



The Concept Note

Mandy Falzon
Director, EU Funding
Malta-EU Steering and Action Committee

The Concept Note: Important Factors

- The project idea must be formulated **concisely, clearly and accurately** and be clearly linked to the priority areas of this call and include the expected outcome of the project.
- The concept note must clearly **describe the rationale** behind the activities proposed, drawing on research, studies, observations and own experience within the field.
- The elements outlined in the concept note **may not be modified substantially** by the applicant in the full proposal.
- The **consortium members** included in the concept note must also be included in the full proposal, however additional partners may be proposed.
- The project budget **may not vary substantially** from the initial estimate

The Concept Note: Important Factors

- Fields considered as binding for the full proposal form are highlighted in yellow and will be not editable in the full proposal form (step 2 of the application process).
- Fields highlighted in green will be editable in the full proposal form.
- Fields highlighted in grey will be automatically inserted/calculated (and are not editable).

Fund	EEA and Norway Grants Fund for Regional Cooperation
Fund support area	Innovation, Research, Education and Competitiveness
	Social Inclusion, Youth Employment and Poverty Reduction
	Environment, Energy, Climate Change and Low Carbon Economy
	Culture, Civil Society, Good Governance and Fundamental Rights
	Justice and Home Affairs
Project title	Max 200 characters
Project index number	Automatically inserted
Name of the lead partner organisation (in English)	Automatically inserted from partner section
Estimated project duration (in months)	
Estimated total project budget (in EUR)	Automatically inserted from budget section

The Concept Note

Section 1: Project Overview

Section 1.1: General information

Section 1.2: Project Summary

Section 2: Project Partners

Section 2.1: Lead Partner

Section 2.2: Beneficiary Partner

Section 2.3: Expert Partner

Section 3: Project Description

Section 3.1: Project objectives and expected results

Section 3.2: Project geographical spread and establishment of cross sectoral partnerships

Section 3.3: Sustainability of project outputs and outcomes

Section 4: Indicative Project Budget

Section 5: Lead Partner Declaration

Section 2: Partners

- Most of the information about the lead partner is automatically retrieved from its record created for the organisation upon registration
- Contact information: To be filled in with the contact details (name, email address and telephone number) of the person selected by your organisation as a contact person for this project who may be different from the legal representative of your organisation.
- Experience of lead partner: to fill in two text boxes (a) Role in the project (up to 2000 characters), and (b) Experience with European transnational or cross-border programmes and/or EEA/Norway grants.
- To add a new beneficiary or expertise partner, the partner organisation must be registered in EGREG.
- Ideally all organisations register the organisation on EGREG by not later than June 20, 2018.

Section 3: Project Description

- What is the **project's objective** and how does it link to the Fund's principles and priorities?
- What is the **project's approach/method** in addressing the challenges of the chosen support area?
- What are the project's **main expected results** (outcomes and outputs) and how will the possible indicators be used for measuring of outcomes to the selected target groups/end beneficiaries?
- How will the project's results contribute to a **shared solutions** of the support area ?
- What are the **actors** (groups, institutions) the project will work directly with? Who will ultimately benefit from the new or improved practices?
- How will the project ensure that outputs and outcomes have a **lasting effect** beyond project duration?
- How will the project ensure that project results are **applicable and replicable** by other organisations/regions/countries outside of the current partnership?

Section 4: Indicative project budget

- The number of rows is dynamic and follows the number of partners you have included in your concept note. Whenever a beneficiary partner or an expertise partner is added in section 2, a new row will be inserted automatically showing the partner number, name, country, type and legal status.
- For each partner you have to fill in the cell in column 'Total estimated eligible costs' and the percentage of the grant requested: '% of total estimated eligible costs.' According to the legal status of each partner and the country of origin of expertise partners, a maximum of the grant percentage is allowed.
- The system sums the partners' estimated costs and show the result in the row Total estimated eligible project costs under the partners' list, and in the field Estimated total project budget in section Project overview - General information.

Partner number	Partner name	Country	Type of partner (lead, beneficiary, expertise)	Legal status	Total estimated eligible costs (in EUR)	Total estimated grant	
						% of total estimated eligible costs	Amount (in EUR)
1	High Exp	Norway	Lead partner	Private	€ 400.000,00	% 100,00	€ 400.000,00
2	Polish Experts	Poland	Beneficiary partner	University or research institution	€ 250.000,00	% 90,00	€ 225.000,00
3	Russian company	Russia	Beneficiary partner	NGO	€ 320.000,00	% 90,00	€ 288.000,00
4	Organisation CCC	International	Expertise partner	International organisation	€ 185.000,00	% 100,00	€ 185.000,00
						Grant rate should not exceed %85	

Section 5: Lead Partner Declaration

This is the last section of the concept note in which you need to upload a scan of your signed declaration.

1. Project overview

2. Partners

3. Project description

4. Indicative project budget

5. Lead partner declaration

The Lead Partner declaration shall be co-signed by each partner individually (on the lead partner letterhead pre-filled) and submitted to the lead partner who is responsible for collecting all of them and upload them in the system in one unique scanned file

[Click here](#) to download the partner declaration template.



[Click here to download the declaration template](#)

Click the button *Choose file* in the box below to upload the aggregated partner declaration file.

Choose File No file chosen



[Click this button to select the file from your local disk](#)

Click the button *Choose file* in the box below to upload the aggregated partner declaration file.

Choose File My declaration.PDF

Submitting the Concept Note

- To have your concept note officially registered in the system, you have to submit it by clicking the button Submit that appears next to the button Save at the bottom of your concept note form.
- After submitting your concept note, its status in the system will be changed to Submitted and then it will be officially registered. The contact person will receive by email the Project index number.
- You can modify your concept note or delete it until the submission deadline set for the call has elapsed.
- Only after this deadline the functions 'Edit' and 'Delete' in the column Action will be replaced by the function 'View' that allows you to only view your submitted concept note.

Validation

- Empty fields : The system will alert you in case of empty fields
- Total estimated project grant: This value should be at least € 1M; if not, the system alerts you on submission.
- Duplicate participation: if any of your partners has already participated in other consortium (as a lead or as a partner), the system will also alert you on submission.
- Respect character limit



Submitting the Concept Note

- Eligible consortia may submit a maximum of one concept note and consortium members may not participate in other project consortia under this call.
- All Applicants should be registered in the EGERG system (the registration is mandatory for Lead Partners)
- The concept note shall be submitted electronically via the fund operator's system (EGREG) by **01.07.2018** (12:00 noon Brussels time). No modification to the concept note is allowed once the deadline for submission has elapsed.
- Fund operator will notify applicants of the results of the assessment of the concept notes by 15 October 2018.



- One-to-one meetings with potential beneficiaries to discuss project proposals
- Practical advice related to project planning and design whilst ensuring eligibility of projects in relation to the objectives of the call
- Provision of specific technical assistance to help beneficiaries in drawing up funding applications





Address: 280, Republic Street,
Valletta VLT 1112

Gozo Regional Office: University of Malta Campus,
Mgarr Road, Xewkija

Tel: 2200 3300
2155 2868

E-mail: mandy.falzon@gov.mt; funding.meusac@gov.mt

Web: www.meusac.gov.mt

Facebook: www.facebook.com/meusacmalta

Twitter: @MEUSACMalta