



LIFE 2020 Call for proposals

Environment Sub-programme

Environment and Resource Efficiency

Concept notes Writing workshop

Anne Devieilletoile & Yanna Guisolan
contact@enviropea.com

The LIFE programme eligibility criteria

Your project should...



- Correspond to the **general** (art. 3) and **specific** (art. 10) **objectives of the programme** as well as to the priority areas (art. 9) as defined in the **LIFE Regulation** (1293/2013);



- Take place **on the European Union territory** (except in case of justified exceptions);



- **Be a pilot or demonstration projects** for Resources priority area (TRL level starting at 5, 6 or higher);

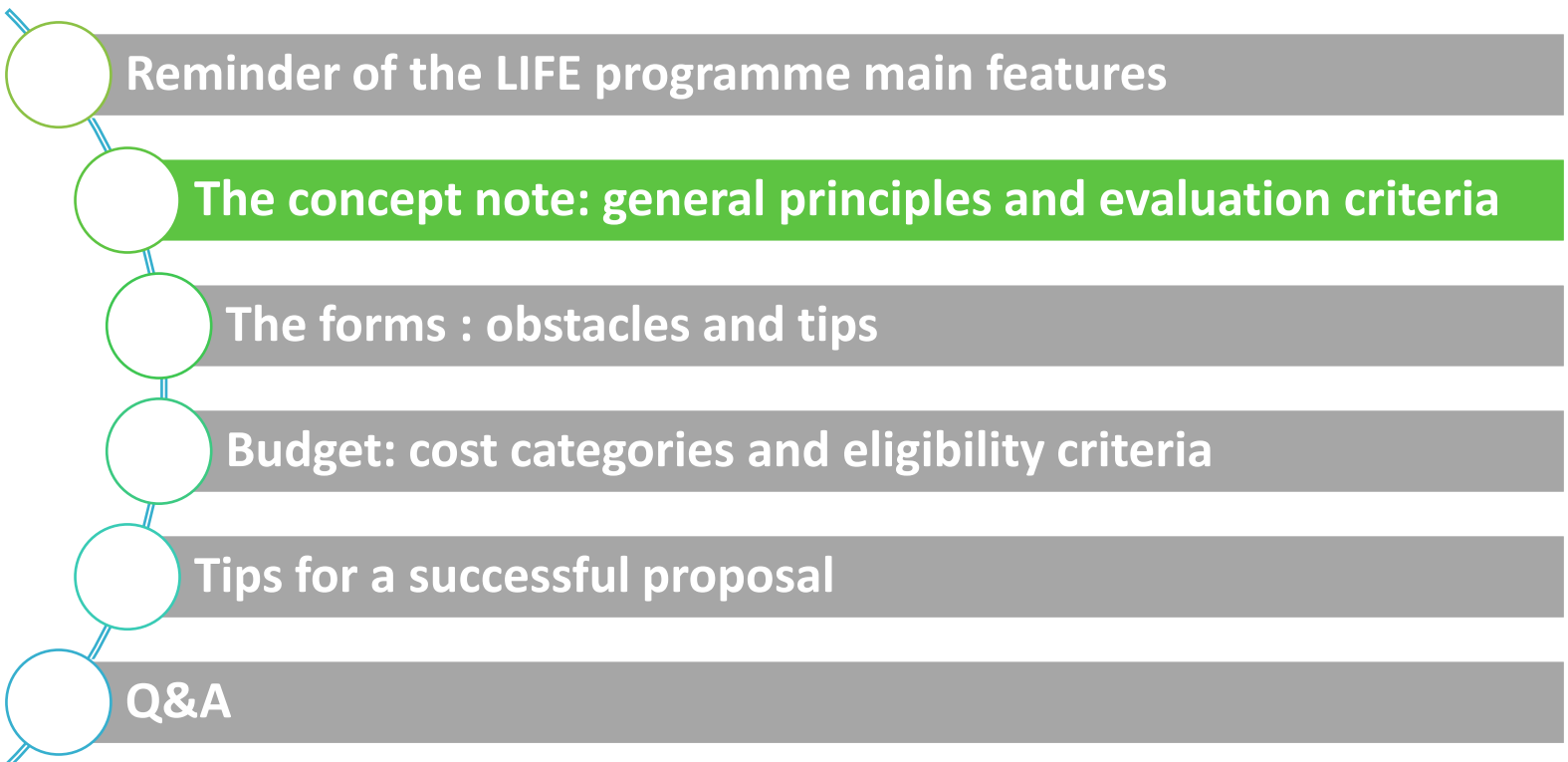


- **A LIFE project cannot be research-driven or dedicated to building infrastructure;**



- Include actions leading to **concrete and measurable environmental impact.**





The concept note

- An **11-pages summary** note in English with no annexes: this requires very **clear and precise writing style**
- **Only brief administrative forms** relating to the coordinating beneficiary only
- A **description of the content of the project**, including :
 - Environmental problem, project objectives, action plan
 - Description of the partnership
 - Constraints and risks and associated mitigation strategies
 - Sustainability strategy: continuity, replication and transfer
- The **project budget**, broken down by cost categories
- Flexibility between the concept note and the full proposal:
 - A maximum increase of 10%** of the EU contribution
 - The project should not be substantially modified



Evaluation criteria

Criteria	Minimum pass score	Maximum score
Overall quality of the proposal: <ul style="list-style-type: none">• Clarity of the intervention logic• Feasibility of the project• Value for money	5	20
Overall EU added-value: <ul style="list-style-type: none">• The project must contribute to the LIFE priorities and to the implementation, updating and development of the EU environmental policy and legislation• The environmental benefits must be concrete, realistic and quantified – results should be sustained after the project• Appropriate transfer and replicability strategy	10	30
TOTAL	15	50



Essential elements for Resources projects

For all projects: the innovative solution must be **innovative**
at the European level



For close-to-market projects:



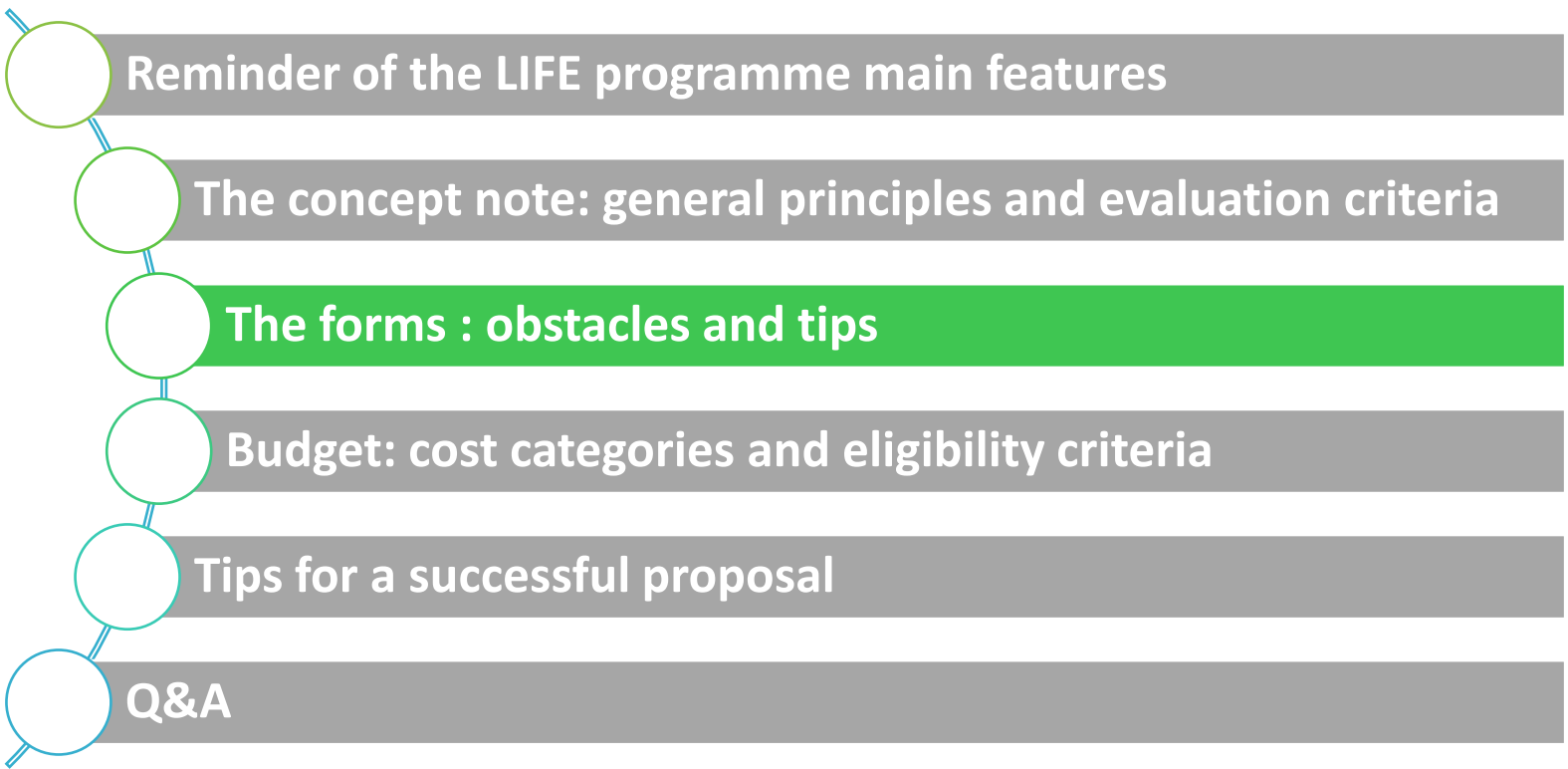
- Demonstrate a good knowledge of the market and the **economic feasibility of the project**.
- The development of a **credible business plan** ensuring the continuation of the project after the end of the LIFE funding.
- The **replication/transfer strategy** may for example include a market study to apply the innovative solution in a different context.



For non close-to-market projects :



- The development of **an exploitation plan** of the innovative solution to ensure the continuation of the project.



A forms – administrative information

A1 – General project information

- **Title** (*120 characters*) & **Acronym** (must include the word "LIFE")
- **LIFE priority area**
- **Start date** (01/09/2021 at the earliest) **and end date**
- **Language** in which the full proposal will be submitted
- **Location** of the project actions

A2 – Coordinating beneficiary

- **Legal information** of the coordinating beneficiary
- The contact e-mail address **will be the one contacted for the results.**
- **Description of the coordinator's activities** (*2000 characters*): this is a strategic part, the aim here is to show the evaluator that :
 - You have the **required expertise** to carry out your project
 - Your structure is **strong enough** to carry out the project (number of employees, departments, capacity and financial stability, etc.).
 - You have **experience in project management, preferably European.**



B forms– project description

*Pay attention to the writing style of these forms: each description should be short but at the same time very precise: **figures**, results, objectives, **be concrete**.*

Respect the character limit : to do this, do not hesitate to make cross-references by coding actions, explaining acronyms to reuse them later, etc.

B1 – Project summary

- Summary of your project in a few pages
- Each of the 9 tabs logically follows each other
- The **logical framework** of your project should appear naturally in these forms

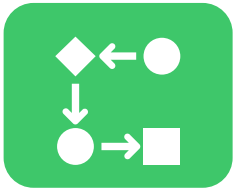


B1 – Project summary

1. Description of the targeted environmental problem (*3500 characters*)



- **Pre-operational context:** describe the environmental issue at European level and on demonstration sites



- **Causes** of the environmental problem (all of them)



- **Figures:** be as specific as possible



B1 – Project summary

1. Description of the targeted environmental problem (*3500 characters*)

Project example: Algae Service for LIFE (LIFE17 ENV/LT/000407)

- The project tackles the issue of massive **growth of macroalgae and cyanobacteria** in water bodies, an environmental issue with multiple aspects:
 - Loss of biodiversity
 - Poorer oxygen in water bodies
 - Threatens people livelihoods (fishing, tourism, etc.)
 - Toxins leading to health issues: skin irritation, harming liver, digestive and nervous system
- Tackling this issue would represent an opportunity, as macroalgae and cyanobacteria could be used as resources for biofuel, bioplastics, etc. But **an effective mechanical harvester was missing.**



B1 – Project summary

2. Objectives (*2500 characters*)

They must all be related to the identified environmental problem

Listed in decreasing order of importance and in order of relevance to the selected policy area(s) and topic(s)

An objective should be **SMART**: Specific; Measurable; Acceptable; Realistic; Time-bound.

They must be put in context at the project demonstration site(s) AND in the European context, with precise figures.





2. Objectives (2500 characters)

Project example: NutriBiomass4LIFE (LIFE17 ENV/LT/000310)

- The project aims at reusing sewage sludge from wastewater treatment and ash left after biomass is burned, both of them suitable for biomass plantations.
- Main objective: ***create and demonstrate a full-scale self-sustainable closed-loop circular economy model for nutrient-rich waste recycling for large cities***
- Specific objectives:
 - ***promoting resource efficiency through reuse of nutrients (less usage of mineral fertilizer) and decrease in transportation distances and flows;***
 - ***promoting waste management pyramid priorities via changing path from landfilling and incineration of nutrient rich waste towards reuse in biomass growth improvement;***
 - ***developing new business models to make biomass growing / forestry on marginal and less suitable to agriculture soils economically attractive via substantial biomass yield improvement.***



B1 – Project summary

3. Actions and means involved (*5000 characters*)

Concentrate on the most important and strategic actions

Do not forget mandatory actions: a strategy for disseminating the results of your project, the mandatory “Replicability” action

Identify stakeholders in the actions where they will contribute

Always specify: why, by whom, what, when, where and how



B1 – Project summary



NutriBiomass4LiFE

3. Actions and means involved (5000 characters)

Project example: NutriBiomass4LIFE (LIFE17 ENV/LT/000310)

Preparatory actions

- A1: Mobilization of land for CE demonstration model

Implementation actions

- B1: Establishment of biomass plantations
- B2: Recycling of nutrients from water treatment sludge
- B4: Biomass to renewable energy
- B5: Business plan development

Monitoring of the impact actions

- C1: Sludge and biomass ashes quality, soil impact and water impact monitoring
- C3: Life cycle assessment
- C5: Performance monitoring and socio-economic impact assessment

Public awareness and dissemination of results

- D1: Activating key target groups
- D2: Public awareness program and networking

Project management

- E1: Management of the project by UAB "Pageldyni plantacija"



B1 – Project summary

4. Re-submission (*1250 characters*)

- Concerns only projects already submitted in the past to the LIFE programme
- Give the full LIFE title. Ex : LIFE17 BIO/FR/001040 " ACRONYM ".
- Statistical use (and verification that the Commission's remarks have been taken into account) : this will not negatively impact your submission



B1 – Project summary

5. Expected results and impacts (*3000 characters*)

List only the main results and impacts

They must be related to the actions listed (no "isolated" results)

They must be concrete and quantified to allow easy comparison with the description of the initial environmental problem

They must be realistic yet ambitious in relation to the grant requested

Include environmental and socio-economic outcomes



B1 – Project summary

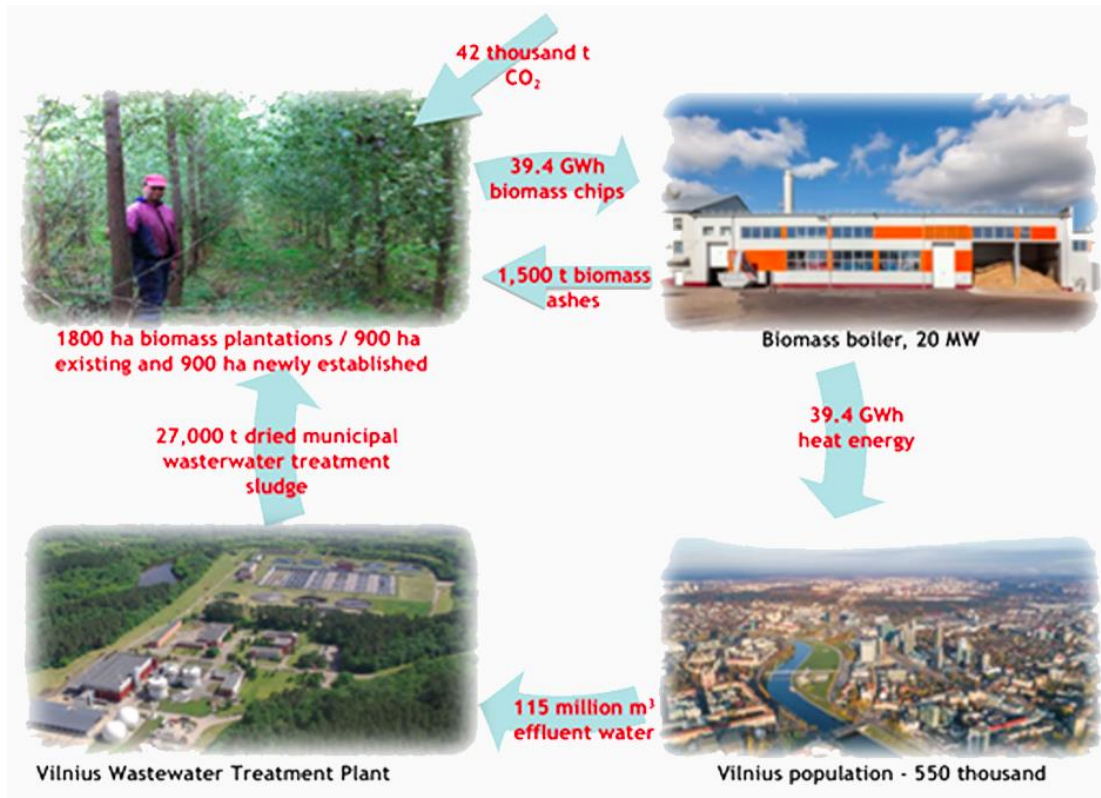
5. Expected results and impacts (3000 characters)

Project example: NutriBiomass4LIFE (LIFE17 ENV/LT/000310)



Examples of expected results:

- 900 ha of woody biomass plantations established within a 60 km radius of Vilnius
- 1 800 ha of forests / plantations certified for sustainable forest management



- 27 000 tonnes of dried sewage sludge and 1 500 tonnes of biomass ash recycled in biomass plantations
- 39.4 GWh of renewable energy produced for Vilnius



POLL – Let's think about your project!

Your project should have a clear logical framework:

Are you able to demonstrate that the Problem > Objectives > Actions > Results of your project are clearly linked?

- ✓ Yes
- ✓ Could be improved
- ✓ No



We answer you!

Any question at this point?



B1 – Project summary

6. Sustainability of the project (*3000 characters*)

A LIFE project must not stop with the end of the EU grant!

How beneficiaries/stakeholders will continue specific actions

Replicability: application in the same context

Transferability: application in a different context

Be careful: not the project potential for replicability and transferability, but what will actually be done!

Planned resources to carry out this sustainability strategy

For close-to-market projects, include an action dedicated to the creation of a business plan and a market study



B1 – Project summary

6. Sustainability of the project (3000 characters)

In the context of close-to-market projects:

Replicability: from first demonstration site(s)
to new ones

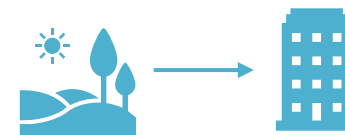
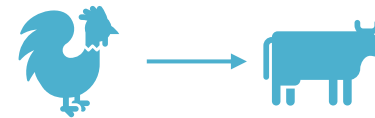


- By selling your innovative product/process/method to new customers
- By transferring your innovative products to branches/affiliates in other European countries



Transfer: from first area(s) of application to new ones

- A project **saving resources in agricultural processes**: from one type of breeding to another
- An innovation to **save water**: from domestic use to industry use
- From **rural area to urban area**



B1 – Project summary

7. Project Topics (*1250 characters*)

- Not mandatory but highly recommended to be competitive
- Two maximum
- To match a topic your project must address **all** the specifics of that topic.
- This correspondence must be justified by highlighting relevant aspects of your project
- At the stage of the full proposal belonging to a project topic comes with bonus points!



B1 – Project summary

8. Project partnership (2500 characters)



Describe the most important associated beneficiaries: expertise, role in the project, capacity to carry out specific project actions

How the project will be co-financed?

You can also list the stakeholders and their contribution to the project actions



B1 – Project summary

9. Risks and constraints (*2500 characters*)

Objective: show that you know the realistic conditions for carrying out your project.

Present avoidance and mitigation strategies for each risk

Do not forget risks that should always be anticipated: delay, partnership-related risks, administrative authorizations and technology-related risk.

Those are the basics, strict minimum to mention. **You need to go further.**



B2 : pilot or demonstration project (*3000 characters*)

- **Pilot project** = innovation. An entirely new solution, technique or process
- **Demonstration** = a solution, technology or process/method that exists but that would be applied in a different context, on a different scale, etc.



- Resources projects cannot be just about good practices, they must integrate an **innovation**, and bring a new solution to a European environmental problem.



- **Consider the innovative dimension in the EU context** (not regional nor national)



- **Refer to the state of the art** and show how your project differs from what currently exists in the EU



- **Refer to the most innovative actions** and include information related to TRL level, tests already done, etc.



B3: European added value and socio-economic impacts (*3000 characters*)

How do you respond to EC environmental and economic & social policies?

LIFE Regulation (article 10) & LIFE 2020 priorities (LIFE guidelines)

EU resources and environment-related policies:

- The European Green Deal (COM/2019/640 final)
- A new Circular Economy Action Plan For a cleaner and more competitive Europe (COM/2020/98 final)
- A Farm to Fork Strategy for a fair, healthy and environmentally-friendly food system (COM/2020/381 final)
- EU Water Framework Directive (Directive 2000/60/EC)
- Thematic Strategy for Soil Protection (COM/2006/0231)
- Directive 2010/75 on industrial emissions
- Regulation 1907/2006 Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH)
- EU Climate policy or biodiversity strategy



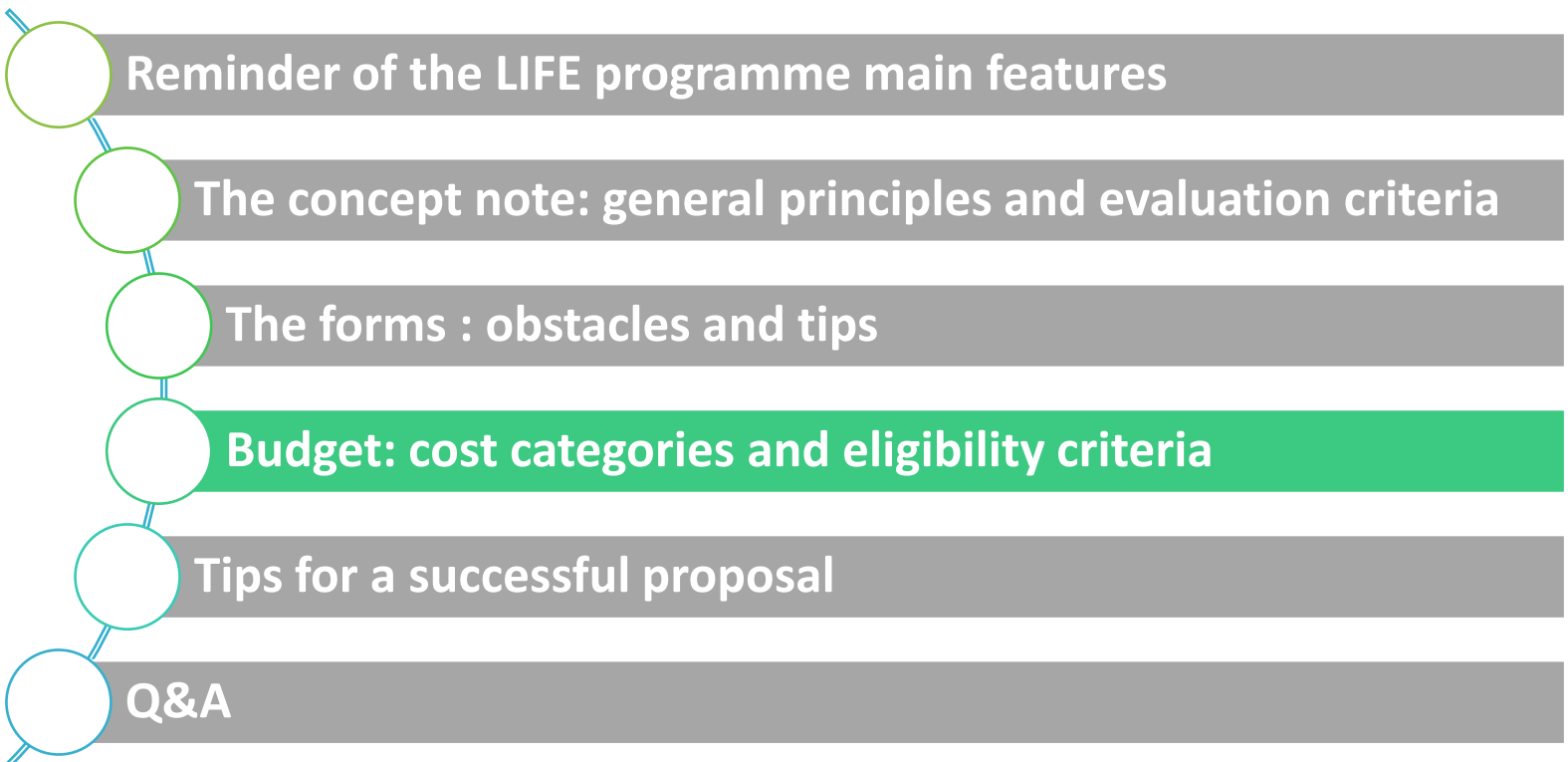
To social and/or economic policies of the European Union

POLL – Let's think about your project!

What would be the most relevant EU policy or strategic document for your project?

- ✓ The European Green Deal (COM/2019/640 final)
- ✓ A new Circular Economy Action Plan For a cleaner and more competitive Europe (COM/2020/98 final)
- ✓ A Farm to Fork Strategy for a fair, healthy and environmentally-friendly food system (COM/2020/381 final)
- ✓ EU Water Framework Directive (Directive 2000/60/EC)
- ✓ Thematic Strategy for Soil Protection (COM/2006/0231)
- ✓ Directive 2010/75 on Industrial emissions
- ✓ Regulation 1907/2006 Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH)
- ✓ Other





LIFE funding – main principles

- **55% maximum European contribution** for projects under the Resource efficiency priority area. **Calculated on the total eligible costs.**
- **Each beneficiary (coordinating and associated) must make** a significant contribution to the project (no contribution at 0!)
- There may be additional **co-financers**
- Be careful with double-funding issues
- **Income can be generated** by the project actions. In case of **net profit**, this will reduce the amount of the EU contribution.
- Budget categories:
 1. Personnel
 2. Travel and subsistence
 3. External assistance
 4. Durable goods
 5. Consumables
 6. Other costs
 7. Overheads



1. Personnel costs

- The person must have an employment contract (or equivalent instrument of appointment)
- The person must be formally assigned to the project
- **102% rule:** the sum of the contributions of the public beneficiaries and public co-financers should exceed by at least 2% the sum of the salary costs charged to the project for the employees of the public beneficiaries that are "non-additional".

2. Travel and subsistence costs

- Are eligible travels linked with project actions
- Must comprise a travel to Brussels for 2 people for the kick-off meeting



3. External assistance costs

- These are **subcontracting** costs, to carry out tasks that the project beneficiaries would not be able to implement.
- Examples: creation of a project's logo, dissemination plan, design of the dissemination products, publication of a book, rental of equipment or infrastructure, etc.
- The amount in this category must be **less than 35% of the total budget** (unless well justified).
- Non-conflict of interest and selection transparency principles must be respected



4. Durable goods

Initial rule: only the depreciation of durable goods during their use in the project is eligible, with a maximum limit calculated on the total cost of the good :

- **Infrastructure:** 25% of total cost
- **Equipment:** 50% of the total cost
- **Prototype:** 100%.

Prototype definition: very specific category :

- Created for the project
- Not marketed and not available as a serial product
- It must not be used as a commercial asset for the duration of the project.
- It must be essential to the pilot/demonstration aspect of the project.

2020 new feature: for all durable goods, if they are allocated to the objectives of the project over their entire depreciation period/lifetime, including after the end of the LIFE project, it is possible to budget 100% of the total cost of these goods in the eligible costs.



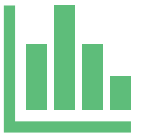
5. Consummables

- Items not included in the beneficiary's inventory of durable goods
- Objects "consumed" within the project, and **specifically linked to the implementation of one or more actions**

Examples: animal feed, dissemination materials, chemicals for experiments, etc.

6. Other costs

- Audit-related expenditure (average €7,500) only for beneficiaries applying for > €750,000 EU funding
- Insurance, bank (bank guarantee; specific account opening fees for the project. Please note that bank charges are not eligible).
- Translation
- **2020 call new feature:** possibility to include financial support to third parties
- **Any direct cost of the project which cannot fall into another category**



7. Overheads

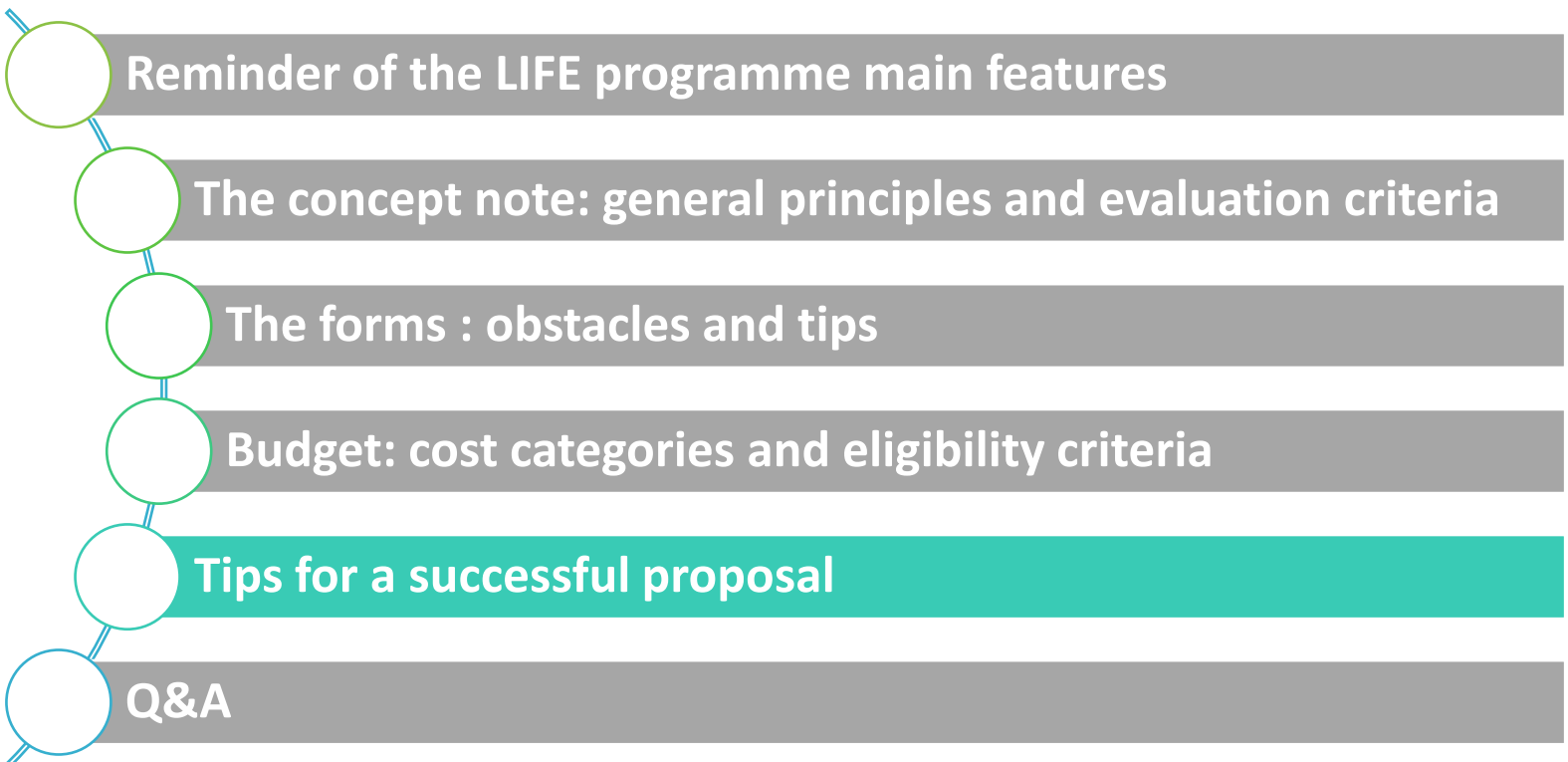
- Overheads are intended to cover **general indirect costs**, including those related to the use of premises such as rent, electricity, water, telephone subscription, photocopies, office equipment etc.
- **Max. 7%** of the total eligible costs for each beneficiary.
- Beneficiaries who receive an operating grant from the European Union are subject to special rules (no double financing)
- No justification required
- The Commission has systematically reallocated IT and office automation equipment related to project management to overheads. The same applies to computers, telephones and printers.



A few examples of ineligible costs

- Dividends
- Internal invoicing (unless strict rules specified on p. 70 of the application guidelines are respected)
- Costs already funded by the European Union (e.g. NGO operating grants)
- VAT (unless non-recoverable)
- Costs related to actions considered as compensatory measures





Tips for a successful proposal

- To know the **state of the art**, your project's context, what already exists to resolve the problem, and what's lacking.
- **To estimate quantified results** and the improvement brought about by the project
- To develop **replicability and transfer** strategy
- To have identified **the stakeholders** and the role they'll have to play in the project.
- Having **co-financers** helps strengthening your credibility with the Commission
- To design **an accurate budget** covering all aspects of the project.

A good LIFE proposal:

- ✓ presents a project within the priorities of the programme with clear and precise objectives, actions, results and impacts, and
- ✓ must be able to be a showcase for European environment and climate policy.



Any question?

In case questions were not answered kindly note that we shall provide a summary of all questions asked and their answers after the webinar



Thank you for your attention!