



## **GUIDELINES TO COMPLETE PROJECT APPLICATION FORM**

The Project Application Form starts with the administrative data of the Applicant. Please follow the questions and fill the lines.

### **1. DESCRIPTION OF THE PROPOSED PROJECT**

The proposal must be presented as a self-contained project, even if it is part of a larger global project. It should be based on a well-defined starting situation and deliver well-defined results and achievements.

#### **1.1. General outline and context of the proposed Project**

- Give a general outline of the Project;
- Describe the current situation and the main needs for an intervention, which will be addressed by the proposed Project;
- Identify the main stakeholders of the Project: beneficiary (ies), coordinator, promoters, sponsors, implementing body, supervising body, etc.

#### **1.2 Main objectives of the proposed Project**

- Describe the main objectives of the Project, which should be general and represent what should be achieved by implementing the Project, or the desired results. The main objectives should address the main needs identified in Section 1.1;
- If applicable, explain the importance of the Project for the physical development of the network (e.g. add a key missing link, support modal shift).

#### **1.3. International traffic estimates in 2030**

- Look into the expected international usage of the project; i.e. what is the future volume of cross/border traffic. The year 2030 is selected as a representative year for traffic data comparisons.

#### **1.4. Description of the Activities of the proposed Project (including interdependencies)**

- Give a detailed description of each activity;

- If one activity is disproportionately large compared to the others in the same Project, consider to split it into different activities or sub-activities;
- All activities upon which the success of the Project will depend have to be described in this Application Form, including those which started before the start date of this Project and for which no NDPTL funding is being requested;
- Each activity must be clearly detailed from both the technical and organisational point of view.

#### **1.5. Project plan (graphic representations)**

- Include a GANTT chart of the Project detailing the critical path and including the milestones of the Project and their interdependencies (insert in the box in the Application Form or attach as an annex).

#### **1.6. Location of the proposed Project in regard of the NDPTL network**

- Describe the location; indicate if the project is located on the NDPTL Regional Network.

### **2. IMPORTANCE: CONTRIBUTION OF THE PROPOSED PROJECT TO THE ND AND NDPTL POLICY OBJECTIVES**

The following questions essentially relate to the relevance of the proposed Project to the ND and NDPTL policy objectives.

#### **2.1 Classification as a project of common NDPTL interest**

- Describe any "network effect" produced by the Project by linking with or complementing other NDPTL Transport Network projects.

#### **2.2 Contribution of the proposed Project to NDPTL priorities**

- Specify how the Project addresses the NDPTL priorities, as defined in the MoU of NDPTL (see Chapter "2. NDPTL Member States, Purposes and Structure", Guide for Applicants).

#### **2.3. Cross-border impact**

- This section aims at verifying whether or not any section of the proposed Project corresponds to the definition of cross-border impact, as detailed in the Guide for Applicants (Chapter "8. Evaluation").

- The written agreement has to be signed by representatives of each Member State at an appropriate level (in general at the level of the ministers concerned) to ensure that the agreement will be implemented on both sides.

### **3. MATURITY OF THE PROPOSED PROJECT**

#### **3.1. Approval of the proposed Project**

- Clarify if the proposal has received the approvals necessary to commence the Project and planned activities - at governmental level (if applicable).

#### **3.2 Political commitments to the proposed Project (and Global Project)**

- Give information on the political commitments regarding the implementation of the Project (including cross-border commitments, where relevant).
- List and briefly describe all formal and informal documents demonstrating these political commitments – such as decisions of Government, Parliament, or Regions, as well as Memorandums of understanding, written agreements, inclusion of the Project in National Master Plans or in sector strategies. Provide information on the plans to involve stakeholders throughout the Project.

#### **3.3 Readiness / technical maturity of the proposed Project**

- For every activity, describe the precise state of preparation at the time of the submission of the application, and how it will contribute to the subsequent physical implementation of a project;
- Describe possible dependencies on the results of any previous or on-going feasibility or technical studies undertaken for the Project;
- For projects with high technological value (such as infrastructure crossing natural barriers, intelligent traffic management systems or aerospace initiatives), provide additional information on the foreseen technology and materials;
- If the Project has already started, indicate the current status of the implementation of each on-going activity.

#### **3.4 Organisational structure**

- Describe the organisational structure of the Project;
- In particular, explain the distribution of roles and responsibilities between the different stakeholders in the Project, the lines of communication and decision-making processes;

Describe the main contractual arrangements.

#### **4. FINANCIAL INFORMATION**

Information on funding sources (state budget(s), regional/ local budget(s), applicant's self-financing, loan(s), NDPTL grant request, TEN-T financing, other sources).

- List each available funding source in the table and the timing of the funds availability;

All financial figures must be stated in euro (EUR).

#### **5. ANY OTHER INFORMATION**

Provide any additional information which could be useful or should be taken into consideration during the evaluation.

#### **6. ANNEXES**

- List and number all the annexes attached to the Application Form.
- All relevant information for assessing the proposal must be provided in the Application Form. The purpose of annexes is to provide additional information that supports, illustrates or provides evidence of an element described in the Application Form.

Any annexes included must be clearly referred to and the relevant parts summarized in the Application Form.

#### **7. SIGNATURE**

Sign the Application Form specifying name, position, place and date.