



Connecting Europe Facility (CEF)

Application Form

Administrative Forms (Part A)
Technical Description (Part B)

(CEF Digital Standard)

Version 4.0
01 March 2026

Disclaimer

This document is aimed at informing applicants for EU funding. It serves only as an example. The actual web forms and templates are provided in the Funding & Tenders Portal Submission System (and may contain certain differences). The applications (including annexes and supporting documents) must be prepared and submitted online via the Portal.



IMPORTANT NOTICE

What is the Application Form?

The Application Form is the template for EU grants applications; it must be submitted via the EU Funding & Tenders Portal before the call deadline.

The Form consists of 2 parts:

- Part A contains structured administrative information
- Part B is a narrative technical description of the project.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Submission System screens.

Part B needs to be uploaded as PDF (+ annexes) in the Submission System. The templates to use are available there.

How to prepare and submit it?

The Application Form must be prepared by the consortium and submitted by a representative. Once submitted, you will receive a confirmation.

Character and page limits:

- page limit normally **120** pages (unless otherwise provided in the Call document)
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 9 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are NOT a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application.

 If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. For applications that are not shortened, the excess pages will be made invisible and thus disregarded by the evaluators.

 **Please do NOT delete any instructions in the document. The overall page limit has been raised to ensure equal treatment of all applicants.**

 **This document is tagged. Be careful not to delete the tags; they are needed for the processing.**

ADMINISTRATIVE FORMS (PART A)

Part A of the Application Form must be filled out directly in the Portal Submission System screens.

Call:

()

Topic:

Type of Action:

()

Proposal number:

Proposal acronym:

Type of Model Grant Agreement:

Table of contents

Section	Title	Action
1	General information	
2	Participants	
3	Budget	
4	Other questions	

[How to fill in the forms](#)

The administrative forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the administrative forms are pre-filled based on the steps in the submission wizard.

Application forms

Proposal ID

Acronym

1 - General information

Field(s) marked * are mandatory to fill.

Topic	Type of Action
Call	Type of MGA
Structured Proposal Reference	

Acronym

Proposal title *Max 200 characters (with spaces). Must be understandable for non-specialists in your field.*

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &

Duration in months *Estimated duration of the project in full months.*

PCI

Energy Sector

Priority Corridor

Free keywords *Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).*

Abstract

Remaining characters 2000

Application forms

Proposal ID

Acronym

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under any EU programme, including the current call?

☐ Yes ☐ No

Please give the proposal reference or contract number.

Previously submitted proposals should be with either 6 or 9 digits.

Remove

Declarations

Field(s) marked * are mandatory to fill.

1) We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. * ☐

2) We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions). ☐

3) We declare:
- to be fully compliant with the eligibility criteria set out in the call
- not to be subject to any exclusion grounds under the [EU Financial Regulation 2018/1046](#)
- to have the financial and operational capacity to carry out the proposed project. ☐

4) We acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the [Funding & Tenders Portal Terms and Conditions](#). ☐

5) We have read, understood and accepted the [Funding & Tenders Portal Terms & Conditions](#) and [Privacy Statement](#) that set out the conditions of use of the Portal and the scope, purposes, retention periods, etc. for the processing of personal data of all data subjects whose data we communicate for the purpose of the application, evaluation, award and subsequent management of our grant, prizes and contracts (including financial transactions and audits). ☐

The coordinator is only responsible for the information relating to their own organisation. Each applicant remains responsible for the information declared for their organisation. If the proposal is retained for EU funding, they will all be required to sign a declaration of honour.

False statements or incorrect information may lead to administrative sanctions under the EU Financial Regulation.

Application forms

Proposal ID

Acronym

2 - Participants

List of participating organisations

#	Participating Organisation Legal Name	Country	Action
1			

Application forms

Proposal ID

Acronym

Short name

Organization data

PIC	Legal name
Short name:	
Address	
Street	
Town	
Postcode	
Country	
Webpage	
Specific Legal Statuses	
Legal person	unknown
Public body	unknown
Non-profit	unknown
International organisation	unknown
Secondary or Higher education establishment	unknown
Research organisation	unknown
SME Data	
Based on the below details from the Participant Registry the organisation is unknown (small- and medium-sized enterprise) for the call.	
SME self-declared status.....	unknown
SME self-assessment	unknown
SME validation sme	unknown

Application forms

Proposal ID

Acronym

Short name

Departments carrying out the proposed work

Department 1

Department name *Name of the department/institute carrying out the work.*

☐ not applicable

☐ Same as proposing organisation's address

Street *Please enter street name and number.*

Town *Please enter the name of the town.*

Postcode *Area code.*

Country *Please select a country*

Application forms

Proposal ID

Acronym

Short name

Main contact person

The name and e-mail of contact persons are read-only in the administrative form, only additional details can be edited here. To give access rights and basic contact details of contact persons, please go back to step - Manage your related parties of the submission wizard and save the changes.

Title

Gender ☐ Woman ☐ Man ☐ Non Binary

First name

Last name

E-Mail

Position in org. Please indicate the position of the person.

Department *Name of the department/institute carrying out the work.*

☐ Same as organisation name

☐ Same as proposing organisation's address

Street *Please enter street name and number.*

Town *Please enter the name of the town.*

Post code *Area code.*

Country *Please select a country*

Website *Please enter website*

Phone *+xxx xxxxxxxxx* Phone 2 *+xxx xxxxxxxxx*

Other contact persons

First Name	Last Name	E-mail	Phone
			+xxx xxxxxxxxx

Application forms

Proposal ID

Acronym

3 - Budget ?

No.	Name of beneficiary	Country	Role	Personnel costs - without volunteers / EUR	Subcontracting costs/ EUR	Purchase costs - Travel and subsistence/ EUR	Purchase costs - Equipment/ EUR	Purchase costs - Other goods, works and services/ EUR	Financial support to third parties/ EUR	Studies/ EUR	Synergetic elements/ EUR	Works in outermost regions/ EUR	Land purchases/ EUR	Indirect costs/ EUR	Total eligible costs/ EUR	Ineligible costs/ EUR	Total estimated project costs and contributions/ EUR	Maximum EU contribution to eligible costs/ EUR	Requested EU contribution to eligible costs/ EUR	Max grant amount/ EUR	Income generated by the project/ EUR	In kind contributions/ EUR	Financial contributions/ EUR	Own resources/ EUR	Total estimated project income/ EUR
										Special Funding rate		Special Funding rate													
1				0	0	0	0	0	0	0	0	0	0			0	0		0,00	0,00	0	0	0	0	0,00
	Total																								

Application forms

Proposal ID

Acronym

5 - Other questions

Is the proposal complementary (twinned) to another proposal submitted under the call?						
Is the proposal complementary to another proposal?						
Indicate the application number of the twinned proposal						
Synergies between CEF sectors and with EU's research programmes projects?						
Synergies between CEF sectors: transport, energy and digital						
Synergies between CEF project and EU's research programmes, notably by Horizon 2020 or Horizon Europe programme?						
In which Member State(s) and/or associated countries will the project be implemented?						
To which part of the network does your proposal contribute?						
1. Network type	2. Corridor	On pre-identified link? (YES/NO)	3. Pre identified links	4. Transport Mode of the pre-identified link	Type of link	
Project Location						
Cross-border sections for CAM experimentation						
More extensive section for larger scale deployment of CAM						

Validation result

Show Error

The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

Show Warning

The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked** (proposal will be submitted with the missing or incorrect value).

Section	Description
The form has not yet been validated, click "Validate Form" to do so!	

TECHNICAL DESCRIPTION (PART B)

COVER PAGE

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system. Page 1 with the grey IMPORTANT NOTICE box should be deleted before uploading.

Note:
Please read carefully the conditions set out in the Call document (for open calls: published on the Portal). Pay particular attention to the award criteria; they explain how the application will be evaluated.
The term 'project' used in this application form and other documents is synonymous to the term 'action' used in the CEF Regulation [2021/1153](#).

PROJECT	
Project name:	[project title]
Project acronym:	[acronym]
Coordinator contact:	[name NAME], [organisation name]
Starting date	[date]
Duration	[number of months]

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#@APP-FORM-CEFDIG@#

#@PRJ-SUM-PS@# [This document is tagged. Do not delete the tags; they are needed for the processing.]

PROJECT SUMMARY

Project summary

See Abstract (Application Form Part A).

#\$PRJ-SUM-PS\$# #@REL-EVA-RE@# #@PRJ-OBJ-PO@#

0. PROJECT DESCRIPTION

Project description, scope and objectives

Describe the project scope, main goals and objectives, as well as the technical data.

Please use the following structure:

- Overall objective
- General description and context — describe the context, including political priorities and if the project is part of a bigger project ('global project', including projects of common interest (PCI))
- Location — mention where on the network/corridors the project will be implemented
- Justification — describe the current situation and needs analysis
- Specific objectives — list and link them to the work packages used in section 6
- Expected outcomes and results — include facts and statistics (for instance, quantitative information expressed in km, MVA, Bcm/y, kV, bar, etc.)
- Post-project ownership of the infrastructure.

Insert text

1. PRIORITY AND URGENCY

1.1 Call objectives and priorities

Call objectives and priorities

Explain how the project contributes to the objectives, priorities and expected results of the topic under which it is submitted.

Insert text

1.2 EU added value

EU added value

Explain the effects of the project from the perspective of the EU interest and how it contributes to the objectives set at European level.

For submarine cables, specify whether the project contributes to the resilience and security of submarine cables connectivity in CPEI Areas 1-13 from the CPEI list in the [EU Cable Toolbox](#)

Insert text

#@COM-PLE-CP@#

1.3 Synergies

Synergies

Describe possible synergies with other CEF sectors (Transport and Energy), other CEF Digital topics or other EU programmes (Resilience and Recovery Facility (RRF), Digital Europe, Horizon Europe, Structural Funds, etc.).

Indicate if the project includes synergetic elements eligible under another CEF sector within the meaning of Article 10(2) of the CEF Regulation (and, if yes, describe the sector and the elements).

Indicate if the project has synergies with other CEF Digital topics (and, if yes, list the topics and describe the synergies).

Indicate if the project will benefit from funding from another programme (and, if yes, explain which part of the project, which EU programme and provide the project reference of the other programme).

Insert text

#§COM-PLE-CP§# #§PRJ-OBJ-PO§# #§REL-EVA-RE§# #@MAT-URI-MU@#

2. MATURITY

2.1 Readiness and technical maturity

Readiness and technical maturity

Provide information about the readiness and technical maturity of the project.

For every work package, describe the state of preparation (e.g. early days, preparatory steps made, implementation started, etc.). If any activities of the project have already started, indicate more precisely their current status of implementation.

Describe whether the implementation of the project depends on pending decisions by consortium partners and/or on the results of past or on-going procedures (e.g. feasibility or technical studies, environmental impact assessment, etc.).

Explain if there are any further dependencies that are critical to the start and completion of the project, such as completion of other works, access to sites or services, access to spectrum (directly or contractually through service providers), connection to grids or other utilities, access to and use of land, access or development of technologies/IT services, risks of litigation, etc.

Insert text

Political commitment

Provide information on the political commitments regarding the implementation of the project, including cross-border commitments where relevant.

List and briefly describe the (formal and informal) documents demonstrating these commitments (decisions of national and regional authorities, memoranda of understanding, written agreements, broadband plans or in sectorial strategies, etc).

Insert text

Public consultations

Describe the public consultations carried out and the feedback received (or consultations foreseen and their respective timing).

Provide information on the plans to involve stakeholders during the implementation.

Insert text

2.2 Status of contracting procedures and authorisations, approvals and permits

Authorisations, approvals and permits

Indicate the project maturity in terms of authorisations, approvals and permits needed.

Insert text

Authorisations, approvals and permits (including environmental)

For each work package/task, list the authorisations or approvals needed (e.g. right-of-way, building permits, spectrum allocation, state aid notification/decision, etc.) and their status and expected timeline.

Risk factors and mitigating measures (alternative solutions) if the authorisations are not obtained in time should be described in section 3.4.

Task No	Type and Description	Status	Date of award
T1.1	Authorisation for... from XXX for task XXX	planned/requested/ received	[MM/YYYY]

Contracting procedures
Procurement in general <i>Indicate the project maturity in terms of procurements needed.</i>
Insert text
Contracts awarded before submission of the proposal <i>For each work package/task, explain the contracts already awarded, their typology and status. For public procurers, please specify which procurement method has been selected (e.g. EU-wide or national; open, restricted or negotiated, etc). For private companies, please specify best value for money. Where applicable, indicate the starting dates of the awarded contracts.</i>  <i>Please note that we do not check or validate the procurement method you chose. The procurement must be in compliance with the provisions set out in the Grant Agreement and compliance may be checked later on (in checks, reviews, audits or investigations).</i>
Insert text
Contracts planned during implementation <i>For each work package/task, explain the contracts planned, their typologies and status. For public procurers, please specify which procurement method will be selected (open, restricted, negotiated, EU wide or national). For private companies, please specify how you will ensure best value for money. Where applicable, please indicate the start dates of the awarded contracts.</i>  <i>Please note that we do not check or validate the procurement method you chose. The procurement must be in compliance with the provisions set out in the Grant Agreement and compliance may be checked later on (in checks, reviews, audits or investigations).</i>
Insert text

2.3 Financial maturity

Financial maturity <i>Describe the availability of funds for the project over its lifecycle (budget in balance; use of funds vs sources of funds) demonstrating that the sources of funds cover the project costs. Distinguish between the applicant's own resources, third party resources, grants and other forms of funding of the project and list for each source the fund providers, recipients and use of funds. Provide a diagram of entities participating in the financing structure, either as a receiving party or as provider of funding or financing, or of other support (e.g. guarantee).</i> <i>Provide details on revenues and other sources of financing needed to complement the CEF support and the degree of confidence in those financial commitments.</i> <i>For own resources, indicate whether these are already approved internally and put aside for the project, or what conditions need to be lifted to reach approval. Explain the degree of confidence (and why) that these conditions will be lifted. Give details on the planning/timing for the final investment decision.</i> <i>For resources contributed by third parties, describe the amounts expected, their nature (external equity, debt or other grants). Indicate when approval is expected and explain the degree of confidence (and why) of getting such approval. Indicate if the approval necessitates a due-diligence process and, if yes, describe its scope.</i> <i>For debt instruments, explain if you (or your partners or associated companies) provide guarantees of repayment, irrespective of the financial performance of the project. Explain the debt structure (layers and their respective seniority) as necessary.</i> <i>Explain what the alternatives are, if a specific source of financing turns out to be not available.</i>

Insert text

#\$MAT-URI-MU\$# #@\$QUA-LIT-QL@\$ #@\$FIN-MGT-FM@\$

3. QUALITY

3.1 Cost effectiveness and financial management

Cost effectiveness *(n/a for prefixed Lump Sum Grants)*

For each work package of the project, describe and justify the level of resources needed for implementing the proposed tasks. These should relate to human resources (FTEs), buying equipment and/or services, etc. and their financial costs.

Note: It is important to demonstrate the appropriateness of the estimated costs (in terms of both type and level of costs) needed for the implementation of the proposed tasks.

Insert text

Financial management

Describe in detail the arrangements for the financial management of the project and the monitoring, internal and external audit and evaluation processes put in place to ensure the eligibility of the expenditure.

Insert text

#\$FIN-MGT-FM\$# #@\$CON-SOR-CS@\$

3.2 Consortium set-up, governance and organisational structure

Consortium cooperation and division of roles and organisational structure

Describe the organisational structure set up to implement the project.

In particular, explain the distribution of roles and responsibilities between the different partners (Beneficiaries, Affiliated Entities and Associated Partners, if any).

Describe the main contractual arrangements, the governance structure, the lines of communication and decision-making processes. Describe if the governance bodies have already been established; if members have been nominated and the status of approval of the governance rules. List any pending decisions on the organisational structure.

If a special purpose company/vehicle (SPC/SPV) is envisaged, indicate whether a shareholder agreement has already been. If not yet, then indicate where you are with the finalisation of the agreement.

Insert text

#\$CON-SOR-CS\$# #@\$PRJ-MGT-PM@\$

3.3 Project management, quality assurance and control procedures

Project management, quality assurance and control procedures

Describe the methods to ensure good quality, monitoring, planning and control for the implementation of the project.

Explain the main features of the quality assurance plan and quality control system that will be used.

Insert text

#\$PRJ-MGT-PM\$# #@\$RSK-MGT-RM@\$#

3.4 Risk management

Risk management methods and procedures

Explain how risk management is part of your project management approach and how you address risk management in general. Mention only methods and major elements (details are to be provided in the risk assessment grid below).

Indicate whether a risk management plan is in place and explain its main features.

Insert text

Risk assessment grid

Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them.

Indicate for each risk (in the description) the impact and the likelihood that the risk will materialise (high, medium, low), even after taking into account the mitigating measures.

Note: *Uncertainties and unexpected events may occur in all organisations, even if very well-run. The risk analysis will help you to predict issues that could delay or hinder project activities. A good risk management strategy is essential for good project management.*

Risk No	Description	Work Package No	Proposed Risk Mitigation Measures

#\$RSK-MGT-RM\$# #@\$COM-DIS-VIS-CDV@\$#

3.5 Communication and visibility

Communication and visibility

Describe the communication plan and measures to provide visibility to the EU funding (e.g. billboards, websites, brochures, information leaflets, newsletters, press articles, social media, presentations) and their respective target audiences.

Note: *Please note that we will no longer pay for project websites which are not hosted on participants' websites; costs for separate project websites are no longer eligible*

Insert text

#\$COM-DIS-VIS-CDV\$# #@\$SUS-CON-SC@\$#

3.6 Sustainability and maintenance strategy

Sustainability and maintenance strategy (for Works topics)

Describe the follow-up of the project after the EU funding ends. How will you guarantee the proper maintenance and continued operation of the investments made?

Describe in detail the strategy (duration, periodicity, components, financing, actors) and practical measures that will be put in place.

Describe expected post-investment changes of infrastructure ownership (if any) and describe the mechanisms for long-term cooperation and sustainability.

Insert text

#§SUS-CON-SC§# #§QUA-LIT-QL§# #@IMP-ACT-IA@#

4. IMPACT

4.1 Demand analysis

Demand analysis *(for Works topics)*

Indicate how the project is based on a sound needs and demand analysis in line, with the specific objectives of the call.

Provide the results of the demand study (if any), which should ideally include at least two scenarios, one with the project being implemented and one status quo scenario and explain the methodology used to carry out the analysis.

Insert text

Alternative options and feasibility *(for Works topics)*

Provide information on ex-ante evaluations and feasibility studies (if any) and summarise the main results (and attach them as annexes).

In particular, describe the objectives, activities and policy options considered. Outline the alternative options considered in the option analysis (if relevant). Summarise the multi-criteria analysis or any other method used to shortlist the alternatives and what have been the arguments used to exclude cheaper but still relevant solutions. Summarise the shortlisted options or any other method used that led to the final selection.

Insert text

4.2 Economic analysis

Socio-economic impact analysis

Describe the general socio-economic impact of the project and the method used to evaluate it.

Insert text

4.3 Social, environmental and other impacts

Positive externalities (safety and security of services, service quality, contribution to digital connectivity, etc)

Describe the positive externalities that the project provides (safety and security of services, service quality, contribution to digital connectivity, fostering uptake of innovation, etc), where possible quantifying them, and the method used to evaluate them.

Insert text

Environmental and climate impact

Describe the expected positive and/or negative impacts of the project on the climate change targets and the method used to analyse them.

Specify if the project helps to reduce greenhouse gas emissions (GHG) and limit global warming. Explain how it impacts upstream and downstream emissions.

Describe how climate change will be taken into consideration when designing the project and its components.

Describe in detail the measures that are foreseen to monitor, prevent and mitigate a negative impact on the environment, and provide an estimation of the associated costs.

Insert text

Digital security (if applicable)

Describe how you will address digital security requirements, notably:

- *measures adopted to exclude or restrict the involvement of high risk suppliers (as addressed in the [Commission Communication on the implementation of the EU Cybersecurity Toolbox](#)), insofar as they may affect critical and sensitive key assets, including measures to avoid dependency on such high risk suppliers*
- *measures to promote supply chain resilience and strategic autonomy (in line with the [EU Cybersecurity Toolbox](#))*
- *security requirements for your network operators (e.g. strict access controls, rules on secure operation and monitoring, limitations on outsourcing of specific functions, etc.)*
- *measures adopted to prevent unsolicited transfer to, or access by, third parties of the data (personal or non-personal) stored or transported in the context of the project*
- *for submarine cables: the relevant risk scenarios and mitigating measures, in accordance with the [EU Cables Risk Assessment](#) and the [EU Cable Toolbox](#).*

Insert text

Decision-making tool, input for policy-making or development of best practices

Show how the project will have an impact as decision-making tool or input for policy making or development of best practices.

Who will use the output of the project and for how long? Describe the extent to which the output will be relied on for decision making, possibly in relation to other studies, and at what level (e.g. future CEF Digital projector national project, etc). Explain the degree to which elements of the project could be used to develop best practices.

Insert text

Competition

Describe the expected positive and/or negative impacts of the project on local, regional and national competition.

Insert text

Interoperability, integration and accessibility

Describe if and how the project contributes to interoperability of digital connectivity infrastructures (e.g. allowing an open ecosystem) and their efficient integration with other strategic infrastructures. Explain how it enhances the accessibility to gigabit networks to all citizens, businesses and socio-economic drivers.

Describe how the project contributes to the integration of long-range- and short-range communication technologies.

Insert text

Cross-border dimension

Describe the cross-border dimension of the project, i.e. the area of impact and which Member States are involved (if relevant).

Insert text

Outermost regions (if applicable)

Describe which outermost regions are impacted by the project and which activities will be implemented in these outermost regions.

Indicate how the regions and project promoters cooperate. If relevant, specify which countries are impacted and explain how the cooperation with them is ensured.

Insert text

Impact on non-EU countries

Please specify which country(ies) benefit from the project (if any). How does the involvement of these countries contribute to the project objectives?

Insert text

#§IMP-ACT-IA§# #@CAT-EFF-CE@#

5. CATALYTIC EFFECT

5.1 Financial gap

Financial gap

Explain how the EU grant will facilitate or accelerate the project, in comparison to a situation without the EU funding.

Explain if the proposed investment is made in challenging areas where there is an indication of market failure and how this has been assessed.

For works proposals, describe the financial gap which the EU funding is supposed to cover. Specify and justify the amount.

Describe the financial obstacles and how public funding would help to overcome them.

Indicate whether you expect any EU support under the Recovery and Resilience Facility (RRF) (with an approximate amount).

Insert text

5.2 Public and private investment and financial leverage

Public and private investment and financial leverage

Provide information on the capacity of the grant to trigger a bigger investment or to allow other investments.

Will the EU grant help mobilising additional public and private funding? Will different sources of funding or higher amounts become available? Has the financial leverage been optimised in terms of amounts and duration?

Insert text

5.3 Stakeholder commitment

Stakeholder commitment

Explain how the EU funding would reinforce the commitment of different partners and stakeholders (public and private).

What would be the effects, in terms of commitment of stakeholders, if the project would not receive the grant?

Insert text

#SCAT-EFF-CE\$#

#@WRK-PLA-WP@#

6. WORK PLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING

6.1 Work plan

Work plan

Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).

Insert text

6.2 Work packages, activities, resources and timing

WORK PACKAGES

Work packages

This section concerns a detailed description of the project activities.

Group your activities into work packages. **A work package means a major sub-division of the project.** For each work package, enter an objective (expected outcome) and list the activities, milestones and deliverables that belong to it. The grouping should be logical and guided by identifiable outputs.

Projects should normally have a minimum of 2 work packages. WP1 should cover the management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc) and all the activities which are cross-cutting and therefore difficult to assign to another specific work package (do not try splitting these activities across different work packages). WP2 and further WPs should be used for the other project activities. You can create as many work packages as needed by copying WP1.

For very simple projects, it is possible to use a single work package for the entire project (WP1 with the project acronym as WP name).

For works proposals, please make sure to use separate work packages for activities that are linked to the following specific budget categories (D.2 Studies, D.3 Synergetic elements, D.4 Works in outermost regions and D.5 Land purchase, if applicable).

Work packages covering financial support to third parties (⚠ only allowed if authorised in the Call document) must describe the conditions for implementing the support (for grants: max amounts per third party; criteria for calculating the exact amounts, types of activity that qualify (closed list), persons/categories of persons to be supported and criteria and procedures for giving support; for prizes: eligibility and award criteria, amount of the prize and payment arrangements).

⚠ Enter each activity/milestone/output/outcome/deliverable only once (under one work package).

 *Ensure consistency with the detailed budget table per WP/calculator (if applicable) (n/a for prefixed Lump Sum Grants)*

Objectives

Describe the objective of the work package and how it contributes/relates to the overall and specific objectives of the project.

State if there are links to other work packages (or conversely that there are no links to any other work package).

Activities (WP description)

Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task. Provide quantitative information (dimensions, capacity of infrastructure, etc).

Mention for each task links with tasks planned under other work packages. Flag tasks which are on the critical path.

*Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating **in bold** the task leader.*

Add information on other participants' involvement in the project e.g. subcontractors.

Complete the column on subcontracting. Subcontracts must be awarded using your usual purchasing practices – provided that they ensure best value for money and no conflict of interests. If you are a public procurer ('contracting authority/entity' within the meaning of the EU Directives on public procurement), you must also comply with the applicable national law on public procurement."

Note:

The Coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted.

Milestones and deliverables (outputs/outcomes)

Milestones are control points in the project that help to chart progress.

The milestones must be SMART: specific, measureable, achievable, relevant and time-related and must have clearly identified means of verification. The number of milestones per work package will depend on the complexity of each work package. Each work package should have at least two milestones related to it, ideally, one milestone per activity and per year. If needed, one or more intermediate milestones can be added, particularly for long or very complex and costly work packages. Examples of milestones include publication of a tender, signature of contract, starting of study/works, technical progress as certified by the works/studies subcontractors, etc.

Means of verification are how you intend to prove that a milestone has been reached. If appropriate, you can also refer to indicators. They should be easy and concrete. Examples of means of verification include: publication of the tender notice, signature of a contract by the last party, acceptance/approval of final report/outcome, etc. A deliverable can be also used as a mean of verification for a milestone.

Deliverables are project outputs which are submitted to show project progress (any format) and achievement of the technical work. Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc.

Examples of deliverables for works projects include: constructed rail section, built bridge, deployed charging stations, concluded contract, published manuals, construction of the transmission line [name of the line], commissioning of the transmission line [name of the line], constructed transmission tower, deployed submarine cable, etc. For deliverables which are physical investments, provide in the 'Description' field the type of document you will use to prove the completion of the deliverable (e.g. acceptance note, test protocol, certificate of completion, handover certificate, etc).

Examples of deliverables for studies include: a technical design, an engineering design, a completed analysis, an environmental report, data collection, creation of a model and description of scenarios, etc. For such deliverables, provide in the 'Description' field: confirmation of completion and/or approval of technical design, copy of environmental report, etc.

For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, report of the event, presentations.

For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the 'Description' field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).

For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and

must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.

The labels used mean:

Public — fully open (⚠ automatically posted online on the Project Results platforms)

Sensitive — limited under the conditions of the Grant Agreement

EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision [2015/444](#). For items classified under other rules (e.g. national or international organisation), please select the equivalent EU classification level.

⚠ Please note that milestones/deliverables should relate to the project work. Periodic reports or final reports linked to payments should NOT be included.

Work Package 1

Work Package 1: [Name, e.g. Project management and coordination]					
Duration:		MX - MX	Lead Beneficiary:		1-Short name
Objectives					
▪					
Activities (WP description)					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		Subcontracting (Yes/No and Percentage of the task that will be subcontracted).
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1					
T1.2					

Milestones and deliverables (outputs/outcomes)							
Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS1		1					
MS2		1					
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D1.1		1		[R — Document, report] [DEM — Demonstrator, pilot, prototype] [DEC — Websites, patent filings, videos, etc] [DATA — data sets, microdata, etc] [DMP — Data Management Plan] [ETHICS] [SECURITY] [OTHER]	[PU — Public] [SEN — Sensitive] [R-UE/EU-R — EU Classified] [C-UE/EU-C — EU Classified] [S-UE/EU-S — EU Classified]		
D1.2		1		[R — Document, report] [DEM — Demonstrator, pilot, prototype] [DEC — Websites, patent filings, videos, etc] [DATA — data sets, microdata, etc] [DMP — Data	[PU — Public] [SEN — Sensitive] [R-UE/EU-R — EU Classified] [C-UE/EU-C — EU Classified] [S-UE/EU-S		

				Management Plan] [ETHICS] [SECURITY] [OTHER]	— EU Classified]		
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Estimated budget — Resources <i>(n/a for prefixed Lump Sum Grants)</i>
See detailed budget table per WP/calculator (annex 1 to Part B)

Work Package ...

To insert additional work packages, copy WP1 as many times as necessary.

Timetable

Timetable
Fill in the timetable for the project (using either the template available on Portal Reference Documents or a Gantt chart which respects the minimum requirements set out in the template) and attach it to your Application Form (annex X to Part B).

#\$WRK-PLA-WP\$#

#@ETH-ICS-EI@#

7. OTHER

7.1 Ethics

Ethics
Not applicable.

#\$ETH-ICS-EI\$# #@SEC-URI-SU@#

7.2 Security

Security
<p><i>If the Call document contains a section on security, the security issues and the measures you intend to take to solve/avoid them must be described in Part A.</i></p> <p>Note: Beneficiaries must ensure that their projects are not subject to national/third country security requirements that could affect the implementation or put into question the award of the grant (e.g. technology restrictions, national security classification, etc).</p>
See Application Form Part A.

#\$SEC-URI-SU\$# #@DEC-LAR-DL@#

8. DECLARATIONS

Higher funding rate (if applicable)	YES/NO
<p>Do you fulfil the conditions set out in the Call document for a higher funding rate?</p> <p>If YES, explain and provide details.</p>	
Insert text	

Twinned projects (if applicable)	YES/NO
<p>Is the project twinned to another project which is funded under another CEF call and part of the same global project?</p> <p>If YES, give details on the twin-project (name, number, etc).</p> <p>Note: Twinned projects will be evaluated together and afterwards managed as linked actions (for the purposes of the Grant Agreement).</p>	
Insert text	

Double funding	
Information concerning other EU grants for this project	YES/NO
<p> Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).</p>	
We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant (including EU funding managed by authorities in EU	

Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details.	
We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies, e.g. EU Regional Funds, EU Agricultural Funds, etc). If NO, explain and provide details.	

Financial support to third parties (if applicable) <i>If your project requires a higher maximum amount per third party than the threshold amount set in the Call document, justify and explain why this is necessary in order to fulfil your project's objectives.</i>
Insert text

Seal of Excellence (if applicable) <i>If provided in the Call document, proposals that pass the evaluation but are below the budget threshold (i.e. pass the minimum thresholds but are not ranked high enough to receive funding) will be awarded a Seal of Excellence.</i> <i>In this context we may be asked to share information about your proposal with other EU or national funding bodies.</i>	
Do you agree that your proposal (including proposal data and documentation) is shared with other EU and national funding bodies to find funding under other schemes?	[YES] [NO]

#\$DEC-LAR-DL\$#

ANNEXES

LIST OF ANNEXES

Standard

Detailed budget table per WP/Calculator (annex 1 to Part B) — *mandatory (n/a for prefixed Lump Sum Grants)*

CVs (annex 2 to Part B) — *not applicable*

Annual activity reports (annex 3 to Part B) — *mandatory, if required in the Call document*

List of previous projects (annex 4 to Part B) — *mandatory, if required in the Call document*

Special

Timetable/Gantt chart (annex X to Part B) — *mandatory*

Other annexes (annex X to Part B) — *mandatory, if required in the Call document*

LIST OF PREVIOUS PROJECTS

List of previous projects					
Please provide a list of your previous projects for the last 4 years.					
Participant	Project Reference No and Title, Funding programme	Period (start and end date)	Role (COO, BEN, AE, OTHER)	Amount (EUR)	Website (if any)
[name]					
[name]					

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	01.09.2021	Initial version (new MFF).
2.0	01.06.2022	Consolidation, formatting and layout changes. Tags added.
3.0	01.04.2024	Change of security section.
4.0	01.03.2026	Update of security section to include EU Cable Toolbox.