

Two countries, one goal, joint success!



European Union
European Regional Development Fund



PRACTICAL TIPS

A few tips in reference to the preparation of the project proposal and completion of the application form could be really useful.

Give it enough time

Ideally, enough time should be designated for preparation of the project proposal, in order to follow the application instruction. A last minute approach leads to weak and incomplete applications.

Suggestive title

The title should be clear and preferably not very long. Moreover, the title could be considered as a mini-abstract. A good title should paint a quick picture for the reader of the key idea(s) of the project.

The words used in the title should clearly reflect the focus of the proposal. The most important words should come first, and then the less important words. The words from the title that is not really necessary for understanding the meaning of the project proposal should be removed. It is preferable to use only a single sentence for the title.

Filling in the Application Form

All the fields of the Application Form have to be completed. Because there is a limit of characters for each field, attention should be paid to clear expression of ideas. Moreover, because the application package is bilingual, it is of crucial importance to fill in the same information in each language, as the application will be assessed by Hungarian and Romanian experts.

Double check of the Application Form

The Application package is not only bilingual but also quite complex and therefore it is advisable to be double checked, in both languages, in order to avoid especially formal mistakes: check list should be used, annexes should be verified, signature of the documents, etc.

Translation

The project partners should make sure that the translation of

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the documents from Hungarian language into Romanian language and vice versa is performed properly. It is a request that the information is the same in both languages. Significant differences between the two versions could lead to rejection of the project proposals.

Contact info

The contact persons and contact data should be correct and should refer to the persons who could be easily reached during the evaluation process.

Joint Technical Secretariat and Info Point

The Joint Technical Secretariat and the Info Point are available during working hours for information in reference to the programme and the calls for proposals. Their members could be reached via phone, fax or email or at the premises of their offices.

FREQUENT MISTAKES

We all gained a valuable experience after the two calls for proposals, therefore, for the future calls, on one hand we will try to communicate more clearly what the applicants need to prepare and submit, on the other hand, we would like to stress what the frequent mistakes of the applications are, in order to avoid it in the future.

Most common formal mistakes

- Application form not properly presented, i.e. pages not numbered and/or not bounded.
- Application form filled in completely only in the language of the Lead Partner and missing data in the cross-border partner language Application form;
- The electronic device not containing all the required data, especially CVs;
- Check list not properly filled in, mostly with the appropriate number of annexes;
- The amount of own contribution not matching in all budget tables and the respective annex not signed in accordance with the specimen signature (for Hungarian partners);
- CVs not bilingual and/or not signed, the summary table of the project management is left empty;
- Terms of reference missing, for external project management team;
- VAT status completed on the same form for partners, not separately as required;
- Bilingual annexes not filled in in both languages;
- Establishing documents and certificate of legal status incomplete, missing or improper;
- Translation of different documents in partners language missing or improper;
- Document proving availability of own contribution – improper or not issued by the appropriate person/body;
- Minutes not attached or not properly signed or not translated;

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Professional content mistakes

- There is no coherence between activities-outputs-results;
- The chosen timeframe of the project is not in line with the planned activities;
- The division of tasks and responsibilities among partners is not explained well or it is uneven;
- The chosen indicators are not measurable, realistic or in line with the activities;
- Activities are not clearly presented or are in contradiction
- The target groups are not clearly defined;
- The necessity of the project is weakly presented;
- The cross-border character and relevance of the project are weakly described
- The added-value of the project is minimal;
- The horizontal issues are weakly described, there is a lack of commitment among partners

Budget mistakes

- Staff costs not specified and remuneration rates or No. of hours for staff members not indicated;
- Planned costs not specified, only lump sums are mentioned and cost breakdown is not provided;
- Financial plan and budget costs not supported by an activity plan;
- Justification not provided for the planned costs; project partners have to explain the purpose of each purchase and to justify the necessity of the purchase for the project implementation; the expenditures budgeted should be justified by the activities to be performed and the results to be obtained;
- Costs per unit for goods or services overestimated; cost effectiveness principle not always respected;
- Duplication in budgeting, i.e. for project team;
- Amounts indicated in the Application Form are not matching the amounts indicated in supporting documents (Technical Documents and/or Feasibility Study).