

Useful information about applications for classic projects

Classic projects are selected following a **two-step procedure**: in the first step, applicants submit a short version of the application form via the Joint Electronic Monitoring System (Jems). Promising proposals will be invited to submit a detailed application form. The terms of references for classic projects are published on the programme website.

You are preparing an application for a classic project? In this kit, you can find useful documents as well as some recommendations to consider before submitting your application to the first step.

Drafting the application form

- Classic project follow specific rules. Read our programme manual to make sure you took into account all requirements, and in particular:
 - Classic project characteristics (see section A.3 Typology of the projects)
 - Eligibility rules & specific simplified cost options (see section B.3 Eligibility rules & tables B.3.2 Cost categories)
 - Application form guidance for classic projects (see Annex 1a).

[Consult the programme manual »](#)

- Use the early self-assessment quiz to check if your project idea is relevant for the Alpine Space Programme.
- An online info session and a Q&A session are planned to present the characteristics of the call and to clarify questions before the deadline. Keep an eye on the website for [upcoming events](#). Recordings and proceedings of all sessions are [available on the website](#).
- National Info Days will be held in each programme country.
- The [FAQ section](#) on the programme website is completed with detailed answers to frequently asked questions. The section provides also updated FAQ about the specific calls.
- The [Glossary section](#) on the programme website offers definitions of frequently used terms.
- You can work on the offline AF template guidance for step 1 and 2 (in annex) to prepare your



application.

- In step 2, use the budget simulator (in annex) to check your budget calculations and that you have correctly used the simplified cost options.

Prepare annex documents

- Each project partner shall a look at the [national requirements](#) of its country. National requirements are to be provided to the ACP. They are not part of the application package to be submitted through JEMS.
- In step 2, prepare your partnership agreement and make sure all partners sign it. You can find in annex information about the partnership agreement and how to sign it. Templates are provided in the [Programme manual and its annexes](#).

Submit your application via Jems

- Applications should only be submitted via Jems. Once registered, you will be able to enter the open call for classic projects. Read the [technical guidance](#) for further information on how to fill the application form.

Access the Joint electronic monitoring system (Jems) »

- Project proposal invited to step 2 will have to submit the signed partnership agreement on Jems.
- Use the Application Form checklists (in annex) to make sure you have not forgotten anything.
- Submit your proposals ahead of the deadline to avoid any stress due to technical difficulties.
- Project selected in step 1 will be invited to a “Lead applicant” seminar, to receive support and guidance for step 2. Date and place will be communicated in due time.
- Project selected for ERDF funding in step 2 will be invited to a “Get started” seminar. Date and place will be communicated in due time.

For more information, support in your partner search or advice on the consistency between your project idea and the cooperation programme, do not hesitate to get in touch with the [contact point](#) in your country. In case of technical questions regarding the Jems portal, please contact the Jems helpdesk: jems@alpine-space.eu. We are here to help!

Good luck with the application process! We are looking forward to read your project proposals.