

INSPIRE FSTP Application Template

**About INSPIRE**

*The main objective of INSPIRE is to drastically reduce the amount of macro and microplastics in European rivers, being one of the 2030 targets of the EU Mission "Restore our Ocean and Waters". To do so, the INSPIRE project brings together 20 technologies and actions in a holistic manner for detection, collection and prevention (DCP concept). A modular Master Plan (MaP) to further combat the plastic and litter pollution in Europe will be produced and communicated to relevant stakeholders.*

*INSPIRE seeks to boost the deployment of technology and actions for detection, collection and prevention (DCP concept) of litter, including macro- and microplastics, in European rivers. For that, INSPIRE is seeking to select local and public stakeholders from Associated Regions (AR) and managing the Financial Support to Third Parties (FSTP) for scaling up, replication and exploitation of the lessons learnt from the project use cases.*

**Please delete this page when submitting the proposal**.

Delete the guidance/information text in yellow in each section and any footnotes.

**Prelude**

We recommend that project proposals are submitted in this template to facilitate the evaluation process.. The excellence of the proposals is evaluated by using the following guidelines, of which each has a 25% weight in the total evaluation:

1. CONCEPT AND INNOVATION
2. EXPERTISE AND EXCELLENCE OF THE PROPOSED TEAM
3. ALIGNMENT AND PROJECT PLANNING
4. IMPACT AND SUSTAINABILITY

Sections 2 to 5 of this template each correspond to an excellence evaluation criterion. More information in the **see Guide for Applicants**.

**Cover page**

* Acronym of your proposal (Arial size 36)
* Proposal title (Arial size 24)
* Full legal name of the applicant organisation and country (Arial size 11)

**All the text in the cover page should be centre justified**

**Main Proposal**

The proposal (Sections 1-5) should be limited to **10 pages** **(i.e., excludes the cover, instructions and summary of the project pages)**. Guidelines are provided in each section (in yellow) for limiting the proposal to 10-pages. Figures and tables are allowed and should be included within this page limit. Please use ARIAL font (size 11 points) (note: figure captions, table captions can use font size 10 points). The page size is A4, and all margins (minimum 2 cm margin in top, bottom, left, right). Please use black as the font colour to facilitate readability. Each **section presents a recommended page limit, so that the proposal is concise and focused.** **The proposal should be uploaded in \*.PDF format, and submitted via the INSPIRE website FSTP call page.**

Please delete this page when submitting the proposal. Delete the guidance/ information text in yellow in each section and any footnotes.

**Please delete this page when submitting the proposal**.

**COVER PAGE**

**● Acronym of your proposal (Arial font size 36)**

**● Proposal title (Arial font size 24)**

**● Full legal name of the applicant organisation and country (Arial font size 11)**

|  |
| --- |
| **A close-up of a logo  Description automatically generatedProposal Information** |
| **Acronym** |  |
| **Title** |  |

|  |  |  |
| --- | --- | --- |
| **Applicant name (Full legal name)** | **Country** | **PIC Number[[1]](#footnote-2)** |
|  |  |  |

***NOTE: Sections 2, 3, 4 and 5 have the same weight in the excellence evaluation process. Each has a weight of 25% in the total evaluation.***

1. **SUMMARY OF THE PROJECT PROPOSAL**

*Note: Maximum 1 page*

*Provide a public summary of the project that can be published if the project is funded.*

1. **CONCEPT AND INNOVATION**

*Note: Maximum 1 page*

|  |  |  |  |
| --- | --- | --- | --- |
| Keywords(maximum 6) |  |  |  |
|  |  |  |
| Objectives |  |
| Project scope |  |
| Expected Outputs |  |
| Strategic Innovation justification |  |

1. **EXPERTISE AND EXCELLENCE OF THE PROPOSED TEAM**

*Note: Maximum 2 pages*

**Expertise**

*Applicants should provide credible evidence that the project team is committed and has the necessary skills, competence, and expertise to deliver the project.*

* 1. **Project team**

*Please indicate the number of person-months (full-time equivalent) of the people involved in the project in the table below*

*Table 1. Person-months allocated to the project*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of person** | **Role in the organization** | **% Employment** | **Person months Person months (PMs[[2]](#footnote-3))**  |
| Person 1 |  |  |  |
| Person 2 |  |  |  |
| Person 3 |  |  |  |

*Note: Add rows if necessary.*

*Provide a description and justification of the expected costs and the requested total grant, using the table below.*

*Table 2. Estimated cost of the project proposal*

|  |  |  |
| --- | --- | --- |
| **Cost category** | **Total** | **Description and justification** |
| [A] Direct personnel costs[[3]](#footnote-4) |  |  |
| [B] Travel costs[[4]](#footnote-5) |  |  |
| [C] Equipment costs[[5]](#footnote-6) |  |  |
| [D] Other direct costs (apart from the ones mentioned) |  |  |
| [E] Subcontracting costs[[6]](#footnote-7) |  |  |
| **TOTAL[[7]](#footnote-8)** |  |

S**ubcontracting should normally cover only up to 30 % of the project budget that must be performed by third parties (not by the applicant)** and justified with a clear explanation.The applicant needs to justify with the objectives of the proposed actions and how it will bring value to expected impact and sustainability in the Associated Region, complementing the actions implemented by the local or regional authority.

1. **ALIGNMENT AND PROJECT PLANNING**

*Note: Maximum 2 pages*

*Alignment of the activities with the open call goals and the project vision including deliverables, milestones and means of verification. Appropriateness of expected costs and resources assigned to the project.*

* 1. **Work Plan**

*Describe the proposed work plan to be implemented for achieving the objectives/ results. Include also:*

* *The specific activities planned to be implemented, the time required, and expected outputs.*
* *Relevant milestones to measure achievement.*
* *External barriers/risks that may affect the work plan and compromise the project.*

*Table 3. Description of activities*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity name** | **Description** | **Planned duration (months)** | **Expected output** | **Risks** |
| Activity 1 |  |  |  |  |
| Activity 2 |  |  |  |  |
| Activity 3 |  |  |  |  |

*Note: Add rows (for activities) if necessary.*

*Table 4. Suggested table for description of milestones*

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity name** | **Milestone description** | **Delivery month** | **Deliverable** |
| Activity 1 |  |  |  |
| Activity 2 |  |  |  |
| Activity 3 |  |  |  |

*Note: Add rows (for activities) if necessary.*

1. **IMPACT AND SUSTAINABILITY**

***Note: Maximum 2 pages***

*Applicants should define their ambition and a clear set of expectations aligned with the objectives of the Call. Proposals should demonstrate the overall impact of the project and its contribution. The ambition underlines the potential extent and overall impact and replicability of the project actions. Among others, focus on:*

* *Contribution of the proposal to the INSPIRE overall objectives.*
* *Contribution of the project to drastically reduce the amount of macro and microplastics in European rivers*
* *Planned activities / measures to promote the project for exploitation and dissemination of the results.*
	1. **Strong points**

*Name 3 characteristics that define the strong points of your project and one-line justification per each. Example: Impactful: as it foresees to change the connection between services and achieve a more effective implementation of litter monitoring.*

1. https://www.europarl.europa.eu/tenders/2018/dgfins/20181119/18\_pic\_management\_quick\_guide-en.pdf [↑](#footnote-ref-2)
2. Involvement in this project. Note that a PM is a metric for expressing the effort of a person dedicated full time in one month. [↑](#footnote-ref-3)
3. Costs for remuneration of the persons implementing the project. [↑](#footnote-ref-4)
4. Travel costs should include at least one promotion/dissemination event. [↑](#footnote-ref-5)
5. Only depreciation costs of equipment’s are accepted. [↑](#footnote-ref-6)
6. The value of this category should not be higher than 30% of the total grant provided, unless it is justified in the application. Check the Sub-section 4.2 of the Guide for Applicants in this regard. [↑](#footnote-ref-7)
7. TOTAL costs of the Project must not exceed €100,000 [↑](#footnote-ref-8)