

This presentation is from JNCC's UK LIFE Application writing workshop held in Edinburgh 2016.

If you would like to see more presentations from this event or if you would like more information on LIFE please see JNCC's LIFE webpages at: jncc.defra.gov.uk/UKLIFE



UK LIFE NCP

LIFE APPLICATION WRITING DAY

**EDINBURGH
12 MAY 2016**

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<http://jncc.defra.gov.uk/UKLIFE>

12 May 2016



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Today's agenda

1. Introduction: Daniel Hall (Scottish Government)
2. Writing your LIFE application: UK LIFE NCP
3. Financing LIFE: Paula Brown (SEPA)
4. Experience of writing a LIFE bid: Catherine Preston (SEPA)
5. How to keep to time and budget: Jason Watts (SNH)
6. Log-Frame and LIFE: Martin Davies (Parides)
7. Exercise to improve the quality of proposals: ALL
8. From good design to measureable impacts: monitoring a LIFE project: Donald Lunan (NEEMO)
9. JNCC's LIFE Support: UK LIFE NCP
10. Questions and Answers

Contents

From concept to application

1. Funding cycle
2. 2016 Call
3. Evaluation timeline
4. Project development
 1. Application forms
 2. eProposal
 3. Evaluation criteria
 4. Top Tips!

II
(Non-legislative acts)

DECISIONS

COMMISSION IMPLEMENTING DECISION

of 19 March 2014

on the adoption of the LIFE multiannual work programme for 2014-17

(Text with EEA relevance)

(2014/203/EU)

THE EUROPEAN COMMISSION,

Having regard to the Treaty on the Functioning of the European Union,

Having regard to Regulation (EU) No 1293/2013 of the European Parliament and of the Council of 11 December 2013 on the establishment of a Programme for the Environment and Climate Action (LIFE) and repealing Regulation (EC) No 614/2007 (1), and in particular Article 24(1) thereof,

Whereas:

- (1) In order to ensure implementation of the LIFE Programme, it is necessary to adopt a multiannual work programme for 2014-17.
- (2) In order to set a framework for the implementation of the two LIFE sub-programmes, the multiannual work programme for 2014-17 should specify the indicative allocation of funds between priority areas and types of funding, the project topics implementing the thematic priorities set out in Annex III to Regulation (EU) No 1293/2013, the technical selection methodology for projects, the criteria for the attribution of grants and indicative time-scales for the calls for proposals.
- (3) The multiannual work programme for 2014-17 should also contain qualitative and quantitative outcomes, indicators and targets for each priority area and type of project, in accordance with the performance indicators and specific objectives for each priority area, with a view to facilitate the evaluation of the results and impact of the programme. On the basis of ex-ante assessments the Commission identified two innovative financial instruments as appropriate tools for funding projects, in accordance with Article 17(4) of Regulation (EU) No 1293/2013.
- (4) Those financial instruments should be trialled throughout the multiannual work programme in order to demonstrate their considerable potential to leverage funding from investors in the field of biodiversity and climate change mitigation and adaptation, thus addressing current financial barriers to the uptake of projects in those areas.
- (5) Based on the positive experience with other financial instruments managed by the European Investment Bank (EIB), as well as the geographical coverage of the EIB which enables it to reach potential beneficiaries across the Union, implementation of the Natural Capital Financing Facility and of the Private Financing for Energy Efficiency Instruments, funded through contributions from the LIFE programme, should be entrusted to that institution.
- (6) In order to ensure an efficient implementation of the multiannual work programme and as Regulation (EU) No 1293/2013 applies from 1 January 2014, this Decision should apply from the date of the adoption of this Decision.
- (7) The measures provided for in this Decision are in accordance with the opinion of the Committee for the LIFE Programme for the Environment and Climate Action established by Article 30 of Regulation (EU) No 1293/2013,

(1) OJ L 347, 20.12.2013, p. 185.

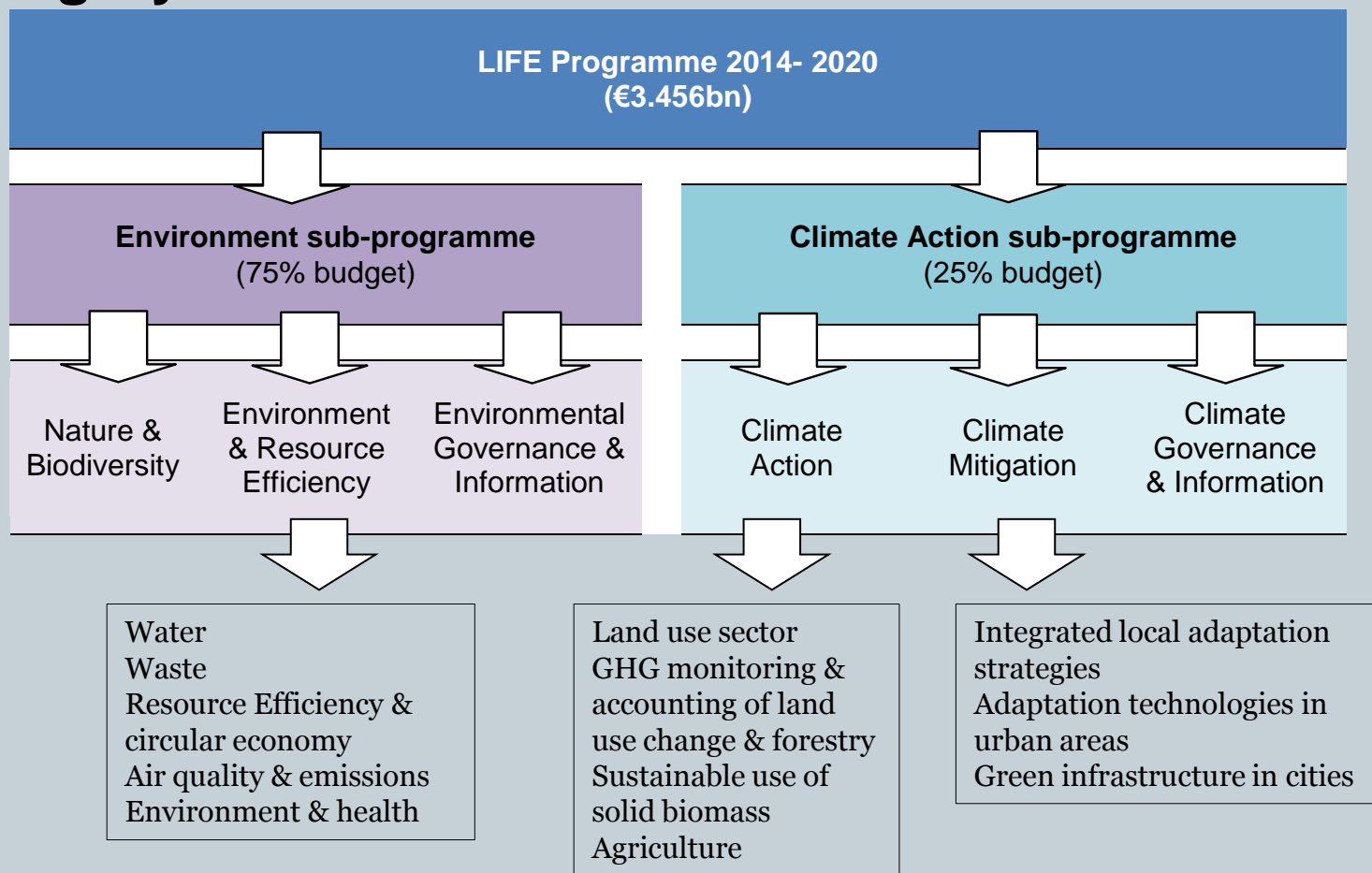


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Funding Cycle

UK National Allocation: €74,254,393



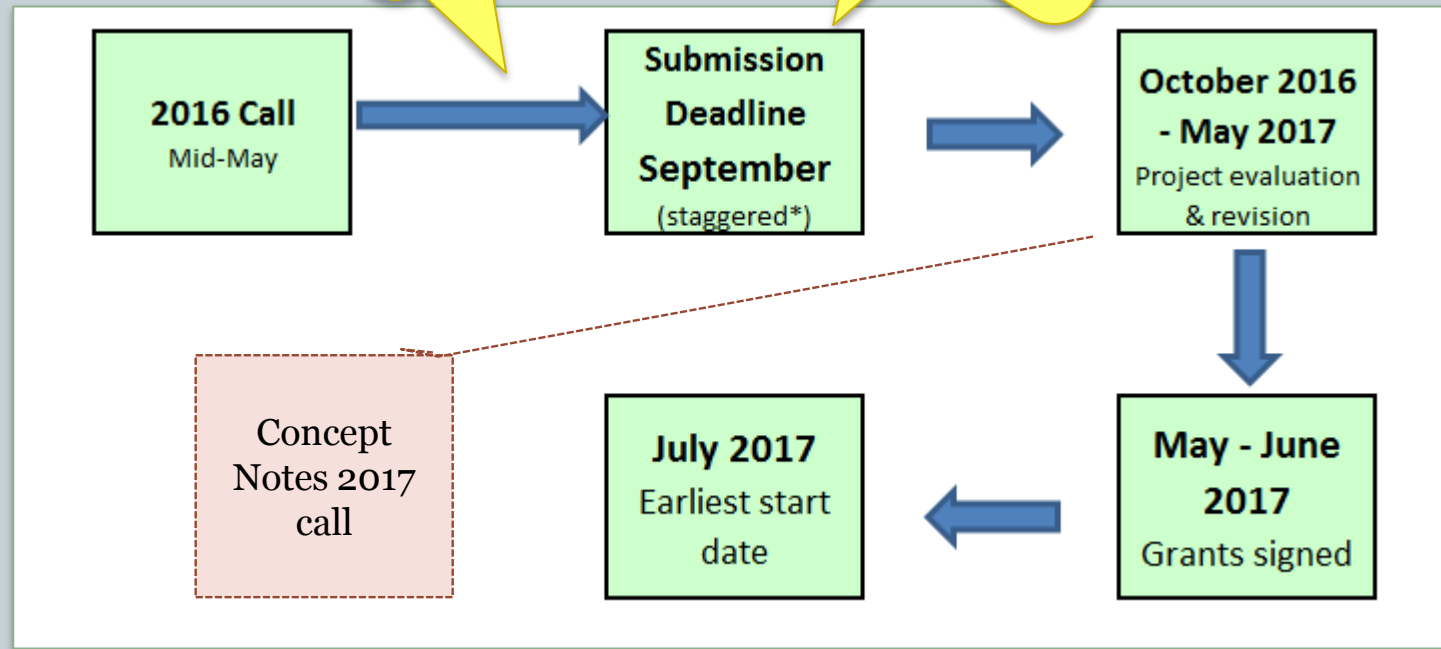


Pre-screening 27 June 2016

A8 forms Nature & Biodiversity

2016 call

Expected soon!



Strand	Deadline
Climate (all categories: CCA, CCM & GIC)	07 September
Environment & Resource Efficiency	12 September
Nature & Biodiversity, Environmental Governance & Information	15 September



Traditional LIFE bids

- A typical LIFE grant is around €1 – 4 million
- Projects typically run from 2 – 5 years
- LIFE can co-finance up to 60% of the total project value (though up to 75% where a project focuses on priority species or habitats)
- Integrated Projects: have a possible funding of up to €10m and last up to 10 years: each MS can have 3



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Project types:

- **Demonstration** - puts into practice, tests and disseminates methods that are **novel** or **new/untested** that can be disseminated and more widely applied
- **Pilot** – apply a new techniques and methods that have not been trialled before
- **Best practice** – only for Nature projects - state-of-the-art existing techniques for conservation of species/habitats

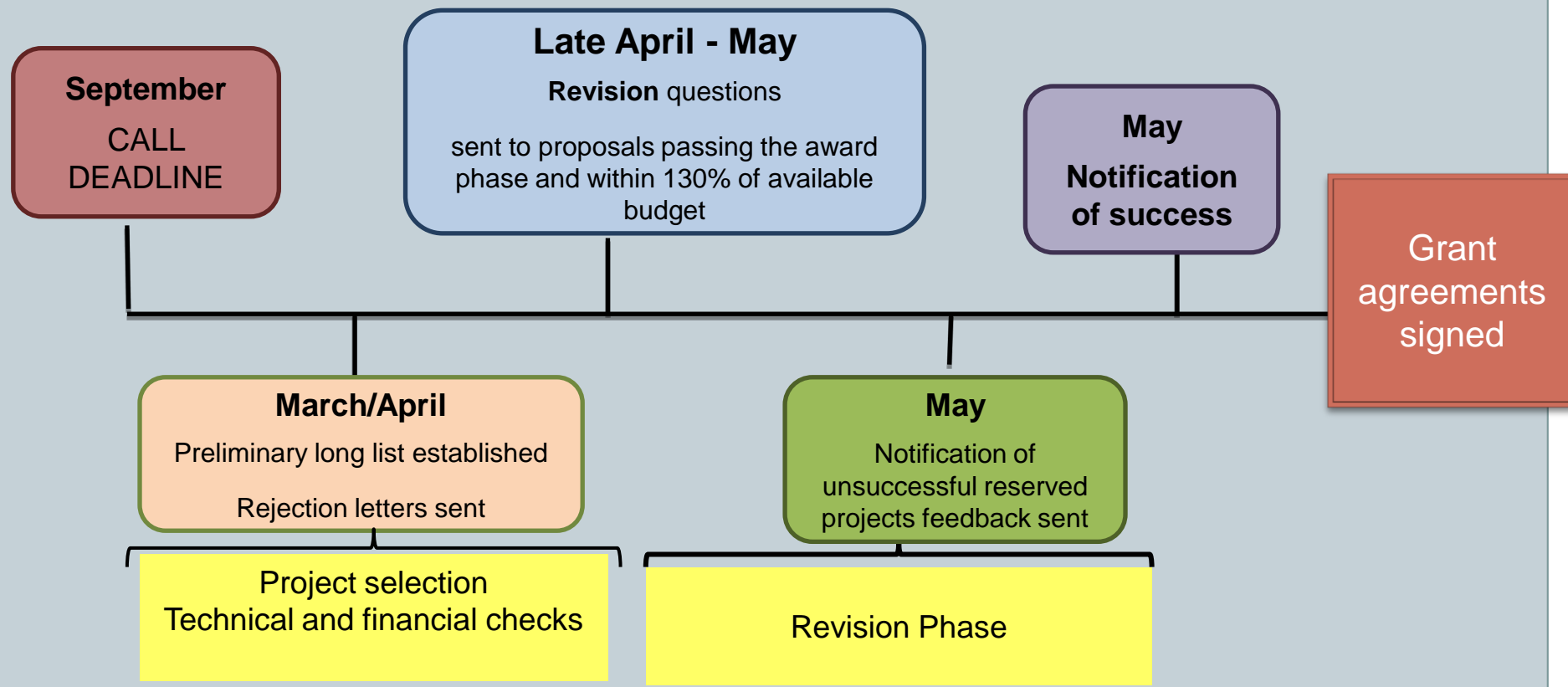
Cannot have best practice projects for: innovative ways or directs or indirect financing or for Green Infrastructure actions.



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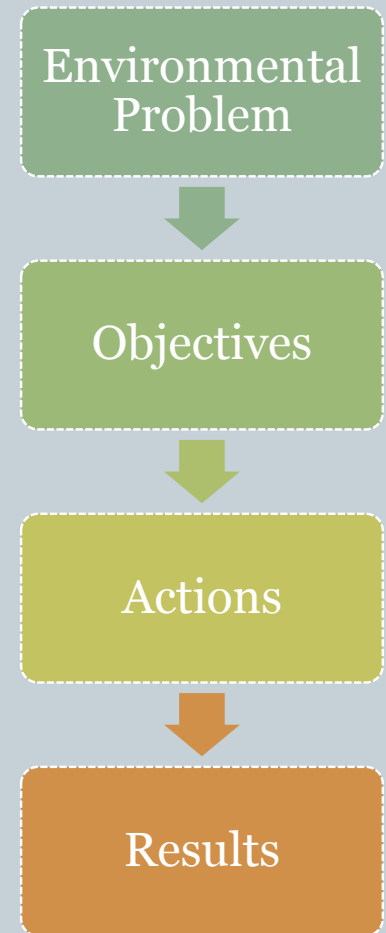
Predicted evaluation timeline for 2016 LIFE proposals based on the 2015 call timelines



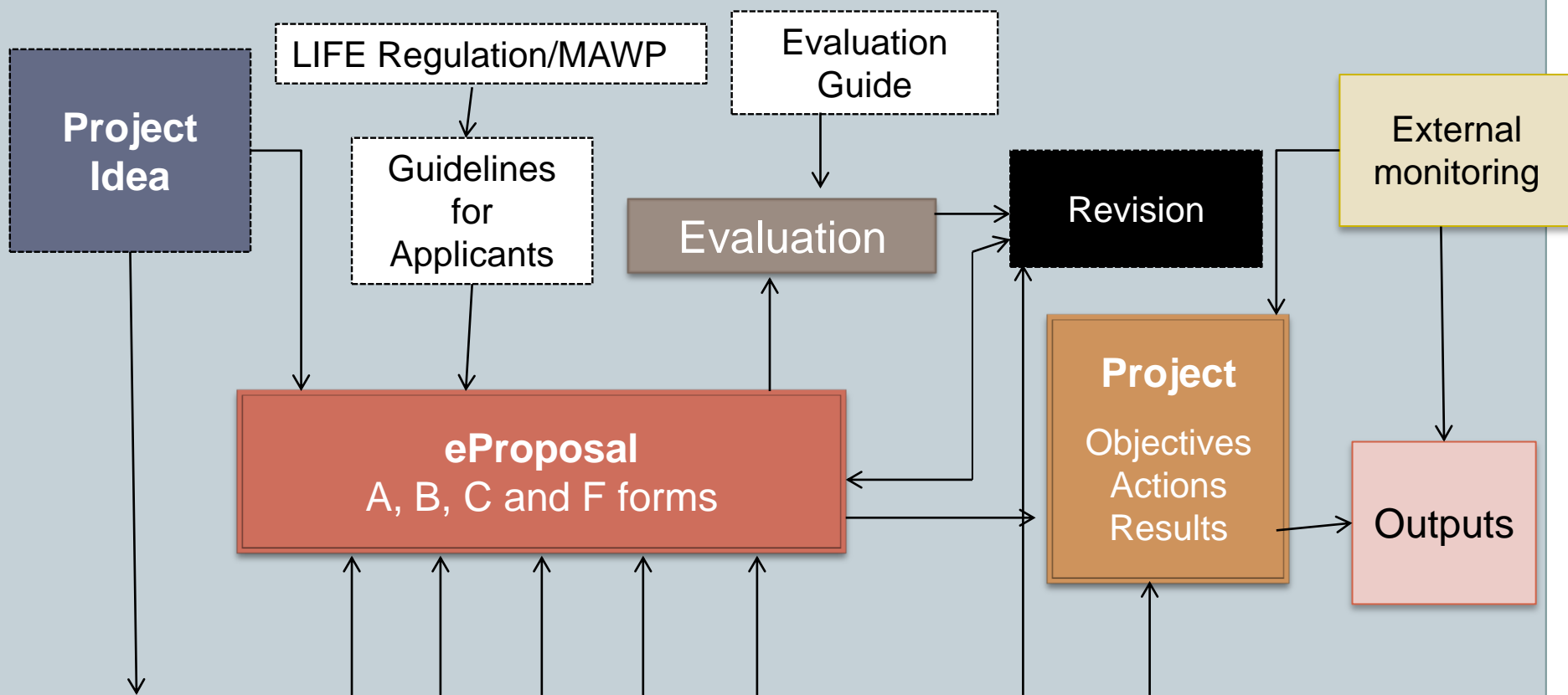
A logical approach to a good proposal

- What it is you are planning to solve?
- Why is this work needed?
- How? (quantify)
- Who?
- Cost? – value for money. Does the ratios of staff time, CCM, communications, management look appropriate?
- How will you prove it worked?
- Indicators – plan for regular deliverables and/or milestones to assist in monitoring and keeping track of progress. But not too many – time is better spent on actions!

(all wrapped in the European context)!



Project development



LOGICAL FRAMEWORK: helps define - objectives, actions, indicators, actions partners, assumptions, risks



Application forms

- A forms – administrative information
- B forms – technical summary and overall context of project
- C forms – detailed technical description of proposed actions (to include the AfterLIFE, dissemination & project management)
- F forms – financial application forms





The A Forms: Administrative Information

8 A Forms – considerations

- A2: your project will be saved after this form
Save - you have created your eProposal on the system.
Your acronym will be used and displayed on all forms thereafter
- A3: **! Remember to check your eligibility**
sign AFTER tech/finance data uploaded
- A7: Other proposals **! do not under-estimate this form**
- A8: Declaration of support (Nature and Biodiversity)

Check your upload requirement PDF, JPEG!

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- The B Forms: Project Outline

6 B Forms – considerations **Tell your story & be engaging**

Be structured, clear, concise, realistic, define the environmental problem, link actions to project objective and each other, link to relevant EU, **quantify** the problem and the results

- B1: Summary & objectives-start with most important first
- B2: General character of your project
 - detail the Environmental Problem – **quantify it, maps, pictures**
 - N&B-define the area one form for each site!
 - Show your innovation / novel / state of the art approaches
 - Link to previous research, experience, studies
 - How does your project BUILD on these
 - If your project links to previous EU funded projects – STATE IT!



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- The B Forms: Project Outline

Tell your story & be engaging

Be structured, clear, concise, realistic, define the environmental problem, link actions to project objective and each other, link to relevant EU, quantify the problem and the results

- B3: EU ADDED VALUE
- B4: Stakeholders & target audience
- B5: Expected Constraints, risks and mitigation strategy
- B6: Continuation/valorisation, results & long term sustainability
AfterLIFE



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B6: After LIFE ...

- Critical for projects to have longevity and sustainability
- What actions will be carried on once the project has finished
- Who will take ownership of project after the project has finished
- How will the long term sustainability of the project's actions be assured N&B

Pitfalls and Barriers to long term success

Nature

- Continuation of threats
- Uncertain funding
- Poor dissemination of results
- Lack of interest from authorities
- Loss of public support
- Little impact on younger stakeholders
- Lack of monitoring

Environment

- Not all technical problems resolved
- Motivation does not last beyond project
- User is not involved from the beginning
- Poor dissemination of results
- Changes in Public sector
- Effect of solution not visible enough



Revision questions

- The composition of the steering group for the project is not clear. According to action A.1 this will be comprised of representatives of the two beneficiaries and the owner of the site, but elsewhere the proposal suggests it may involve other stakeholders. Please clarify the composition of the project Steering Group.
- It is not clear how the 5% target for improvement in xxx will be achieved by 2020. Please ensure that the targets set are viable and are reflected in the project actions, and that indicators of success towards these targets are clear and measurable.



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C Forms

- C0: Actions and means
 - A: Preparatory & Planning Actions
 - B: Land Purchase Implementation Actions
 - C: Implementation Actions
 - D: Monitoring the impact of the project actions
 - E: Awareness and dissemination of results (obligatory)
 - F: Project Management

- C2: Reporting schedule
 - Deadlines for activity reports

BE:

- Precise
- Add maps, graphs, tables
- Define how your actions link, how they deliver project objective
- Define expected results
- Remember coherence between actions and financial resource allocation



Revision questions

- Please revise the progress indicators for Actions B.1 to B.4 which must be clearly **quantified**, even as estimates. As currently presented, indicators of progress relative to these actions rather take the form of the action methodology with no quantification or measurable targets
- Please fully explain the methods to be used for improving bio-security under Action C.2
- Please explain why xx personnel days are needed for E.3.
- For more expensive actions (e.g.: Actions B.1. and B.2.), under the section 'How was the cost of the action estimated?' please appropriately describe and justify how costs have been built up. In many cases there is no clear and sufficiently detailed justification



F forms

- Provide enough detail to allow evaluation of financial coherence and cost effectiveness
- Breakdown and itemise costs
- Check your guidance on non-eligible costs
- You will be questioned – give full travel information
- Exchange rate!

EC currency converter:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm



eProposal forms

- Do not leave any blank fields
- Write: Not Applicable
- But most fields require text!
- Technical and financial coherence will be judged on your B, C and F forms (40% of the marks)
- Are your B and C forms compatible (up to 60% marks)
- Make sure your financial figures add up ie check the figures are the same between the C & F forms



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eProposal – how to fill in the forms

The screenshot shows a web browser window with the URL https://webgate.ec.europa.eu/eproposalWeb/proposal/editGeneralProjectData.do?proposalId=45509&_propos. The page header includes the European Commission logo and the text "EUROPEAN COMMISSION eProposal (on-line creation and submission of LIFE proposals)". A navigation bar contains links for Home, Call for proposals, Proposal, Messaging, and Account. The main content area is titled "Proposals / Life Lionfish / Administrative forms / A1 - General project information" and shows a "Draft" status. The "General project information" section includes the following fields:

- Project title (max. 120 characters):** "Mitigate the negative implications of invasive lionfish in the Caribbean and EU waters". A note indicates "Maximum characters 86 / 120" and "must be in English".
- Project acronym (max. 25 characters):** "Life Lionfish". A note indicates "must contain the word LIFE".
- LIFE Programme priority area:** "Nature and Biodiversity".
- Sector:** Radio buttons for "Nature" and "Biodiversity", with "Biodiversity" selected.

The Windows taskbar at the bottom shows the system clock at 14:28 on 27/04/2016 and the text "JNCC Applications".



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eProposal

<https://webgate.ec.europa.eu/eproposalWeb/>

Step 1: Set up your eProposal account

Sign Up

[Help for external users](#)

Choose a username

First name *

Last name *

E-mail *

Confirm e-mail *

E-mail language *

Enter the code *



Privacy statement: by checking this box, you acknowledge that you have read and understood the [privacy statement](#) *

Step 2: Register as a user on eProposal

European Commission > Environment > LIFE Programme > eProposal

Session timeout in 30 min

Welcome to eProposal

eProposal is the unique tool used by applicants to build and submit LIFE project proposals and by the Contracting Authority to organise the selection of projects to be financed.

Jun 18, 2014

The LIFE 2014 Call for proposals for action grants is now open
For information, please, see the LIFE Web page at
<http://ec.europa.eu/environment/life/funding/life2014/index.htm>

New user?

Get a username and password from the European Commission Authentication Service (ECAS)

Already registered?

Access eProposal to view and manage the proposal(s)



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eProposal

<https://webgate.ec.europa.eu/eproposalWeb/>

Step 3: Filling in eProposal – your application

Home Call for proposals Messaging Account

List of proposals / projects

Unread	Year	Proposal reference	Accession	Member state	Coordinating beneficiary	Status	Total Amount	EU Contribution	Actions
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="button" value="show"/>

No items found

List of proposal users
Please find below the list of users linked to this proposal. Only the coordinating applicant can modify it, by clicking on the green squares to change a 'No' to 'Yes', or 'Yes' to 'No'

First name	Last name	Email	Owner	Can view	Can edit	Actions
Soaking Le	Quarant	eproposal6@gmail.com	Yes	Yes	Yes	
Edgh	ghdigh	eproposal7@gmail.com	No	Yes	No	<input type="button" value="✖"/>
Proffend	Proffend	eproposal100@gmail.com	No	Yes	No	<input type="button" value="✖"/>



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Award Criteria – Environment Projects*

Award criteria	Minimum pass score*	Maximum score
1. Technical coherence and quality	10	20
2. Financial coherence and quality	10	20
3. EU added value: extent and quality of the contribution to the specific objectives of the priority areas of the LIFE sub-programme for Environment	10	20
4. Contribution to the project topics	-	10
5. EU added value: multipurpose, synergies, and integration	7	15
6. EU added value: replicability and transferability	5	10
7. EU added value: transnational, green procurement, uptake	-	5
Overall (pass) scores	55	100

*A project proposal has to reach at least the minimum pass score for each award criterion and also the sum of scores for criteria for which a minimum score has been fixed has to be equivalent to 55 points or more.

* Climate Action slightly different score requirements

! Aim for maximum points



Technical Coherence – 20 marks

- Clear link between the problems and threats, the project objectives, the proposed actions and the expected results
- All actions are properly described and QUANTIFIED
- Clear how, where, when and by whom each action in the proposal will be undertaken
- Technical means and expertise to deliver
- Actions must all contribute directly to project objectives

Pass score 10 – Aim for a score of 17 or higher is needed for success



Financial Coherence & Quality – 20 marks

- Track technical deliverables against technical outputs and allocate costs
- Clearly linked to actions
- Costs need to be realistic and value for money
- All EU rules need to be followed; Life Guidelines; General Conditions, the LIFE Model Grant Agreement and the LIFE Regulation
- Projects with poor technical scores usually get poor financial scores and fail on both these two key parameters

Pass score 10 – Aim for a score of about 17 or higher for success



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EU Added Value – 20 marks

- Significant contribution to the priorities of the LIFE sub-programme
- Environmental benefits should be clear, substantial, ambitious and credible (Quantify them)
- Contribution to the implementation, updating and development of EU Environmental policy and governance
- These should be easy marks if applicants read the guidance and focus in on the right issues

Pass score 10 – Practically a score of 15 or higher is needed for success



EU Added Value – 10 marks- contribution to project topic

- 5 easy marks for complying with 1 or more of the priority topics defined in LIFE Regulation or MAWP
- 5 more easy marks if the proposal is new or unknown Union wide
- Requires the applicant to have read and understood the EU documents
- Requires the applicant to have knowledge about what is going on in Europe
- Applicants should be looking for 10 marks for all ENV projects

NO pass score- these are easy marks aim to be close to 10



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EU Added Value – 15 points- multi purpose, synergies and integration

- Multi purpose delivery mechanism
- Integration of specific environmental objectives in other policy areas
- Synergies with other Union policies and contribute to economic and social objectives
- Requires a wide understanding of current EU issues under debate and key documents

Pass score 7 – these are easy marks aim for 10 or higher



EU Added Value – 10 points replicability and transferability

- Putting the techniques, methods and strategies developed or applied into practice elsewhere
- Outlining a clear strategy to multiply the impacts of the project's solutions
- Concrete proposals to replicate and transfer the project's solutions to other sectors, entities, regions, countries
- Methods to reach critical mass during the project or shortly thereafter are outlined

Pass score 5 – aim for 10



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EU Added Value – 5 points transnational, green procurement, uptake

- 3 easy points for being transnational as long as added value is clear
- 1 easy point for demonstrating green procurement
- 1 easy point for showing uptake of EU research outputs from Research and Innovation Programmes

No pass – aim for 5



What makes a good proposal?

- Set the scene – explain the extent to which the identified problem is of EU importance
- Ensure there is a logical link between the threats/problems and the objectives, actions and the expected results. Use the Logical Framework approach!
- Link any background/pre LIFE preparatory work to the proposal
- Quantification! Put those numbers in up front
- Define your indicators
- Get support from your finance team



Common failings

- Poor definition of project and environmental problem it is aiming to address
- Insufficient background to justify the project.
- No logical link between problem, objective, actions and results – weak logical framework and lack of coherence
- No baseline! You need to know the extent of the problem and evidence to show that the situation is improving.
- Poor dissemination strategy.
- Lack of quantification (problem and results)
- Long term sustainability insufficiently addressed.
- Unbalanced budget & costs are not well described and justified



Top tips

- Read the Programme and Call Priorities carefully! TWICE
- Describe in detail the challenge and opportunities
- Involve stakeholders early on
- Work with partners
- Keep the language and terminology simple
- Demonstrate EU added value
- Demonstrate significant impact
- State the obvious - assume the evaluator has no knowledge.
- Get an 'outsider' to read your proposal.
- Read the guidance and USE the NCP
- Get onto eProposal early – it does crash!



Top tips

Print out your proposal and
read it
before you
submit it!