



## **LIFE concept note writers workshop**

### **Morning Session**

**9.00 - 9.15 Presentation of the training programme and brief introduction of speaker and participants**

**9.15 – 9.45 Project Planning – how to select the right funding line for your idea**

- Spotlight on LIFE priority area Environment and Resource Efficiency
- The concept note structure and rationality
- Differences and complementarity between Environment and Climate
- How to select the right programme for your idea: Life H2020, ESIF

9.45 – 10.00 Questions & Answers

**10.00 – 11.00 Project Planning – Form B1**

- Identification of environmental threats
- Overall and Specific objectives
- Relation with project topic (s)
- Actions Plan
- Expected results
- Sustainability of the Project Results
- Project partnership
- Risk assessment

11.00 – 11.15 Questions & Answers

11.15 – 11.30 Coffee Break

**11.30 – 12.00 Project Planning – Project character and EU added value - Form B2 Form B3**

- Project's pilot/demonstration character
- EU added value of the project

**12.00 – 12.45 Project Planning – How to design a sound Life project budget - Form R1**

- Description of budget heading
- Budget overall structure
- Equilibrium per partner and budget heading
- Co-funding and 2% rule
- Explanation of the costs allocation ratio

12.45 – 13.00 Questions & Answers

13.00 – 14.00 Lunch break



## **Afternoon Session**

### **14.00 – 14.45 Practical working session: The project designing process**

From the selection of one idea the participants will be asked to develop the basic elements of a sound application: general and specific objectives, needs, targets, expected results.

The session will be managed with an interactive approach supporting the work with good and bad examples.

### **14.45 – 15.00 Coffee Break**

### **15.00 – 15.45 Practical work 2<sup>nd</sup> session: The designing of the action plan**

The designing of project action plan and basic element of budget structure

The session will be managed with an interactive approach supporting the work with good and bad examples.

15.45 – 16.00 Workshop conclusion

### **16.00 – 17.00 Individual consultations with the expert**