Using the layout of the tables in the Application Form, please divide your proposal into a set of Milestones (at least 1); for each Milestone, you should outline the Activities that need to be done to achieve it. A list of outputs that will result from the activities is also requested. This grant is output-based and therefore, payments will be done following the approval for the achievement of the outputs as described in this section, evaluated by a committee of experts. In the event the committee finds serious deviations from the original approved concept, or in the case of no progress, it may request corrective measures to any project and reserves the right to withhold partially or totally the funds that are due.

Sections must be completed according to the following definitions and rules:

		Definition	**Examples**
ACTIVITIES AND OUTPUTS	**Milestone**	A Milestone is an important project achievement that marks the completion of a major phase of work. Milestones are used to measure and monitor the project's progress and performance towards its ultimate goal.	Holding a key event; Finishing a usable prototype; Finishing a crucial product feature; Completing personnel training; Completing quality assurance tests; Registering intellectual property rights; Onboarding the first users/clients; Signing key business agreement
	Activity	An Activity is a set of tasks to be carried out by the beneficiaries' personnel that, upon completion, will lead to the achievement of a milestone and the attainment of the expected project outputs. Concise descriptions of the tasks that make up each activity and/or the methodologies and tools that will be applied (max 150 words) must be included, as well as a timeframe for each of the activities (e.g. M1; M2-M4).	**Activity 1.1. Training in internationalization and localization (M1)**. Description: [number] staff members will participate in trainings/coachings offered by [expert or training provider] and covering [topics covered] in order to enhance the companies' competitiveness in an international context […]; **Activity 1.2. Development of internationalization/export strategy (M2-M4).** Description: An internationalization strategy will be prepared by the team with the support of [expert or consulting firm], aiming for [overall internationalization strategy] and covering at least [strategy structure/sections] […]; **Activity 1.3. Exploratory trips (M4-M5).** Description: [number] exploratory trips to [countries] will be organized to […]; **Activity 1.4. Deployment of internationalization strategy (M4-M8).** Description: […]
	Output	An output, also called a deliverable, is a specific product, service or measurable outcome that is generated as a result of a particular project activity. Outputs are typically tangible, easy to measure and can come in a multitude of formats, including written long/short form reports, final products, certifications, etc.	Provided training to 20 employees (M3); Organized an international event (M5); Obtained product certification (M6); Database of 1000+ international contacts (M4); Signed supplier contract (M6); Submitted patent application (M5).

	Source of verification	A Source of verification describes how the project outputs will be evaluated and verified by the beneficiary or the Sub-grant Managing Committee (i.e. the means used to document and monitor them).	Written reports, strategies or publications; Databases, data repositories; Pictures of prototypes, models, equipment, final products, events, etc; Copies of tests/certificates/collaboration agreements/patent applications; Communication materials

	Rules

RESOURCES REQUESTED	**Human Resources**	Justification: Applicants must indicate and justify the number of days of dedication estimated per project output/activity and, if relevant, the person that will be involved. Costs: Human Resources costs must be calculated following this formula: HR costs = Nº of hours * Average daily costs Average daily costs are those obtained in question 14, limited to a maximum of: **Egypt** 30 EUR x day of work **Jordan** 65 EUR x day of work **Lebanon** 60 EUR x day of work **Morocco** 50 EUR x day of work **Palestine** 55 EUR x day of work **Tunisia** 40 EUR x day of work Actual time dedicated and total cost per output will be assessed through the submission and review of project outputs and monthly timesheets providing detailed explanations of the tasks carried out each day for which costs have been declared.
	Equipment & raw materials	Justification: Applicants must provide a **well-reasoned justification** of: - need for the equipment or raw materials requested; - link to the activity output, - method used to estimate the costs and process to be followed to acquire the equipment or raw materials Costs: Applicants must indicate the **estimated real cost** of the equipment & raw materials requested **up to a maximum cost of EUR 2,500**. Requests for equipment and raw materials exceeding the maximum contribution will not be accepted. Further indications are available in the guidelines for applicants. Payments will be subject to the submission of documented proof of the purchase and its use to attain the project outputs (i.e. invoice, proof of payment, pictures, reports, etc). The final amount to be paid will correspond to the real cost of the equipment/raw materials acquired (respecting the maximum contribution indicated above).

	Training and consulting services	<u>Justification:</u> Applicants must provide a **well-reasoned justification** of: - need for the training and/or consulting services requested; - link to the activity output, - method used to estimate the costs and process to be followed to select training and/or consulting services <u>Costs:</u> Applicants must indicate the **estimated real cost** of the training and consulting services requested **up to a maximum cost of:** - <u>Training:</u> **EUR 500** per employee and course **or EUR 2,500** as global price for several employees - <u>Consultancy services:</u> **EUR 2,000** Requests for training and consulting services exceeding the maximum contribution will not be accepted. Further indications are available in the guidelines for applicants. Payments will be subject to the submission of documented proof of participation in the training/obtention of the service and their use to attain the project outputs (i.e. invoice, proof of payment, pictures, reports, etc). The final amount to be paid will correspond to the real cost of the training/consulting service acquired (respecting the maximum contribution indicated above).
	Other direct costs	<u>Justification:</u> Applicants must provide a **well-reasoned justification** of: - need for the direct costs requested; - link to the activity output, - method used to estimate the costs and process to be followed to select/acquire the products/services <u>Costs:</u> Applicants must indicate the **estimated real cost** of the products/services requested **up to a maximum overall cost of EUR 2,500.** These may include: - Venue rental & technical services (up to EUR 1,500 per day) - Product certifications (up to EUR 1,000) - Patent application (up to EUR 1,500 excluding lawyer costs) - Marketing and advertising costs (up to EUR 1,500) Requests for other direct costs exceeding the maximum contribution will not be accepted. Further indications are available in the guidelines for applicants. Payments will be subject to the submission of documented proof of acquisition/obtention of the good/service and their use to attain the project outputs (i.e. invoice, proof of payment, pictures, reports, etc). The final amount to be paid will correspond to the real cost of the products/services acquired (respecting the maximum contribution indicated above).

		Justification: Applicants must provide a well-reasoned justification of the travel costs requested, including at least:

Justification: Applicants must provide a well-reasoned justification of the travel costs requested, including at least:
- Travel origin, destination and distance band (using [Erasmus+ Distance Calculator)](#)
- Purpose of the travel
- Number of travelers and nights

Costs: Applicants must indicate the real travel costs requested, calculated according to the following rates:

The final

Transport/flights		Daily allowance	
Distance band (in km)	**Return trip (in EUR)**	**Country**	**Daily per-diem**
400-600 km	196 EUR	Egypt	266 EUR
601-800 km	209 EUR	Jordan	289 EUR
801-1,200 km	221 EUR	Lebanon	260 EUR
1,201-1,600 km	230 EUR	Morocco	203 EUR
1,601-2,000 km	295 EUR	Palestine	148 EUR
2,001-2,500 km	343 EUR	Tunisia	141 EUR
2,501-3,500 km	433 EUR	EU countries	180 EUR
3,501-4,500 km	527 EUR	United States	343 EUR
4,501-6,000 km	637 EUR		
6,001-7,500 km	720 EUR		
7,501-10,000 km	961 EUR	List of applicable per diems is	
10,001-Max	1,101 EUR	[available here](#).	

decision for the amount of grant related to the travel will be made by the Sub-grant Managing Committee. Requests for travel costs not considered necessary for the achievement of project outputs will be rejected. Further indications are available in the guidelines for applicants.
-

(row label: **Travel**)

Proposal outline template (to be completed on the Application Form)

- **ACTIVITIES AND OUTPUTS**

Activities	Outputs	Sources of verification
Milestone 1: [Name of the Milestone]		
Activity 1.1. [Title of the activity] [Timeframe (e.g. M1-M2)] [Activity description]	**Output 1:** [Output] [Deadline]	• [Source of verification 1] • [Source of verification 2]
Activity 1.2. [Title of the activity] [Timeframe (e.g. M1-M2)] [Activity description]	**Output 2:** [Output] [Deadline]	• [Source of verification 1] • [Source of verification 2]
Add as many activities as needed		•
Milestone 2: [Name of the Milestone]		
Activity 2.1. [Title of the activity] [Timeframe (e.g. M1-M2)] [Activity description]	**Output 3:** [Output] [Deadline]	• [Source of verification 1] • [Source of verification 2]
Milestone 3: [Name of the Milestone]		
Activity 3.1. [Title of the activity] [Timeframe (e.g. M1-M2)] [Activity description]	**Output 4:** [Output] [Deadline]	• [Source of verification 1] • [Source of verification 2]

Add as many Activities and Milestones as needed. You may delete any unneeded rows.

RESOURCES REQUESTED

Output	HR	EQU. & RM	CONS. SER	OTHER DIR.	TRAVEL	TOTAL COST
Output 1: [Output 1]. [Justification of costs]	[COST IN EUR or N/A]	[COST IN EUR or N/A]	[COST IN EUR or N/A]	[COST IN EUR or N/A]	[COST IN EUR or N/A]	[COST IN EUR]
Output 2: [Output 2]. [Justification of costs]	[COST IN EUR or N/A]	[COST IN EUR or N/A]	[COST IN EUR or N/A]	[COST IN EUR or N/A]	[COST IN EUR or N/A]	[COST IN EUR]
Output 3: [Output 3]. [Justification of costs]	[COST IN EUR or N/A]	[COST IN EUR or N/A]	[COST IN EUR or N/A]	[COST IN EUR or N/A]	[COST IN EUR or N/A]	[COST IN EUR]
TOTAL COST	[TOTAL HR]	[TOTAL EQU. & RM]	[TOTAL CONS. SER]	[TOTAL OTHER DIR.]	[TOTAL TRAVEL]	**[TOTAL REQUESTED]**

Add as many Outputs as needed. You may delete any unneeded rows.