

Cofinancing Platform

Quick Users Guide



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Author



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This Users Guide

<http://www.impactaction.eco>

Improving contacts between project applicants and co-financers that can contribute with complementary co-financing to successful ideas, from their early design stages, and therefore overcoming a critical issue often referred as an obstacle to use LIFE - especially smaller organizations and those of a non-profit character - has been a problem often highlighted.

This is difficult to reach as the match for co-financing is an adaptive and dynamic process, requiring a short timeframe, often with demand peaks concentrating on early periods of the Calls, on which project ideas are not yet stable/mature, leading to a lower interest of co-financers to support them.

To improve the situation, DDL has developed an IT tool that allows applicants to present their ideas on a way that is attractive and easy to search for by potential co-financers while provide the later relevant information for their decision-making.

Following design and development works promoted under tight cooperation with its potential users, this **web platform to support co-financing** has been publicly deployed under the above referred URL.

As a result of its co-creation process, platform development embraced redefinition of needs for data/contents to be handled (including not only a basic characterisation but also information on land ownership, ecosystem services, governance, ...), beta testing for bug detection and improvement of functionalities (on which end users participated).

Moreover, as in any co-creation process were multiple actors and minds participate, design works allowed not only for improvements of the initial idea to embrace such issues while also highlighted for the current version to be adapted to further support its users on issues that go beyond mere cofinancing.

This **Quick Users Guide** presents the platform users a quick overview of main actions to undertake and successfully use the platform towards its impactful aims. Through a brief overview, it gives quick guidance on how to proceed with:

- Registry for individual users;
- Registry for organisations;
- Creating a project for dissemination;
- Managing/Editing former projects.

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Registry of individual users

Within the platform, individual users are those that will be presenting projects on their own, without affiliation to any organization.

Registered individual users are publicly presented under the **Impact Community** menu, through the **Individuals** page. Concerning data, the name and a photo of all individual users will be publicly displayed once they have completed their registration.

Moreover, even that not publicly displayed, the email address of registered individual users will be provided to the emailing systems of anyone clicking on the photo of the individual user, as a fast way to directly contact him/her.

Before registering

To register as an individual user, you will be asked for the following information, which you should prepare ahead of proceeding with registry:

- first name and last name;
- email address;
- phone number (including international code);
- face photograph with a square form (JPG type).

Notice that the photograph you will upload will be clipped by the system to a circular form as observed on the **Individuals** page.

Therefore, **please account for that so that your face is nearly centred on the square photograph you choose to upload.**

Registering

To register, go to the **Impact Community** menu, and select the **Register/manage** page. A new page will appear where you will need to select the **Individual** option.

USER REGISTRATION INFORMATION

Type

☒ Individual ☐ Organization *

First Name *	Last Name *
Email *	Phone *
Country *	

Foto

Não Foi Escolhido Nenhum Ficheiro

Please fill the applicable forms with your data and upload the photo by clicking on the grey **choose file** button. Once all is completed, just click on the green **Register Now** button and the process will be completed.

Following that, you will receive a confirmation email, with system generated password, which you will be able to maintain or personalize at your will.

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Registry of Organization

Within the platform, organizations are allowed to register as such to present their project ideas. One registry will be allowed per organization (with a single email address to be provided under the current version). Individual users and organizations are not directly linked within the platform.

Thus, if you are a member of an organization and other colleagues within the organization will also use the platform, consider using a common/general email address of the organization for registry and exchange the generated access credentials.

Before registering

To register as an organization, you will be asked for the following information, which you should prepare ahead of proceeding with registry:

- organization name or acronym;
- URL of the organization main website;
- organization's email contact (take into account what above said);
- organization's phone number (including international code);
- organization's logo (JPG type);
- name of main contact person;
- country, type and work area (to select from lists);
- organization's memberships (when/if considered relevant)

Notice that the logo you will upload will be clipped by the system to a circular form as observed on the **Organizations** page.

Therefore, **please account for that so that your logo is nearly centred on a square JPG file and upload such version**. If any problem appears with your logo after uploading, please contact through the **Feedback Form** (under the **Useful Tools** menu) and we will seek to help you on correcting it.

Registering

To register, go to the **Impact Community** menu, and select the **Register/manage** page. A new page will appear where you will need to select the **Organization** option.

USER REGISTRATION INFORMATION

Type
☐ Individual ☒ Organization *

First Name * Website *

Email * Phone *

Foto
 Não Foi Escolhido Nenhum Ficheiro

Contact Person * Country ▼

Organization Type ▼

Organization Work Area ▼ Organization Memberships *

REGISTER NOW

Please fill the applicable forms with your data, select the applicable pop-up listings and upload the organization's logo by clicking on the grey **choose file** button. Once all is completed, just click on the green **Register Now** button and the process will be completed.

Following that, you will receive a confirmation email, with system generated password, which you will be able to maintain or personalize at your will.

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Creating a project for dissemination

Once you are a registered user, you will be able to create, edit and delete project ideas you may want to make publicly available for co-financers that use the platform.

In essence, the data to provide on the registry of a project idea was screened as that of major interest to support decision making of anyone potential co-financer. In coherence, the form to fill about a project embraces for major issues:

- project area;
- project aims;
- project/organization links;
- products & services;

Before registering

Before you start registering a project idea, we fully recommend you see the online form you will be asked to fill up, which we present in appendix to this guide, where all checkboxes, pop-up listings and open data fields are presented.

For the sake of better filling all the data required, we highlight the recommendation to prepare in advance:

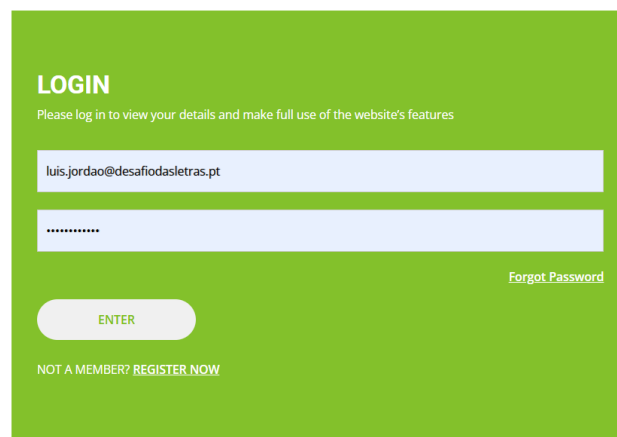
- a **KML polygon file** with the geographical area that your project idea addresses. This will be used by the platform to display it on the general map, as well as on the zoomed map that appears on specific searches made by users;
- a **PDF file** with further information on the project idea, including preferably details on objectives, actions to take, resources needed, baseline and targets, and related monitoring indicators (for assessment of execution, results, outputs, outcomes and impacts);

- a **selection of 8 photographs, in JPG format** that are appealing and can provide a general idea of the project area and/or the problems or values at stake and works being proposed;
- a **summary text of the project idea**.

Registering

Once you have looked at all the data you will be asked to fill (see Annex I), prepared the files formerly referred, you should then:

1. login to the platform with your credentials. To do this start by clicking the  icon on the top right of the screen. This will lead you to the login page, where you should introduce your registry credentials.



2. Go to the **Impact Sites** menu and select the option to Register Site.
3. Start filling up the project form, having for basis the data you prepared and clicking/selecting predefined fields. Guidance and hints for specific issues/fields are presented on the following pages.

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1. PROJECT AREA

Name

First Name *

Abstract

File Edit View Insert Format Tools Table

Paragraph System Font 12pt B I U S ...

Description

p 0 words Build with tinyMCE

Limits

Escolher Ficheiro Não Foi Escolhido Nenhum Ficheiro

You can upload a KML file or draw the area on the map.

DRAW AREA ON

Views (You Can Add Up To 8 Files.)

Escolher Ficheiros Não Foi Escolhido Nenhum Ficheiro

Under **Project Area**, you should:

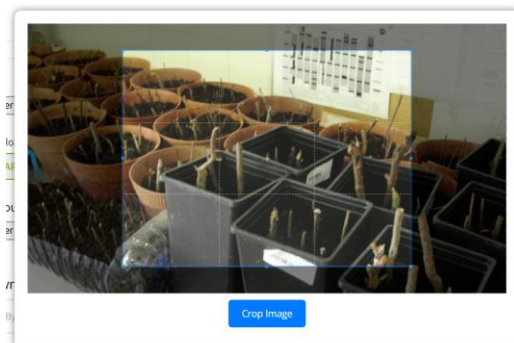
- use your text summary to fill **Abstract**;
- **upload your KML file** under the field **Limits**. In case you do not have a KML file you will be able to draw your area (without accurate limits) by clicking on the **Draw Area On** button. This will open a map where you will be able to use the polygon icon to draw and the trash icon to delete any area drawn. Once you are happy with your drawing results you should click on the **Save Area** button and you will return to the main form;



To start drawing the area on the map, click on the button in the top corner of the map and then click on the map and start drawing. To finish an area, double-click on the map.

SAVE AREA

- one by one, upload your photos under the field **Views**. Once a JPG file is uploaded, a pop-up window will appear to help you clip the original file to a standard rectangular format.



You may do this for up to 8 files, and you may delete any file at any time and substitute it by other (by clicking the **Remove** button that will thereafter appear next to the file name).

DSC00153.JPG Remove

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ENVIRONMENT

Air

- ☐ Air Quality
- ☐ Area Emissions Reduction

Water & Wastewater

- ☐ Source Emission Reduction
- ☐ Water Quality
- ☐ Marine & Coastal
- ☐ Water Treatment
- ☐ Water Quantity
- ☐ Water Services
- ☐ Wastewater Treatment

Soil

- ☐ Protection
- ☐ Remediation
- ☐ Restoration
- ☐ Improvement
- ☐ Barriers

Noise

- ☐ Source Reduction

Chemicals

- ☐ Substances of Concern
- ☐ Biocidal & Pesticides
- ☐ Nanomaterials
- ☐ PFAS

New European Bauhaus

- ☐ New Buildings
- ☐ Urban Biodiversity
- ☐ Circular Districts
- ☐ Rural Biodiversity

Circular Economy & Waste

- ☐ Waste Collection
- ☐ Waste Reuse
- ☐ Product Durability
- ☐ Remanufacturing
- ☐ Industrial Symbiosis
- ☐ Waste Recycling
- ☐ Circular Design
- ☐ Product Reuse / Repair
- ☐ Product-as-Service
- ☐ Product Passport

- **select the appropriate subject(s) primarily dealt by your project**, by clicking on the applicable boxes. Do notice that this should reflect targeted and oriented options: a project that seeks to tackle many issues at a time is often assessed negatively, as it may evidence projects out of focus. In case your option is to select various subjects, we clearly recommend you explain how you will tackle them all on the PDF file you prepare to upload (with detailed information);
-
- **for the specific case of projects dealing with the subject area of Nature and Biodiversity Conservation, identify habitats, threatened/protected species and (if applicable) invasive species your project will directly deal with.** All the applicable fields have dropdown lists which appear when you click on them and which you can select for the case of your project. For long lists

Vascular plants:

<i>Ran</i>
<i>Croc etruscus</i>
<i>Bucco aculeatus</i>

Vascular plants:

Bell

Bellevia Hackeli

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3. PROJECT LINKS

Networks

- ☐ Restor
- ☐ iNaturalist
- ☐ Other

Membership

- ☐ EU Business & Biodiversity Platform
- ☐ Business for Nature
- ☐ Act for Nature
- ☐ Other

Under **Project Links** you will be able to:

- **select and provide URL's of any networks that may be of relevance to the project and to which you or your organization are attached.** Standard ones include **iNaturalist** projects where you may have ecological data on your project area and **Restor** projects. For any of these, or one **other**, when ticked, you will be asked to provide the applicable URL:
- **highlight membership to relevant voluntary initiatives in environmental issues, including the EU Business & Biodiversity Platform, Business for Nature and Act for Nature**, by clicking on any of them, while also having the option to mention **other** (free text):

Networks

- ☐ Restor
- ☒ iNaturalist
- ☐ Other

iNaturalist URL

iNaturalist URL *

Membership

- ☒ EU Business & Biodiversity Platform
- ☐ Business for Nature
- ☒ Act for Nature
- ☐ Other

All these URL's will allow platform users to follow their links when accessing your project file;

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4. PRODUCTS & SERVICES

Agriculture

- ☐ Annual Crops
- ☐ Permanent Crops

Livestock Farming

- ☐ Cattle
- ☐ Sheep
- ☐ Pigs
- ☐ Goats
- ☐ Poultry
- ☐ Rabbits
- ☐ Snails
- ☐ Fish
- ☐ Honeybees

Main Ecosystem Services

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| Terrestrial plants and animals for food | ☐ | ☐ | ☐ |
| Provided | | Used | Marketed |
| Freshwater plants and animals for food | ☐ | ☐ | ☐ |
| Provided | | Used | Marketed |
| Marine algae and animals for food | ☐ | ☐ | ☐ |
| Provided | | Used | Marketed |
| Water for human consumption | ☐ | ☐ | ☐ |
| Provided | | Used | Marketed |
| Water for agricultural use | ☐ | ☐ | ☐ |
| Provided | | Used | Marketed |
| Water for industrial and energy uses | ☐ | ☐ | ☐ |
| Provided | | Used | Marketed |
| Biotic materials | ☐ | ☐ | ☐ |
| Provided | | Used | Marketed |

Forestry

- ☐ Wood
- ☐ Wood for fuel
- ☐ Wood for pulp
- ☐ Non-Timber Products

Other

Which?

5. DETAILS

Impact Plan

Yes

Escolher Ficheiro Não Foi Escolhido Nenhum Ficheiro

Under **Details** you should upload the PDF file with details of your project. This will be available for download by any viewer.

6. FUNDING

- ☐ None
- ☐ Looking for
- ☐ Own
- ☐ National Programme
- ☐ EU Programme
- ☐ Private / Sponsor
- ☐ Other Public Programme

REGISTER NOW

Under **Funding** you should tick the applicable boxes, which are cumulative, considering your project's stage and needs (e.g. you may have had former funding but still be looking for funding). For some boxes, additional information (pop-up lists) may apply, select the applicable ones:

- ☐ None
- ☐ Looking for
- ☐ Own
- ☒ National Programme
- ☐ EU Programme
- ☐ Private / Sponsor
- ☐ Other Public Programme

Select Country

Select a Country

- ☐ None
- ☐ Looking for
- ☐ Own
- ☒ National Programme
- ☐ EU Programme
- ☐ Private / Sponsor
- ☐ Other Public Programme

Select Country

Portugal

Select Programmes (Portugal)

- ☐ Fundo Ambiental
- ☐ Fundo Azul
- ☐ Other

Under **Products & Services** you should:

- **in case applicable, select the appropriate product(s) that your project will foreseeably deliver**, by clicking on the appropriate boxes, or identifying **other** not described (free text);
- **for each type of ecosystem service (from the UN main listing classes)** identify, if applicable, which are mostly at stake with your project works, and at which stage these are foreseen to be addressed. Tick **Provided** if they are foreseeable available, but no works are targeting their use or sale. Tick **Used** if your project focuses on directly using such services. Tick **Marketed** if those services will be set up on market with your project works.

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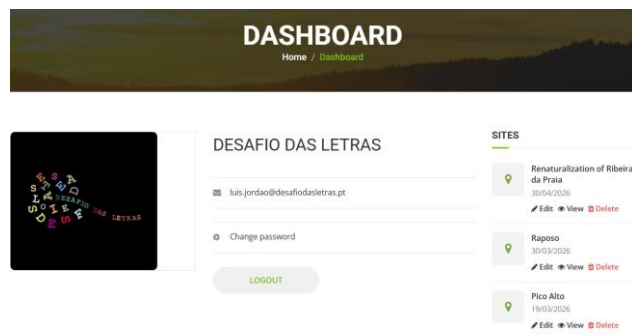
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Managing/Editing a Project

Once you published a project idea, you may of course either update it or correct. This can be done by assessing your **user's dashboard** and, after selecting the applicable project, proceeding with steps like those of initial registration of the idea. You will then be able to select/deselect any fields, remove files and upload new ones (photographs, pdf, ...), following a similar procedure as if you were drafting the initial record. Moreover, you will also be able to delete any record you formerly published and no longer want to have disseminated.

To do this, start by clicking the  icon on the top right of the screen. This will lead you to the login page, where you should introduce your registry credentials.

Following that, when you have formerly created your project idea(s) with former interactions, your dashboard will provide you a listing of all of them:



By clicking on **Edit** you will be directed to and edit mode, where you can make all your changes as if proceeding with an initial registry.

By clicking **Delete**, the applicable record will be deleted and no longer recoverable (it will also be deleted from our server).

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