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Welsh European Funding Office

Ireland Wales Co-operation Programme 2014-2020

Applying for EU Funding – Part 1: The Pre Planning Stage

First Contact with the Joint Secretariat and Completing the Operation Logic Table

1. Purpose & Background of Guidance

1.1 This document is the first of a two part suite of guidance for prospective applicants to the Ireland Wales 2014-2020 Co-operation programme.

1.2 The guidance covers the early stages of contact with a proposed operation (project) and the process of proceeding through the Pre-Planning stage (so called because it precedes an invitation to commence completing a business plan).

1.3 Once a decision has been taken by the Joint Secretariat (JS) to invite an operation into the Business Planning stage on WEFO Online, then the second part of this guidance suite should be used ('Applying for EU Funding – Part 2: The Business Planning Stage').

2. Initial Contact

2.1. Initial contact or queries can be made via the WEFO Helpline (0845 010 3355) or by emailing: **IrelandWalesCrossBorderProgramme@wales.gsi.gov.uk.** This will not constitute an application, but is simply an alternative method to contact the JS.

2.2. The JS will respond to enquiries, and where appropriate, arrange to meet with prospective applicants. Discussions will then be held on the suitability of the proposal for EU funding. A JS lead contact will be appointed to liaise with the applicant in the event that the proposed idea is to be developed further.

3. The Operation Logic Table

3.1. Following the initial discussions, applicants may be invited to complete an Operation Logic Table (OLT) which will test the suitability of the proposed operation for EU funding. An example of an Operation Logic Table is provided at Annex A. The OLT is an opportunity for the JS to further explore the proposed operation. The completion of an OLT does not automatically result in the proposal being invited into the JS formal business planning process.

3.2. In order to complete the Operation Logic Table effectively, applicants should ensure that they have read and understood the Ireland Wales 2014-2020 Co-operation Programme Document that is available on the WEFO website. http://wefo.wales.gov.uk/programmes/irelandwales/?lang=en

3.3. The aim of the Logic Table template is to allow the JS and the applicant to gain a clear understanding of precisely <u>what</u> a proposed operation intends to deliver against the EU programme and <u>how</u> this will be achieved. Applicants will be required to complete an OLT template for each proposed operation.

3.4. The Operation Logic Table (OLT) requires the applicant to demonstrate the cross border value rationale and prove a logical link between: the specific objective & final outcome sought through the proposed operation and; precisely how these will be achieved & the potential contribution towards programme output indicators. This table will be used by the JS to gauge whether the proposed operation has a clear objective

<u>and has a clear understanding of how that would be achieved</u>.

<u>Key Points for Completion of the OLT</u>

3.5.   The JS lead contact will support the applicant in the completion of the Operation Logic Table. The key to effective completion will be to provide concise, bullet point answers that directly answer the prompts in the template, rather than generalised responses.

Similarly<u>, the JS will NOT be reviewing proposed operations solely in terms of the number of outputs</u>. The crucial consideration as to whether proposed operations are progressed will be around the potential contribution towards the <u>result</u> indicator associated with the specific objective. A proposed operation that can provide a logical progression outlining the final result, the necessary activities and the <u>realistic</u> outputs needed to get there is more likely to be progressed than one which seeks to simply provide unrealistic outputs that do not fit with the stated result and activities.

4. Conclusion of Pre Planning Stage

4.1.   The Lead Officer and Lead Contact will agree when the OLT provides sufficient evidence to submit to the Technical Group for a decision.

4.2.   The Technical Group decision options are to:

Accepted into the first stage business planning
Advised to work with another operation looking to deliver similar activity
Advised to strengthen the proposal
Rejected/Declined/Withdrawn

The decision will be based on the <u>potential of the proposed operation to deliver against the result indicators in the EU programme, as evidenced through the information provided in the OLT Template</u>.

The JS will advise the applicant lead contact of the decision and provide feedback where appropriate.

4.3.   On an invitation to enter the Business Planning stage, the applicant should refer to the associated guidance document 'Applying for EU Funding – Part 2: The Business Planning Stage'.

OPERATION LOGIC TABLE (Ireland Wales Co-operation Programme)

Contact Name/Organisation: **Duration (in months):**

Joint beneficiaries (partners)

Ireland Wales Operations Officer:

What Priority/Theme/ Specific Objective will the proposed operation deliver against?	How does the proposed operation fit within the 2020 Territorial Co-operation Agenda & The I/W Territorial Co-operation Programme Document ?	How will the operation demonstrate cross-border co-operation	What change will the proposed operation seek to achieve?	Programme output indicators and targets?	Who will the proposed operation work with and where will the intervention be targeted?	Identifying the barriers.	How will the operation be funded? €
Priority – *Theme –* *Specific Objective -*	*How will the operation demonstrate fit with the TC Agenda?* *How will the operation demonstrate fit with the Territorial Co-operation Programme Document?*	*Why does this intervention need to be delivered cross-border?* *Please identify how your operations will demonstrate:* • *Joint Development* • *Joint Implementation* • *Joint Staffing* • *Joint Financing*	*Please list the changes being sought that the investment will contribute to as a consequence of the proposed operation?* *Your list of changes should link to the activities for funding in the CP.* *What challenges will your operation seek to address?*	*Please identify which Programme output indicators will be used to capture the specific activities planned to deliver the operation? –* *Please identify how your operation will capitalise these outputs to contribute to the relevant SO and Result Indicator in the CP*	*Who is/are the target group(s) for the proposed operation? –* *In which geographical area(s) will targeted activity take place?*	*What are the specific barriers faced and how will you overcome the barriers?*	*What are your anticipated total costs for this operation?* *How will be operation be fully funded?*

Title: *(This is the name your operation will be named/known as in all future documentation)*

How will the proposed operation achieve the results?

What specific activities will be undertaken in order to deliver the results required (Max 500 words):