**Interreg Europe call for pilot actions**

**How to add pilot actions in the application form?**

Pilot actions are added in the dedicated tab of the relevant policy instrument(s) (section D.x.4) of the application form. The application form includes automatic updates depending on the characteristics of the pilot action. If a pilot is implemented in several regions, the description of the core feature will automatically show in the selected policy instruments. Information related to the relevance to the policy instrument remains however specific to each region and needs be completed separately under each policy instrument concerned. The work plan in section E needs to be filled for each pilot action. All relevant fields in section D & E are mandatory. The budget in section F need also to be updated. Further guidance can also be found in the programme manual, section 3.2.1.2.

**Please find below the extract of the relevant fields of the application from the Portal to help you prepare your application. The actual application has to be submitted via Portal, in line with the terms of reference for the call for pilot actions.**

Extract from the application form ([Portal](https://portal.interregeurope.eu/))

**Section D:**

Is this pilot action also proposed to be implemented in other partner region(s)? *YES/NO*

If yes: Please indicate which other policy instrument(s) are subject to the same pilot action. *(Select one or more policy instruments from a drop-down. Only policy instruments that do not have a pilot action yet can be selected.)*

**Core features** *(common description to all policy instrument concerned if applicable)*

Title of the pilot action (150 characters)

Nature of the test: Please describe what will be tested in the region(s)? What is the precise nature of the pilot action envisaged? (2000 characters)

Interregionality and contribution to the learning process: How is the pilot action linked to the interregional exchange of experience process? How will the implementation and lessons learnt from the pilot action be shared among the partnership to enrich the interregional exchange of experience? (1000 characters)

Which other project partner(s) (from a different country) will be involved in the implementation of the pilot action? (1000 characters) \*

What is the exact role of the other partner(s) in the implementation of the pilot action? (1000 characters) \*

*\* These questions apply only in case ‘No’ is selected to the first question “Is this pilot action also proposed to be implemented in other partner region(s)?”*

**Link to the policy instrument** *(specific to each policy instrument a pilot action is linked to)*

Policy relevance and durability: How will the pilot action contribute to improving the above policy instrument? In case of success, how will the initiative be continued/ generalised within this policy instrument? (2000 characters)

Additionality: By clicking this box, the partner(s) concerned confirms that the pilot action cannot be financed by the above policy instrument or by other local, regional or national funds*. (tick box)*

**Compliance with State Aid rules for each partner involved in a pilot action**

Is the project partner involved in economic activities within the pilot? Please select the applicable answers to the questions below and explain your reasoning.

1. Will the project partner implement activities and/or offer goods or services for which a market exists? (Yes/No) If yes, explain your reasoning. (1000 characters)
2. Will the project partner receive an economic advantage, i.e., a financial or non-financial benefit from the pilot action which it would not have obtained under normal market conditions (in the absence of fundings granted through the project)? (Yes/No) If yes, explain your reasoning. (1000 characters)
3. Will the project partner carry out at least part of these economic activities on its own (if an external provider is contracted via public procurement to carry out all the economic activities, select no)? (Yes/No) If yes, explain your reasoning. (1000 characters)

Will any third party receive an advantage through its involvement into the pilot action? Please select the applicable answer to the question below and explain your reasoning.

1. Could any third party receive an economic advantage, i.e., a financial or non-financial benefit from its involvement into one or several activities of the pilot action which it would not have obtained under normal market conditions (in the absence of the pilot action)? (Yes/No) If yes, explain your reasoning. (1000 characters)

**Section E**

Work plan (description of activities) semester 6 (1500 characters) *(one field for each pilot)*

Work plan (description of activities) semester 7 (1500 characters) *(one field for each pilot)*

**Section F**

F.1 Budget breakdown per cost category and partner (*staff costs for the pilot action to be added in this section – no separate section available*)

F.2 External expertise and services (*select type of costs ‘pilot action’*)

F.3 Equipment (*select type of costs ‘pilot action’*)

F.4 Infrastructure and works (*pilot action must be created in section D to add entries to section F.4*)

F.5 Project budget per co-financing source - breakdown per partner (*automatic calculation*)

F.6 Spending plan (*pilot action budget to be added to semesters 6 and 7 for the relevant partner(s); amounts planned in semesters 1 – 3 to be adjusted if the pilot action should be financed through underspending*)

**Sections B & G**

In case a new partner is integrated, it needs to be added in section B. All required sections need to be completed as for any other partner, and a declaration needs to be uploaded in section G.