JNCC LIFE Guidance Document

Contents

Introduction

This document provides summary information on some of the key areas and most frequently asked questions related to the LIFE Programme. It is especially useful if you are new to the Programme and have no prior experience of LIFE. The majority of information is summarised from within the sub-programme Guidelines for Applicants documents available through the European Commission's LIFE Programme [webpages](#) and the [LIFE Multiannual Work Programme](#).

Supplementary and supporting links for these documents and further information are provided on the JNCC EU LIFE webpages ('EU LIFE Useful Resources').

What is LIFE?

LIFE stands for "L'instrument financier pour l'environnement" and has been the European Union's means of funding environmental and climate action projects since 1992. The overarching goal for the LIFE programme is to implement, update and develop existing EU environment and climate policies and legislation. The LIFE Programme contributes heavily towards sustainable development and to the achievement of the objectives and targets of the Europe 2020 Strategy, the 7th Union Environmental Action Programme, "Living well within the limits of our planet", and other relevant EU environment and climate strategies and plans. The current funding period, 2014-2020, has a budget of €3.4 billion.

A typical LIFE project spans between 3-5 years and has a budget ranging €1-5 million.

Who can apply for LIFE funding?

You can apply for LIFE funding if you are:

- A public or private body
- An organisation registered in the EU
- A commercial organisation

The co-ordinating party ("Coordinating beneficiary) of a LIFE project must be based in a member state of the European Union to be considered eligible for funding. However, under certain circumstances, Overseas Territories and Crown Dependencies are also eligible to apply for LIFE funding.

What is JNCCs role?

JNCC has been the UK LIFE National Contact Point on behalf of Defra (Department for Environment, Food and Rural Affairs) and the Devolved UK Governments since 2016. Our services include:
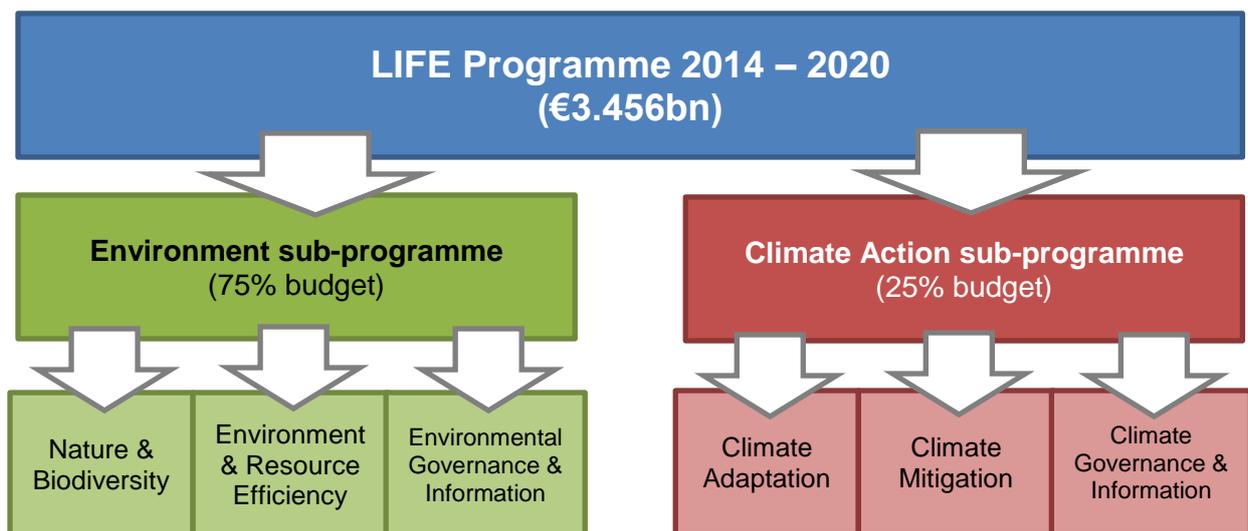
- Promoting the LIFE programme, including providing information on participation and annual funding calls.

- Providing an advisory service for potential UK LIFE applicants, including information and support on developing proposals and a pre-screening service prior to submission.
- Improving the quality and quantity of UK LIFE applications.
- Developing the competence and capacity of prospective UK LIFE applicants, including from the UK Overseas Territories and Crown Dependencies.
- Assisting with clarifying roles and responsibilities of the beneficiaries in a project, including their respective contractual relationship with the European Commission.
- Providing guidance on producing sufficiently detailed and realistic cost estimates and advice on meeting financial requirements.

For further questions, please contact us on UKLIFE@jncc.gov.uk.

The LIFE Programme

A general overview of how LIFE funding is split into sub-programmes and priority areas (strands) is detailed below:

LIFE Programme 2014 – 2020
(€3.456bn)

Environment sub-programme
(75% budget)

- Nature & Biodiversity
- Environment & Resource Efficiency
- Environmental Governance & Information

Climate Action sub-programme
(25% budget)

- Climate Adaptation
- Climate Mitigation
- Climate Governance & Information

What is in the Environmental Sub-Programme?

The Environment sub-programme covers three priority areas:
- Nature & Biodiversity
- Environment & Resource Efficiency
- Environmental Governance & Information

Nature & Biodiversity projects

These focus on implementing the Birds and Habitats Directive and EU Biodiversity Strategy. Projects typically take place within the Natura 2000 network but may also address vagrant species. Some key questions you should be able to answer when considering this as the right priority area for your project are:

- What is the feature's conservation status?
- Will the project improve the status and by how much?
- What proportion of the feature's UK/EU population/range are you tackling?
- Have you looked at the Standard Data Forms for the site? Is your feature listed within the relevant sections?
- Are you addressing the relevant pressures and threats as identified in the latest Article 12/17 reporting?

<u>At least 25% of the total LIFE Nature or LIFE Biodiversity project budget needs to be spent on 'concrete conservation' actions. These are actions which directly improve (or slow/ halt/ reverse the decline of) the conservation status/ecological condition of the species, habitats, ecosystems or ecosystem services targeted.</u>

Environment & Resource Efficiency (ERE) projects

These focus on trialling, developing and demonstrating approaches and solutions to EU wide environmental challenges.
They should aim to contribute to the implementing, updating and development of EU environmental policy and legislation, including the integration of the environment into other policy areas.

Projects need to test **innovative** solutions for important environmental issues, leading to viable as well as qualitatively and quantitatively measurable concrete results. LIFE aims to bridge the gap between research, policy and development results and widespread implementation, and to improve innovative results.

There are five thematic priorities within ERE:
- Water (including marine);
- Waste;
- Resource efficiency (including forests, soils, green and circular economy);
- Environmental health (including noise and chemicals); and
- Air quality (including urban environment).

Environmental Governance & Information (EGI) projects

These projects focus on raising awareness on environmental matters and support compliance with EU environmental legislation and policy. A particular focus is contribution towards more effective compliance with and enforcement of EU environmental legislation, promotion of best practise policy approaches, and better environmental governance by broadening stakeholder involvement in consultation on and implementation of policy.

There are two thematic priorities within EGI:
- Information, communication and awareness raising campaigns
- Activities in support of effective control process, as well as measures to promote compliance

The Climate Action sub-programme

The Climate Action sub-programme covers three priority areas (as set out in Article 3 of the LIFE programme): Climate Mitigation, Climate Adaptation and Climate Governance and Information.

This sub-programme aims specifically to fulfil the general objectives of
- shifting towards a resource-efficient, low- carbon and climate-resilient economy;
- improving the development, implementation and enforcement of Union climate policy and legislation;
- acting as a catalyst for, and promoting, the integration and mainstreaming of climate objectives into other Union policies and public and private sector practice;
- supporting better climate governance at all levels, including better involvement of civil society, NGOs and local actors.

Climate Mitigation

These projects focus on reducing greenhouse gas emissions. EU priority areas include:

- Member States' and regional/ local authorities' efforts to reduce greenhouse gas emissions in the sectors not covered in the EU Emissions Trading System but covered by the Effort Sharing Decision (EU) 406/2009 and subsequent legislation20: transport and fuels, agriculture, construction (e.g. energy efficiency in buildings), land use, land-use change and forestry;
- The development and implementation of greenhouse gas accounting and climate change mitigation in the land use sector;
- The development of land management practices which have an impact on emissions and removals of emissions;
- Actions which enhance the functioning of the emissions trading system and which have an impact on energy and greenhouse gas intensive industrial production;
- Fluorinated gases and ozone – depleting substances;
- Greenhouse gas monitoring and reporting by authorities.

A top priority is seeking alternatives to [Fluorinated Greenhouse Gases](). This could focus on systems involving air conditioning/ refrigeration units; asthma sprays; heat pumps; manufacturing processes etc.

Climate Adaptation

These projects focus on increasing resilience to climate change.
Projects need to be cross-sectoral, ecosystem based, and aim to develop innovative technologies. Priority areas include:

- Urban adaptation and land use planning which limits the impacts of climate change;
- Resilience of infrastructure, including application of blue-green infrastructure and ecosystem-based approaches to adaptation;
- Sustainable management of water in drought-prone areas, flood and coastal management;

- Resilience of agricultural, forestry and tourism sectors, including in island and mountain areas;
- Support to the EU's Outermost Regions: preparedness for extreme weather events, notably in coastal areas.

Climate Governance & Information

These projects focus on climate related matters. Particular focus should centre around:
- Development and implementation of national 2030 climate and energy strategies and/or mid-century strategies;
- Incentivise behavioural change, mainstream emission reduction and resource efficiency actions in sectors;
- Assessment by authorities of the functioning of the EU ETS;
- Building capacities, raising awareness among end-users and the equipment distribution chain of fluorinated gases;
- Climate policy monitoring, assessment and ex-post evaluation;
- Best practices and awareness raising activities addressing adaptation needs.

Please note that policy priorities and project topics may vary between Calls and it is essential that you always read the relevant Call documents and Multi Annual Work Programme.

What types of projects are covered in LIFE?

- ***Demonstration*** - puts into practice, tests and disseminates methods that are new or unknown in the specific context of the project and can be more widely applied.
- ***Pilot*** – aims to evaluate whether targeted new techniques and methods work which offer advantages to current best practice.
- ***Best practice*** – only for 'Nature' projects: state-of-the-art existing techniques for conservation of species/habitats.
- ***Integrated projects (IPs)*** were introduced in 2014 and aim to implement a large territorial scale environmental or climate strategy or action plans. These must promote, when possible, the coordination and mobilisation of other EU Funds and/or national and private funds. Each Member State can only receive three Integrated Projects over the 2014 – 2020 period.

Table 1: Which type of project can be submitted to which priority area, from 'Guidelines for applicants, 2019'.

Sub-Programme	Priority Area	Types of Traditional Projects Eligible
Environment	Environment and Resource Efficiency	Demonstration and pilot projects
Environment	Nature and Biodiversity	Best practice, demonstration, and pilot projects
Environment	Environmental Governance and Information	Information, awareness and dissemination projects
Climate Action	Climate Change Mitigation	Best practice, demonstration, and pilot projects
Climate Action	Climate Change Adaptation	Best practice, demonstration, and pilot projects
Climate Action	Climate Governance and Information	Information, awareness and dissemination projects

Integrated Projects

The LIFE 2014-2020 Programme introduced a new type of project called 'Integrated Projects' (IPs) funded under the Environment or Climate Action sub-programmes. They are expected to operate on a large territorial scale and be oriented towards the full implementation of an environmental and climate targeted action plan or strategy.

Up to three potential IPs, split across the Environment or Climate Action strands, per Member State can be submitted during 2014-2020. Funding for the third will depend on the remaining budget being available. It is important to note that the IP process does not impact on traditional LIFE bids.

Integrated Project criteria

- Integrated projects should be implemented on a **large territorial scale** (regional, multi-regional, national or trans-national).
- Need to aim towards the **full implementation of the targeted environmental plan or strategy required** by specific Union environmental legislation, developed in accordance to other Union acts or developed by Member States' authorities.
- Integrated Projects must **mobilise funding from at least one other relevant Union** (i.e. rural development funds, structural funds, INTERREG, EMFF, Horizon 2020), **national or private funding sources** for the implementation of the complementary measures/ actions outside of the Integrated Project (preference given to EU funding).

- Integrated Projects must ensure that the main **stakeholders are actively involved** in the design and in the delivery phase as Associated Beneficiaries or through their active participation in the implementation of the project itself and/or of the complementary actions.
- Integrated Projects should provide examples of how to **replicate and transfer success in other geographical areas** (within the Member State and other Member States) both during and after the project.

Integrated Project progress in the UK

The Environment Agency received the largest IP awarded in Europe in the 2014 Call. It is the UK's first IP and focusses on river basin management in North West England.
The total project cost is €20m and it will run over 10 years.
More information on this project can be found in the LIFE project Database.

LIFE Projects in detail

Critical elements of a LIFE Project

LIFE projects must be carried out within EU member state territory. Projects are unlikely to be funded if they are unable to demonstrate the following four elements:

1. **EU Added Value** – how a project will demonstrate or develop EU policies or objectives
2. **Innovation** – applying or testing new approaches that offer advantages over current best practice across the EU
3. **Long-term Sustainability** – whether the project will maintain long-term benefits
4. **Replication & Transferability** – whether the project is replicable to other member states of the EU

Furthermore, you need to observe the following general points when putting together a LIFE application:

- Your project must **avoid overlap with other EU funding mechanisms**. These include the European Regional Development Fund; the European Social Fund; the Cohesion Fund; the European Agricultural Fund for Rural Development; the European Maritime and Fisheries Fund and the Horizon 2020 Programme.
- Your project should not be centred around **research**, **large infrastructure** or **monitoring.**
- Your project should be is **technically and financially coherent.**
- Your project should have a **clear, concise project proposal** with detailed descriptions of the project's actions leaving no hanging questions.

LIFE Multiannual Work Programme (MAWP) for 2018-2020

This [MAWP](#) has introduced a new, two stage approach for the Environment sub-programme. Based on feedback from applicants, this two-stage approach may be rolled out to the Climate Action sub-programme in subsequent years, but as of yet still only applies to the Environment sub-programme. Climate projects continue to follow the one stage application process with the submission of the full application in September.

Application Writing

It does not hurt to be prepared – we recommend that applicants start as early as possible. A six-month run up period is average whilst it is not uncommon for complex projects to take two years to develop.

Two-Stage Application Process (Environment projects only)

The LIFE programme has introduced a two-stage approach for the Environment sub-programme.

Stage 1: Concept Note

Applicants will be requested to submit a concept note in English that is 11 pages long. The information that will be requested will notably include:

- Basic information about the Coordinating Beneficiary
- The environmental problem targeted (for Environment & Resource Efficiency and Environmental Governance & Information priority areas); description of species, habitats, biodiversity issues targeted by the project (for Nature & Biodiversity priority areas)
- Project objectives
- The project partners (information on the Coordinating and Associated Beneficiaries, and Co-financers of the project)
- Actions and means involved
- Expected results and impacts of the project
- The sustainability of project results
- Project risks and constraints
- The EU added value of the project (understood at this stage as the contribution to LIFE priorities and objectives)
- The pilot or demonstration character of the project (and/or best practice for Nature & Biodiversity priority areas)
- An indicative budget for the project

Stage 2: Full Proposal

If your project was successful at Stage 1 you will be invited to submit the full application in Stage 2.
All changes made after submitting the concept note (between Stages 1 and 2) need to be justified (A7 Form). Applicants are permitted to introduce changes to the total requested EU contribution within the margin of 10% but the general character of the project i.e. the objectives and activities etc which got the project through Stage 1 cannot be changed afterwards.

For information on application deadlines and submission dates, please visit the European Commission's LIFE pages, where they provide regular updates on their homepage, as well as further details within the sub-programme pages.

The Application Process

Before You Apply

It is recommended that all applicants conduct a review of previously funded LIFE projects before they apply using the online [database](#) on the European Commission's website. One of the ways evaluators determine whether an approach is innovative is to reflect on this database and compare previous topics against the proposed topics. Where there is substantial overlap in topics, projects should do their best to make appropriate links to similar projects and demonstrate how their project builds on previous work.

Common Pitfalls

General Issues

- Lack of **quantification** – targets and objectives must have a quantifiable measure to be able to demonstrate value for money. The Commission will expect ambitious targets, and these should be put at the front of the proposal.
- It is essential to know your **baseline**. If you do not know the extent of the environmental problem, then how do you know that your solution works and should be replicated across the EU?
- Ensure you fully explain the **relevance of the proposal to EU policy** and why the problem targeted is a concern at EU level. Proposals are evaluated for European added value and you must show how your proposal will contribute to EU policy objectives. Which other MS are affected by your problem? Why does it need EU action?
- Ensure proposals provide **sufficient detail** to enable a proper evaluation to be undertaken. Explain fully what is proposed. Many proposals fall on the lack of detail in Forms B2, which set out the project description and problem to be targeted. Don't leave hanging questions.
- Provide more detail on the **demonstration/ innovative elements** of the proposal, such as explaining why the innovative aspect is innovative in the project's area; and that the innovation has not already been applied elsewhere.
- Ensure that agreements on any co-funding are in place before proposal submission, to avoid possible disappointment at a later stage, should the proposal have to be pulled through withdrawal of co-funding.
- Be aware - you may be given as little time as 24 hours to turn around requests for further information!

Actions

- Ensure permits and license procedures are understood and allowed for.
- Make sure actions are carefully thought out and described so that there is sufficient detail for a sound assessment of their eligibility and cost-efficiency. All actions should state why, how and by whom they will be undertaken.

- Describe any difficulties, for example with management and dissemination (e.g. lack of interest from target audience) and explain how they will be addressed.
- Provide qualitative and quantitative indicators for all actions.
- Make sure the actions have the necessary range and extent to achieve the results and impact.
- Ensure there are sufficient resources and activity to assess and measure project progress.

Stakeholders
- Know your stakeholders before submitting the proposal e.g. get them on board at an early stage; know who you need to work with to deliver project actions. Get letters of support.
- Describe in detail the stakeholders for the project (who, how many and how they will contribute). You need to be specific - it is not enough just to say they are stakeholders.

Evaluation

All concept notes will be evaluated against two criteria:

- Overall quality of the proposal
- Overall EU added value

Concept notes will then be ranked by merit. Applicants with the best ranked concept notes will be invited to the second stage, which will be submission of their full proposal.

Concept Note Award Criteria	Minimum Pass Score	Maximum Score
Overall quality of the proposal	5	20
Overall EU added value	10	30
Overall (pass scores)	15	50

Finance

Co-financing: currently stand at 55% from the Commission, however LIFE Nature projects focused on priority features (as indicated in the Nature Directives) gain up to 75% co-financing.

Budget Size: there is no fixed minimum size for project budgets. While large ambitious projects (i.e. over 5,000,000 Euro total costs) have been financed several times in the past, very small projects (i.e. below 500,000 Euro total costs) have seldom succeeded due to the limited output and consequently the low added value.

Civil Servant Rule: a 2% civil servant rule applies to existing public body/authority civil servant personnel working on a LIFE project. In addition to the guidance provided by the EC's LIFE Unit.

Personnel: if personnel costs are high, make sure the reason is fully justified and explain the differences between different types of personnel so that you can justify the different rates and tasks assigned to them.

Travel and subsistence: costs should be detailed with the number and duration of trips and the number of travellers.

VAT: for projects from 2013 onwards, the rules for VAT have changed and it is only eligible if it is not recoverable. This non-recoverability must be documented, normally through a certificate from the tax authorities, however (since 2012) the Commission may accept, 'an explicit declaration in the independent financial audit mentioned in article 31 listing the amounts of VAT that have been paid and that may not be recovered by the coordinating beneficiary and/or its associated beneficiaries.'.

In addition to the rule on recoverability, VAT is not eligible when it is related to 'activities engaged in as a public authority by the beneficiary where it is a State, regional or local government authority or another body governed by public law'. In order to assess the eligibility of VAT, each public beneficiary (coordinating or associated) will need to provide a signed statement concerning which of the activities in the project fall under this condition. For public bodies, it is therefore not sufficient to submit proof of non-recoverability of VAT. A statement regarding whether or not the project actions are undertaken as a public authority is also essential in order for the Commission to assess whether the non-recoverable VAT is an eligible expense.

General
- Make sure the budget represents value for money in terms of environmental benefits. Ensure all costs in the F Forms are explained and traceable in the action descriptions (C Forms).

- Justify any costs, for example daily personnel rates, which are not in line with national conditions.

- Include costs for attending the regional kick off meeting with EC representatives.

- Describe purchasing procedures, for example when tenders will be used.

LIFE Glossary of Terms

Affiliate	When specifically agreed in the grant agreement, a 'parent company' or an 'association' (incl. European Economic Interest Groups), beneficiary in the project, can involve designated 'affiliates' or 'members' to carry out work in the project under the same conditions and by respecting the same rules as the beneficiary.
After-LIFE plan	The AfterLIFE plan sets out how the actions initiated in the LIFE project will be continued and developed once the LIFE project has ended. A separate sub-action to develop this plan should be added to the proposal and the plan must be added to the list of deliverables. This sub-action generally falls within the Project Management Work Plan. Although this detailed plan can be developed during the project you will need to show that it has been given due consideration within the application, see S*ustainability*.
Associated Beneficiary	• Project Partner • Must be responsible for implementing at least 1 action • Must contribute financially to the project • Must be a legal entity but can be registered outside of the EU. Sole traders are not considered eligible to participate as a beneficiary.
Best practice project	This project type puts into place appropriate, cost effective, state of the art techniques, taking into account the specific context of the project. This project type is only possible for LIFE Nature & Biodiversity and Climate Change Adaptation/ Mitigation priority areas.
Coordinating Beneficiary	• Project lead and is responsible for implementing the project • Is the single point of contact with the Commission/ monitoring body. Receives the EU financial contribution and distributes this to partners as specified in the Partnership Agreement • Is financially responsible • Must financially contribute to project • Must be a legal entity registered in the EU.
Co-financer	Only contributes to the project with financial resources and has no technical responsibilities for delivery. Co-financers cannot benefit from the EU financial contribution and they cannot act as sub-contractors. These can be listed as 'to be confirmed' within the application but need to be in place before the Grant Agreement is signed. Examples include: water and utility companies & insurers.
Co-financing rate	During the first LIFE multiannual work programme for 2014-2017, the maximum EU co-financing rate for "traditional" LIFE projects is 60% of the total eligible project costs. However Nature & Biodiversity projects which focus on Priority features (as listed in the Birds and Habitats Directives) can attract a higher co-financing rate of 75%.
Deliverables	The results from the completion of part or the entire project. Examples of deliverables include: reports, studies, prototypes, business plans, training sessions, etc.
Demonstrative project	Demonstrative projects put into practice/ test/ evaluate and disseminate actions, methodologies or approaches which are **new or unknown in the specific context** of the project, such as the geographical, ecological or socio-economic context, and could be applied elsewhere on a larger scale. This project type is possible for all LIFE strands except Governance and Information.

Depreciation	Depreciation is limited to a maximum of 25% of the actual cost for infrastructure and a maximum of 50% of the actual cost for equipment. Exceptions include: • for prototypes, the eligible costs are equal to the actual cost of the goods; • for LIFE Nature and Biodiversity projects, the cost of durable goods purchased by beneficiaries that are public bodies or private non-commercial organisations shall be considered eligible at 100%, if the organisation complies with all conditions set under Article II.19.2 (c) of the grant agreement, i.e. if the goods were intrinsically connected with the implementation of the project and used to a significant degree within its duration and will be assigned to nature conservation activities beyond the end of the project.
Double financing (double funding)	No organisation can receive EU funds for the same activity twice. Within the application beneficiaries must inform the Commission about any related EU funding, as well as any related ongoing applications for funding from the EU budget. Applicants will need to show how actions are different and there is no double-financing. The Commission will also carry out their own checks.
EU Added Value	Your project should clearly indicate its EU added value, e.g.: • makes a significant contribution to the priorities of the LIFE sub-programme; • the environmental benefits should be clear, substantial, ambitious and credible; • improves the integration of specific environmental objectives in other policy areas; • creates synergies with other Union policies and contribute to economic and social objectives; and • be transferable, replicable and sustainable to deliver the long-term return on the EU's investment in your project. You will also need to demonstrate a wide understanding of current EU thinking and the current EU issues under debate and key documents being produced and therefore your project will contribute to the updating and development of legislation/EU policy as well as to the implementation of the European Union environmental legislation. In general, the project proposal will need to demonstrate that it is relevant to issues elsewhere in Europe, and that the problem the project is solving is apparent elsewhere. This will enable the lessons learned to be more widely applicable to other countries in the EU.
Evaluation	Projects are evaluated according to seven Award Criteria, which can be found in the LIFE Guide for the Evaluation for each LIFE Sub-programme. Each LIFE project is scored out of 100 points, with a minimum pass mark of 55 points. Please note the criteria are slightly different between the two sub-programmes and that the actual pass mark for project funding for the environment strand is significantly higher.
External Assistance	Sub-contracting costs: i.e. services / works carried out by external companies or persons, but also covers the renting of equipment. This is limited to 35% of the total budget, if you go over this you will need good justification as to why within the proposal, i.e. it is a specialist skill set which needs to be outsourced. Examples include the creation of a logo, creation of a dissemination plan, design of dissemination products, publication of a book or renting of material.
Green Procurement	Green procurement is the purchase of goods, services and works with a reduced environmental impact throughout their life-cycle. The Commission is looking for projects which have a clear delivery mechanism for the application of green procurement concepts. This should be demonstrated by all partners and contractors and is worth 1 point at the evaluation phase (Award Criterion 7).

'In-Kind' contribution	Goods or services which are to be provided "in-kind" i.e. for which there is no cash-flow foreseen, are ineligible for EU co-financing and should not be included in the project's budget i.e. you would not be able to claim for volunteer's time. Salaries are not considered 'in-kind' as there is a financial cost i.e. salaries are paid and therefore a payment for the time is made.
Income	LIFE projects can generate an income/ revenue. This could be generated by selling a product, which is the core of a project, or by charging fees to third parties to attend conferences or training events. Revenue can contribute to the project's match funding so therefore could cover any or all of eligible costs. Any revenue generated by the project needs to be recorded and must be reported to the Commission at the latest in the final financial report. It is important to note that you are not allowed to make a profit during the lifetime of the LIFE project – if you do you may have to repay part of the grant, but this will be decided on a case by case basis by the Commission. A profit can be made after the project has ended, and this is encouraged by the Commission.
Infrastructure	Projects dedicated to the construction of large infrastructure do not fall within the scope of the LIFE Programme and are therefore not eligible. A project is considered to be dedicated to the construction of large infrastructure if the cost of a "single item of infrastructure" exceeds € 500,000. A "single item of infrastructures" means all elements physically bound to ensure the functionality of the infrastructural investment (e.g. for an eco-duct the bridge, barriers, signposting, etc.). In exceptional circumstances such an amount may be exceeded upon agreement with the Commission.
Innovation	You will need to show how your project builds on work/lessons learned from previous projects/ pieces of work. Innovative actions will need to be evaluated during the lifetime of the project. Check the LIFE Project Database to ensure that your work hasn't been funded before and to establish how your work could build upon previous projects/work.
Milestone	This is the completion of a key deliverable [see above] and is an important way to ensure that the project is on track.
Pilot project	Pilot projects apply new techniques or methods that **have not been applied/ tested before** and offer environmental and climatic advantages over current best practice and can subsequently be applied on a larger scale to similar situations. This project type is possible for all LIFE strands except Governance and Information.
Prototype	A prototype is infrastructure (worth <€500k) and/or equipment specifically created for the implementation of the project, which has never been commercialised and is not available as a serial product. Prototypes may not be used for commercial purposes during the life of the project.
Replicability	Replicability, along with transferability and sustainability are core components of LIFE projects and will need to be included in your project actions. Your application will need to demonstrate how the project's results and experiences can be replicated and disseminated (or applicable) beyond the project, into other sectors, entities, regions or countries. Please note: a conference at the end of the workshop is not sufficient to show this; the Commission expect more knowledge exchange (workshops, site visits etc.) during the project lifetime.
Revision phase	During the revision phase, the Commission may ask the applicant to provide further details about particular aspects of the proposal and/or to introduce modifications or

	improvements to the original proposal. The coordinating beneficiary may also be asked to delete certain actions and/or to reduce the project budget, the EU financial contribution and/or the EU co-financing rate to the project. The applicant will frequently have very short time scale to respond to the questions.
Sole trader	Entities owned and run by one individual and where there is no legal distinction between the owner and the business are considered natural persons and are therefore not eligible to participate as beneficiary or an affiliate within the LIFE programme.
State of the art	The highest level of general development of a product, technique or method incorporating the newest ideas and features.
Sub - contractor	A named sub-contractor is not typically listed in the proposal, as this needs to be procured through open and transparent tendering in line with EU process. Your proposal needs to justify why sub-contracting is necessary for implementation of the project. Advisory limits apply, as noted in the *external assistance* section.
Sustainability	LIFE projects are a large investment from the Commission and they want to see long term sustainability of project actions. This needs to be firmly embedded into the proposal. You will need to ensure that your actions are secured, maintained and developed after the project with pre-identified resources. This will be carried out within the *AfterLIFE* plan, but you will need to show due consideration within the Application.
Transferability	The project needs to have the potential to be transferred across the EU during and after its implementation. Proposals require a strategy including tasks to multiply the impacts of the projects' solutions and mobilise a wider uptake, reaching a critical mass during the project and/or in a short- and medium-term perspective after the end of the LIFE project. This goes beyond transfer of knowledge and networking, and involves putting the techniques, methods or strategies developed or applied in the project into practice elsewhere.
Trans-national	The Guidelines say that 'transnational' projects are favoured where the proposal has proved that the need for such an approach is essential for the success of the project. In respect to LIFE funding, projects are only considered trans-national if implementing core actions within another EU Member State. Activities outside of the European Union and Overseas Countries and Territories (OCTs) are not considered as trans-national. While activities outside the Union or in OCTs are possible under LIFE Regulation they will not entail up to three additional points during the evaluation phase.
Volunteer	Volunteers' time cannot be considered as a contribution to match funding as there is no cash transaction. However the use of volunteers is encouraged in LIFE projects, alongside citizen science, see *in-kind contribution* above.
2 % rule also known as the 102% rule	The sum of the public bodies' contributions (as coordinating beneficiary and/or associated beneficiary) to the project budget must exceed (by at least 2%) the sum of the salary costs charged to the project for personnel who are not considered 'additional'. Temporary staff recruited specifically for the project are considered 'additional' and excluded from this rule. Each public body must respect the 2% rule individually as well as collectively. Pooling of resources of the multiple public bodies to meet the 2% rule requirement is also not allowed. For more information on this, please see our 2% rule flier on our 'EU LIFE Useful Resources' webpage.