Ireland-Wales Programme 2007-2013
(INTERREG 4A)

GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM

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INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

This document aims to assist applicants completing an application for funding under the Ireland Wales Programme.

Before completing this form, applicants should read two other key documents (available on the Programme website www.irelandwales.ie or from the Territorial Cooperation section of the Welsh European Funding Office's (WEFO) website: www.wefo.wales.gov.uk)

- Ireland/Wales 2007-2013 Operational Programme Document
- Ireland/Wales 2007-2013 Programme and Project Management Guide – this contains detailed information on partnership development, Priorities, and the selection process.

Information provided in the application form and subsequent approval documents will form part of a legally binding agreement if the project gets approved.

Please note that applicants are required to develop their proposals with the Development Officers (DO) prior to formal submission of an application. Applications that have not been developed with the DO's **WILL NOT** be deemed admissible and will not be considered for funding. If you have not already submitted an Expression of Interest form to your local Development Officer it is vital you do so immediately. The form is available for download on the programme website www.irelandwales.ie or www.wefo.wales.gov.uk.

Format in which claims should be submitted:

Projects are advised to organise their applications in a ring binder folder indexed as below;

Index No.	
1	Signed application form (Section A-D)
2	Financial Tables (Section E)
3	Matched Funding Statements
4	Equal Opportunities Policies
5	Sustainable Development Policies
6	Legal Status – Irish Partners
7	Legal Status – Welsh Partners
8	Welsh Audited Accounts (last 3 years)
9	Job description
10	GAANT chart
11	Correspondence & "other" information
12	Reference Document / Supporting back up

Please note that the application form and all supplementary documentation must be submitted in duplicate.

INTRODUCTORY GUIDANCE

- Projects choose their own start date. Expenditure prior to the start date is ineligible.

- The application form must be completed and submitted in electronic and hard copy formats. The signed application form and all necessary enclosures[1] must be submitted to the Secretariat in duplicate by the closing date.

- Failure to complete all sections of the application form will render it invalid and it will be returned. The application form must be completed in full, rather than substituting relevant sections with references to supplementary information.

- Please note that the application provides a limited amount of space to outline your project. Be brief and precise; the use of bullet points or numbering is encouraged. Each box in sections A to D has a character limit which is outlined in each box.

- Once an application for funding has been formally submitted (either electronically or by hard copy) it cannot be altered regardless of whether the call is still live or not.

- The Lead Partner must ensure that the hardcopy and softcopy application forms submitted are identical.

- The submission of a signed application form is a formal statement by the applicant organisations that the details in the application are factually correct. It is also confirmation that the partners are committed to carrying out the project as described if successful.

- Applications considered admissible are assessed by a Steering Committee.

- The Joint Technical Secretariat (JTS) will notify the Lead Partner if the Steering Committee does not recommend their project for support. **There is no appeals process.**

- Applicants should note that once a Subsidy contract is issued, the project must start by its chosen start date.

- Maximum grant rates for Ireland and Wales will be 75% of eligible project expenditure. For example if €100,000 is certified as eligible expenditure, the maximum grant amount which can be received is €75,000 (75%).

- Payments are made on a six monthly basis and are made in arrears following financial control checks.

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[1] A signed matched Funding Statement for each partner;
An Equal Opportunities Policy for each partner;
A Sustainable Development Policy for each partner;
A Tax Clearance Certificate for all Irish Partners;
Verification of the various partners' legal Status Company number etc.;
A copy of the Articles of Association and/or Constitution of Partners;
A copy of the Job Description of the Project Manager & the Finance Manager;
A GAANT Chart;
3 year audited accounts for all Welsh partners who have not previously been in receipt of EU funding.

- No maximum or minimum level of expenditure or grant bid has been imposed for the Programme. However, the cost of projects and the value-for-money they represent will be taken into account at project selection stage. All applicants must budget in Euro, so for Welsh applicants, if your original costings were in £STG, they should be re-calculated in Euro at the agreed Round 4 rate of **1.12€/£**

Further information on the project application and selection process can be found in Chapter 4 of the Programme and Project Management Guide.

Information about the timing of application rounds will be available from your local Development Officer, the Joint Technical Secretariat, or from www.irelandwales.ie or www.wefo.wales.gov.uk.

PROGRAMME APPLICATION FORM

The Application form comprises of a checklist and 5 Sections:

Application Checklist
Section A: Basic Information
Section B: Partnership Development
Section C: Project Information
Section D: Additional Information
Section E: Financial Information

As there is limited space available on the application form, maximum character limits have been put on questions in Sections A to D. Please adhere to the maximum characters limits.

APPLICATION CHECKLIST

Please ensure that all necessary supporting documentation is submitted. In addition, please ensure the signatory on the application form has the authority required to make an application to the Ireland Wales Programme for funding.

SECTION A - BASIC INFORMATION

1(a) Insert a project title. Titles should be short, unique, or even an acronym, and suitable to be the permanent project name. Phased projects, i.e. projects which have been or will be developed in phases, may have the same title but should clearly indicate which phase the application relates to i.e. Phase 1, Phase 2 etc.

1(b) Applicants should provide a concise overview of the project, describing the activities to be undertaken and giving a clear outline of what the project will achieve. We advise that you complete this section last, enabling relevant information to be drawn from other sections.

1(c) Please select the Priority and Theme under which the project is being submitted.

Priority 1 *Knowledge & Innovation & Skills for Growth*
- Theme 1: Innovation & Competitiveness
- Theme 2: Skills for Competitiveness & Employment Integration

Priority 2 *Climate Change & Sustainable Regeneration*
- Theme 1: Climate Change & Sustainable Development
- Theme 2: Sustainable regeneration of Communities

Further information on priorities and themes is given in Chapter 4 of the Operational Programme and Chapter 3 of the Programme & Project Management Guide.

1(d) Project partners should normally be located within the eligible areas of Ireland and Wales (as outlined on page 3 of the Operational Programme). Please select which Counties will be covered by the project.

1(e) The date the applicants wish the project to commence should be included, along with the end date. Please note that the start date may depend on the date the project is approved; applicants are advised to take into account the application and selection process time when completing this section. Our DO's advise you further on this.

SECTION B – PARTNERSHIP DEVELOPMENT INFORMATION

2. Insert the names of all partners, the home country of each, a contact person for each, and the phone numbers for the contact persons. Each contact person should be the person designated by each organisation to deal with any queries relating to the application. Queries and correspondence about the application will normally however be addressed to the Lead Partner.

2(a) Details of who is taking on the role of Lead Partner should be entered here. The title of the institution/organisation should be its official, legal name. Evidence of legal status must also be provided, e.g., if you are a company, list the Company Registration Number.

The Lead Partner is responsible for responding to queries raised by the Secretariat and providing monitoring information in the event that the project is approved. Further detailed guidance regarding the role of the Lead Partner is available in Chapter 2 of the Programme and Project Management Guide.

Please ensure the email address provided for the Lead Partner is a suitable contact person for the application. This person will be contacted in relation to this application, both during the applicant process and during the lifetime of the project if approved.

2(b) Details for all other partners involved in the project should be entered here.

2(c) Applicants should enter the date they registered their interest (typically, submission of an Expression of Interest form) with both the Irish and the Welsh Development Officers. It is important to provide evidence of engagement with the DO's, including dates of meetings/discussions and, where applicable, advice received, considered, and reflected in the submitted application. During the appraisal process, the DO's will be asked to verify these details are correct, and to comment on the level of interaction there has been with the applicants. Projects will not be considered by the Steering Committee if they have not been developed with the Development Officer team.

2(d) Applicants should provide information on how the project idea was developed and the partnership formed. You should also outline the contribution of each partner to the development of the proposal (joint development).

2(e) Applicants should provide information of any previous involvement with or experience of INTERREG funded projects, in particular on the previous Ireland-Wales Programme. If the partnership is continuing from a previous project, partners should detail the lessons learnt and how this knowledge is now being applied, and what added value will result. If an Interreg IIIA project was completed, please submit an evaluation report for the project.

3. This section requires an explanation of how the need for the project has been identified. You should outline the steps that have been taken in both Ireland and Wales in this respect and provide evidence of any research that has been part of the process. Also letters of support from relevant local/national organisations and statutory bodies will help to demonstrate the strategic nature of the project and that appropriate consultation has taken place

Explain why the project needs partners in both Ireland and Wales in order to proceed. It is a cornerstone of INTERREG policy that projects must be able to prove that cross-border co-operation is necessary for success. Why is a partnership between Irish and Welsh organisations necessary? Please also describe the type of cross-border cooperation that will take place. The application should also make clear what the added value of the cooperation is, i.e., what benefits will the project and the cross-border cooperation bring to both Programme regions? How will the process of cross-border cooperation bring results that could not otherwise have been achieved? See Chapter 2 of the Programme and Project Management Guide for more information on this area.

Each project should also make it clear how the project satisfies the Cooperation Criteria:

- Joint Development;

Joint development means that the project must be designed by representatives of organisations from both countries, and this must be demonstrated in the application.

- Joint Implementation

Joint implementation means that activities must be carried out and coordinated in both countries, and this must be demonstrated in the application.

- Joint Staffing

Joint staffing means that the project should not duplicate functions in both countries and that staff should work together on the project.

- Joint Financing

Joint financing means there will be only one contact per project, one joint project budget, and only one bank account (held by the lead partner) to which payments will be made. See Section 2.3 of the Programme and Project Management Guide for more details.

4. Applicants must demonstrate how the project is additional to their own core activities, and why there is a need for the Structural funds in order for the project to proceed.

SECTION C – PROJECT INFORMATION

5 Applicants should clarify the joint aims and objectives of the project. **This section should only focus on what the joint project will actually deliver and achieve.**

6 Applicants must demonstrate their ability to deliver the project by setting clear and attainable objectives and listing activities required to meet them. Please specify which partner is responsible for, and who will be partaking in, each activity listed. This is a key question – it refers to the 3-year work plan. Projects are asked to present their objectives and actions/activities annually for a 3-year period demonstrating who will be responsible and involved for each objective/action of the project.

The project's yearly outputs & results are also requested and should contribute to the achievement of the overall outputs & results listed in question 10. Applicants must also explain how the project proposes to monitor and evaluate progress and ensure targets are met yearly. Question 7(c) of the application form focuses on the projects overall monitoring and evaluation procedures:

- applicants should include activities relating to start-up and close-down stages
- if approval is granted, applicants must carry out all the activities listed in their work plan, and progress against this plan will be measured at payment claims stage.
- costings included in section E of the application form (the financial tables) should reflect project partners activities listed in the work plan.

Each work programme has 4 subsections;

Objectives: Please include the objectives for each year, numbering each separately.

Work Plan Leader: This refers to the partner responsible for driving each objective.

Project Activities/Tasks: This refers to the actions/activities partners will carry out in order to meet their objectives. Applicants must list their actions and specify who will carry out each and who will participate in each, including other partners.

Controls & Monitoring: Applicants must explain how the project proposes to monitor and evaluate progress and ensure targets are met on a yearly basis.

7(a) Please give details of the structures/systems you will employ to manage and coordinate the project and partnership, in particular please refer to financial, management, and control issues.

7(b) Please give details of the person(s) responsible for the financial management & control of the project and their experience. Please include job descriptions for the Project Manager and the Project Finance Manager.

7(c) Here you must provide information on how you will monitor and evaluate project progress, and what systems and procedures you will have in place to ensure that it meets its targets. Please refer to the annual work plans when completing this question.

A project GAANT chart should also be attached demonstrating how the project will be monitored and evaluated. Details of project achievements and associated dates can be inputted into this chart and project progress within timescales can be measured. A model chart is provided in Annex 1 of this document.

8 How will the project bring something new and beneficial to the Programme area? This could involve looking at products, processes or organisational innovation.

9 Please specify exactly how the project meets the objectives of the Ireland-Wales Programme, and the Priority and Theme under which it has been submitted. Programme objectives are outlined in Chapter 4 of the Operational Programme Document. Priority & Theme Objectives are detailed therein as follows:

Priority 1

Objectives	**Reference in the Operational Programme**	
	Reference number	*Page number*
Priority 1 Objectives	4.1	Pg 44
Priority 1, Theme 1 Objectives	4.4.2	Pg 46
Priority 1, Theme 2 Objectives	4.5.2	Pg 49

Priority 2

Objectives	**Reference in the Operational Programme**	
	Reference number	*Page number*
Priority 2 Objectives	4.6	Pg 51
Priority 2, Theme 1 Objectives	4.9.2	Pg 54
Priority 2, Theme 2 Objectives	4.10.2	Pg 57

Please demonstrate how the project is eligible, and bear in mind the selection criteria used to assess eligibility. The selection process is documented in Chapter 4 of the Programme & Project Management Guide.

10 Applicants should only include outputs which are **relevant** to the specific Priority and Theme the application has been submitted under. Applicants should quantify all outputs (in the box provided for target figure) and clearly explain how the target figures were arrived at. All outputs should be realistic and attainable.

Please note that <u>only</u> outputs and results outlined in Chapter 4 of the Ireland-Wales Operational Programme can be used in this section. An example of an output may be; the number of projects aimed at promoting and developing innovation in SME's including linkages with Higher education/Further education institutions. An example of a result might be the number of new SME's created.

The table below outlines where in the Operational Programme the targets and results can be found for each Priority and Theme.

Priority & Theme	**Reference in the Operational Programme**	
Priority 1, Theme 1 Targets / results	4.4.4	Pg 47-48
Priority 1, Theme 2 Targets / results	4.5.4	Pg 50-51
Priority 2, Theme 1 Targets/results	4.9.4	Pg 55-56
Priority 2, Theme 2 Targets/results	4.10.4	Pg 58

As part of the project selection process, all projects will be rated on their contribution towards achieving overall Programme targets.

An output could be described as the product of an action; such outputs can contribute to the overall outcomes or results of the project.

11 Applicants need to demonstrate the sustainability of the project and its outputs after grant assistance has ceased. Please provide details of the projects exit strategy[2] including the measures which will be put in place to ensure the continued impact and effect of the project, e.g., what benefits remain in the Programme area once the project has ceased?

SECTION D – ADDITIONAL INFORMATION

12(a) Applicants should explain how the project contributes to the objectives of relevant Irish, Welsh, and EU policies e.g., National Strategy Reference Framework, Spatial Strategies, Economic Development Strategies etc. Further information on such policies is outlined in Chapter 3 of the Ireland-Wales Operational Programme.

Projects are asked to list the relevant National/EU Policy and clearly explain how their project complements such policies. Three boxes are provided, one for Welsh National Policies, another for Irish National Policies and another for EU Policies.

12(b) Please explain how the project will complement and take advantage of synergies with other projects funded under Programmes such as National ERDF Funded Programmes, National ESF Programmes or other INTERREG Programme.

13(a) Please provide information on the methods that will be used to prevent discrimination and accommodate diversity on the grounds of sex, race or ethnicity, religion, disability, age or sexual orientation in the implementation of the project. An Equality Policy must be included for each project partner with the application. See Chapter 7 of the Ireland Wales Operational Programme document for more details.

Applicants are asked to include practical equality measures/activities in their projects. These measures/activities should also be reflected in the project's 3 year work plan.

13(b) Please explain how the principles of sustainable development will be taken into account on a practical level in the development and implementation of the project. A Sustainable Development Policy must be included for all partners with the application form. See Chapter 7 of the Operational Programme for examples of how equal opportunities and sustainable development can be addressed on a practical level during implementation.

14. Beneficiaries are responsible for informing the public about the financial assistance obtained from this Programme. Please provide details of how the project and its results and the contribution of ERDF funding will be made public. Applicants are asked to explain how they propose to promote their projects as well as promoting the overall Ireland Wales Programme.

[2] The Exit strategy refers to how the project will wind down once it has be completed, i.e. how the project will be ended?

Enclosures

The application form must be completed and submitted both electronically and in hard copy. Applicants must submit 2 signed hard copies of their application and all the necessary enclosures listed below to the Secretariat by the closing date.

- *A signed matched Funding Statement for each partner:* (minimum of 25% matched funding must be contributed by all project partners).

- *An Equal Opportunities Policy for all partners:* An Equal Opportunities Policy should indicate that each partner will not discriminate on grounds of sex, race or ethnic origin, religion, disability, age or sexual orientation in the implementation of the project.

- *A Sustainable Development Policy for all partners*

- *A Valid Tax Clearance Certificate for all Irish Partners:* This is document to confirm that the project partners are tax compliant and all tax affairs are in order.
- *Verification of the various partners legal Status Company number etc:* Documentary evidence to verify the legal position of all partners.

- *A copy of the Articles of Association and/or Constitution of Project Partners*

- *A copy of the Job Description of the Project Manager & the Finance Manager:* Partners must provide a job description for the Project Manager and the Finance Manager outlining their roles & responsibilities.

- *A signed copy of the partnership Agreement:* Please note that this can either be submitted with the application or alternatively with the signed Subsidy Contract in the event that your project is approved.

- A *GAANT chart* demonstrating all project activities

The follow paragraph is applicable to <u>Welsh project partners only</u>.

All Welsh applicants who have not previously received EU funding are required to submit copies of their Constitution/Memorandum and Articles of Association, together with copies of the last 3 years audited accounts. Charitable/voluntary organisations must also provide cash flow forecasts for the duration of the project and to account for the period for 2 years after funding ceases.

Charitable/Voluntary and private non-profit making organisations will need to provide evidence of adequate accounting and audit procedures. The JTS will assess the legal and financial viability of the applicant to receive EU funding by liaising with WEFO's accountants

All Welsh organisations/apart from Public Authorities, who have previously received EU funding are required to submit copies of their last 3 years audited accounts with the application.

SECTION E - FINANCIAL TABLES

The financial tables section of the form is broken down into:

- Part A, which assesses the forecasted costs of the project
- Part B, which assesses details of the matched funding of the partners
- A summary spreadsheet which draws together and summarises all the financial information from part A and part B.

Completing Section E, part A

Please do not alter the Excel protection on the Financial Tables, as it will result in damage to the form which will cause to be it unreadable to our IT system.

The purpose of the spreadsheets in Section E is for the applicants to provide to the Steering Committee details of the forecasted costs of the project. If a project is approved, partnerships will be expected to adhere as closely as possible to the forecasted and approved budgets. Some minor deviation within budget headings may be approved by the JTS but any major changes will require formal approval from the Steering Committee.

- Expenditure, when incurred and claimed, will go through a rigourous Control process to ensure that it is eligible. Approval by the Steering Committee of a budget does not imply that all or any of the expenditure proposed is eligible.
- Applicants should ensure that all proposed expenditure is budgeted for under the correct heading. If your project is approved and you incur expenditure, we will insist it is accounted for under the correct heading. As an example, the Training budget line is where you should account for the costs of training the staff of the project to deliver the project.
- If you are approved and incur expenditure, we permit over-spend on budget lines (up to 10% on any given line) provided you make the savings elsewhere. However, if we encounter expenditure accounted for under an incorrect heading, we will correct it, and that may push you over the 10%. Be careful where you budget and what you budget for!

Please note that the spreadsheets contain formulae to automatically calculate various values, and only the White cells are to be completed by the Applicant. All financial data should be inputted in euros (€'s) for all partners.

ELIGIBLE EXPENDITURE

Detailed National eligibility guidelines for Wales and Ireland are available on the Programme website (www.irelandwales.ie). Further information regarding eligibility can be found in Articles 48 to 53 of Regulation 1828/2006 and a list specifying ineligible expenditure can be found in Article 7 of Regulation 1080/2006.

- *Staff Costs*

  Please input details of all staff involved in the project, including the percentage of their time they will spend on the project. Eligible costs may include:

- Salaries: Salaries can be included in full if staff work on the project for 100% of their working time. If a staff member works on the project on a less than full-time basis or undertakes other duties unrelated to the project then the costs for this staff member should be split to show exactly what amount of their time is spent on the project. Signed timesheets and hourly rates are required as support. Those working less than 10% of their working time on the project should not be considered staff, but should be shown under another more relevant heading depending on the tasks undertaken. These costs will have to be supported (at claim stage) by documents verifying the time and the relevant rates etc.
- National Insurance/RSI
- Actual pension costs (notional costs are ineligible)

- *Overheads*

  Overheads are further broken down into rent & rates, energy, telecommunications, administration, and other overheads. Advice will be available from the Development Officers regarding acceptable methods for calculating overhead costs if required. WEFO document “Indirect Cost Guidance” sets out some good examples.

  Overheads shall only be eligible if they are based on real costs which relate to the delivery of the project and are allocated on a pro-rata basis in a justifiable and fair way. Details of any pro-rata split of overheads should be provided with the application form. For instance, if one of the partners is charging an Overhead that is to be partly borne by the project and partly by the partners own activities, then the split between the two should be justifiable and documented.

- *Travel, Publicity & marketing and Training*

  Please include forecasted expenditure on travel, publicity & marketing and training. The training budget refers to the cost of training the staff of the project to implement the project. It does not refer to any cost related to the provision of training courses, nor does it refer to any Statutory training which must be provided (which is ineligible for support).

- *Consultancy Fees (detailed)*

  Details of any forecasted consultancy fees should be included here. As with all other expenditure, value for money and procurement procedures should be paramount. Guidelines as to suggested limits for Consultancy costs will be available from the DO’s.

- *Other Revenue Costs (please specify the nature of the expenditure)*

  Eligible project costs not included in any other headings should be entered here.

- *Capital (specify)*

  The Ireland-Wales Programme does not normally fund acquisitions of Capital equipment, but there is some scope for small-scale acquisitions if it can be proven that the project could not run without them.

- *Total Costs* are calculated by adding all expenditure and will be calculated automatically.

Completing Section E, part B

Matched Funding

European Structural Funded projects can only receive part funding from structural funds. The remainder of monies (known as matched funding or co-financing) must come from other sources. No part of the matched funding contribution received from any source can itself come from another structural funded scheme. Similarly, no part of the funding received under this programme can be used as matched funding in another structural funded scheme. Matched funding is what you commit, as a partnership, to provide to the project. **NB -** Please ensure that matched funding figures included in the financial tables agree with the matched funding amounts included in the signed matched funding statements.

There are 4 ways that matched funding can be made available to projects;

- *Cash:* Including direct payments, cash contributions, cost of staff members being seconded to the project etc.

- *Contributions in kind*: This is non-cash matched funding, including provision of land, equipment or materials, research or professional activity or unpaid voluntary work. It must be capable of being independently valued.

- *Depreciation:* The cost of depreciation of equipment for which there is a direct link to the delivery of the project can be included provided that:
  - Depreciation cost is calculated in accordance with relevant accounting standards
  - The cost relates exclusively to the period of the project and the asset being depreciated is employed entirely on the project. Any asset used only partly on the project must be depreciated on a pro-rata basis and the apportionment shown.

- *Overheads:* Overheads are eligible provided that they are based on real costs which relate to the delivery of the project and are allocated on a pro rata basis in a fair manner e.g., based on the time spent on the project.

All partners must be able to display the ability to provide the matched funding they have agreed upon and will be asked to sign a statement to that effect.

<u>*Completing the Spreadsheet*</u>

The purpose of the spreadsheet is to give details of the project's matched funding.

Applicants are required to provide details, for every partner, of

- *Applicants Own Funds (specify and show in kind matched funding separately)*

- *Government Grants (specify and show in kind funding separately)*

- *Other Public Authorities (specify and show in kind funding separately) – this means Funding from a non profit making organisation which receives directly or indirectly over 50% of its funding from Government or Trade Unions.*

- *Other Sources (specify and show in kind funding separately)*

- *Total Matched Funding*

  The total matched funding is the sum of the applicants own funds, Government Grants, other public authorities and private matched funding as well as EC funds and other sources of matched funding. The total will be calculated automatically.

ERDF Grant Requested** - To be inputted by the **applicant

Please note that a maximum of 75% of the total project costs can be claimed. Applicants should ensure that figures included in this row do **NOT** exceed 75% of the total project cost. Applicants should conduct a check to ensure these figures are correct. Total matched funding and the ERDF Grant requested when added together should equal total project costs.

The final page summarises the data inputted by all partners.

Final Summary Sheet

The applicant **does not input any figures** into this spreadsheet as there are formulae throughout the application form which feed the figures required. This is why it is essential all spreadsheets are completed correctly.

CONTACT DETAILS

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Further advice and guidance may also be obtained from the Joint Technical Secretariat (JTS) as follows:

Joint Technical Secretariat
Ireland Wales Programme
3rd Floor, Old Port of Waterford Building
2 Georges Street
Waterford City
Ireland

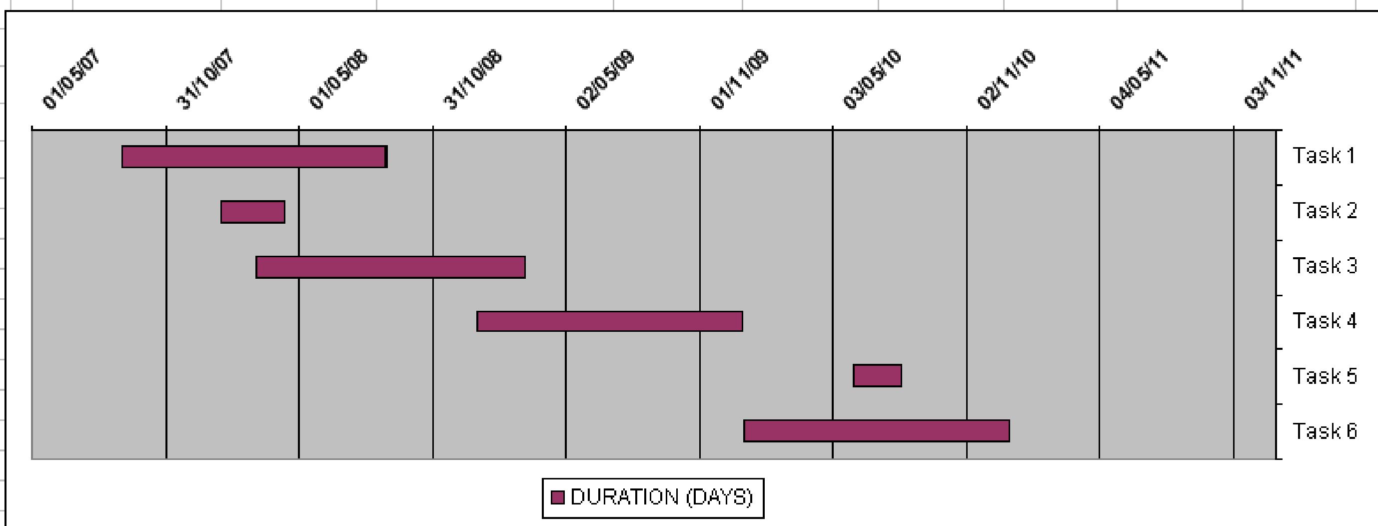
Tel: +353 (0)51 318100
Fax: +353 (0)51 318129
E mail: Ireland_Wales@seregassembly.ie

Wales Contact Office:

Territorial Cooperation Unit, Welsh European Funding Office
Rhydycar
Merthyr Tydfil CF48 1UZ
Wales
Tel: +44 (0) 1685 729 412
Email: Interreg.Enquiries@wales.gsi.gov.uk

ANNEX 1 GAANT CHART EXAMPLE:

DATA TABLE		
	START DATE	DURATION (DAYS)
Task 1	01/09/07	365
Task 2	15/01/08	90
Task 3	03/03/08	370
Task 4	01/01/09	365
Task 5	01/06/10	66
Task 6	01/01/10	365



NOTES:

1. Enter data relevant to your project in the Data Table above i.e. start date for each task and estimated duration. The information will be reflected visually in the chart above.
2. You can provide further information on tasks in additional notes e.g. description of task, partners involved etc.
3. Dates are displayed along the horizontal (top) axis of the chart in approximately 6 month intervals over a 4 year period from 1/5/2007 to 31/12/2011.
4. To add more tasks, select a row in the data table with the mouse and right-click. Select 'Insert…' from the drop down menu and then select ‘shift cells down’ and click on the OK button. This will insert a new row into the table, you can then type in the relevant data and it will be displayed on the chart.
5. To delete tasks in the data table, select the cells in that row with your mouse and right-click. Select ‘Delete…’ from the drop down menu and then select ‘Shift Cells Up’ and click on the OK button. This will delete the selected row or ‘task’ from the data table.

An electronic version of this is available on request.