

National requirements AUSTRIA - Info for partners

Classic projects

First step: AF step 1

Each Austrian lead partner is strongly recommended to consult the Austrian ACP within step 1 of the application procedure to ensure the submission of a high-quality project proposal.

The Austrian lead partners in the application form of step 1 will be contacted after submission and will be asked to provide feedback on his/her legal capacity and capacities to take over the lead partner role. Please use the template “LP Formular AF step 1” which will be provided by the ACP to all Austrian lead partners. Deadlines will be communicated for each call in due time.

- **LP Formular AF step 1:** checklist for further required information of each Austrian lead partner to be submitted via e-mail together with all respective additional documents as required by the Austrian ACP. Further information and explanation will be included in a cover letter of the ACP for each call. The Partnerformular requests the following information:
 - Indication of legal status
 - Copy of documents to verify the legal capacity as well the legal status (e.g. “Firmenbuchauszug”, “Vereinsregisterauszug” or other information to verify the public or private legal status)
 - Experience in international project management

No further national requirements are set for the first step of the application process for a project partner; however Austrian project partners might be contacted by the ACP after submission and might be asked to provide feedback on involvement and its capacities to fulfil its envisaged role in the project.



Second step: AF step 2

All Austrian project participants (partners and lead partners) must provide the Austrian ACP via email with information on their legal capacity and their capacities to take over the envisaged role in the project. This information needs to be submitted through the template “Partnerformular” which will be provided by the ACP. Deadlines will be communicated for each call in due time.

- **Partnerformular:** checklist for further required information of each project partner/lead partner to be submitted via e-mail together with all respective additional documents as required by the Austrian ACP. Further information and explanation will be included in a cover letter of the ACP for each call. The Partnerformular requests the following information:

- Indication of legal status
- Copy of documents to verify the legal capacity as well the legal status (e.g. “Firmenbuchauszug”, “Vereinsregisterauszug” or other information to verify the public or private legal status)
- Description of the partner’s foreseen budget, including the amount of ERDF and matching national contribution. (Please note: the costs related to the control body must be included by Austrian partner under their budget line “external expertise and services costs”)
- Description of planned outputs and results in German; if relevant description of foreseen pilot sites in Austria.
- Self-declaration that sufficient human resources and financial capacity will be given for the implementation of the project.

National requests for information are necessary to verify the legal status and the capacities of the partners to fulfil the envisaged role in the project. In case of open questions, the ACP may contact the respective partner and ask for additional information.

Small-scale projects

Each Austrian lead partner is strongly recommended to consult the Austrian ACP before submission of the Application form to ensure the submission of a high-quality project proposal and to discuss the legal status of the lead partner institution in advance.

All Austrian project participants (partners and lead partners) must provide the Austrian ACP via email with information on their legal capacity and their capacities to take over the envisaged role in the project. This information needs to be submitted through the template “Partnerformular” which will be provided by the ACP. Deadlines will be communicated for each call in due time.

- **Partnerformular:** checklist for further required information of each project partner/lead partner to be submitted via e-mail together with all respective additional documents as required by the Austrian ACP. Further information and explanation will be included in a cover letter of the ACP for each call. Following information should be provided in the form:
 - Indication of legal status
 - Copy of documents to verify the legal capacity as well the legal status (e.g. “Firmenbuchauszug”, “Vereinsregisterauszug” or other information to verify the public or private legal status)
 - Description of the partner’s foreseen budget, including the amount of ERDF and matching national contribution. (Please note: the costs related to the control body must be included by Austrian partner under their budget line “external expertise and services costs”)
 - Description of planned outputs and results in German; if relevant description of foreseen pilot sites in Austria.
 - Self-declaration that sufficient human resources and financial capacity will be given for the implementation of the project.

National requests for information are necessary to verify the legal status and the capacities of the partners to fulfil the envisaged role in the project. In case of open questions, the ACP may contact the respective partner and ask for additional information.