Project Application Guidelines

1st Call for Proposals:

Restricted Call for Strategic Project Proposal under Priority Axis 3

INTERREG V-A COOPERATION PROGRAMME:

GREECE – BULGARIA 2014-2020

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Abbreviations

AA	Audit Authority
CA	Certifying Authority
CBIP	Cross Border Info Point
CP	Co-operation Programme
CP GR-BG 2014-2020	Cooperation Programme Greece-Bulgaria 2014-2020
ERDF	European Regional Development Fund
ETC	European Territorial Cooperation
EU	European Union
FLC	First Level Control
GoA	Group of Auditors
ICT	Information and Communication Technology
JS	Joint Secretariat
LB	Lead Beneficiary
MA	Managing Authority
MC	Monitoring Committee
MCS	Management and Control System
MEDT	Ministry of Economy, Development and Tourism
MRDPW	Ministry of Regional Development and Public Works
NGO	Non-governmental Organizations
PA	Paying Authority
PA	Priority Axis
PB	Project Beneficiary
R&D	Research and Development
SME	Small & Medium Sized Enterprises
TEN	Trans-European Network

Glossary

Amount unduly paid – Any expenditure not corresponding to delivered products or services of equal value, according to the expenditure terms of the Subsidy Contract, that has been paid by EU and national contributions provided to the beneficiary.

Audit Authority (AA) – The institution responsible for verifying the effective functioning of the management and control system of the co-operation programme. In this context, the AA shall be responsible for carrying out the functions envisaged in articles 25 of Regulation 1299/2013 and 127 of Regulation 1303/2013 and will be assisted by a Group of Auditors (GoA) comprised by a representative from each member state in the CP.

Beneficiary – means a public or private body responsible for initiating or initiating and implementing operations. The project participant, who takes the overall responsibility for the application and the implementation of the entire project, is called ***Lead Beneficiary (LB)*** and corresponds to the term "lead beneficiary" used in article 13 par.1 of Regulation 1299/2013.

Certifying Authority (CA) – National, regional or local public authority or body, designated by the Member States, for certifying statements of expenditure and applications for payment before being sent to the Commission. In this context, the CA shall carry out the functions envisaged in article 127, of Reg. 1303/2013 and article 25 of Reg. 1299/2013.

Controllers – bodies or persons responsible for verifying the legality and regularity of the expenditure declared by each beneficiary participating in the project, according to Article 23 of Reg. 1299/2013.

EU contribution - The amount of the eligible expenditure of a project that is financed by the European Union.

Financial Correction – The cancellation of the entire or part of the National and Community contribution to an operation, in the context of its co-financing by the CP, which is reciprocal to the detected irregularity.

Irregularity - means any breach of Union law, or of national law relating to its application, resulting from an act or omission by an economic operator involved in the implementation of the ESI Funds, which has or would have the effect of prejudicing the budget of the Union by charging an unjustified item of expenditure to the budget of the Union.

Monitoring Committee (MC) - The Member States set up the Monitoring Committee for every Operational Programme, in accordance to the Regulations. The Monitoring Committee performs the duties that are defined in article 49 of Regulation 1303/2013.

Joint Secretariat (JS) – The body set up by the MA after consultation with the Member States represented in the Programme area, according to Article 23 par.2, Regulation 1299/2013, to assist the Programme bodies (MA, CA, AA) in carrying out their respective duties.

Management Information System – The management system for recording and saving, in computerised Form, accounting records for each project under the Operational Programme.

Managing Authority (MA) – National, regional or local public authority or public or private body designated by the Member States responsible for managing and implementing the operational Programme, in accordance to the principle of sound financial management, carrying out the functions set out in Article 72 and 125 of Regulation 1303/2013 and article 23 of Regulation 1299/2013.

Memorandum of Understanding (MoU) - Additional agreement between programme bodies covering specific demands and harmonizing general programme procedures with particular national requirements.

National Authority (NA) - The institution supporting the activity of the MA in implementing the Programme in the other(s) participating country (-ies)

National Co-financing - The non-EU contribution to the projects' budget provided either by the State budget of each participating country or provided as Own Contribution by the Project Beneficiaries.

Operational Programme (OP) – Document submitted by the Member States and adopted by the Commission, setting out a development strategy with a coherent set of priorities, to be carried out with the aid of a Fund, or, in the case of the INTERREG V-A 'Greece-Bulgaria' 2014-2020 Cooperation Programme, with the aid of the ERDF.

Operation - A project, contract, action or group of projects selected by the managing authorities of the programmes concerned, or under their responsibility, that contributes to the objectives of a priority or priorities.

Project Beneficiaries (PBs) - Beneficiaries participating in an operation as beneficiaries.

Recovery – The refunding by the beneficiary of the unduly paid amounts as a result of controls and audits.

1. Introduction

These are the Project Application Guidelines, which will serve as an essential reference document for the pre-defined bodies applying for funding under the Calls for Project Proposals within the framework of the INTERREG V-A 'Greece-Bulgaria' 2014-2020 Cooperation Programme (hereinafter the Programme).

The Project Application Guidelines include information about:

1. The development of a project idea/proposal;
2. The submission procedure;
3. Project Partnership – Eligibility of Beneficiaries;
4. Project Budget – Eligibility of Expenditure;
5. Project Duration;
6. Filling in the Application Form;
7. The Evaluation procedure;

It is recommended that the pre-defined applicants submitting the proposal under the Programme should examine carefully, besides the present manual, the Cooperation Programme Document, which is available on the website of the Programme www.greece-bulgaria.eu and of the Managing Authority of European Territorial Cooperation Programmes in Greece (hereinafter the Managing Authority) at www.interreg.gr.

Moreover, they may contact the Joint Secretariat (hereinafter JS) to receive support in planning their proposal in accordance to the strategic aims of the Programme.

The "Project Application Guidelines" documents are part of the Applicant's Package of this Call for proposals launched by the INTERREG V-A 'Greece-Bulgaria' 2014-2020 Cooperation Programme.

The Applicants' Package contains the following documents:

1. Call for Proposals
2. Project Application Guidelines
3. Application Form,

4. Partnership Declaration,
5. Declaration of not generating revenues,
6. State Aid Declaration
7. Justification of budget and Guidelines,
8. Programme and Project Implementation Manual with Annexes

The original Applicants' Package is provided only in electronic format and can be found on the Programme's and Managing Authority's websites as mentioned above.

2. Proposal Development

2.1 Priority Axes, Investment priorities, Synergies, Indicative activities

The present call for proposals is open for one (1) of the Programme's Priority Axes as follows:

Table 1: Open Priority Axis for the 1st Call for Proposals

Thematic Objective	07: Promoting sustainable transport and removing bottlenecks in key network infrastructures
Investment priority	7b-Enhancing regional mobility by connecting secondary and tertiary nodes to TEN-T infrastructure, including multimodal nodes
Specific Objective	To improve cross-border accessibility
Targeted Interventions	o Construction of the new road Dimario-Greek/Bulgarian border; o Upgrading the Road II-86 – Srednogortsi-Rudozem and bypass of Rudozem; o Construction of the new border-crossing Dimario-Rudozem; o Upgrading the existing complementary road infrastructure –The Road II-59 – Momchilgrad-Ivaylovgrad;

2.2 How to define the content?

Do not forget that Programme requirements and project ideas have to be **aligned**. There is no point in developing a project if it does not fit in the Programme. The project needs to collaborate on cross border activities that directly relate to addressing the priorities and objectives, as set out in the operational Programme.

Steps to follow:

1. The project needs to strongly demonstrate its cross border focus and show the true spirit of collaboration and according to Art.12 par 4 in

Reg.1299/2013 *"Beneficiaries shall cooperate in the development and implementation of operations. In addition, they shall cooperate in the staffing or the financing of operations, or in both"*. In addition, keep in mind that the aim of cross border cooperation is to integrate areas divided by national borders that face common problems that require common solutions.

2. The project should take into account two or more horizontal issues of the Programme: sustainable development (mandatory), equal opportunities and non discrimination (mandatory), equality between men and women.
3. If the project proposal includes infrastructure, it should take into account the Member state's risk assessments made in compliance with EU Civil protection legislation (Decision 1313/2013/EC on the Union civil protection mechanism) for the evaluation of the project's vulnerability to disaster risks, including longer-term expected effects from climate change.
4. All project proposals should meet the requirements of the General Regulation (Regulation (EU) 1303/2013 of the European Parliament and of the Council laying down common provisions on the ERDF, the ESF, the Cohesion Fund, the EAFRD and the, article 7 concerning the implementation of the principles of non discrimination and accessibility to persons with disabilities.
5. The project proposal should comply with Article 65, par.6 of Regulation (EU) No 1303/2013 stating: "Operations shall not be selected for support by the ESI Funds where they have been physically completed or fully implemented before the application for funding under the Programme is submitted by the beneficiary to the managing authority, irrespective of whether all related payments have been made by the beneficiary". A project proposal can include activities that have started before the signature of the Subsidy Contract.
6. The project should complement and not duplicate other projects being carried out in the Programme area. Follow on projects financed from past INTERREG Programmes is not enough. Projects need to show how they build on past experiences by bringing in something new.
7. The project has to be realistic rather than attractive. Set the objectives as concrete, as quantifiable and as realistic as they could be.

8. Map out how objectives could be realized through a detailed action plan. The more precisely the goals are formulated the more effectively the project runs.
9. Demonstrate common added value. Results can also be of relevance to the wider cooperation area and can potentially be transferred to other parts of the region.
10. Have a regular contact with Programme management structures – Managing Authority and/or Joint Secretariat for clarifications on Programme priorities/objectives/activities.

In the following pages, an example of the **Work Packages and Deliverables structure is provided for a general Infrastructure project.** This is just an example and the Applicant needs to define the structure according to the needs of the Call and the Priority Axis concerned. Further instructions about the structure of the WPs and deliverables are included in chapter 7.2

Table 2: Indicative structure of an Investment project

Lead Beneficiary (Greece)	**Deliverable title**
WP1	**Management and Coordination**
Deliverable 1.1.1	Preparation activities
Deliverable 1.1.2	Project Management (Coordination, reporting, meetings)
Deliverable 1.1.3	Audits
WP2	**Information and Publicity**
Deliverable 2.1.1	Production of communication material and tools
Deliverable 2.1.2	Publicity events and conferences
WP3	**Construction works of Axis X**
Deliverable 3.1.1	Studies and administrative procedures
Deliverable 3.1.2	Construction of Axis X

WP4	**Networking and capitalisation**
Deliverable 4.1.1	Networking activities
Deliverable 4.1.2	Assessment of networking activities and sustainability study
Project Beneficiary 2 (Bulgaria)	**Deliverable title**
WP1	**Management and Coordination**
Deliverable 1.2.2	Project management (reporting to LB, meetings)
WP2	**Information and Publicity**
Deliverable 2.2.1	Production of communication material and tools
Deliverable 2.2.2	Publicity events and conferences
WP3	**Construction works of Axis Y**
Deliverable 3.2.1	Studies and administrative procedures
Deliverable 3.2.2	Construction of Axis and supervision
WP4	**Networking and capitalisation**
Deliverable 4.2.1	Networking activities
Deliverable 4.2.2	Assessment of networking activities and sustainability study
WP5	**Activities outside the Programme area**
Deliverable 5.2.1	Scientific events and Networking outside the programme area

***Attention*!**

All beneficiaries need to elaborate more the content of each deliverable and be more precise about the actions that will take place (e.g. material to be produced, content of the studies, etc) in the Justification of the Budget.

If necessary, the beneficiaries are free to submit any additional supporting descriptions, pictures, studies, or other material for better defining the content and scope of the deliverables, as well as the budget justifications (e.g. offers, pricelists etc).

3. Submission procedure

In order to submit a project proposal, Applicants must refer to the Applicant's Package and to all relevant documents. Project Proposal should be submitted according to the guidelines provided in the Project Application Guidelines and the Call for Proposals.

A Project Proposal consists of:

1. the Application Form (standard excel form provided)
2. Annex 1: "Strategic Scope of the Project and Sustainability" (A maximum 3-page document, officially signed and stamped by the Legal representative of the Lead Beneficiary, to be submitted, in order to demonstrate the synergies with other OP, policies, as well as to indicate how the financial and operational sustainability of the project outcomes are ensured after the end of the financing period). Feasibility, marketing and research studies or any other supporting document can also be included in this Annex.
3. the Partnership Declaration signed and stamped by all beneficiaries (standard form)
4. Declaration of not generating revenues signed and stamped by every beneficiary

   or,

   a Cost-benefit analysis, signed and stamped by the Beneficiary concerned, in case of revenue generating projects[1]
5. State Aid Declaration
6. Decision of the designated body of each Project Beneficiary (e.g. Municipal Council, Board of Directors, etc) stating its agreement for submitting the

[1] "Guide to Cost-benefit Analysis of Investment Projects - Economic appraisal tool for Cohesion Policy 2014-2020" at http://ec.europa.eu/regional_policy/sources/docgener/studies/pdf/cba_guide.pdf

particular project proposal, according to the internal rules/statute of each Beneficiary or the national legislation. In case additional funding (other than that of the Programme) is necessary for the completion of the project and which will be provided by the Beneficiary, this must also be declared in this Decision.[2]

7. A Justification of budget costs, officially signed and stamped by the Legal representative of the Lead Beneficiary (standard excel form provided)[3]
8. The Project has to include the relevant accompanying documents (building permits, any other required approvals, a compliance assessment report, preliminary studies, technical designs or any other relevant technical documentation, actual Bill of Quantities and Cost signed by the respective body, a document certifying the land/building ownership or documentation of transferring the operation rights for the period of 5 years after the end of the project, environmental impact assessments etc). In particular and in relation to the submission of the necessary licences/approvals these can be provided at a later stage at the request of the JS, and preferably before the signing of the subsidy contract.

The JS may also request additional documentation for clarification of the above issues, during the evaluation procedure.

Documents **1, 2, 3, 4, 5, 6 and 7** must be submitted officially signed and stamped, but can also **be accepted in a scanned version. In this case, the originals can be submitted upon request at a later stage**.

The hard copy of the project proposal must be submitted in 1 original copy. A CD/DVD-ROM must also be submitted including the electronic versions of:

1. the Application Form in the excel format required,

[2] Documents in points 6 and 8 can be submitted in the original languages of the partners.

[3] The Bill of Cost and Quantities, for infrastructure projects, shall be considered as a part of Justification of the Budget.

2. Annex 1: “Strategic Scope of Project and Sustainability” in a word or PDF format and
3. The Justification of the Budget in the excel format required

The Project Proposal must be submitted to the Programme’s Joint Secretariat in the following way:
by post or by **private courier service** or **hand-delivery** in the following address:

Joint Secretariat
ETCP “GREECE – BULGARIA 2014 – 2020”
Balkan Center, Building D, Elevator 2, 3rd floor
9th Km Thessaloniki - Thermi Road
570 01, Thessaloniki, Greece

The proposal must arrive no later than the last day of the submission period (from 19/11/2015 until 19/02/2016 until 16.30) in a single envelope / package.

A dated certificate of receipt with the register number of the JS will be handed to the deliverer, as proof of timely submission. Proposals delivered after this date will not be considered as eligible.

ATTENTION: The envelope/package with the application documents must bear the following indications in English:

1st CALL FOR PROPOSALS
Restricted Call for Strategic Project Proposal under Priority Axis 3
INTERREG V-A “GREECE – BULGARIA 2014-2020
Priority Axis:
Investment Priority/Specific objective:
Project Acronym:
Lead Beneficiary /address/
Envelope shall not be opened before the evaluation session.

4. Project Partnership - Eligibility of Beneficiaries

4.1 General

A project should include at least one Beneficiary from each country (Greece and Bulgaria) and according to Art.12 par 4 in Reg.1299/2013 *"Beneficiaries shall cooperate in the development and implementation of operations. In addition, they shall cooperate in the staffing or the financing of operations, or in both"*.

All applicants shall be directly responsible for the preparation and management of the project with their Beneficiaries, not acting as an intermediary

In order to be considered for funding, all the above actors should ensure that they are entitled to public co-financing. The managerial adequacy of Beneficiaries will be examined through the Project Selection Criteria.

Specifically for the present call, the eligible beneficiaries are as follows:

Table 3: Eligible Beneficiaries for the 1st Call for Proposals

Priority Axis/Investment Priority	Beneficiaries
Priority Axis 3: A Better interconnected Cross-Border Area/7b-Enhancing regional mobility by connecting secondary and tertiary nodes to TEN-T infrastructure, including multimodal nodes	o EGNATIA ODOS SA, Greece; o Road Infrastructure Agency (RIA), Bulgaria; o Regional Administration of Smolyan, Bulgaria

For the Project proposal, **the Lead Beneficiary** shall be designated, with the capacity to start the implementation of the project as quickly as possible, to maintain and further specify in detail the strategic, holistic and interdisciplinary, synthetic and synergy creating, character of the intervention, to exploit the immediate results of the intervention [in a way that this can (a) act as a demonstration project for future mainstreaming, (b) acquire a wider sectoral scope or territorial coverage], and to concentrate all available managerial, financing and know-how resources and focus them on the project.

4.2 Beneficiaries

4.2.1 The Lead beneficiary

The Lead Beneficiary shall:

(a) lay down the arrangements with other beneficiaries in an agreement comprising provisions that, inter alia, guarantee the sound financial management of the funds allocated to the operation, including the arrangements for recovering amounts unduly paid;

(b) assume responsibility for ensuring implementation of the entire operation;

(c) ensure that expenditure presented by all beneficiaries has been incurred in implementing the operation and corresponds to the activities agreed between all the beneficiaries, and is in accordance with the document provided by the managing authority pursuant to Article 12(5);

(d) ensure that the expenditure presented by other beneficiaries has been verified by a controller or controllers where this verification is not carried out by the managing authority pursuant to Article 23(3).

If not otherwise specified in the arrangements laid down in accordance to point (a) of paragraph 2 the lead beneficiary shall ensure that the other beneficiaries receive the total amount of the contribution from the funds as quickly as possible and in full. No amount shall be deducted or withheld and no specific charge or other charge with equivalent effect shall be levied that would reduce that amount for the other beneficiaries.

Lead beneficiaries shall be located in the Programme area of a Member State participating in the cooperation programme.

4.2.2 The beneficiaries

All Beneficiaries participate in designing and implementing the project by carrying out the activities assigned to them in the approved application. The expenses generated are eligible in the same way as those incurred by the Lead Beneficiary. They must therefore, satisfy the same eligibility criteria as the ones applicable for the Lead Beneficiary.

Indicatively, the Beneficiaries' responsibilities entail that they:

1. Ensure the implementation of the project activities under their responsibility according to the project plan and the contract signed with the Beneficiary;
2. Cooperate with the other project beneficiaries in the implementation of the project, the reporting and the monitoring, as deemed necessary. Key project conclusions, changes to project strategy and other important decisions should be made jointly;
3. Prepare and submit to the Lead Beneficiary financial and progress reports, including all supporting documentation, to be used for the verification of expenses per each of the reporting periods established for the project, and ensure full cooperation and assistance, for the timely and accurate performance of verification;
4. Assume responsibility in the event of any irregularity in the expenditure they have declared, and repay the Lead Beneficiary the amounts unduly received.

The specifics pertaining to the cooperation between the lead beneficiary and the beneficiaries are defined in the Partnership Declaration (at the stage of the submission of the project proposal) and, in detail, in the Partnership Agreement (at the stage of implementation when a project is selected for funding)[4], signed by all parties involved in the partnership.

4.3 State Aid

According to Article 107 of the Treaty on the Functioning of the European Union, State aid is defined as ***any aid granted by a Member State or through State resources in any form whatsoever which distorts or threatens to distort competition by favoring certain undertakings or the production of certain goods therefore affecting trade between Member States***.

Based on this definition, it can be concluded that there is State aid only if **<u>all</u>** the following 5 are cumulatively fulfilled:

- The recipient of the aid is an "undertaking".

- The aid comes from the State (always the case for Interreg programmes).

- The aid gives an economic advantage (a benefit) which an undertaking would not have obtained under normal market conditions.

-The aid is selectively favouring certain undertakings or the production of certain goods.

-The grant affects trade between Member States.

It is not the legal status (public or private) but the nature of the activities that the applicant intends to implement that determines whether the State aid has to be respected or not.

An undertaking is an entity engaged in an economic activity in the context of the proposed project. Any project beneficiary that offers goods and/or services to the market in the context of the proposed project is thus considered as an undertaking,

[4]For more details on the Partnership Declaration, please see Applicant's Package. For more details on the Partnership Agreement, please see Annex II. Partnership Agreement

regardless of its legal status, ownership, financial sources or scope of actions (profit or non-profit making).

The main element to be assessed for state aid is the nature of the activities that the beneficiary and the project intend to implement through the public funding.

The MA/JS, in consultation with NA, will perform checks on development of state aid activities from the projects' beneficiaries. In cases of state aid activities, the Managing Authority will decrease the funding accordingly, acting in compliance with the application of de minimis Regulation[5].

The public aid considered for the applicable de minimis ceiling comprises all aids granted by the national, regional or local authorities, regardless of whether the resources are provided from domestic sources or are partly financed by the European Union.

Any market oriented activities of economic nature are not eligible for funding under this Call for proposals of the Programme Interreg V-A Greece-Bulgaria 2014-2020.

[5] Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid

5. Project Budget - Eligibility of expenditure

5.1 Project Budget size for the 1st Call forProposals

The Strategic Project Proposal must have both a leverage effect on the Programme and the ability to produce worthwhile output and results; therefore, it has to be provided with the corresponding appropriate financial means. The project budget is set up to the budget of the related investment priority: "***(7b) Enhancing regional mobility by connecting secondary and tertiary nodes to TEN-T infrastructure, including multimodal nodes"***. Thus, the total budget available for the present call is **38.235.295,00 €** (of which **32.500.000,00€** ERDF and **5.735.295,00€** National co-Financing). This budget range is considered sufficient for the implementation of a relatively large scale project.

5.2 General Eligibility Criteria

The Regulations defining the eligibility rules of the expenditures are the following:

- Regulation 1299/2013 (European Territorial Cooperation) as in force
- Regulation 1301/2013 (European Development Fund) as in force
- Regulation 1303/2013 (Common Provisions) as in force
- Commission Delegated Regulation (EU) No 481/2014 of 4 March 2014 supplementing Regulation (EU) No 1299/2013 of the European Parliament and of the Council with regard to specific rules on eligibility of expenditure for cooperation programmes

All applicants are strongly recommended to consult these documents before submitting a proposal and start building their projects.

<u>Other Legal Framework documents the general rules of eligibility are the following:</u>

- Greek national legislation, as in force
- Bulgarian national legislation, as in force

Suspension clause

Please note that this Call for proposals is subject to the signing of the Ministerial Decision on Management and Control System (for Greek beneficiaries).

As a general rule, ERDF costs shall be eligible for funding if:

- they have been incurred and paid out within the time frame in which expenditure can take place. Under no circumstances can the final date of eligibility of expenditure exceed the 31st of December 2023
- they are directly related to the project either for the development or implementation of the project and they are planned in the approved project budget;
- they follow the "real cost" principle (with the exception of "staff costs" which will be calculated on flat rate basis of up to 10 % of the direct costs of each beneficiary's budget.); costs which have been actually incurred and paid by the project beneficiaries and they can be supported by original invoices or other accounting documents of equivalent probative value;
- they have been incurred in the programme area of the INTERREG V-A "Greece – Bulgaria 2014-2020" or outside the programme area according to the provisions of chapter 5.7;
- they are in line with national and EU rules;
- they are in compliance with the principles of efficiency, economy and expediency of all actions. Especially the cost/benefit ratio has to be ensured.

5.3 Period of eligibility of expenditure

The starting date for eligible expenditure is **1/1/2014**. The closing date of the eligibility period of the expenditure should be the end date of the subsidy contract in force. Under no circumstances the final date of eligibility of expenditure can exceed the **31st of December 2023.**

5.4 Project Budget Lines

The project expenditures under the Programme are divided into six budget lines. These categories are:

A. Staff;

B. Office and administration;

C. Travel and accommodation;

D. External expertise and services;

E. Equipment;

F. Infrastructure and Works.

For each Budget Line, a description of the expenditure that falls under the Budget Line is provided. More concrete guidance about the verification process and the audit trail to verify these expenditures (necessary documents, invoices etc) for each budget line will be provided in the **Guidance on Management Verification document when available.**

5.4.1 Staff costs

Staff costs consist of costs for staff members employed by the Beneficiary organisations, as listed in the application form and who are working full time or part time on the implementation of the project.

For the 1st **Call for Proposals** only the following option for calculating staff costs is applicable**:**

1. Staff costs calculated as **flat rate of (up to) 10 % of direct costs other than staff costs** of the beneficiary's budget.

The eligible amount for staff cost is up to 10% of the total eligible amount under all the other budget lines **excluding office and administrative expenditure**.

Attention!

The option selected applies on a beneficiary level for the entire project period. (**i.e. Each beneficiary** will select the flat rate calculation option which will remain unchanged through the entire project period. This must be declared in the Application form in the **Partnership Section.**

Attention!

Staff costs do not cover the expenses of external staff; external staff should be budgeted under the "External Expertise and services" category.

Attention!

The flat rate is linked to the eligibility of other direct costs. Should financial corrections be necessary (e.g. due to deficiencies in procurements) or in case of discounts in tenders leading to smaller amounts eligible direct costs, the basis for calculation of the flat rate will reduce correspondingly and this will result in a lower amount of staff costs that can be co-funded.

5.4.2 Office and administrative (O&A) expenditure

They cover operating and administrative expenses of the beneficiary organisations that support delivery of project activities. According to Regulation 481/2014 the office and administration expenditure shall be limited to the following elements:

a) office rent
b) insurance and taxes related to the buildings where the staff is located and to the equipment of the office (e.g. fire, theft insurances)
c) utilities (e.g. electricity, heating, water)
d) office supplies

e) general accounting provided inside the beneficiary organisation
f) archives
g) maintenance, cleaning and repairs
h) security
i) IT systems
j) communication (e.g. telephone, fax, internet, postal services, business cards)
k) bank charges for opening and administering the account or accounts where the implementation of an operation requires a separate account to be opened
l) charges for transnational financial transactions

For the 1st **Call for Proposals** only the following option for calculating the Office and Administration Costs is applicable**:**

1. Office and administrative (O&A) expenditure calculated as flat rate of up to 15% **of staff costs**.

The following example provides an overview on the approach.

Attention:

Should a contract with an external expert also include administration charges, these costs must be included in the budget line **"External expertise and services costs"** as they are a part of the expertise contract.

5.4.3 Travel and Accommodation

This budget category includes all the expenses for each of the project's beneficiary for the travel and accommodation costs of the personnel involved in the project with the condition that they are directly related to the activities of the project. Travel and Accommodation costs involve:

(a) travel costs (e.g. tickets, travel and car insurance, fuel, car mileage, toll, and parking fees)
(b) the costs of meals
(c) accommodation costs up to national rules
(d) daily allowances up to national rules

Attention

Travel and accommodation expenses related to individuals other than staff directly employed by the beneficiaries of the project (members of the stakeholder groups but also consultants, experts), have to be included in the **"External expertise and services costs"**

5.4.4 External Expertise and services

Costs paid on the basis of contracts and against invoices to external service providers, who are sub-contracted to carry out certain tasks of the project.

Pursuant to the Regulation (EU) No 481/2014 Article 6, expenditure on external expertise and service are limited to the following services and expertise provided by an organisation other than the project Beneficiary:

- studies or surveys (e.g. evaluations, strategies, concept notes, design plans, handbooks);
- training;
- translations;
- IT systems and website development, modifications and updates;
- promotion, communication, publicity or information linked to a project or to a cooperation programme as such;
- financial management;
- services related to the organisation and implementation of events or meetings (including rent, catering or interpretation);
- participation in events (e.g. registration fees);

- legal consultancy and notary services, technical and financial expertise, other consultancy and accountancy services;
- intellectual property rights (see also section 7.4.10);
- the provision of guarantees by a bank or other financial institution where required by Union or national law or in a programming document adopted by the monitoring committee;
- travel and accommodation for external experts, speakers, chairpersons of meetings and service providers;
- other specific expertise and services needed for operations, including supervision.

These costs must correspond to current market prices and must be adequately justified.

The elaboration of designs and master plans under the external expertise and services related to the direct infrastructure activities of the project can start before the signature of the Subsidy Contract or the Call and be implemented and paid until the end of the project implementation.

5.4.5 Equipment expenditure

Expenditure for the financing of equipment purchased, rented or leased by the beneficiary of the operation other than those covered by Article 4 shall be limited to the following:

a) office equipment;
b) IT hardware and software;
c) furniture and fittings;
d) machines and instruments,
e) tools or devices;
f) other specific equipment needed for operations.

In principle, costs for the purchasing of equipment with the condition that:

- Equipment is necessary for the project implementation and is foreseen in the approved Application Form.
- Suppliers should be selected according to the rules of the relevant National Public Procurement Law of the respective country.

There should be an analytical description of the technical specifications and costing (Justification of the Budget)

5.4.6 Infrastructure and Works

Expenditure for Infrastructure and Works are eligible with the condition that the cross-border impact of the investment is demonstrated and the activity is approved in the Application Form. The contractors of investments should be selected according to the rules of the National Public Procurement Law in force. The contractor cannot be a Beneficiary in the project. The description of the works expenditure should be accompanied by Bill of Quantities and Cost, submitted together with the Justification of the budget.

5.5 Special Categories of costs and budget limits for the 1st Call

5.5.1 Preparation Costs

Costs within the budget lines ***"staff costs, travel and accommodation costs and external expertise and services"***, which have been incurred for the preparation of the project, are eligible for funding in accordance to the following conditions:

- If the services were invoiced or activities were implemented according to the national legislations, as of 1 January 2014. **The related payments should have been actually made after 1st of January 2014 and/or during the implementation of the project;**
- If they show direct connection to the approved project and are included in the Application Form;

- If they do not exceed the amount **of 40.000 € per project and will be reviewed upon project evaluation.**

The following preparation costs are eligible:

- external expertise costs and/ or staff costs for the preparation of the application documents
- joint meetings for the preparation of the project
- travelling expenses directly related to joint meetings,
- travelling expenses directly related the Call's publicity events,
- cost analysis and preparatory research reports for the project activities
- external expertise costs for the preparation of technical design studies
- other costs regarding licenses and permits fees, environmental impact assessment studies, technical assessment reports

Attention!
Office and administration expenditure are not eligible under preparation costs.

5.5.2 Management Costs

Management Deliverables and thus the management costs should be included **only in WP1** of the Application form and concern the cost related to the technical and administrative activities to be implemented for the efficient management and coordination of the project.

Attention!
The management costs **of each project Beneficiary** (Work Package 1) **should not exceed 10% of the total Beneficiary's budget. The following WP1 costs (if applicable) are not calculated in the 10% limit:** - **Deliverable 1.X.1 "Preparation Activities"** (where X is the number of the

Beneficiary)
- **External audit costs**

5.6 Financing activities located outside the Programme area

In principle, all activities of a project should take place within the eligible Programme area. If a project plans to finance activities or events outside the eligible Programme area, this is possible in the context of cooperation Programmes and in duly justified cases, provided that Article 20 of Regulation (EU) No 1299/2013 is respected and the total amount allocated to activities located outside the Programme area shall **not exceed 20% of the support from the ERDF at Programme level.** The 20% threshold of ERDF at Programme level will be brought down to the project level. If activities (including travel and accommodation) and/ or events are planned outside the Programme area, the following conditions need to be satisfied:

a. the activity and/ or event are for the benefit of the Programme area;
b. the activity and/ or event are essential for the implementation of the project;
c. the implementation and/ or the relevance of the activity and/ or the event have been approved by the Programme beforehand.

Attention!

All activities implemented outside the Programme area should be described in a single dedicated WP in the Application form.

The activities outside the Programme area cannot exceed 20% of the support from the ERDF of the project.

5.7 Budget limit tables for the 1st Call for Proposals

The following table provides the summary of the budget limits for the 1st Call for Proposal that the Applicants need to take into consideration. **The project not respecting the budget limits will be deemed as ineligible and will be excluded from the 2nd phase: "Quality assessment of the projects" Evaluation procedure.**

Detailed information about the eligibility of expenditure per country will be available in the Programme Eligibility Rules and the Guidance on Management Verification.

Table 4: Budget limit tables for the 1st Call for Proposals

	Project budget level limit	**Beneficiary budget level limit**
Staff Costs *(Flat Rate basis Calculation)*		**Maximum 10%** of the beneficiary's direct costs other than staff costs.
Office and administration expenditure budget line *(Flat Rate basis calculation)*		**Maximum 15%** of the total beneficiary's staff Costs.
Preparation Costs (D1.X.1)	**Maximum 40.000€**	
WP1: Management costs		**Maximum 10%** of the total Beneficiary's budget without including preparation activities and Audit Costs.
WPX: Activities outside the programme area	**Maximum 20%** of the total project budget.	

6. Project Duration - Eligible Duration of Projects

Projects should be concluded in a period of maximum **three years** after the signing of the Subsidy Contract.

7. How to fill in the Application Form

7.1 Introduction-General Information

The present chapter aims at providing the Lead Beneficiaries with all the information needed in order to fill in the Application Form.

The requirement of submitting an Application Form duly filled in, according to the instructions provided, is one of the formal criteria used for project evaluation, therefore applicants are strongly advised to carefully read and follow these instructions.

In addition, applicants are **requested NOT to remove the protection of the Application Form** or change its structure, since that could result in damaging it.

Attention!

- Please fill in the Application Form electronically, correctly and completely by using the template included in Project's Applicant package.
- The Application Form must be filled in English.
- The Application Form must be duly signed and stamped by the legal representative of the Lead Beneficiary

When you open the "Application Form" you will be informed that **<u>it contains macros, which you must activate</u>**, in order to obtain the data properly.

The Application form must be properly filled in and signed and stamped by the Lead Beneficiary. The application form consists of a cover page and seven sections describing in detail the project proposal. Information about the proposed project must be accurate and correct.

	White Fields are those that must be completed by the Applicant
	Fields marked in grey are those filled in by the Managing Authority or fields in which data are automatically transferred or calculated based on the input provided in other fields.

While filling in the application form, the applicants should take into account the set limits in the number of characters. If further instructions or clarifications concerning the Application Form are needed, the applicant may contact the Programme's Joint Secretariat or the Managing Authority.

In case a project proposal is approved, the Application Form submitted consists part of the contract between the Managing Authority and the Lead Beneficiary. It is pointed out that compliance with the provisions of the contract is the responsibility of the Lead Beneficiary and non compliance with such provisions may lead to the withdrawal of financing.

7.2 Application Form Sections

1. COVER PAGE

This section provides general information, such as details on the Programme in the frame of which the Application Form is submitted and general information identifying a proposal. Information per part and field is provided as follows:

Version of Application Form: This will be the version of the Application form to be filled in by the JS. Version 1 of the Application form will be the one attached to the Subsidy Contract.

Date of submission: The date of submission to the JS either in the context of a Call for Proposals, the subsidy Contract signature or regarding a modification.

Date of Approval: The date of approval of the Application form by the responsible Programme body (Joint Secretariat, Managing Authority, Monitoring Committee). To be filled in by the JS

MIS Code: The unique identification Number of the Project as generated by the MIS when approved. To be filled in by the JS.

Project title: Please insert the title of the proposed project

Project acronym: Please insert the acronym of the proposed project

2. SECTION A - PROJECT IDENTIFICATION

This section provides general information concerning project identification. Information per part and field is provided below.

Project title: Title of the proposed project. This field is automatically filled in with the relevant information provided in the Cover Page Section.

Project acronym: Acronym of the proposed project. This field is automatically filled in with the relevant information provided in the Cover Page Section.

Project duration

- **Start**: This field is automatically filled in with the relevant date, as a start of the project, which is provided in the Work Packages Table (excluding the Action 1.1. preparation activities). Projects should be ready to start their implementation as soon as possible after the decision of the Monitoring Committee. Decisions on projects are expected to be taken within six months after the end date of each call.
- **End**: This field is automatically filled in with the relevant date, as an end of the project, which is provided in the Work Packages Table.
- **Total Months**: This field is automatically calculated given the values inserted in the two previous fields. For the recommended **duration** of projects, please refer to the Call for Proposals.

Priority Axis: Please insert the title of the priority axis of the Programme in the frame of which the project is proposed. The priority Axis must be selected from the drop-down list.

Thematic Objective: Please insert the title of Thematic Objective of the Programme in the frame of which the project is proposed. The Thematic Objective must be selected from the drop-down list. For more information about the Thematic Objective please consult the Programme Document.

Investment Priority: Please insert the title of Investment Priority of the Programme in the frame of which the project is proposed. The Investment Priority must be selected from the drop-down list. For more information about the Investment Priority please consult the Operational Programme Document.

Specific Objective: Please insert the title of Specific Objective of the Programme in the frame of which the project is proposed. The Specific Objective must be selected from the drop-down list. For more information about the Specific Objective please consult the Operational Programme Document.

Brief Summary of the Project:

Please give a short overview of the project (in the style of a press release) and describe:

- *the common challenge you are jointly tackling in your project*
- *the overall objective of the project and the expected change your project will make to the current situation*
- *the main outputs you will produce and who will benefit from them*
- *the approach you plan to take and why is Cross-Border approach needed*
- *what is new/original about it*
- *what is the added value of the project*

It is strongly advised that this field is filled in after the entire Application Form has been completed. Should the project is approved, this summary will be published on the Programme's website. Thus, it should be clear, self-explanatory and without references to other parts of the Application Form or to other documents. This field should not exceed 3.000 characters. Due to Excel limitations, the relevant text box is split into three parts. Each part must not exceed 1.000 characters.

***Attention*!**

The total number of characters is automatically calculated in order to facilitate the applicants in filling this field. Any text exceeding the word limit cannot be seen or printed and thus cannot be taken into consideration. Please note that spaces are also counted as characters.

Beneficiary Information: This part provides an overview of project partnership. The fields, which are automatically filled in, are the following:

- **Beneficiary No**: The field is automatically filled in based on the information provided in Section C of the Application Form (Partnership).
- **Beneficiary Institution (Full Name):** The field is automatically filled in based on the information provided in Section C of the Application Form (Partnership).
- **Country**: The field is automatically filled in based on the information provided in Section C of the Application Form (Partnership).
- **NUTS III**: The field is automatically filled in based on the information provided in Section C of the Application Form (Partnership).
- **Legal Status**: The field is automatically filled in based on the information provided in Section C of the Application Form (Partnership).
- **Staff Cost Calculation Method**: The field is automatically filled in based on the information provided in Section C of the Application Form (Partnership).
- **Office and Administration Calculation method:** The field is automatically filled in based on the information provided in Section C of the Application Form (Partnership).

Budget per Beneficiary: This table provides an overview of beneficiaries' financial contribution to the project and is automatically filled in based on the information provided in Section C of the Application Form (Partnership). The fields automatically filled in are the following:

- **Beneficiary No**: The number identifying the specific Beneficiary
- **Country**: The country of origin of the Beneficiary
- **Union Support**: The community contribution corresponding to the specific Beneficiary
- **Percentage**: Percentage of community contribution to the total budget (fixed to 85%)
- **National co-financing**: National co-financing corresponding to the specific Beneficiary
- **Percentage**: Percentage of National co-financing to the total budget (fixed to 15%)
- **National Public Funding (a):** National Public co-financing corresponding to the specific Beneficiary
- **National Private Funding (b):** Not Applicable for the Programme
- **Total**: The sum of community contribution plus the national co-financing resulting (a + b) to the total budget of the specific Beneficiary

In case of provision of own contribution for the implementation of a project, the beneficiary should not include it in the budget section of the Application form. This can be just described in the section B8: Compatibility with EU and national policies. It should be noted that in case of own contribution a separate financial record should be kept regarding the activities funded by the Programme and those funded with own contribution.

Budget & beneficiaries per country: This part provides an overview of the number of beneficiaries and the budget per country and is automatically filled in based on the data contained in the previous table. The fields automatically filled in are the following:

- **Country**: The country of origin of beneficiaries
- **Co-financing source:** ERDF for the case of the Programme

- **Union Support:** The community contribution corresponding to the specific country
- **National Counterpart:** National co-financing corresponding to the specific country
- **National Public Funding (a):** National Public co-financing corresponding to the specific country
- **National Private Funding (b):** Not Applicable for the Programme
- **Total**: the sum of community contribution plus the national co-financing resulting to the total budget corresponding to the specific country

Project Budget: This table provides a summary of the projects budget and is automatically filled in. The fields contained in this table are the following:

- **Union Support**: The community contribution of the project
- **National Counterpart**: National co-financing of the project
- **National Public Funding (a):** National Public co-financing corresponding to the specific project
- **National Private Funding (b):** Not Applicable for the Programme
- **Total**: the sum of community contribution plus the national co-financing resulting to the total project budget.

Lead Beneficiary confirmation: In this part the Lead Beneficiary confirms, by officially signing and stamping the Application Form, that:

- the project has not or will not receive any other complementary EU funding during the whole duration of the project
- the project is in line with the relevant EU and national legislation and policies
- beneficiaries participating in the project are eligible (as defined in the Programme)
- beneficiaries are committed to take part in the project's activities
- the project budget and costs are in line with the limits set in the Call for proposals
- all information provided in the application form is accurate and true

All data (Name, Title, Institution and date of signature) must be completed by the signatory (normally the Legal Representative of the Lead Beneficiary's Institution).

3. SECTION B – DETAILED DESCRIPTION

This section provides a detailed description of the project idea, specific problems of the target groups to be addressed and objectives, its structure (activities, deliverables etc), the role of beneficiaries, the management of the project etc. This section is divided into eight sub-sections:

B1 – Project Identification,
B2 – Methodological Approach,
B3 – Management,
B4 - Information and publicity,
B5 - Maturity of the project,
B6 - Sustainability of results,
B7 - Cross-border cooperation & Added value and
B8 - Compatibility with EU and national policies.

B1. PROJECT IDENTIFICATION

This section describes how the project idea was developed and what are its objectives and expected results. This section contains the following fields:

B.1.1 Background and history of the project (problems/ challenges to be addressed/ target groups)

In this section the Applicant needs to describe:

- How the project idea and the partnership were developed
- What are the common Cross-border problems and challenges that will be tackled by the project? Please describe the relevance of your project for the

programme area in terms of common challenges and/or joint assets addressed.

- What is the project's approach in addressing these common challenges and/or joint assets and what is new about the approach that the project takes? Please describe new solutions that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime and in what way the approach goes beyond existing practice in the sector/programme area/participating countries.
- Which are the main target groups? Please describe who is benefiting (e.g. beneficiaries, regions, end-users etc.) from the project and in what way.

In this section please provide a brief description on how the project idea and partnership were developed, if the partnership has relevance with the achievement of project objectives and results, and how the beneficiaries were involved in developing the project proposal. In addition please describe the reasons for which the proposed project is necessary, as well as the specific problem(s) of target groups, and/or opportunities not currently meet that the project will address and challenges that will face. In this section the applicants must describe the target groups and provide clear evidence that there is a sufficient demand for the proposed project to be implemented. This will demonstrate that the project idea is based on the understanding of what the real benefits for the local population and the real impact on the area are. The applicants may refer to the Programme SWOT analysis and Objectives, as well as to the relevant chapters of the Manual, in order to better describe the project's background. The maximum number of characters allowed in this field is 4500.

B.1.2 Objectives of the Project:

In this section the Applicant must describe what is the overall objective of the project and how it is linked to the specific objectives of the Programme. Please describe also the overall objective and sub-objectives of the project. The maximum number of characters allowed in this field is 2000.

B.1.3 Expected outputs of the project (tangible and visible outputs or products relating to project activities)

In this section the Applicant must describe the project's main outputs that will be delivered based on the activities carried out in the project. A short explanation needs to be provided on the defined specific objectives and their link with the project main outputs. The project main outputs and its contribution to Programme's specific objectives need to be provided.

It must be noted that the outputs are tangible and visible results or products relating to the project activities and objectives. **Expected project outputs are the means to achieve the Project's (as well as the Programme's) objectives.** These results should include the description of the output indicators that will be described and quantified in Section F – Output Indicators. Examples include: networks set up between cities, studies, databases etc. The outputs described here should also be logically connected (be either a logical combination or be identical with) the basic project deliverables listed in Section C of the Application Form, in a way that it gets obvious to the reader what are the expected outputs through which the project meets its objectives. The maximum number of characters allowed in this field is 2000.

B.1.4 Expected results (direct and immediate effects resulting from the project)

In this section the Applicant must describe which the project results are. Their contribution and link (if applicable) to the result indicators of the Programme as provided in the Cooperation Programme Document must be described**. T**he direct and immediate effects resulting from the project must also be clearly stated, highlighting the importance of the project for the cross border area. Additionally, the applicant may describe the innovative character of the expected results or clarify the added-value of the results compared to the achievements of previous experience (in case of a project follow-up). The maximum number of characters allowed in this field is 2000.

Note: The project should have identifiable and measurable targets, so that its progress can be monitored and evaluated in a way that ongoing consistency with the objectives of the Programme may be achieved. In case of failure in meeting the objectives, financing may be suspended; therefore targets presented should be specific, measurable, achievable and time based. A clear link between planned outputs, results and objectives to achieve must be demonstrated.

B.2 METHODOLOGICAL APPROACH

This section provides an analytical overview of the project's implementation methodology (activities, their combination and sequence, responsibilities etc.). The methodology must clearly show a common and team-oriented manner of work between beneficiaries. This section contains the following fields:

B.2.1 Project methodology/Roles - Tasks of Beneficiaries

In this section the Applicant must:

- Describe the project approach and provide summary description of all work packages of the project and identify activities' interlinks (sequence, combination, interrelation between activities-deliverables). The methodology must include information about the project implementation stages and how these will contribute towards the attainment of the targets sought; identification of the tools proposed and their suitability towards the attainment of the proposed targets etc. This field
- Include an explanation of how beneficiaries will be involved in the project (who will do what) and the division of roles and tasks among the beneficiaries (e.g. beneficiaries' responsibilities for administrative and / or financial tasks, participation in the implementation of activities and deliverables, degree of involvement given the competences and strengths of each beneficiary etc.).

The description should not exceed 5000 characters.

B.2.2.Work Packages / Actions:

In this section the Applicant must break down the proposed project into **Work Packages**. Having defined the objectives of the project, a more detailed plan of work packages has to be developed to map out how objectives will be achieved. Well defined objectives should make decisions on appropriate work packages relatively easy. The work packages (WPs) identified should follow the logical phases of the implementation of the project and include management and communication activities. The number of work packages used must be relevant to the complexity of the work and objectives of the proposed project.

Each project must have at least three Work Packages. The two of the three compulsory WPs are the following:

1. **"WP1 Management and Coordination"**, describing the sequence of Actions to be analysed in Section D. Budget in order for the project to be coordinated and financially managed (including for example the necessary meetings between the beneficiaries in order to coordinate the project's implementation, or the activities of the Lead Beneficiary concerning the financial monitoring - reporting of the project etc.)
2. **"WP2 Information & Publicity**", describing the Actions for carrying out the external communication of project efforts and outputs, dissemination of results etc.
3. The third compulsory WP is the one of the actual technical implementation of the Project. The Projects can have a maximum of 4 Technical WPs from **WP3 to WP6**.

Attention!
All activities implemented outside the Programme area should be described in a single dedicated WP in the Application form. **(i.e. WP6: "Activities Outside the**

Programme Area")

Each Work Package contains the following fields:

- **Title**: Please insert the title of the Work Package
- **Start**: Please insert the Start Date of each WP
- **End**: Please insert the End Date of each WP
- **Cost:** The Cost of Work Packages is automatically filled in based on the information inserted in Section D – Budget

***Attention*!**
The "Start Date" and "End Date" included in each action will automatically calculate the overall Project duration in Section "Project identification" and Section "Timetable".
The macros need to be enabled.

B.2.3 Location of Activities:

Please provide a description of the area targeted by the project, the location of beneficiaries and activities as well as the geographical scope of the longer term effects (outputs and results). The maximum number of characters allowed is 2000.

B.3 MANAGEMENT

This section provides information on how the project will be administered and financially managed, in order to meet the requirements set. This section contains the following fields:

B.3.1. Lead Beneficiary and Beneficiaries' Competence (Experience, Structure, Personnel, Resources, etc.):

Please describe the Experience, Structure, Personnel, Resources, Institutional role etc. of the participating beneficiaries that indicate their relevance in the proposed project. The Applicant needs to define:

- Which are the organisation's competences related opt the project activities? Which is the institutional and financial capacity?
- Which are the experiences relevant for the project?
- Which is the organisation's capacity to directly or indirectly influence local/ regional/ national policies?
- What are the reasons for the selection of Lead Beneficiary?

Given that this field should not exceed 4000 characters, the Applicant can attach to the Application Form documents providing additional elements to that description, for example a diagram of the Beneficiary's structure etc.

B.3.2 Project management and coordination (structures, decision making procedures, internal communication, etc.)

Please describe how the management on the strategic and operational level will be carried out in the project, specifically:
- Structure, responsibilities and procedures for the day-to-day management and co-ordination
- Communication within the partnership
- Reporting and evaluation procedures
- Risk and quality management

This field should not exceed 2000 characters.

B.4 INFORMATION AND PUBLICITY

B.4.1 Information and Publicity Strategy

Please describe: i. the basic structure of the Project's Communication Plan (timetable, milestones etc), ii. the information and publicity measures to be carried out (website, events, publicity material etc), iii. the means of communication to be used to disseminate the Project's outputs, results and achievements (social media, brochures, promotional material etc) and iv. how the anticipated project results are going to be promoted at a national and/or at a regional level. The rules regarding the publicity and communication can be found in the Project Beneficiaries Guidebook entitled Information and Publicity (Annex). This field should not exceed 3000 characters.

B.5 MATURITY OF THE PROJECT

B.5.1 Preparatory and administrative activities undertaken

Describe the maturity of the project in terms of completion of the administrative procedures that allow the implementation of the project i.e. licenses, designs, permits, land acquisition, tenders documents, etc. This is information should be provided for all project activities (services, equipment, infrastructure). This field should not exceed 2000 characters.

It is emphasized that the project proposal must have the maximum level of maturity according to the relevant selection criteria.

B.6 SUSTAINABILITY OF RESULTS

B.6.1 Sustainability, durability and transferability of main outputs delivered in the project

Please describe how the project main outputs will be further used once the project has been finalised. Please describe concrete measures (including e.g. institutional structures, financial sources etc) taken during and after project implementation to ensure the durability of the project main outputs. If relevant, please explain who will be responsible and/or the owner of the output.

In addition, you need to explain how the project will ensure that the project's outputs are applicable and replicable by other organisations/regions/countries outside of the current partnership. Please describe to what extent it will be possible to transfer the outputs to other organisations/regions/countries outside of the current partnership." This field is limited to 3000 characters.

B.7 CROSS-BORDER COOPERATION & ADDED VALUE

B.7.1 Cross Border cooperation

Please describe how the cross border cooperation is demonstrated in order to achieve the project's objectives and results. Please explain why the project objectives cannot be efficiently reached acting only on a national/regional/local level and/or describe what benefits the project beneficiaries/target groups/project area/programme area gain in taking a cross border approach." This field is limited to 2000 characters.

B.7.2 Intensity of Cross-Border Cooperation

According to Art.12 from 1299/2013 par.4 "Beneficiaries shall cooperate in the development and implementation of operations. In addition, they shall cooperate in the staffing or the financing of operations, or in both. **Please mark with an "X"** the ways the partnership cooperates and describe how this is achieved.

B7.3. Capitalization:

Please describe in which way does the project capitalize previous cooperation and experience (if applicable), especially in the Programme area.

- Capitalization of beneficiaries' know-how experience
- Capitalization of beneficiaries' experience in Cross border Cooperation activities
- Capitalization of previous cooperation among current beneficiaries
- Capitalization of previous relevant projects

This field is limited to 500 characters

B.8 COMPATIBILITY WITH EU AND NATIONAL POLICIES

B.8.1 Consistency of the project with EU horizontal policies:

Please state (by the appropriate selection) if the theme tackled by the proposed project will address directly or indirectly each of the EU horizontal policies (Equal opportunities, Sustainable Development, Equality between men and women. Select only one option per principle and provide the justification. **Please mark with an "X" accordingly and justify your selection.**

B.8.2 Contribution to other EU (incl. Macro-regional strategies), National, Regional and Local policies:

Please describe the project's contribution or achieved synergies and complementarities with relevant EU/regional/national strategies, instruments and policies; in particular, those concerning the project or programme area. If a project requires own contribution for its implementation, this can be described in this section as part of the local, regional, or National policies. This field is limited to 2000 characters.

4. SECTION C – PARTNERSHIP

This section provides contact and other useful details concerning the beneficiaries participating in the project implementation, starting with the Lead Beneficiary. The total number of beneficiaries must not exceed three pre-defined Beneficiaries (3) including the Lead Beneficiary.

Beneficiary Details:

- **Name of institution in English**: Please provide the official translation in English of the name of the beneficiary's institution.
- **Name of institution in original language**: Please provide the name of the beneficiary's institution in the original language.
- **Distinctive Title/Abbreviation**: Please specify the distinctive title of the beneficiary's institution.

- **Legal Status**: Please specify the legal status of the beneficiary in accordance with national legislation, by selecting a value from the drop-down list.
- **Legal Representative**: Please provide the name of the legal representative of the Beneficiary. The legal representative is a natural person authorised to represent and bind the institution. In the case of the Lead Beneficiary, the legal representative of the institution must sign the Application Form.
- **Position of the legal representative in the organisation**: Please specify the position of the legal representative in the organisation.
- **Contact Person for the project**: Please specify the name of the person that is nominated as the contact person for the project.
- **Project Manager**: Applicable only to the Lead Beneficiary. Please provide the details of the person nominated as the Project Manager. The person responsible for the project should be a staff member of the Lead Beneficiary who has an overall picture of the project and who coordinates the preparation of the application form on behalf of the partnership.
- **Financial Manager**: Applicable only to the Lead Beneficiary. Please provide the name of the person nominated as the Project Financial Manager that will be responsible for monitoring all financial aspects related to the project's implementation. The same person can be designated as both Project Manager and Financial Manager. If the person designated as Financial Manager is permanent staff of the Beneficiary, the designation can be done at the stage of presenting the Application Form. If the Person designated as Financial Manager will be external, the word "external" should be filled in at the stage of presenting the Application Form. For approved projects, the actual name of the person that will result from the public call procedure will be nominated when available.
- **Address**: Please provide the full postal address of the Beneficiary's institution.
- **Country**: Please provide the country of origin of the specific Beneficiary.
- **NUTS III code**: Please provide the NUTS III code of the area where the activities of the beneficiary will take place.

- **Telephone**: Please provide the telephone number of the Contact Person of the Project.
- **E-mail**: Please specify the e-mail of the Contact Person of the Project.
- **Fax**: Please specify the fax number of the Contact Person of the Project.
- **Website**: Please provide the website address of the beneficiary's institution.
- **Staff Costs Calculation Method**: Please select the method of the Staff cots calculation method according to the Call rules.
- **Office and Administration Costs Calculation Method:** Please select the method of the Office and Administration Costs calculation method according to the Call rules.
- **Is the organisation entitled to recover VAT based on national legislation for the activities implemented by the project VAT?:** Select the appropriate status from the drop down list. If the beneficiary selects "Partly" the applicant needs to select, why and for which activities.
- **Taxation Office**: Please specify the Name of the Beneficiary's Tax Office
- **Tax Number**: Please specify the Tax number or the Social Security Number of the Beneficiary's Institution.

Budget of Lead Beneficiary/Beneficiary:

- **Total Budget**: This field is automatically filled in and concerns the total budget corresponding to the specific Beneficiary.
- **ERDF**: This field is automatically filled in and concerns the community contribution corresponding to the specific Beneficiary.
- **National Contribution**: This field is automatically filled in and concerns the national contribution corresponding to the specific Beneficiary.
- **National Counterpart Type**: Please select National counterpart type. **For the case of the** INTERREG V-A 'Greece-Bulgaria' 2014-2020 Cooperation Programme **this must be set to "National Public Funding"**

Bank Details of Lead Beneficiary/Beneficiary:

Bank details should be filled in after the approval of the project proposal.

- **Bank Name**: Please provide the name of the Bank Institution where the specific beneficiary holds an account related to the project payments.
- **Address:** Please provide the address of the Bank Institution.
- **Postal Code**: Please provide the postal code of the Bank Institution.
- **Town**: Please provide the name of the town where the Bank Institution is located.
- **Country**: Please specify the country where the Bank Institution is located.
- **IBAN**: Please specify the International Bank Account Number.
- **SWIFT code**: Please specify the SWIFT Code.
- **Holder of the account**: Please specify the original name of the account holder.

5. SECTION D - BUDGET

This section includes all the budget details of the beneficiaries. The Applicant has to fill in all the tables concerning the Costs/per Beneficiary/Deliverable/Budget Line. In addition the Applicant keep in mind that all fields marked in grey are automatically filled in, based on the information provided in other parts of the Application Form.

Project Budget:

This table summarizes the project budget information and is automatically filled in. It contains the following fields:

Union Support: The European Union's contribution corresponding to the specific project.

National Counterpart: The national contribution corresponding to the specific project. It is further analysed to National – Public Funding and National – Private Funding.

Total Budget: the sum of Union Support plus the National Counterpart corresponding to the specific project.

Total Project Budget per WP/ Budget Line:

This table summarizes the total project costs per work package and Budget Line and is automatically filled in based on the information provided in the following tables that present the costs per Beneficiary, deliverable and Budget Line and that will be further analyzed.

Costs per Beneficiary / Deliverable / Budget Line:

The following tables present the costs per deliverable and Budget Line for each beneficiary participating in the project, starting with the Lead Beneficiary.

Please fill in with the title of the deliverable implemented by the specific Beneficiary. Then provide the analysis of the budget for the specific deliverable per Budget Line. The Totals per Work Package, Deliverable and Budget Line are automatically filled in and marked in grey.

NOTE: Each beneficiary may participate/ implement maximum 5 deliverables in each Work Package. The number of deliverables per beneficiary may not exceed 30 in total for the specific project.

Further analysis of the budget needs to be provided in the Justification of the Budget.

NOTE: The Applicant must attach to the Application Form as Annexes the Justification of budget costs for the proposed activities (providing concrete examples of the way the Deliverable costs have been calculated). This justification includes, for example, calculations based on man-months of effort for the tasks described, specific offers for supplies etc. The **Justification of the Budget** document shall be provided in the required format (see the Applicant's package).

6. SECTION E – TIMETABLE

This section provides information on the actions implementation timetable as well as on the provisional allocation of the project budget per action and reporting period.

Timetable

The timetable is filled in automatically according to the information provided in the WPs part in the "Detailed description" Section.

Budget per Year

Please specify the provisional allocation of the budget in the Annual periods covering the project's duration. In each field representing a reporting period of the Year X specify the budget in Euros that corresponds to the part of the budget of the specific WP that will be spent during this period. The Totals per Action and per Reporting Period will be filled in automatically.

***Attention*!**

The "Budget per reporting period" Table should be in line with the "Total Project Budget per WP/Budget Line" table in Section D "Budget".

7. SECTION F – INDICATORS

This section provides information on the outputs and results which are expected to be achieved with the project proposed.

Priority Axis:

The priority axis under which the specific project is proposed is automatically filled in based on the relevant information provided at the Project Identification Section (Section A) of the Application Form.

Thematic Objective:

The Thematic Objective under which the specific project is proposed is automatically filled in based on the relevant information provided at the Project Identification Section (Section A) of the Application Form.

Investment Priority:

The investment priority, under which the specific project is proposed, is automatically filled in based on the relevant information provided at the Project Identification Section (Section A) of the Application Form.

Specific Objective:

The specific objective, under which the specific project is proposed, is automatically filled in based on the relevant information provided at the Project Identification Section (Section A) of the Application Form.

Output Indicators:

Outputs are tangible and visible results or products relating to project activities. Outputs are quantified through the use of indicators. Expected project outputs will contribute to the aims of the specific Priority Axis/Investment priority/Specific objective.

- **Indicators:** The output indicators defined in the Programme for the specific Priority Axis objective are filled in automatically.
- **Unit of Measurement**: Output indicators are measured in physical units. The measurement units of the predefined output indicators are automatically filled in based on the information provided above.
- **Target:** Please specify the targeted value of each output indicator.

Table 5: Priority Axis Output Indicators

Priority Axis 3: A Better interconnected Cross-Border Area		
Code	**Indicator**	**Unit of Measurement**
CO13a	Total length of newly built roads, of which: TEN-T	Km

8. SECTION G – CHECKLIST FOR SUBMISSION

This section provides a checklist of requirements that have to be fulfilled before officially submitting the project proposal. Please make sure that you have fulfilled all of the requirements listed in that section by clicking on each checkbox, before submitting the documents.

8. Evaluation Procedure

Project beneficiaries prepare a proposal in cooperation with the Lead beneficiary, who submits it to the Joint Secretariat (JS). After submission, the project proposal will be subjected to a two-phase evaluation procedure (1st phase "Administrative and technical requirements" and 2nd phase "Quality assessment") carried out by the Joint Secretariat and based on the selection criteria described below.

1st phase: Administrative and technical requirements

The project will be checked for its **administrative compliance** and **eligibility criteria**, in order to ensure that it fulfills the administrative and eligibility requirements of the Programme. The project must fulfill the requirements of the Programme, in order to be subjected to quality assessment.

- **Administrative compliance:** It confirms that the proposal has been submitted within the deadline set; the Application Form has the official format specified by the Managing Authority, is complete and meets all the requirements set in the respective Call; all the required documents to be submitted along with the Application Form are properly filled in, signed, stamped and attached to the Application Form;
- **Eligibility criteria:** These criteria examine whether the proposal fulfils the requirements for being eligible for funding by the Programme. These requirements are, for instance, the structure of the cross-border partnership, the general compatibility with the Programme objectives and principles, the co-financing requested, the duration of the project etc.

In case the proposal does not fulfill the eligibility criteria the Lead Beneficiary will be notified that a modification of the proposal is requested and a deadline for its re-submission will be set.

2nd phase: Quality assessment of the projects

During this phase, the proposal is reviewed using **core selection criteria.** These entail examination of the nature of the proposed project, its relevance with and contribution to the achievement of the specific objectives of the Programme, its viability, sustainability and results in the eligible territory, the cross border cooperation and capitalization, the quality of the cross-border partnership, as well as the monitoring and management methodology proposed, information and publicity actions and planning of the budget.

The Core selection criteria are divided into:

- **Project Quality (Content related criteria)** (relevance of the proposal, quality of the results, impact and sustainability, cross border cooperation and capitalization) and
- **Implementation related criteria** (quality of the partnership, quality of the methodological approach, budget and finance).

The project proposal will receive for each sub criterion included in the core selection criteria a “yes” and “no” answer and comments by two evaluators. In order to be funded the project should fulfill all the conditions mentioned in the evaluation sheet. In case the proposal does not fulfill all quality criteria the proposal will be returned for modification and/or additional clarification and a deadline for its re-submission will be set.

The different sets of criteria are presented below:

Evaluation Criteria for the 1st Call for Proposals: Restricted Call for Strategic Project Proposal under Priority Axis 3

CRITERIA FOR ADMINISTRATIVE AND TECHNICAL COMPLIANCE

1. Administrative compliance (YES/NO)		**Comments**
a) The Project Proposal was submitted within the deadline set	YES☐ NO☐	
b) The Project Proposal was submitted in the required formats: • hardcopy of the Application Form with the requested documents attached in 1 original • CD/DVD including: o the Application Form in the excel format required, o Annex 1 “Strategic Scope of the Project and Sustainability” (specific instructions are included in the Application manual) o the justification of the budget document in the excel format required	YES☐ NO☐ YES☐ NO☐	
c) The Application Form used has the official form specified by the Managing Authority and is properly filled in, in English, stamped and signed by the Lead Beneficiary	YES☐ NO☐	
d) The requested documents are properly filled in, in English, signed and stamped and are attached to the Application Form: a. Annex 1 “Strategic Scope of the Project and Sustainability” - signed and stamped by the Legal Representative of the Lead Beneficiary b. the Partnership Declaration signed and stamped by all beneficiaries (including also the statement for providing pre-financing and co-financing if needed and non double financing statement)	YES☐ NO☐ YES☐ NO☐	

c. State Aid declaration d. Declarations of not generating revenues or, in case of revenue generating projects, - a cost-benefit analysis, signed and stamped by the beneficiary concerned e. Decision of the designated body of each beneficiary (e.g. Municipal Council, Board of Directors, etc.) stating its agreement for submitting the particular project proposal, according to the internal rules/statute of each beneficiary or the national legislation f. the Justification of Budget Costs presented in the requested format g. Beneficiaries' related documents for bodies governed by public law h. Documentation for Infrastructure Projects	YES☐ NO☐ YES☐ NO☐ N/A☐ YES☐ NO☐ YES☐ NO☐ YES☐ NO☐ N/A☐ YES☐ NO☐ N/A☐ *N/A= Not Applicable*	
2. Eligibility criteria (YES/ NO)		**Comments**
a) The project proposal includes the Beneficiaries pre-defined in the Programme under PA 3	YES☐ NO☐	
b) The project activities correspond to the pre-defined ones under PA 3 in the programme	YES☐ NO☐	

c) The project beneficiaries cooperate[6] in: Development of the operation (mandatory) YES☐ NO☐ Implementation of the operation (mandatory) YES☐ NO☐ Staffing of the operation YES☐ NO☐ or/and Financing of the operation YES☐ NO☐	YES☐ NO☐	
e) The project budget and costs are in line with the limits set in the Call for proposals	YES☐ NO☐	
f) The duration of the project is in line with the time frame set out in the Call for proposals	YES☐ NO☐	
g) Does the project comply with Article 65, par.6 of Regulation (EU) No 1303/2013 stating: "Operations shall not be selected for support by the ESI Funds where they have been physically completed or fully implemented before the application for funding under the Programme is submitted by the beneficiary to the managing authority, irrespective of whether all related payments have been made by the beneficiary."	YES☐ NO☐	

Assessor 1	Name	
	Signature	

[6] According to Regulation (EU) No 1299/2013 of the European Parliament and of the Council of 17 December 2013 on specific provisions for the support from the European Regional Development Fund to the European territorial cooperation goal, Article 12, paragraph 4: "Beneficiaries shall cooperate in the development and implementation of operations. In addition, they shall cooperate in the staffing or the financing of operations, or in both."

Assessor 2	Name	
	Signature	

2nd PHASE – QUALITY ASSESSMENT

PROJECT QUALITY (Content related criteria)					
Criteria	**Sub-criteria**	**Analysis**	**Reference to the AF**	**Score**	**Comments**
General Relevance of the proposal	a) Is the project consistent with two or more horizontal principles of the Programme : - sustainable development (mandatory), - equal opportunities and non discrimination (mandatory) - equality between men and women)?	YES☐ NO☐	B.8.1		
	b) Does the proposal demonstrate its ability to promote synergies with EU/regional/national strategies and synergies to other Programmes?	YES☐ NO☐	Annex 1, B.8.2		
	c) Does the project contribute to the achievement of the specific objective of the investment priority 7b Enhancing regional mobility by connecting secondary and tertiary nodes to TEN-T infrastructure, including multimodal nodes	YES☐ NO☐	Annex 1, B.1.2		
Specific Relevance of the proposal	a) The project completes the secondary TEN-T road network in the cross-border area	YES☐ NO☐	B.8.2, Annex 1		
	b) The project is a joint intervention providing identical level of service on both sides of the border	YES☐ NO☐	B.2.1 and B.7.1		
	c) The project includes new infrastructure investments (mandatory). The project includes construction of missing links to existing infrastructure	YES☐ NO☐	B.2.1		
	d) The project is compliant with Regulation 2013/1315/EC of the EU Parliament and of the Council on Union guidelines for the development of the Trans-European transport network	YES☐ NO☐	B.8.2 and B.9.1		

Quality of results – efficiency and effectiveness	a) Are the results specific, measurable, achievable, realistic and time-bound?	YES☐ NO☐	B.1.4		
	b) Do the project results and main outputs clearly link to Programme priority and its indicators?	YES☐ NO☐	B.1.4, B.1.3, Section F		
	c) Do the project results provide added value to the Programme area?	YES☐ NO☐	Annex 1, B.1.1, B.7.1		
Impact and Sustain-ability	a) Is the proposal likely to have impact on growth and development in the cross border region?	YES☐ NO☐	Annex1, B.2.3, B.1.4		
	b) Does the proposal produce significant and long-term changes and/or improvements?	YES☐ NO☐	Annex1, B.6, B4		
	c) Is the financial sustainability of the project clearly demonstrated?	YES☐ NO☐	Annex1, B.6		
	d) Will there be joint “ownership” of the results of the project with permanent cooperation opportunities between the partners?	YES☐ NO☐	Annex1, B.6		
Cross Border Co-operation and Capitalization	a) Does the project address common cross border challenges and opportunities in the Programme area?	YES☐ NO☐	B.1.1, B.7.1, B.7.2		
	b) In which way does the project capitalize previous cooperation and experience, especially in the Programme area? - Capitalization of partners’ know-how experience - Capitalization of partners’ experience in Cross border Cooperation activities - Capitalization of previous cooperation among current beneficiaries - Capitalization of previous relevant projects	YES☐ NO☐	B.7.3		

Implementation-related criteria					
Criteria	**Sub-criteria**	**Analysis**	**Reference to the AF**	**Score**	**Comments**
Quality of the partnership (appropriate synthesis and organizational arrangements)	a) Does the Lead Beneficiary demonstrate the capacity to coordinate, manage, control and monitor the overall implementation of the project?	YES☐ NO☐	B.3		
	b) Is the administrative capacity of the beneficiaries sufficient to implement successfully the project activities undertaken?	YES☐ NO☐	B.3		
	c) Are the specific roles (actions and responsibilities) clearly and appropriately distributed among the Lead Beneficiary and the other beneficiaries?	YES☐ NO☐	B.2.1		
Quality of the methodological approach	a) Is the relation between the activities-outputs-results-objectives ensured?	YES☐ NO☐	B.1, B.2		
	b) Does the project contain objectively realistic and relevant indicators measuring the expected results?	YES☐ NO☐	B.1.4, Section F		
	c) Is the project mature in terms of completion of administrative procedures that allow the implementation of the activities (licenses, designs, permits, land	YES☐ NO☐	B.5, Documentation for Infrastructure		

Implementation-related criteria					
Criteria	**Sub-criteria**	**Analysis**	**Reference to the AF**	**Score**	**Comments**
	acquisition etc.)?		Projects		
	d) Is the methodology for management of the project clearly defined and efficient? In particular, is the proposed approach for internal project monitoring & assessment satisfactory?	YES☐ NO☐	B.2.1, B.3.2		
	e) Are the Information and Publicity measures for external communication of project's outputs and results appropriate and efficient?	YES☐ NO☐	B.4		
Budget and finance	a) Is the proposed budget reasonable, realistic and justified?	YES☐ NO☐	B.1.4, Section D, Justification of the Budget Document		
	b) Is the budget logically planned and distributed among the partners and the activities?	YES☐ NO☐	B.2.1, B.2.2, Section D, Justification of Budget Document		

Evaluation Summary	Overview graph
Project Content Quality: **Project Implementation Quality:**	

Assessor 1	Name	
	Signature	
Assessor 2	Name	
	Signature	
JS Coordinator	Name	
	Signature	

COMPATIBILITY CHECK SHEET OF THE PROJECT WITH THE STRATEGIC ENVIRONMENTAL ASSESSMENT OF THE OPERATIONAL PROGRAMME			
OPERATIONAL PROGRAMME	INTERREG V-A Greece–Bulgaria 2014-2020 Cooperation Programme		
PRIORITY AXIS	Priority Axis 3: A Better interconnected Cross-Border Area		
INVESTMENT PRIORITY	(7b) Enhancing regional mobility by connecting secondary and tertiary nodes to TEN-T infrastructure, including multimodal nodes.		
CALL CODE			
FINAL BENEFICIARY			
PROJECT TITLE			
ENVIRONMENTAL ISSUES (The Directive 2001/42/EK determines the environmental issues for which the environmental consequences have to be appraised)	EXPECTED CONSEQUENCES ACCORDING TO THE S.E.A. OF THE OP GREECE-BULGARIA for the specific Priority Axis[7]	ENVIRONMENTAL CONSEQUENCES OF THE PROPOSED ACT	COMMENTS
Biodiversity, Fauna and Flora	- to 0		
Human health and population	- to +		
Soil	- to 0		
Water	- to 0		

[7] Type of effects: Positive (+), Neutral (0) or Negative (-)

COMPATIBILITY CHECK SHEET OF THE PROJECT WITH THE STRATEGIC ENVIRONMENTAL ASSESSMENT OF THE OPERATIONAL PROGRAMME			
OPERATIONAL PROGRAMME	INTERREG V-A Greece–Bulgaria 2014-2020 Cooperation Programme		
PRIORITY AXIS	Priority Axis 3: A Better interconnected Cross-Border Area		
INVESTMENT PRIORITY	(7b) Enhancing regional mobility by connecting secondary and tertiary nodes to TEN-T infrastructure, including multimodal nodes.		
CALL CODE			
FINAL BENEFICIARY			
PROJECT TITLE			
ENVIRONMENTAL ISSUES (The Directive 2001/42/EK determines the environmental issues for which the environmental consequences have to be appraised)	EXPECTED CONSEQUENCES ACCORDING TO THE S.E.A. OF THE OP GREECE-BULGARIA for the specific Priority Axis[7]	ENVIRONMENTAL CONSEQUENCES OF THE PROPOSED ACT	COMMENTS
Air	- to 0		
Climatic factors	0		
Material assets	+		
Biodiversity, Fauna and Flora	0		
Human health and population	- to 0		

<table>
<tr><th colspan="4">COMPATIBILITY CHECK SHEET OF THE PROJECT WITH THE STRATEGIC ENVIRONMENTAL ASSESSMENT OF THE OPERATIONAL PROGRAMME</th></tr>
<tr><td>OPERATIONAL PROGRAMME</td><td colspan="3">INTERREG V-A Greece–Bulgaria 2014-2020 Cooperation Programme</td></tr>
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<tr><td>Conclusions</td><td colspan="3"></td></tr>
<tr><td>Remarks</td><td colspan="3"></td></tr>
<tr><td>Conditions that have to be met if the proposal is financed.</td><td colspan="3"></td></tr>
</table>

Scoring

The above mentioned criteria will be taken into account by the evaluators to assess the project. The purpose of the **Core selection criteria** is to assess the quality of the eligible project proposal. Quality criteria are closely linked to the nature and objectives of the INTERREG V-A Greece–Bulgaria 2014-2020 Cooperation Programme.

The Joint Secretariat carries out the evaluation of the proposal, based on these selection criteria, approved by the Monitoring Committee.

The final assessment of the project proposal will be defined in the following way:

- Both assessors will make their evaluations independently. Upon completion of the evaluation procedure by both assessors, a common evaluation sheet will be compiled incorporating the comments of the 2 assessors.
- In case of contradictory remarks made by the two assessors, a third evaluation will take place. This will be executed by the JS Coordinator.

Upon completion of the evaluation procedure the final evaluation sheet of the project will be compiled.

The Managing Authority ensures that the evaluation procedure is carried out in accordance to the requirements of the 1st Call for Proposals: Restricted Call for Strategic Project Proposal under Priority Axis 3 and the approved selection criteria.

Then the JS, with the consent of the Managing Authority, submits to the Monitoring Committee:

1) The fiche of the submitted project proposal, summarizing the most important information about the project proposal

2) The evaluation forms of the 1st and 2nd phase checks

3) Evaluation Report

According to the results obtained in the evaluation procedure the project is presented to the members of the Monitoring Committee which can decide either the project to be accepted or be further discussed (acceptable under conditions, such as provision of further necessary documents, licenses, permits, etc).

To be proposed for financing by the Programme, the project must meet all the below mentioned requirements:

i. obtain only positive answers ("yes") on any of the sub criteria included in the core selection criteria
ii. fulfill all the requirements set in the evaluation sheet of the project
iii. be in line with all the requirements of the budget available for the investment priority as stated in the Call for proposals,

The Monitoring Committee decides if the project will be funded by the Programme. The Lead beneficiary of the submitted project proposal will be informed in writing on the results obtained on the performance of the 1st and 2nd phase checks after the completion of the decision procedure of the Monitoring Committee.

If a proposal is accepted under conditions, the Managing Authority will have to check that these conditions are taken into account before the Subsidy Contract is signed with the competent Authorities.

Any complaints submitted on the evaluation will be treated according to the procedure described in the chapter 5.3.o of the Programme document.

ANNEXES

Annexes:

Applicant's Package consisting of the following documents:

1. ***Call for Proposals***
2. ***Project Application Guidelines***
3. ***Application Form,***
4. ***Partnership Declaration,***
5. ***Declaration of not generating revenues,***
6. ***State Aid Declaration***
7. ***Justification of budget and Guidelines,***
8. ***Programme and Project Implementation Manual***