

A Simple Guide to Accessing EU Funding

Early Identification of EU funding source

What is the scope of your work and have you been able to identify a suitable EU funding source?

Does the relevant EU funding call have a call open / or opening to which you can apply?

Scoping

Discuss your project idea with the experts.

Relevant National Contact Point in Regional Assembly

Irish Regions European Office

Colleagues involved in EU programmes

European Commission desk officer (if appropriate)

Identify Partners

Consider the scope of the EU funding programme and the requirements of the specific call.

What type of partners does the project need? / What expertise is missing?
Identify the most suitable partners (both in Ireland and across Europe).

Defining the project

Develop a one page proposal to include:

- Outline of project idea and relevant call – how does the project fit with the requirements of call?
- Expected results and why results are needed (by whom and why?). What problem will your project address?
- Title of your project with aims and objectives.
- Outline the work plan with milestones.
- Role of each of the partners identified / identify gaps where expertise of other partners is needed.
- Proposed project Budget. How much will the project cost?
Is match funding required? How will this be sourced?

Consider financial supports for developing your project further (in-house resource or external) / preparatory funding from national or EU sources.

Organise a project partner meeting with partners to define project, role of each partner and budgetary requirements for the project.

Completing the application

Complete application form, ensuring all necessary information is provided in line with EU funding programme, call guidelines and that all partners have necessary approvals to participate.

Ensure that all budgetary information for all partners is correct.

Submit application, ensuring it is submitted in line with guidelines and on time (noting different time zones).