in the Submission System, otherwise the proposal may be considered incomplete and thus inadmissible.

The proposal must be submitted before the call deadline (*see section 4*). After this deadline, the system is closed and proposals can no longer be submitted.

Once the proposal is submitted, you will receive a confirmation e-mail (with date and time of your application). If you do not receive this confirmation e-mail, it means your proposal has NOT been submitted. If you believe this is due to a fault in the Submission System, you should immediately file a complaint via the [IT Helpdesk webform](#), explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened).

Details on processes and procedures are described in the [Online Manual](#). The Online Manual also contains the links to FAQs and detailed instructions regarding the Portal Electronic Exchange System.

12. Help

As far as possible, *please try to find the answers you need yourself*, in this and the other documentation (we have limited resources for handling direct enquiries):


- [Online Manual](#)
- [Portal FAQ](#) (for general questions)
- [LIFE website FAQs](#)
- [SIP/SNaPs FAQ](#) (for SIP/SNAP-specific questions)
- [LIFE Info Days](#)

Please also consult the Topic page regularly, since we will use it to publish call updates. (For invitations, we will contact you directly in case of a call update).

Contact

Only in case you did not find an answer in the above links, you may contact:

- for individual questions on the Portal Submission System: [IT Helpdesk](#)
- for non-IT related questions: CINEA-LIFE-ENQUIRIES@ec.europa.eu

 Please send your questions at the latest 7 days before the submission deadline (see section 4) AND indicate clearly the reference of the call and topic to which your question relates (see cover page).

13. Important



IMPORTANT

- **Don't wait** until the end — Complete your application sufficiently in advance of the deadline to avoid any last minute technical problems. Problems due to last minute submissions (*e.g. congestion, etc.*) will be entirely at your risk. Call deadlines can NOT be extended.
- Consult the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call and topic updates).
- Funding & Tenders Portal Electronic Exchange System — By submitting the application, all participants accept to use the electronic exchange system in accordance with the [Portal Terms & Conditions](#).
- Registration — Before submitting the application, all beneficiaries, affiliated entities and associated partners must be registered in the [Participant Register](#). The participant identification code (PIC) (one per participant) is mandatory for the Application Form.
- Consortium roles — When setting up your consortium, you should think of organisations that help you reach objectives and solve problems.

The roles should be attributed according to the level of participation in the project. Main participants should participate as beneficiaries or affiliated entities; other entities can participate as associated partners, subcontractors, third parties giving in-kind contributions. Associated partners and third parties giving in-kind contributions should bear their own costs (they will not become formal recipients of EU funding). Subcontracting should normally constitute a limited part and must be performed by third parties (not by one of the beneficiaries/affiliated entities). Subcontracting going beyond 30% of the total eligible costs must be justified in the application.

- Coordinator — In multi-beneficiary grants, the beneficiaries participate as consortium (group of beneficiaries). They will have to choose a coordinator, who will take care of the project management and coordination and will represent the consortium towards the granting authority. In mono-beneficiary grants, the single beneficiary will automatically be coordinator.
- Affiliated entities — Applicants may participate with affiliated entities (i.e. entities linked to a beneficiary which participate in the action with similar rights and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves). They will get a part of the grant money and must therefore comply with all the call conditions and be validated (just like beneficiaries); but they do not count towards the minimum eligibility criteria for consortium composition (if any). If affiliated entities participate in your project, please do not forget to provide documents demonstrating their affiliation link to your organisation as part of your application.
- Associated partners — Applicants may participate with associated partners (i.e. partner organisations which participate in the action but without the right to get grant money). They participate without funding and therefore do not need to be validated.
- Consortium agreement — For practical and legal reasons it is recommended to set up internal arrangements that allow you to deal with exceptional or unforeseen circumstances (in all cases, even if not mandatory under the Grant Agreement). The consortium agreement also gives you the possibility to redistribute the grant money according to your own consortium-internal principles and parameters (for instance, one beneficiary can reattribute its grant money to another beneficiary). The consortium agreement thus allows you to customise the EU grant to the needs inside your consortium and can also help to protect you in case of disputes.

- **Balanced project budget** — Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully (*e.g. own contributions, income generated by the action, financial contributions from third parties, etc*). You may be requested to lower your estimated costs, if they are ineligible (including excessive).
- **Completed/ongoing projects** — Proposals for projects that have already been completed will be rejected; proposals for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before the project starting date/proposal submission).
- **No-profit rule** — Grants may NOT give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked by us at the end of the project.
- **No cumulation of funding/no double funding** — It is strictly prohibited to cumulate **funding from the EU budget (except under 'EU Synergies actions')**. Outside such Synergies actions, any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances be declared under two EU grants; projects must be designed as different actions, clearly delineated and separated for each grant (without overlaps).
- **Combination with EU operating grants** — Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice (*see [AGA — Annotated Grant Agreement, art 6.2.E](#)*).
- **Multiple proposals** — Applicants may submit more than one proposal for *different* projects under the same call (and be awarded funding for them).
Organisations may participate in several proposals.
BUT: if there are several proposals for *very similar* projects, only one application will be accepted and evaluated; the applicants will be asked to withdraw the others (or they will be rejected).
- **Resubmission** — Proposals may be changed and re-submitted until the deadline for submission.
- **Rejection** — By submitting the application, all applicants accept the call conditions set out in this Call document (and the documents it refers to). Proposals that do not comply with all the call conditions will be rejected. This applies also to applicants: All applicants need **to fulfil the criteria; if any one of them doesn't, they must be replaced or the entire proposal will be rejected**.
- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.
- **Language** — You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application.

- Transparency — In accordance with Article 38 of the [EU Financial Regulation](#), information about EU grants awarded is published each year on the [Europa website](#).

This includes:

- beneficiary names
- beneficiary addresses
- the purpose for which the grant was awarded
- the maximum amount awarded.

The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.

- Data protection — The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with the applicable legal framework. It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the [Funding & Tenders Portal Privacy Statement](#).