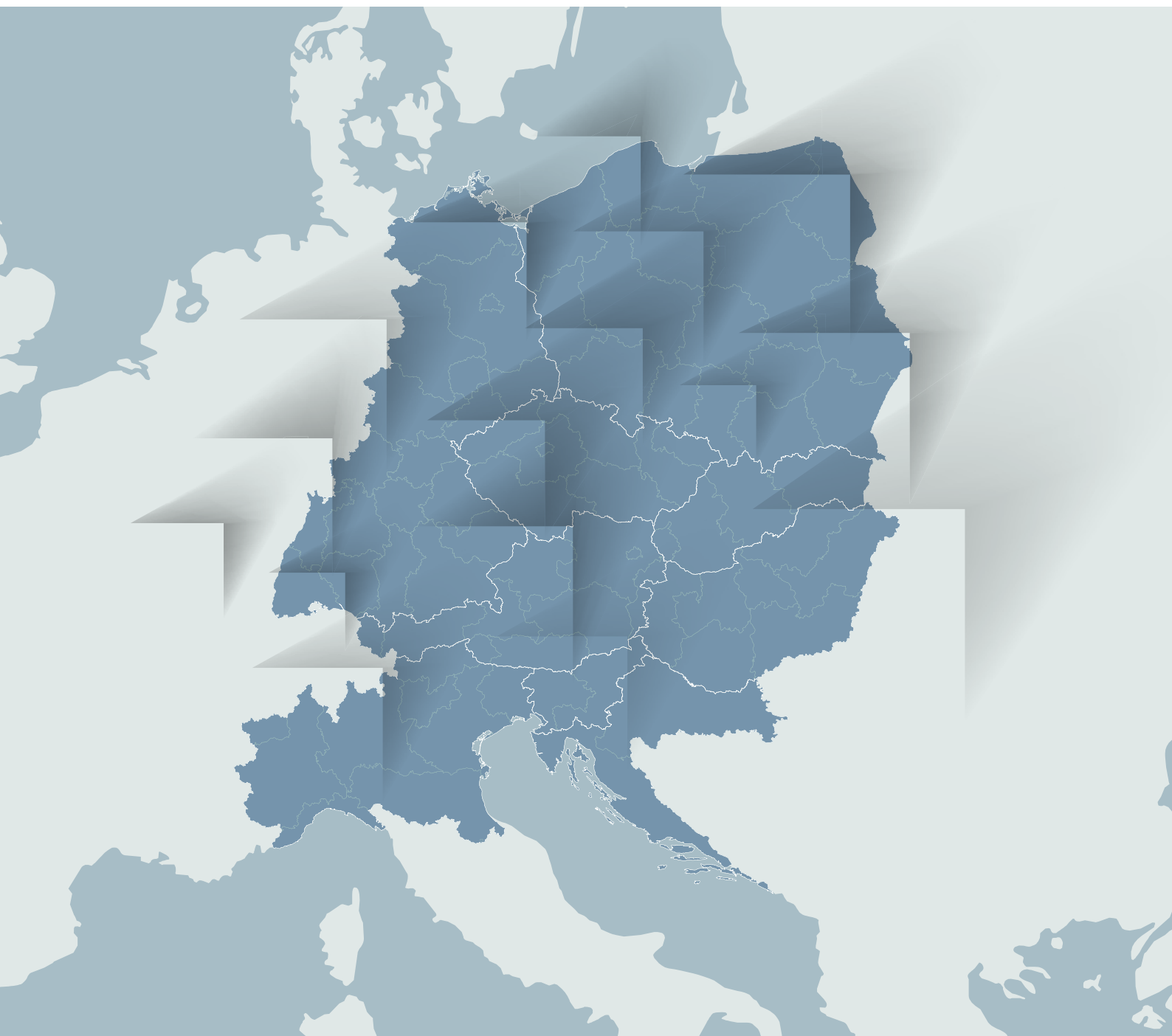


APPLICATION MANUAL

Third Call

Version 1
September 2017



Content

I. Application procedure	3
II. Application package.....	3
III. Online submission system	4
III.1. Technical information and system requirements	4
III.2. Registration	5
III.3. Filling in and submitting the application form.....	6
III.4. Helpdesk and technical support	7
IV. Drafting the application form	8
IV.1. Structure of the application form - overview	8
IV.2. Contents of the application form	10
V. Project assessment and contracting.....	46
V.1 Assessment procedure	46
V.2. Communication to lead applicants and resolution of complaints.....	53
V.3. Application and assessment overview	55
V.4. Contracting.....	56



I. Application procedure

The application procedure for the third call for proposals is organised in a **one-step procedure**.

II. Application package

The application package for the third call can be downloaded from the programme website (www.interreg-central.eu/apply) and consists of the following documents:

- Call announcement for the third call;
- Application manual (this document) organised in five parts and seven annexes;
- Off-line template of the application form.

The project proposal (including required annexes) has to be **submitted by the lead applicant** solely through the online submission system (see chapter III). The **deadline for submission** is given in the call announcement.

The submission of the application form has to be accompanied by supporting documents (to be regarded as annexes), notably declarations by the lead applicant and all project partners as well as other documents, if applicable (see details in chapter IV.2.7).

Lead applicant and partner declarations have to be uploaded as scanned documents (signed by the legal representative of the respective institution) in the online submission system (see administrative requirements - chapter V). Original (hard copy) documents are only to be provided by projects selected for funding, during the contracting phase.

- Only complete applications submitted within the call deadline and containing all required annexes will be considered as eligible.



III. Online submission system

Applicants have to complete and submit the application form electronically via the electronic monitoring system of the programme (eMS) which can be accessed under the following link <https://ems.interreg-central.eu>.

In addition to guidance provided in this manual, the online application form also contains basic explanations of the various sections of the application form.



III.1. Technical information and system requirements

The eMS is a web application which can be accessed with recent versions of most common browsers (e.g. at least Internet Explorer 11, Firefox 47, Chrome 60¹).

The functionality of the system follows the common standards of web applications for entering and submitting form data.

ATTENTION

Please keep in mind the following important aspects when filling in the application form:

- The eMS does not provide any warning or request of confirmation before leaving a section of the application form or before logging out. Always **remember to save the data** before leaving a section in the application form (Save button  on upper left corner or at the end of the page  Save), otherwise data will be lost!
- When filling in longer sections, please remember to regularly save data, in order to avoid losing data in case of interruptions of the internet connection or other technical issues.
- Do not use the "Enter" key in the forms as it may lead to unexpected results. Always use the commands provided by the eMS interface.
- The generation of pdf-files might take some time. Please wait until the pdf-file appears in the filebrowser. Activating the pdf generation again might slow down the system.

¹ When working with Internet Explorer it has to be ensured that the option "display intranet sites in compatibility view" is de-selected in the compatibility view settings of the browser (to access Internet Explorer preferences for compatibility view you can press Alt + T + B).

TIP

The person creating the application must represent (or be delegated by) the lead applicant institution who can then give user rights to other registered users and, after completing the filling in of the application form, will finally submit it to the programme bodies (see below).

III.2. Registration

To use the online submission system, the **lead applicant must register** and create a set of credentials.

To register, go to <https://ems.interreg-central.eu/> and click on "Register". The person registering should be preferably the contact person of the lead applicant institution. Please note that automatically generated emails (e.g. on successful submission) will be sent to this email address only.

In the registration form, fill in the following information:

- Username: will be used to log in and submit the applications. It can be freely chosen by the lead applicant's contact person.
- Email: the email address of the lead applicant.
- Password: password used to access the system (in case the password is forgotten, it can be reset. An automatic email with the necessary instructions will be sent to the email address provided during the registration process).
- First name / Last name / Title: Personal information of the lead applicant's contact person.
- Language: English is pre-defined language, programme's official language). It cannot be changed.

Upon registering and accessing the system, **the user agrees to the terms of service for the use of eMS**. The full document containing the terms of service can be downloaded from the login page of the eMS.

A confirmation email will be sent automatically to the email address provided. Please follow the instructions in the message to confirm the registration.

Only after confirmation, the lead applicant will be able to log in to the online submission system and create a new application.

TIP

Please note that the creation of a pdf might require some time and consequently the pdf of the application form will appear in the filebrowser only after a certain time. Please wait until the pdf is available and do not press the "save as pdf file" button repeatedly, since this might slow down the eMS.

III.3. Filling in and submitting the application form

The lead applicant can give editing rights to some sections of the application form to other users (namely the project partners). These have to be registered in the system before and provide the lead applicant with their username.



The lead applicant can then add new users in the "User Management" section (see screenshot of project menu below). Users can be granted either read-only rights ("add for reading"), or edit and add data rights ("add for modification").

Project menu

The user accounts created to draft and submit the application will be available until the deadline of the call.


In case the project is selected for funding, a new set of credentials will be created for every project partner.

To a certain extent, it is possible for different users to work in parallel (at the same time) on the same application form. When working in parallel, users have to make sure though that they are not working in the same section or sub-section (in case that the section is divided).

Please note that you can create a pdf file of the application form at any time of its development by pressing the button  **Save As Pdf File** in the project menu section "General/Save as pdf file" (see screenshot of project menu above). You will find the created pdf file(s) in the dashboard menu in the section "Personal/Filebrowser"  **Filebrowser** (the saving of the pdf document in the filebrowser might take several minutes).

Automatic checks of the application form

Once the application form is at an advanced stage, but well before its final submission, it is recommended to perform the automatic checks on the correctness of data entered into the application form.


This check is done by pressing the "Check Saved Project" button  **Check Saved Project** in the project menu on the left. The system then performs several automatic checks of the formal requirements (e.g. completeness of information, minimum number of partners, etc.). If all automatic checks are successfully passed, the message "Success" will be displayed. In case the automatic checks show any deficiencies, the system indicates these in an error message on top of the page and the applicants should amend the application form accordingly.

TIP

Please note that only the user who initially created the application form (i.e. the lead applicant) can submit the application form. The application form which has been successfully submitted is **final and cannot be changed** anymore (it will only appear in read-only mode in the system).

Submission of the application form

Before the final submission of the application form it is **recommended to save the final version of the application form as pdf file**.

When submitting the final application form by pressing the "submit saved project" button  **Submit Saved Project**, the system performs once more the same automatic checks as described above. Only if all automatic checks are successfully passed, the application form will be officially submitted.

Upon the final submission of the AF, an email is sent automatically to the email address of the user of the lead applicant institution, confirming the successful submission.

III.4. Helpdesk and technical support

The eMS has a built-in help function which provides both online help and instructions for every section of the application form. For additional information you can refer to the FAQs published on the website of the programme (www.interreg-central.eu/FAQs).

For any IT related problems you might experience with the online submission system, please contact the helpdesk at helpdesk@interreg-central.eu or contact the joint secretariat under +43 1 89 08 088-2403 during office hours.

IV. Drafting the application form

The application form has to be filled in **in English** as this is the working language of the programme. The following chapters describe the structure and content of the application form.

IV.1. Structure of the application form - overview

The application form is structured in seven sections and several sub-sections as presented below:

	Application form
SECTION	HEADERS (SUB-SECTIONS)
A	A - PROJECT OVERVIEW A.1 Project identification A.2 Project summary A.3 Project budget - breakdown per partner A.4 Project outputs
B	B - PARTNERS B.1 Lead partner/project partners B.2 Associated partners (if applicable)
C	C - PROJECT DESCRIPTION C.1 Project relevance C.2 Project focus C.3 Project context C.4 Horizontal principles C.5 Additional indicators
D	D - WORK PLAN (INCLUDING TIME LINE) D.1 Work package description D.2 Target groups D.3 Periods
E	E - PARTNER BUDGET E.1 Partner budget E.2 Activities outside the programme area E.3 Project breakdown budget
F	F- PROJECT BUDGET Project budget overview tables
G	G - ANNEXES > Partner declarations > Supporting documents for private lead applicants (if applicable)

Please note that in the online application form some fields in various (sub-) sections will be automatically filled in (grey cells) by the system by displaying data which are inserted in other sections of the application form or which are automatically calculated.


IV.2. Contents of the application form

In the application form all essential information about the project must be presented.

The application form will be the basis for the quality assessment and subsequently the project selection by the programme Monitoring Committee (see chapter V).

In case the project will be selected for funding, the approved application form will become part of the subsidy contract and will be the basis for monitoring the project implementation. The following chapters describe the main contents which are required for each section of the application form.

IV.2.1. Section A - Project overview

SECTION	APPLICATION FORM
 A	PROJECT OVERVIEW A.1 Project identification A.2 Project summary A.3 Budget summary - breakdown per partner A.4 Project outputs

Section A contains general information about the project.

TIP Please keep the project title and acronym short and straightforward, illustrating the main project scope. If selected for funding, this will be the official name of the project during the whole implementation period.

It is strongly recommended to check whether the intended acronym is used already, to avoid duplication of names with other projects/initiatives. Please pay special attention to avoid any potential infringement with existing copyrights for the selected acronym (linked to brands, products, trademarks, etc.).

A.1 Project identification

This section contains the project identification, notably the project title, acronym, number, duration and selection of programme priority axis and specific objective. **When defining the project duration in eMS, please ensure that the project starts on the first day of the starting month and ends with the last day of the closing month.**

A.2 Project summary

A brief summary description of the project shall be written in the style of a press release capturing the main features of the project. **Please pay attention to writing a well-structured and non-technical summary (without using acronyms) as this summary will be published.**

ATTENTION

- The application form can only target one priority axis and one programme specific objective of the Interreg CENTRAL EUROPE Programme (contributions to other priorities and specific objectives are however possible).

A.3 Budget summary - breakdown per partner (automatically generated)

A budget table summarising the budget information as filled in in the budget section E is displayed in this section.

A.4 Project outputs (automatically generated)

An overview table is automatically generated listing the project outputs as defined in the work plan, linking them to the programme specific output indicators.

IV.2.2. Section B - Project partners

SECTION	APPLICATION FORM
B	PARTNERS B.1 Lead partner/project partners B.2 Associated partners (if applicable)

This section contains information on the partnership (lead partner, project partners and associated partners). Please also note that information provided in this section will support the assessment of State aid relevance of project activities. For further information on State aid please refer to part B, chapter II.7.7.

B.1 Lead partner/project partners

TIP An **economic activity** is defined as “offering goods or services on a given market”. It has to be kept in mind that not only profit-making companies perform economic activities and that very often public bodies or non-profit organisations do also perform economic activities. For example, research organisations (including public universities and private research institutes) can carry out both economic and non-economic activities. Non-economic activities of research organisations include their primary activities such as public education and independent research and development. Economic activities of research organisations include, for example, contract research or renting of laboratory facilities for a fee.

a. Competences

In this section information is to be provided on the specific competences of each organisation participating in the project regarding the following aspects:

- Information on the organisation’s thematic competences and experiences relevant for the project.
- Description of the main field(s) of interest of the organisation in its daily business.
- Information on economic activities carried out by the organisation in its daily business, specifying which type of activities in which market.

b. Role in the project

In this section information is to be provided with regard to the role of each organisation participating in the project (either as lead partner or project partner) regarding the following aspects:

- Description of the role and responsibility in the project (e.g. work package leader, responsible for implementation of a specific pilot action or pilot investment etc.)
- Description of the benefit which the organisation will gain from participating in the project (e.g. new knowledge and data, practical experience with new methods etc.)
- Information on economic activities performed by the organisation within the project or as a consequence of its implementation. This might include for example selling of the new products developed within the project following the knowledge acquired and/or the availability of a project output (e.g. a feasibility study).



c. EU/international projects experience

In this section information about the previous experience of each project partner in EU/international projects (e.g. Interreg, EU Research Framework Programme/HORIZON 2020, Intelligent Energy Europe, LIFE etc.), if any, should be provided regarding the following aspects:

- Experience in management/coordination of previous EU/international projects
- Participation and role in previous EU/international projects

TIP


Please note that associated partners are not to be regarded as mandatory, but are part of the relevant stakeholders and target groups to be involved in the project. In any case, the competences and capacities needed for implementing the project must be covered by the financing partners (i.e. lead partner and project partners). For further information on associated partners please refer to part B chapter II.1.4.

B.2 Associated partners (if applicable)

For associated partners only limited information is required, i.e. information on the institution name in original and English language, the country and the project partner to which it is associated.

Based on the information filled in in this section a partner list is automatically generated by eMS.

IV.2.3. Section C - Project description

	SECTION	APPLICATION FORM
	C	PROJECT DESCRIPTION
		C.1 Project relevance
		C.2 Project focus
		C.3 Project context
		C.4 Horizontal principles
		C.5 Additional indicators

In this section, applicants have to provide information on how well the project proposal contributes to the objectives of the Interreg CENTRAL EUROPE Programme, considering in particular the scope of the specific objective of relevance and, if applicable, its thematic focus for the third call.

In particular, this section includes the description of the key characteristics and strategic elements of the project, notably information on its relevance, focus and context.

In order to answer these questions, it is important that applicants read part B, chapter I of the application manual to be able to understand the Interreg CENTRAL EUROPE key principles which are a pre-condition for a project to be funded by the programme.

IV.2.3.1 Project relevance (C.1)

Within the section on project relevance applicants have to provide information on the following project characteristics:

Territorial challenges

The applicants should explain the relevance of the project in relation to the territorial challenges and/or common assets of the programme area. In particular, the description has to address:

- the common territorial challenges and needs as identified in the Cooperation Programme **for the entire programme area** and
- how the project proposal addresses the **specific challenges of the involved regions**.

This should reflect the initial situation (i.e. before project implementation) and clearly describe why the project is considered as necessary for the involved regions/countries.

Project approach and innovativeness

The description should highlight the project's approach for addressing common challenges and/or assets identified by the partnership and to reach the expected project results. It should describe how the project will be structured and the methods that will be applied.

In addition, the innovativeness of the project should be clearly demonstrated in terms of new or innovative solutions (e.g. process, goal and content oriented innovation) which will be developed and/or implemented. In this respect, it should be highlighted how the planned solutions and expected results go beyond the state of the art in the related sector and/or the participating regions. For further information and examples please refer also to part B chapter I.5

Transnational cooperation

The applicant should demonstrate the need for transnational cooperation, i.e. why the project objectives cannot be reached acting only on a national/regional/local level, as well as the added value for the project partners and target groups gained through the transnational cooperation.

More detailed information on the required transnational and territorial dimension of projects to be supported can be found in part B, chapter I.2.

The partnership should also specify the level of **intensity of cooperation** according to the following cooperation criteria:

- **Joint development (compulsory)** - i.e. partners have to be involved integrating their ideas, priorities and actions in the project development process.
- **Joint implementation (compulsory)** - i.e. project activities must be carried out by the partners in a cooperative way ensuring clear content-based links and be coordinated by the lead partner.
- **Joint staffing** - i.e. the project should not duplicate functions within the partnership. In particular, project management functions should be carried out at project level.
- **Joint financing (compulsory)** - i.e. the joint project budget shall be organised according to the activities carried out by each project partner. The lead partner is responsible for the administration and reporting towards the programme bodies as well as the distribution of the funds to the partners.

IV.2.3.2 Project focus (C.2)

Within the sub-section "project focus" the **intervention logic** of the project proposal has to be presented which is composed of the following elements:

- Project main objective
- Expected project results
- Project specific objectives

Detailed guidance for setting up the project intervention logic is provided below. Please refer also to part B chapter I.1 where the required linkage between the programme and project intervention logic is explained as well as to part C, chapter III describing the principles of the project intervention logic).

Please note that the planned project outputs forming part of the project intervention logic (see also explanations below on how to build the project intervention logic) have to be defined within the respective work packages (see section D of the application form).

How to build the project intervention logic?

The most important step in developing the project proposal right from the beginning, is to clearly define the intervention logic, notably the project objective(s) and expected results. The results should be as specific as possible and clearly express **what kind of changes the project intends to bring about in relation to the initial situation.**

The project intervention logic has to be coherent and shall provide the necessary information on how the project contributes to the targeted programme specific objective and its expected result, considering, if applicable, the thematic focus of the third call.

The project intervention logic should be built according to the process displayed in figure 2 and as described below. Definitions of the main terms used for the intervention logic are provided in table 1.

Figure 2: Building the project intervention logic

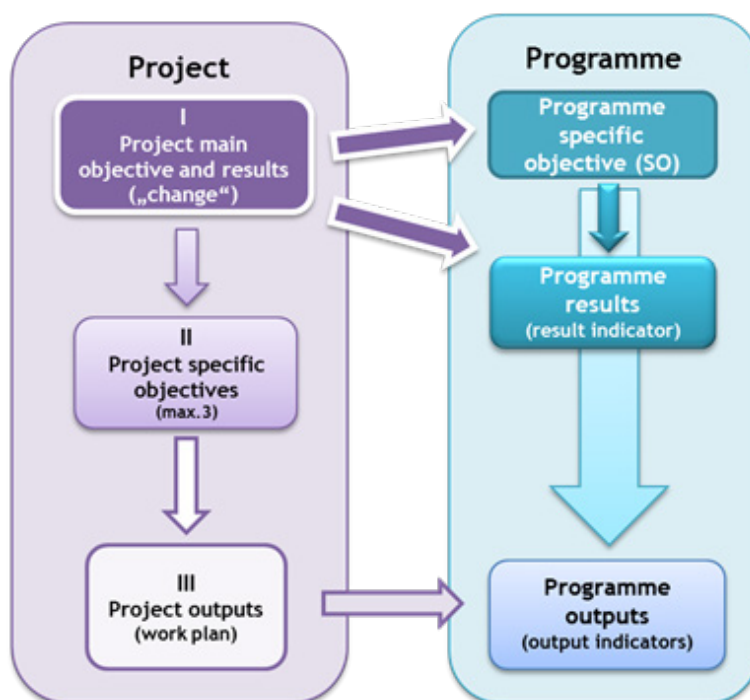


Table 1 - Project intervention logic glossary

TERM	DEFINITION
PROJECT MAIN OBJECTIVE	Provides the overall context for what the project aims to achieve. It describes the long-term objective the project seeks to support and relates to the strategic aspects of the project. It has to be in line with a programme specific objective and result (considering, if applicable, the thematic focus for the third call).
PROJECT SPECIFIC OBJECTIVE	Describes the immediate objective sought by the project, which can be realistically achieved within the project lifetime through the development of the project outputs. It should be verifiable at the end of a project whether the specific objective was achieved or not. Each project specific objective has to clearly contribute to the project main objective.
PROJECT RESULT	Describes the advantage of carrying out the project and the change compared to the initial situation. Results are derived from the outputs achieved by the project. They have to be coherent with project objectives and contribute to the programme results.
PROJECT OUTPUT	Is the outcome obtained following the implementation of project activities paid with project funds (i.e. strategy/action plan, tool, pilot action, training etc.). Each output should be captured by a programme output indicator and should directly contribute to the achievement of the project result.

Steps for building the project intervention logic:

1. Setting of project main objective and results

- Define the project main objective which outlines the “strategic” focus of the project and its expected results. Results should indicate the changes the project will achieve following its implementation (“theory of change”).
- Select a programme specific objective to which the project contributes within the chosen priority axis. The project main objective has to be fully consistent with the selected programme specific objective.
- Explain the linkage between the envisaged project results and the programme result referring to the chosen programme specific objective. Please give clear evidence of how and to which extent the project will contribute to the programme result indicator linked to the chosen programme specific objective. Please note that the contribution to the result indicator shall relate *not only to project partners, but also to the target groups of the project considering also the transferability of project results to other territories facing similar challenges.*

2. Defining project specific objectives

- Define **up to three specific objectives** describing what the project aims to achieve within its lifetime. Project specific objectives should be as concrete as possible and directly address the problems/challenges as described within the sub-section C.1 (Project relevance) of the application form. When defining the project specific objectives, it has to be considered that the partnership should have the necessary capacity to directly influence their achievement. The reaching of project specific objectives has to be verifiable during and after project implementation.
- Each of the set project specific objectives has to clearly contribute to the project main objective and the expected project results. This will ensure the internal coherence of the project intervention logic.

3. Defining project outputs

Project outputs have to be defined in the **work plan** (see also section D of the application form as well as explanations in chapter IV.2.4) and can be characterised as follows:

- Outputs are the direct outcomes of the project and have to directly contribute to the achievement of the project objectives and results.
- Project outputs should follow the typology of outputs (see chapter IV.2.4 related to the description of thematic work packages) as applied by the Interreg CENTRAL EUROPE Programme and be captured by programme output indicators. Detailed explanations on the output typology and the respective output indicators including examples of outputs per priority axis and specific objectives (for the latter, and if applicable, considering their thematic focus for the third call) are explained in annex III of the application manual.
- Within investment specifications the defined outputs/investments have to be linked to the category “investment” as included in the list of output indicators (see chapter IV.2.4.2). The relationship between project activities, outputs and deliverables is explained in chapter IV.2.4.1.

TIP

Please check at the programme website (www.interreg-central.eu/projects-2007-2020) on the thematically related projects already funded in the first and second call of the programme as well as by the CENTRAL EUROPE 2007-2013 Programme. In addition, the programme has prepared comprehensive thematic studies summarising the results of the CENTRAL EUROPE 2007-2013 projects (see part A, chapter V and available on the programme website). This will help in building a project based on available knowledge and existing achievements.

IV.2.3.3 Project context (C.3)

In this section the applicant should describe how the project proposal contributes to the relevant existing policy framework (at EU, national, regional levels) relevant for the thematic scope of the project and for each of the regions participating in the project:

- the EU policy framework given by the Europe 2020 strategy, EU sectoral policies for the thematic scope of the project, European Territorial Agenda etc.
- national, regional or local policies (referring only to the relevant governance level applicable for the project scope and territories)

If applicable, possible contributions of the project to the following **macro-regional strategies**² covering the Interreg CENTRAL EUROPE programme area should be described:

- EU Strategy for the Danube Region (EUSDR)
- EU Strategy for the Baltic Sea Region (EUSBSR)
- EU Strategy for the Adriatic and Ionian Region (EUSAIR)
- EU Strategy for the Alpine Region (EUSALP)

The description should clearly specify the linkage with the respective macro-regional strategy and explain how the project will explicitly contribute to the objectives of the macro-regional strategy.

Furthermore, **coordination** or **synergies** with other national or European projects and initiatives (past, on-going or planned) should be described. If applicable, applicants should highlight if and how the project builds on past efforts and results in order to avoid duplication of efforts. Applicants should describe relevant **experiences or lessons-learned** and how gained knowledge will be used. If applicable, linkages to previous CENTRAL EUROPE 2007-2013 projects should be highlighted. For further information, please see also part C chapter II. Applicants should indicate if the application is linked to any other proposal currently under preparation within other EU funds, also specifying the concerned EU programmes (e.g. other Interreg programmes, Horizon 2020, COSME, LIFE, national or regional programmes supported by ERDF, ESF, Cohesion Fund, EAFRD, EMF, etc.).

IV.2.3.4 Horizontal principles (C.4)

Applicants have to indicate how the project proposal contributes to the following horizontal principles of the programme, by characterising the type of possible effects:

- Environment Sustainable development
- Equal opportunities and non-discrimination
- Gender equality

In the application form a self-assessment on the respect of the above principles has to be performed. In case of possible negative effects, adequate mitigation measures have to be designed already in the application stage in order to avoid occurrence of such negative effects. For example, if a project foresees the promotion of river and sea transport, specific attention should be placed on the ecological status of the water body and its hydro morphology. For more detailed information on horizontal principles please refer to part B chapter I.6.

² http://ec.europa.eu/regional_policy/index.cfm/en/policy/cooperation/macro-regional-strategies/

IV.2.3.5 Additional indicators (C.5)

The programme has defined the following **thematic result indicators** which aim at capturing the result and implementation-oriented project effects:

- Number of institutions adopting new and/or improved strategies and action plans
- Number of institutions applying new and/or improved tools and services
- Amount of funds leveraged based on project achievements
- Number of jobs created (FTE) based on project achievements
- Number of trained persons

Applicants have to choose from the thematic result indicators listed above those of relevance for the project considering its scope and the planned achievements. Applicants have also to quantify the respective targets. Please note that in case the project will be funded, the respective progress for the chosen indicators will have to be reported during project implementation.

In addition, applicants have to define targets for the following **communication result indicators** which aim at capturing the project`s communication effects:


- Unique visits to the project website (monthly average of digital reach in the reporting period)
- Number of participants at project events, which are planned in WP Communication (physical reach)
- Percentage of participants satisfied with information provided at project events, which are planned in WP Communication (satisfaction with information)
- Number of communication activities jointly implemented with stakeholders from outside the project (including associated partners), such as shared publications or shared events (external cooperation)

The progress on all communication result indicators will have to be reported during project implementation.

Additional guidance on the above-mentioned indicators and their definitions in order to ensure a common understanding of their scope and meaning is provided in annex III of the manual.

IV.2.4 Section D - Work plan

IV.2.4.1 Introduction to the work plan

	SECTION	APPLICATION FORM
	D	WORK PLAN (INCLUDING TIME LINE)
		D.1 Work package description
		> Preparation work package (if applicable)
		> Thematic work packages
		> Management work package
		> Investment specification (if applicable)
		> Communication work package
		D.2 Target groups
		D.3 Periods

The project work plan describes the activities which will be performed by the project in order to deliver the outputs necessary for achieving the project specific objectives. The work plan is composed of a set of work packages, part of them to be defined by the applicants.

The programme foresees four different types of work packages and a specification of investments (see table below).

Table 2 - Types of work packages (WP)

WP TYPE	MANDATORY	CONTENT
PREPARATION	NO	Related to the request of a lump sum for preparation and contracting costs (as explained in chapter IV.2.4.2 and part B, chapter II.7.4)
MANAGEMENT	YES	Project management and coordination activities (including communication activities to ensure the involvement of the project partners) One management WP per project
THEMATIC	YES	Content-related activities linked to the achievement of project specific objectives and results (including communication activities to ensure the involvement of external target audiences) WP title is to be defined by the partnership reflecting the intended result of the WP. From one to max. four thematic work packages per project
INVESTMENT SPECIFICATION	ONLY FOR INVESTMENTS ABOVE EUR 15.000	Applicable only if the project foresees investment(s). Each investment is to be described by a separate investment specification. Such specification is to be filled-in only if the total value of the concerned investment exceeds EUR 15.000 of total costs Investment title is to be defined by the partnership reflecting its focus.
COMMUNICATION	YES	Communication activities that will ensure the sustainability of achieved outputs and results One communication WP per project

At the beginning of the work plan section, a **work package overview list** is displayed which is automatically filled-in according to information included in the subsequent work packages descriptions.

The overall project **time line** is displayed in the form of a Gantt chart. The chart is automatically generated on the basis of information inserted in the work plan and it visualises the timing of all work packages, project outputs, activities and deliverables.

TIP

Activities and deliverables should describe a transparent work flow ensuring the necessary level of detail and an adequate time-wise sequence.

In general, a work package (WP) is characterised by the following:

- WP title
- WP responsible partner and involved partners
- WP start and end date
- A comprehensive WP summary including clear roles and responsibilities of project partners
- Thematic WPs must produce at least one output
- A number of activities (recommended not more than 4-6 per WP)
- One or more deliverables within each activity. In case of thematic WPs, deliverables have to contribute to the achievement of the output(s)

The following figure illustrates the relationship between project activities, outputs and deliverables (applicable to thematic work packages).

Figure 3: Relationship between project activities, outputs and deliverables (applicable to thematic work packages)

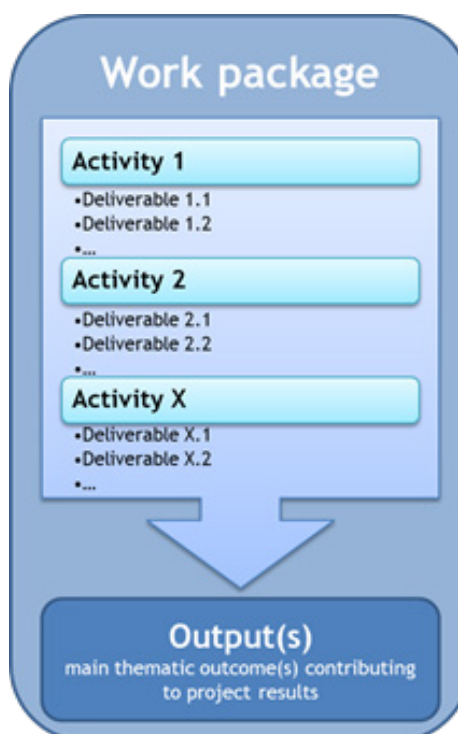


Table 3 - Definitions: activities/outputs/deliverables

TERM	DEFINITION
PROJECT OUTPUTS	Are the outcomes obtained following the implementation of project activities paid with project funds , i.e. strategy/action plan, tool, pilot action, training, (innovation network -applicable only for SO 1.1). Each output should be captured by a programme output indicator and should directly contribute to the achievement of the project result. Each thematic work package must foresee at least one output. See also further explanations on output types below.
PROJECT ACTIVITIES	Each work package (except for WP preparation and investment specification) is divided into activities (ideally not more than 4-6 activities per work package). For each activity the start and the end month as well as the indicative cost must be specified. The sum of the indicative budgets of the single project activities within a work package have to be equal to the work package budget. Activities of thematic work packages have to lead to the development of one or more project outputs.
PROJECT DELIVERABLES	Each activity should include one or more deliverables (e.g. analysis report, feasibility study etc.) that contribute to the achievement of project outputs. All small steps of a single activity, such as stakeholder meeting documentations, working groups etc., do not need to be listed as separate deliverables, but should be aggregated into one deliverable, e.g. a qualitative report describing the stakeholder involvement.

ATTENTION

For each project output a corresponding deliverable (e.g. strategy document, pilot action report etc.) has to be foreseen in the work plan. Such deliverable should contain a detailed description and documentation of the output produced.

In addition, finalised project outputs have to be reported to the programme through an "output fact sheet" containing summary information of the output. For further information, please refer to section B.2 of the programme implementation manual.

The following table presents a comparative overview on the main features of outputs and deliverables:

Table 4 - Comparative overview of outputs vs. deliverables

	OUTPUT	DELIVERABLE
CHARACTERISTICS	<ul style="list-style-type: none"> > Main outcome of a thematic work package > Contributing to achievement of the expected project result > Following output typology and linkage to programme output indicator 	Reflecting the product of single activities or their intermediary steps
NUMBER	Min. 1 output per work package	One or more deliverables per activity
DOCUMENTATION	Output factsheet (according to programme template tailored to each output type)	Tangible item to be delivered as part of progress reporting, e.g. study, report etc.

EXAMPLE *The output of a thematic work package will be action plans for the reduction of air pollution in functional urban areas for four cities. In order to achieve this output, several activities with the following deliverables are foreseen, such as:*

- **Activity 1: Analysis of the current air quality situation and collection of best practices**
 - Deliverable 1.1: Study on air quality for the participating four cities
- **Activity 2: Analysis of air quality policy framework**
 - Deliverable 2.1: Transnational report on policy framework
- **Activity 3: Stakeholder involvement**
 - Deliverable 3.1: Concept on how to involve relevant stakeholders in the four cities
 - Deliverable 3.2: Summary report on stakeholder involvement
- **Activity 4: Elaboration of transnational action plan**
 - Deliverable 4.1: Transnational action plan concept
- **Activity 5: Adaptation of the transnational action plan to the local context**
 - Deliverable 5.1: Action plan for city A
 - Deliverable 5.2: Action plan for city B
 - Deliverable 5.3: Action plan for city C
 - Deliverable 5.4: Action plan for city D

➤ **Output: Four action plans developed** for four central European cities (to be documented within four output fact sheets summarising the activities and their outcomes related to the action plan development)

Output indicator: "Number of strategies and action plans for the improvement of environmental quality in functional urban areas developed and/or implemented"

Indicator quantification/target: 4

IV.2.4.2 IV.2.4.2 Work package description (D.1)

Work package: preparation

In case a project foresees to claim the lump sum for preparation cost, as explained in part B, chapter II.7.4, the preparation work package has to be created, however no content-related information is to be provided. Financial information is to be included in section E Partner budget.

Work package: management

In order to successfully reach its objectives, the project has to set up a sound coordination and management structure (see also part C, chapter V).

The project management has not only to ensure the implementation of the tasks described in the application form according to the foreseen timeline but, amongst others, also to:

- Safeguard a clear division of tasks and effective involvement of the partners, efficient operational management and a sound information flow within the partnership;
- Set up a dedicated financial management system which includes the validation of expenditure by authorised national controllers;
- Set up tools for monitoring the project performance, quality management and evaluations or reviews;
- Set up internal communication activities to ensure the information and involvement of all project partners.

The following four pre-defined and compulsory activities have to be foreseen within the management work package.

Table 5: Work package management - pre-defined activities

	PRE-DEFINED MANAGEMENT ACTIVITIES
ACTIVITY 1	Start-up activities (e.g. signature of the partnership agreement, kick-off meeting, setting up of management structures, etc.)
ACTIVITY 2	Day to day project management, coordination and internal communication (tools and procedures, incl. coordination meetings, monitoring of progress of activities and preparation of reports, quality management)
ACTIVITY 3	Steering and monitoring of the project implementation (structure and procedures, meeting of the decision making bodies / steering committee / advisory board, appraisal of project progress and management such as evaluation and reviews)
ACTIVITY 4	Financial management (incl. monitoring of incurred expenditure, transfer of funds and cash flow management), preparation of necessary documentation in view of the validation of expenditure and of controls/audits

For each of the pre-defined activities the respective deliverables have to be defined. Please keep in mind that within the management work package no outputs are to be foreseen. Project outputs relate only to thematic achievements and are therefore only to be included in the thematic work packages.

TIP

Please keep in mind that the summary should "tell the story" of what you want to achieve in this work package. Avoid all too technical terminology and acronyms. It is recommended to draft the summary and discuss it with your partners, before filling in the detailed information on outputs, activities and deliverables.

Work package type: Thematic work package

Thematic work packages describe the **"thematic"** activities carried out within the project and the related outputs. Thematic work packages must be limited to a **maximum of four**.

The work package title should reflect the strategic transnational focus and the intended results of the work package rather than the planned activities.

The work package summary should include:

- The main objective(s) of the work package and a summary description of its contents (including activities and foreseen outputs);
- A clear description of how partners and target groups will be involved (if applicable, also the involvement of associated partners);
- Description of the planned activities as well as the outputs and deliverables foreseen which will contribute to reaching the project objectives and results;
- If applicable, information whether one or more investments linked to a pilot action of the respective thematic work package is/are foreseen.

Types of outputs

The Interreg CENTRAL EUROPE Programme has pre-defined the following categories of project outputs which put emphasis on policy support and implementation-oriented approaches (please see part B, chapter II.3 for further information on this):

- Strategy and action plan development and/or implementation
- Tool development and/or implementation
- Pilot actions
- Trainings
- Innovation networks (only applicable to programme specific objective 1.1)

For each programme specific objective, a set of programme output indicators has been defined, building on the typology of outputs as indicated above. In order to provide project applicants with practical guidance and a common understanding of the definition of output indicators, more detailed information is provided in annex III of the application manual (types of outputs and programme specific output indicators).

For each project output and deliverable, besides a brief description, also its quantification and planned delivery date have to be provided.

Each thematic work package must have at least one output.

Within each thematic work package, activities and deliverables have to be defined (see figure 3 of chapter IV.2.1) leading in a transparent way to the achievement of the planned outputs.

In order to ensure a transparent work plan structure and to focus the activities within one work package, it is recommended to limit the number of different output types (strategies, tools etc.) within a single work package. However, a work package can contain several outputs of the same type (e.g. 7 pilot actions in 7 different regions participating in a project).

Attention should be paid to how outputs can be used by the **target groups** addressed, as well as to their durability and transferability in order to achieve the intended results.

In this context the main target groups for the work package outputs have to be chosen from a list of pre-defined target groups (see annex IV classification of target groups). It should be described how those target groups and other stakeholders will be involved in the development of the foreseen outputs (i.e. involvement-related communication). If applicable, the description should clearly highlight the purpose and way of involvement of associated partners.

In addition, information on **sustainability and transferability** has to be provided for the outputs of each work package. It should be explained how the sustainability of the developed output(s) is anchored in the project design. **If applicable, in this section also the involvement and roles of associated partners (see part B chapter II.1.4) in sustaining and transfer of project outputs and results should be described.** Sustainability and transferability can be defined as follows:

- Sustainability refers to the continuation or follow-up of outputs including their valorisation. This may include also durability and ownership aspects (see also explanations including the three dimensions of sustainability provided in part B, chapter I.4 as well as chapter E.2 of the implementation manual).
- Transferability is the potential to apply the project outputs or results in other regions or different contexts. The knowledge created in the project should be easily applicable, transferable and possible to use in other organisations/regions/countries outside of the defined partnership. Such transfer of knowledge, outputs and results should allow for efficiently addressing existing disparities between regions.

Investment specification (if applicable)

A separate investment specification for each investment exceeding EUR 15.000 total cost has to be provided. Investments of EUR 15.000 total costs and below should only be described in the thematic work package and linked to a deliverable.

Irrespective of whether a separate investment specification is required, a specification at the level of each cost item composing the investment is to be provided under section E "Partner budget" of the application form with regard to **only** the two following budget lines:

- Items referring to budget line 5 "equipment expenditure" and to the category "thematic equipment" (e.g. air quality monitoring equipment); and/or
- Items referring to budget line 6 "infrastructure and works expenditure" (e.g. setting up ex-novo of a building or the adaptation of an existing infrastructure).

All other costs concerning an investment, but belonging to other budget lines, should be included under the thematic work package to which the investment is linked (see below).

For further information on the above mentioned budget lines, please refer to part B, chapter II.7.3 on budget line specifications.

ATTENTION

Irrespective to the planned cost of the investment (i.e. requiring or not a separate investment specification), all investments have to comply with the requirements set by the programme. Further guidance is available in part B, chapter II.3.

EXAMPLE *Investment - Energy management for a waste management facility (public infrastructure)*

The goal of the investment is setting up an energy monitoring system of waste management facility for improving its energy management, to be implemented on the basis of a transnational management model developed within the project. The facility is owned by the project partner being in charge of the investment. The investment consists of:

- *Works such as the installation of electrical wiring and fittings estimated at EUR 12.000 total cost.*
- *Thematic equipment such as smart devices, computer and monitoring software estimated at EUR 9.000 total cost.*

The total investment costs (composed of thematic equipment and works) amount to EUR 21.000, therefore the investment specification in the application form has to be provided for this investment.

Data and experience gathered from the pilot investment will be jointly evaluated by the partnership.

Investments for which an investment specification has to be provided (i.e. exceeding EUR 15.000 total costs) have to be linked to a pilot action carried out within a thematic work package.

The investment specification shall include the following information:

- Investment title
- Start and end date of investment implementation
- Responsible partner
- Technical description of the investment (including linkage to thematic WP and pilot action, quantification and break down of investment costs)
- Justification (relevance, transnational added value, transferability, target groups etc.)
- Investment location (NUTS 0, 2 and 3)
- Risks associated with the investment (including potential negative effects on the environment and mitigation measures)
- Investment preparation (e.g. requirements and permissions), if applicable
- Investment ownership and durability

An investment for which an investment specification is provided is regarded as a project output (in addition to the types of outputs indicated under the “thematic work packages”). It has to be linked to the category “investment” as included in the list of output indicators.

TIP

Within the investment specification the realisation of the investment is to be defined as output. All accompanying activities and deliverables linked to the investment (e.g. feasibility study, preparatory analysis etc.) have to be included solely in the thematic work package to which the pilot investment is linked and not under the investment specification. Therefore related costs (such as staff costs, external expertise etc.) have to be included under the respective thematic work package.

For technical reasons in eMS one “virtual” activity has to be defined (called e.g. “investment implementation”) which should reflect the start and end date of the investment implementation. Please note that no deliverable shall be foreseen, since the respective investment report will have to be delivered as output documentation (see also section B.2 of the implementation manual).

Work package: communication

As outlined in part C, chapter VI of this application manual, communication has a strategic function in the project and helps to achieve management goals: to communicate for the sake of communication should not be the objective. Communication should always be intrinsically linked to project and management goals.

Based on this understanding, well-planned communication plays a key role throughout an Interreg CE project and will help the project management to ensure:

- The **involvement** of project partners in the overall project (to be planned in the management work package)
- The **involvement** of stakeholders including associated partners in the development of outputs (planned in the thematic work packages)
- The **sustainability** of achieved project outputs (planned in the communication work package)

4 key steps for planning the communication work package

When planning the communication work package, the following four steps have to be taken by the project partnership (see also visualisation below):

1. Select up to 5 key project outputs to be sustained through communication

After developing the thematic work plan, project partners should jointly decide which key outputs can best be transferred and sustained through communication activities. In the communication work package of the application form applicants will find a drop-down menu of all outputs previously defined in thematic work packages. Please note, however, that the choice has to be limited to a minimum of 1 and a maximum of 5 outputs that are considered most transferable by the partnership.

The discussion on which outputs will be transferred to which target audience should basically have taken place already when preparing the thematic work packages.

Consistency of information provided in the thematic work packages and the communication work package should be ensured: if an output will be communicated, this should be mentioned in the relevant section of the thematic work package (section related to sustainability and transfer), including a reference to what is planned in the communication work package.

2. Define the communication objectives that will help to sustain the output

In this step, project partners should jointly decide in how far communication can realistically contribute to the transfer and sustainability of an output. To facilitate the choice, the programme has pre-defined and clustered two basic communication objectives to choose from:

- Raise awareness and increase knowledge
- Influence attitude and behaviour

Even if both objectives seem relevant for transferring and sustaining an output, the project partners need to be realistic about what they can achieve through communication before the end of the project. Please keep in mind that sustainability-related communication can often only begin in a later stage of the project, when an output is fully developed.

In this regard it is also important to note, that raising awareness and increasing knowledge about an output are usually the basis for influencing attitudes and behaviour. Nevertheless, projects should also go for the latter objective, even if it needs more time and more dedicated efforts.

3. Define the approach to communication - how will you communicate to whom

In line with information provided in the sustainability and transferability section of the thematic work packages, the project partners should describe their approach to reaching the chosen communication objective. In other words, two questions need to be answered:

To which target audience will the output be communicated? Which tactic will be used?

Tactics depend much on the chosen target audience and the communication objective. Simply disseminating information in publications will help to increase the knowledge but not change the attitude of an audience, while a targeted and dialogue-oriented seminar organised with influential multipliers might do so. Please consider as a tactic also the

TIP

When defining communication approaches, the following gap text could be a good starting point:

“The project output [insert NAME] will be communicated to the additional target audiences [insert DESCRIPTION] by employing the communication tactics [insert DESCRIPTION] to change their [insert OBJECTIVE].”

involvement of associated partners (see part B chapter II.1.4) in order to sustain and transfer project outputs and results.

Examples of approaches (i.e. combination of tactic and target audience) include amongst many others:

- Dissemination of soft facts or light stories (storytelling, visualisation) to e.g. policy makers to raise their awareness on an output
- Dissemination of hard facts and figures to e.g. experts to increase their knowledge about an output
- Cooperation with relevant multipliers (e.g. associated partners) to raise awareness and increase knowledge or even influence attitudes and behaviour towards an output
- Branding, edutainment or gamification to raise awareness or even increase knowledge of e.g. a more general audience about pilot actions
- Pressure-campaigning or targeted dialogue to influence the attitudes or behaviour of decision makers towards an output

Please note that it is important to clearly define the additional target audiences to which an output will be communicated. Without a clear description of the target audience, the relevance of communication tactics is difficult to assess.

4. Define specific communication activities (and deliverables)

Last but not least, project partners have to start thinking creatively about translating their chosen approaches into activities: How will hard facts be disseminated? Through media relations or project publications? Or both? How exactly will the visualisation and storytelling approach be put into action? Through digital activities or publications? Or both? What kind of cooperation will be sought with which multipliers? Joint events or joint publications? Or both? The options are sheer endless.

To facilitate the initial choice of communication activities, the programme has therefore pre-defined clusters of basic activities from which the projects have to choose (see further information on these clusters below).

For the clustered activities, an indicative budget as well as start and end dates will have to be provided. The activity clusters will also have to be broken down into more specific deliverables. For example, the cluster “Publications” could be broken down into “Study”, “Leaflet”, “Infographic” or other fitting deliverables. It is important to quantify these specific deliverables and to describe them thoroughly based on the following questions: What will be done to reach whom with which intention? Where and when will it happen?

Please note, that some of the following activities and deliverables might as well be relevant for involvement-related communication that is planned in the thematic work packages. The project website and social media for example have to be planned in this work package but are relevant for all kinds of project communication.

■ **Start-up activities** include activities such as:

- ☐ Preparation of the project communication strategy. Interreg CE will provide a simplified template for developing the strategy, which should be used by the projects.
- ☐ Creation and regular content updates of the project website. This will be hosted on the Interreg CE programme website and additional project websites require a pre-approval by the programme.
- ☐ Provision of basic information about the project on all project partners' institutional websites.
- ☐ Production of office materials. The design of these has to be in line with the Interreg CE project design manual. Additional corporate designs require a pre-approval by the programme.
- ☐ Production of a poster for all project partners' offices with basic project information. A template will be provided in the Interreg CE project design manual.

■ **Media relations** include all kinds of activities leading to the publication of information about the project in print and digital news media, such as:

- ☐ Press releases
- ☐ Press conferences
- ☐ Journalist on-site visits

As a general principle, the programme does not allow paying for any publication of information in news media. If this is foreseen by a project, it has to be duly justified and pre-approved by the MA/JS.

■ **Publications** include any kind of laid out digital and print product which carry information about the project and its outputs, such as:

- ☐ Leaflets
- ☐ Brochures
- ☐ Infographics
- ☐ Books
- ☐ Studies

The quantification of a publication refers to the number of publications published and not to the print-run. However, please mention the print-run in the deliverable description. Information should also be provided on the planned content and the target audience of a publication.

■ **Public events** include any kind of larger-scale event activity which disseminate information on the project and its outputs to wider audiences, such as:

- ☐ Public conferences
- ☐ Campaigns
- ☐ Exhibitions
- ☐ Contributions to multiplier conferences

Please describe always which output(s) will be in the focus of an event and who is the target audience. Also provide information on where it is planned and what the expected attendance is.

- **Targeted events** include any kind of smaller-scale and dialogue-oriented event activity, which allows for discussion of the project and outputs, such as:

- ☐ Seminars
- ☐ Trainings
- ☐ Workshops
- ☐ Personal meetings

Please describe always which output(s) will be in the focus of an event and who is the target audience. Also provide information on where it is planned and what the expected attendance is.

- **Digital activities** include any kind of online activity beyond the project website (to be planned as start-up activity), such as:

- ☐ Social media platforms
- ☐ Electronic newsletter
- ☐ Direct mailings
- ☐ Video content
- ☐ Mobile apps
- ☐ Animations
- ☐ Games

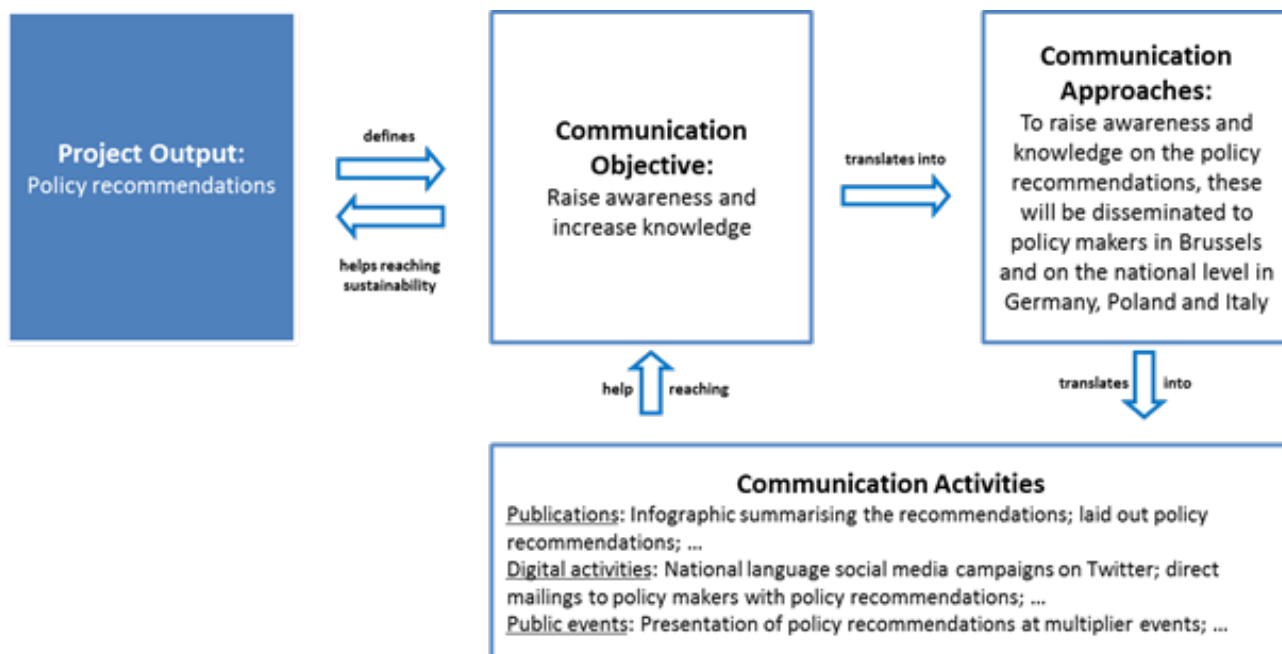
In the deliverable description information should be provided on the planned content and the target audience of a digital activity.

- **Promotional materials** should be limited to the most necessary event materials, including mainly:

- ☐ Roll-ups
- ☐ Pens and pencils
- ☐ Notepads
- ☐ USB sticks
- ☐ Cotton/linen/paper bags
- ☐ Lanyards

A complete list of authorised promotional materials will be provided to funded projects. Any additional materials not included in this list have to be pre-approved by the MA/JS.

Figure 4: Visualisation of communication work package development (basic example)



TIP

The target value should only reflect an active involvement of target groups, e.g. participation in trainings, interviews, workshops, local stakeholder groups, advisory boards, testing of tools, implementation of pilot actions etc.



IV.2.4.3 Target groups (D.2)

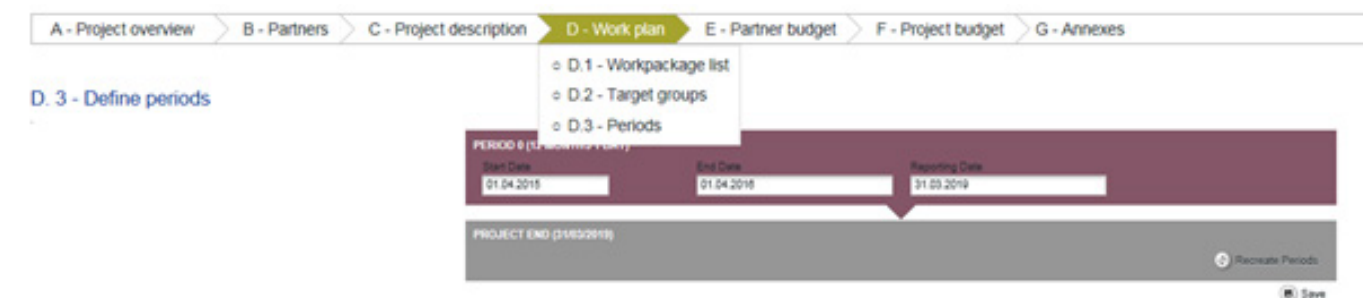
This section provides an aggregation of the target groups which have been defined within the thematic work packages for the outputs obtained in these.

A list of the target groups which were chosen within the work plan is automatically displayed. Those target groups should be further specified at the level of the entire project, including also an estimation of the target value for each group.

In this respect please refer also to annex IV which provides a classification of types of target groups.

IV.2.4.4 Periods (D.3)


Out of technical reasons, in order to be able to fill-in section E "Partner budget" you have to firstly open section D.3 "Periods" and press the button  **Recreate Periods** (see screenshot below). The project periods are then automatically created by the system based on the project start and end dates in section A "Project overview". When modifying the start and/or end date of the project at a later stage, the button  **Recreate Periods** needs to be re-activated in order to adapt the project periods accordingly. Before starting filling-in section E "Partner budget" make sure that the project periods have been updated. **Please note that no data have to be entered in this section.**




TIP Whenever changing the start and/or end date of the project in section A "Project overview", please remember to update the project periods in section D "Work plan/D.3 Periods". Please note that modifications of project dates and periods have an impact on section E "Partner budget" (financial data are inserted per period and are lost when deleting a period!) as well as on section D "Work plan" and budgets per period. Therefore start and end dates of work packages activities and dates for deliverables and outputs might need to be updated accordingly. budgets per period as well as start and end dates of work packages, activities and dates for deliveries and outputs might need to be updated accordingly.

IV.2.5. Section E - Partner budget

IV.2.5.1 Partner budget (E.1)

	SECTION	APPLICATION FORM
	E	PARTNER BUDGET E.1 - Partner budget E.2 - Activities outside the programme area E.3 - Project breakdown budget

The partner table is partly pre-filled by the system with data on project partners entered under section B.

The starting point for the project budget is section E "Partner budget". The budget of each partner is broken down per budget line, work package and reporting period. For further information on how to design a sound budget please see part C, chapter VII.

In order to fill-in the partner budget section, applicants first have to fill-in the following sections of the application form:


- Section A "Project summary" (at least project start and end dates)
- Section B "Project partners" (at least the partner organisation data, NUTS and co-financing rate³)
- Section D "Work plan" (at least one project work package and, as explained in chapter IV.2.4.4, reporting periods (D.3) must be defined correctly)

ATTENTION



Please note that modifications of project start and end dates and periods after the insertion of budget data might have an impact on section E "Partner budget". Financial data are inserted per period and are lost when deleting a period!

³ When filling in the budget please make sure that the co-financing rate applicable to the partners, as defined in part B, chapter II.6, is correctly selected.

Steps to be undertaken when defining the budget in section E of the application form are the following:

- a. To enter the budget of the partner click on the "define budget" button  **Define Budget** in the partner list of section E "Partner budget", and select the partner for which you want to enter the budget
- b. At first, it is important to select the flat rate option in order to choose whether the concerned partner organisation will charge staff costs to the project according to real costs or a flat rate. Please note that, after the submission of the application form, the partner will not have the possibility to change this choice anymore. For further information, please refer to part B, chapter II.7.3.
- c. At this point three tables will be displayed on the screen:
 - ☐ The first table displaying budget lines and work packages;
 - ☐ The second table displaying budget lines and reporting periods;
 - ☐ The third table displaying reporting periods and work packages.

Preferably the applicant enters the partner budget in the first table "Budget lines and work packages". The other two tables will be automatically updated once budget data are entered. The system allows to access and amend the budget also from the other two budget tables.

- d. From the table "Budget lines and work packages", the applicant has to click the edit button  corresponding to the budget line and work package to be filled in. A pop-up window will open where the applicant has to enter the total amount allocated to each reporting period for the chosen budget line and work package. The following specifications apply to the different budget lines as well as to preparation costs and revenues:
 - ☐ For **budget line 1 "Staff costs"**: one aggregated amount is to be included for the entire work package and reporting period. Partner institutions choosing the flat rate option for the reimbursement of staff costs cannot enter data, since the budget allocated to this budget line is automatically calculated;
 - ☐ For **budget line 2 "Office and administrative expenditure"**: data cannot be entered since the budget allocated to this budget line is automatically calculated.
 - ☐ For **budget line 3 "Travel and accommodation costs"**: one aggregated amount is to be included for the entire work package and reporting period.
 - ☐ For **budget line 4 "External expertise and services costs", budget line 5 "Equipment expenditure" and budget line 6 "Infrastructure and works expenditure"**: a breakdown of the budget line at the level of each item included under this budget line is to be created by clicking on the add button . A pop-up window will appear in which the applicant has to specify for each concerned item to be purchased the number of the deliverable as listed in section D of the application form as well as the nature and quantity of the item. In the case of equipment items, information is to be included also on the equipment type (i.e. "equipment for general office use" or "thematic equipment" - please see part B, chapter II.7.3). The budget allocated to the single cost item has then to be entered at the corresponding work package and reporting period following the procedure described above.

EXAMPLE *Here below three examples of how budget line specifications should be filled in:*

BL4 External expertise and services costs

- *D.T2.1.3 External expertise for the preparation of the strategy for the development of clean fuel policy;*
- *D.T2.3.2 External expert for the preparation of the joint action plan;*
- *D.T4.2.3 Policy Advisory Group Meeting, 1-day event with approximately 40 participants (venue, catering, handouts, translation etc.)*


BL5 Equipment



- *D.M.2.2 purchase of 1 laptop with software for technical and administrative project management (for general office use);*
- *D.T.2.2.1 Thematic equipment for the pilot and investment implementation 4 smart devices for thermal energy.*

BL6 Infrastructure and works



- *D.T.2.2.1 Works for smart devices installation on a railway station*

- The lump sum for preparation costs must be allocated to the concerned partner(s) by creating a new line under budget line 4 "External expertise and services costs" following the same procedure as described above. In this new line it must be specified that it refers to the lump sum for preparation costs and the amount allocated to the partner must be entered under work package "Preparation" and period 0. Please remember that the total amount allocated to a project for preparation costs cannot exceed EUR 15.000. For further information on preparation costs please see part B chapter II.7.4.
- In case that the project proposal is expected to generate revenues (as specified under part B chapter II.7.5), the expected net revenues must be included in the relevant category available in the budget table. One aggregated amount is to be included for the entire work package and reporting period.

When entering data, please remember to regularly save by clicking the save button  Save at the bottom of the pop-up window. If you close the window without saving your data will be lost!

- e. Once the partner budget is inserted, information on national co-financing type and source is to be included by clicking the button  **Define Contribution** available in the partner list of section E "Partner budget". Under this section two tables are available. The first one presents the overall programme co-financing and the partner contribution according to the applicable co-financing rate (automatically filled-in by the system), while the second one refers to the partner co-financing sources and is to be filled in by the applicant. In the table on partner co-financing sources, the system by default includes the partner's own resources as first co-financing source, in line with information on legal status which is automatically transferred from section B. To add other co-financing sources the applicant has to click on the add button  and fill-in information on the source of co-financing, the legal status (i.e. private, public, automatic public) and the amount. Please check carefully the consistency of the total amount of co-financing manually entered in the second table with the amount automatically calculated in the first table!

Automatic public co-financing refers to specific co-financing schemes set up by some Member States (e.g. the "Rotation Fund" for public authorities in Italy). Total public expenditure is to be understood as the ERDF co-financing plus all public contributions and automatic public contributions. In case the partner budget is changed, please remind to update the information in the partner contribution section.

When entering data, please remember to regularly save by clicking the save button  on top of the main menu (left side of the screen) or the save  Save at the end of the page. If you leave a section without saving your data will be lost!

The overall project budget coming from data entered at partner level can be seen in sections E.3 Project breakdown budget (see chapter IV.2.5.3) and in section F "Project budget" of the application form. Each budget table available under sections E.3 and F can also be exported as an Excel file.

IV.2.5.2 Activities outside the programme area (E.2)

In case activities are foreseen to be carried out outside the programme area (EU or third countries), those activities should be described and justified providing information on the following:

- What are the benefits for the regions of the programme area?
- Why are those activities essential for the implementation of the project?

Activities described in this section may also include planned missions and/or events outside the programme area.

The indicative ERDF allocated to such activities within the project shall also be indicated under this section. Activities and budget of EU partners coming from outside the programme area is not to be included here.

ATTENTION

Please note that activities to be carried out outside the programme area which are not specified in this section of the application form will have to be **previously authorised** by the MA/JS in order to be considered as eligible.

For further information on the location of project activities please refer to part B chapter II.2.

IV.2.5.3 Project breakdown budget (E.3)

The eMS provides an overview table for filtering budget items according needs. The table is also exportable to an Excel file.

A - Project overview > B - Partners > C - Project description > D - Work plan > E - Partner budget > F - Project budget > G - Annexes > Attachments J T S												
Project Breakdown Budget												
Partner 0	Period 0	Period Start 0	Period End 0	Budgetline 0	Subbudgetline 0	Workpackage 0	Staff type 0	Unit type 0	Units 0	Amount per Unit 0	Total 0	Comment 0
1 MANVER	Period 1	01.06.2016	31.05.2016	BL1 Staff costs	Staff costs	T1 Implementation WP			€ 1.00	€ 0.00	€ 0.00	
1 MANVER	Period 2	01.06.2016	31.05.2016	BL1 Staff costs	Staff costs	T1 Implementation WP			€ 1.00	€ 0.00	€ 0.00	
1 MANVER	Period 3	01.06.2016	30.11.2016	BL1 Staff costs	Staff costs	T1 Implementation WP			€ 1.00	€ 0.00	€ 0.00	
1 MANVER	Period 4	01.12.2016	31.05.2016	BL1 Staff costs	Staff costs	T1 Implementation WP			€ 1.00	€ 0.00	€ 0.00	

IV.2.6. Section F - Project budget



Section F of the application form provides the following set of predefined project budget overview tables, automatically filled in by the system:

- per partner/per budget line
- per partner/per period
- per partner/per WP
- per work package/per budget line
- per work package/per period

These overview tables are exportable to an Excel file and no data is to be entered in this section.

IV.2.7. Section G - Annexes

	SECTION	APPLICATION FORM
	G	ANNEXES
	>	Lead applicant declaration
	>	Partner declarations
	>	Supporting documents (if applicable)

Lead applicant and partner declarations

The lead applicant and each partner have to fill in and provide a declaration. Templates of lead applicant and partner declarations are provided as annex V to this manual and are differentiated according to the legal status of the applicant:

- Annex V.1 Lead applicant and State aid declarations for: national, regional and local public bodies; International organisations acting under national law
- Annex V.2 Lead applicant and State aid declarations for private institutions
- Annex V.3 Template of project partner and State aid declarations for: national, regional and local public bodies; private institutions; international organisations acting under national law
- Annex V.4 Template of project partner and State aid declarations for international organisations acting under international law

Lead applicant and partner declarations are organised in the following sections:

- Section 1** "Identification" contains information on the application form and the declarant as mentioned in the application form;
- Section 2** "Lead applicant/partner declaration" contains the actual set of legal declarations which a lead applicant or a partner must provide in order to apply in the framework of the Interreg CE Programme;
- Section 3** "State aid declaration" serves for collecting information ensuring the compliance with the applicable State aid rules and contains detailed guidance on State aid;
- Section 4** "Signature" contains relevant declarations as well as the date, stamp and signature of the declarant.

Lead applicant and partner declarations also contain a complimentary abstract of Regulation (EU, Euratom) No 966/2012 which is for information purposes only and should not be included in the signed declaration to be submitted.

The templates of lead applicant and partner declarations are provided as annex V as fillable pdf documents (to be filled in using **Adobe Reader 8.0 or higher**). The latest version of Adobe Acrobat reader may be downloaded for free at <http://get.adobe.com/reader>. Templates of declarations are provided also as protected MS Word documents.

Declarations have to be filled in in all their parts and signed by the legal representatives (or delegated persons) of the concerned institutions (lead applicant or partners) and have to be uploaded in the system as scanned documents.

In case of signature by delegated persons, each affected declaration must be accompanied by a document confirming the validity of such delegation.

ATTENTION

Please note that in case of missing signature of the lead applicant declaration, the application becomes non-eligible. For further information on the formal/administrative requirements to be observed when submitting the application form please refer to chapter V.2.

Supporting documents in case of private lead applicants

Further supporting documents of administrative and financial nature have to be provided as annex to the application form in case of private lead applicants. They consist of the following:

- a. The filled-in „Interreg CENTRAL EUROPE simplified financial statement“ (provided as annex VII) in which the private lead applicant is asked to transcribe - under its responsibility - the official financial data of the latest available financial documents. The simplified financial statement table must be completely filled in and uploaded as an Excel file.
- b. The most recent balance sheet and profit and loss account, to be uploaded as a scanned pdf file, printable in A4 paper format. If the lead applicant does not yet have a balance sheet and profit and loss account, because the organisation has only recently been created, it must provide a management/business plan (for at least 12 months in the future) with the financial data prepared in accordance with the standard required under national legislation.
- c. An audit report issued by an approved external auditor certifying the accounts for the last financial year. This document is to be delivered by a professionally qualified auditor who is independent from the applicant's organisation and who is listed in Member States official auditors registers. The audit document must be uploaded as a scanned .pdf file, printable in A4 paper format. In the case of a newly created organisation, the auditor's certificate provided must be based on a management/business plan where the financial data are presented in accordance with relevant national provisions.

ATTENTION

Please note that only scanned versions of the signed documents have to be provided. Signed hard-copies of the documents are to be provided only by applications selected for funding (i.e. during the contracting phase).



V. Project assessment and contracting

The assessment of received applications follows a standardised procedure safeguarding the principles of transparency and equal treatment as described below.

V.1 Assessment procedure

a. Formal/administrative compliance check

Formal/administrative requirements to be observed are:

1. Submission of the proposal before the deadline set in the call announcement;
2. Submission of the application form completed in all its parts and in English language;
3. Submission of the lead applicant declaration signed and filled in in all its parts using the template provided by the programme (writable pdf file) without any modification, as further explained in chapter IV.2.7;
4. Submission of all partner declarations filled in in all their parts using the template provided by the programme (writable pdf file) without any modification, as further explained in chapter IV.2.7;
5. In case of private lead applicant, availability of all other supporting documents as listed in chapter IV.2.7.

ATTENTION

Proposals failing in any of the above requirements will be regarded as non-eligible and will not be further processed.

The online submission system automatically checks the respect of some of the above formal/administrative requirements in order to help applicants avoiding mistakes. However, the check of the compliance of each proposal with the above requirements, including the correctness of the submitted annexes, will be carried out by the MA/JS during the assessment of the proposal.

In case of applications bearing mistakes of formal/administrative nature other than the ones listed above, lead applicants will have the possibility to heal such mistakes. Lead applicants will be asked by the MA/JS to provide corrected documents, through eMS upload, within **5 working days** from the date of written healing request from the MA/JS. **In case that lead applicants fail to upload the corrected documents on eMS within the given timeframe, the project proposal shall be regarded as non-eligible and shall not be further processed.**

The result of the administrative compliance check will be communicated to the lead applicant following decision of the monitoring committee on the matter.

b. Financial capacity check for private lead applicants

On the basis of the information contained in the documents submitted by private lead applicants (as listed in chapter IV.2.7), a financial capacity check is performed **when assessing project proposals**. The check is aimed at assessing whether „the applicant has stable and sufficient sources of funding to maintain his activity throughout the project implementation period and to participate in its funding“⁴. As a general principle, the financial capacity check will have to demonstrate that the private lead applicant:

- Has sufficient liquidity - is able to cover its short-term commitments;
- Is financially autonomous;
- Is solvent - capable of covering its medium and long-term commitments;
- Is profitable - generates profits, or at least with self-financing capacity.

A project proposal shall be regarded as **non-eligible** and shall not be further processed in case that the private lead applicant falls in one of the following situations:

- The auditor's report or auditor-certified balance sheet and profit and loss account provided with the project proposal has not given an „unqualified opinion“ about the private lead applicant's financial viability;
- On the basis of the financial viability test (see here below), it is concluded that:
 - The private lead applicant does not have the financial capacity to cover its share of co-financing within the proposed project period; and/or
 - The private lead applicant does not have the capacity to manage the financial amounts provided for in the budget within the proposed project period.

TIP Interreg CENTRAL EUROPE provides a complementary tool for calculating the ratios of the financial viability test ([available for download on www.interreg-central.eu/apply](http://www.interreg-central.eu/apply)). Please note that the use of this tool is under the sole responsibility of the applicants and programme bodies do not bear any responsibility for possible non-functioning or misuse of this tool.

The **financial viability** test of the private lead applicant is carried out as follows:

FOR PRIVATE COMMERCIAL ORGANISATIONS, AT LEAST CRITERIA NO. 1. AND 2. OF THE FOLLOWING FOUR CRITERIA MUST BE RESPECTED:

1. The ratio „total grant requested divided by the number of project years“ / „shareholders' equity“ is **lower than 1**
2. The ratio „current assets“ + „cash and cash equivalents“ / „current liabilities“ is **higher than 1**
3. The ratio „total debts“ / „total assets“ is **lower than 0.8**
4. There is a **positive** operational profit

FOR PRIVATE NON-COMMERCIAL ORGANISATIONS, AT LEAST TWO OF THE FOLLOWING THREE CRITERIA MUST BE RESPECTED:

1. The ratio „total grant requested divided by the number of project years“ / „subsidies“ is **lower than 1**
2. The ratio „current assets“ + „cash and cash equivalents“ / „current liabilities“ is **higher than 1**
3. The ratio „total debts“ / „total assets“ is **lower than 0.8**

The entire proposal will be rejected in case that the private lead applicant does not meet the necessary financial capacity criteria. This considered, **the programme strongly recommends private institutions planning to apply as lead applicants to check their ability to fulfil the financial capacity criteria mentioned in this chapter well before the submission of the application.**

⁴ As provided for in Article 202 of Regulation (EC, Euratom) No 1268/2012.

c. Legal status and capacity check

Checks on the correctness of the declarations submitted by applicants, including the verification of the declared legal status, will be carried out by competent national authorities of the concerned Member States. Such authorities might require additional documents in order to confirm declarations submitted by the applicants. Information on additional documents to be provided will be published on the programme website under "country specific information" pages.

It is to be noted that lead applicants declaring themselves as public that, following the legal status and capacity check, are declared as private by the competent national authorities, they have to heal the situation by uploading on eMS additional compulsory documents for private lead applicants as listed in chapter IV.2.7. Additional documents are to be provided within 5 working days from the date of written request by the MA/JS. **In the case that the concerned lead applicants fail to upload such documents on eMS within the given timeframe, the project proposal will become not eligible and will not be further processed.**

In case of applicants located in EU regions outside the programme area⁵, the correctness of their legal status declared when submitting the proposal is to be confirmed by competent national authorities of the respective Member States outside the programme area. This confirmation is to be obtained **within 45 calendar days counted as from the date of the MC funding decision for the call**. It is a duty of the applicants located in EU regions outside the programme area to obtain the legal status confirmation by their competent national authorities, however the MA/JS will support the process to the possible extent.

In case of EGTCs (as defined in part B, chapter II.1.1) the aforementioned checks are performed by competent national authorities of the country in which the EGTC is registered.

ATTENTION

In case that the capacity and legal status of any applicant is not confirmed by the competent national authorities, the concerned applicants will be excluded from the projects and partnership modification procedures shall be initiated in compliance with chapter D.3 of the programme implementation manual.

⁵ With the exception of applicants located in regions of Germany and Italy outside the programme area.

d. Analysis of State aid relevance

The analysis is aimed at checking the State aid relevance of activities that will be carried out by undertakings within the project proposal.

The State aid analysis of proposals will be performed during the quality assessment of the applications, on the basis of information included in the application form and in the lead applicant and partner declarations. During the State aid analysis, the MA/JS might approach lead applicants and/or partners in order to collect further information necessary for a proper assessment of State aid relevance of the proposal.

The result of the State aid assessment will be validated by the programme monitoring committee.

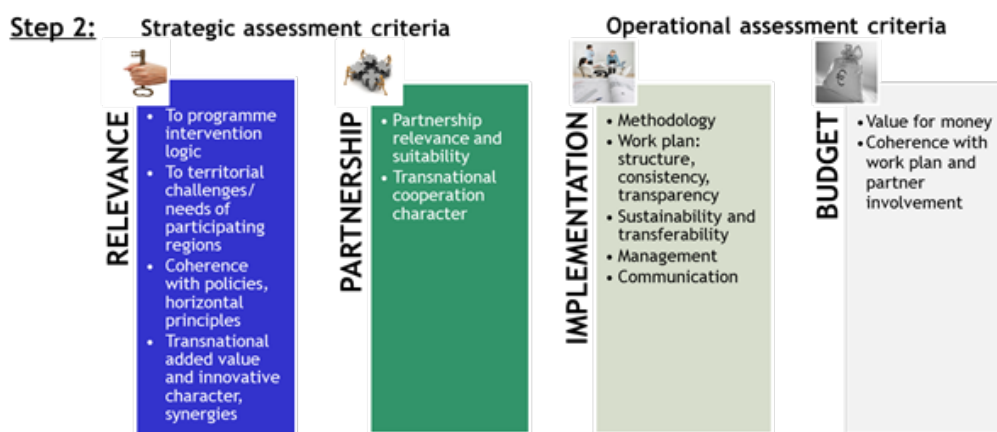
For further information on the approach followed by the Interreg CENTRAL EUROPE Programme with regard to State aid please refer to part B chapter II.7.7.

e. Quality assessment

Applications passing the checks described in the above points a) -and, where applicable, b) will enter into the quality assessment phase.

The quality assessment comprises a set of **strategic and operational assessment criteria**, as described under section 2 "Guiding principles for selection of operations" of the Interreg CENTRAL EUROPE Cooperation Programme document. The following illustration provides an overview on the four assessment criteria.

Figure 5: Quality assessment criteria



The quality assessment will be performed applying the following guiding questions under each criterion.



Strategic assessment criteria and sub-criteria

1. RELEVANCE

1.1 Intervention logic

- > How relevant is the project proposal in relation to the targeted programme specific objective considering its thematic focus, if applicable, and the expected result? How well are common and territorial challenges and needs of the programme area in relation to the targeted programme specific objective addressed?
- > Are the specific project objectives, expected results and outputs clearly defined and consistent?
- > Is the importance and added value of the transnational cooperation approach to the topic addressed clearly demonstrated?

1.2 Policy and territorial relevance

- > How relevant is the project for:
 - > the existing needs/challenges of the territories?
 - > the existing policy framework (at EU, national, regional levels, eventual contributions to macro-regional strategies) applicable for the project scope?
- > How well does the project integrate horizontal principles (i.e. sustainable development, environment, equality)?

1.3 Innovativeness

- > Is the innovativeness of the project clearly demonstrated?
- > How far does it go beyond existing practice in the sector and/or participating regions?
- > If applicable, does it build on available knowledge and make use of synergies with other projects or initiatives?

2. PARTNERSHIP⁶

2.1 Partnership expertise and competence

- > Does the lead applicant have sufficient experience and capacity to manage a transnational cooperation project?
- > Is the partnership suitable and does it include sufficient competences/expertise to implement the planned activities and to achieve the expected results?
- > In case of partners outside the programme area, is the added value of their participation duly justified?

2.2 Partnership composition and transnational cooperation approach

- > Does the partnership composition reflect the transnational cooperation approach and is it geographically balanced?
- > Are all partners actively involved to jointly implement the foreseen activities and have a defined role?

⁶ Please note that the assessment of the partnership only considers financing partners (i.e. lead partner and project partners). The involvement of associated partners is assessed under sub-criterion 3.1 (in the frame of the stakeholder and target group involvement).

Operational assessment criteria and sub-criteria

3. IMPLEMENTATION

3.1 Methodology and work plan

- > Is the planned approach/methodology suitable to obtain the intended outputs and results? Are the work plan and timing of activities, deliverables and outputs realistic, consistent and transparent? Is the overall project duration realistic to achieve the foreseen outputs?
- > In case of investments foreseen, are they clearly linked to reaching the project objectives and do they have a clear transnational character?
- > How well does the project demonstrate the sustainability and transferability of outputs and results?
- > To which extent are target groups (and other stakeholders including associated partners) involved in the development of the outputs?

3.2 Management and communication

- > Does the management structure show sufficient potential to secure sound financial management and content wise management of the project?
- > Are the communication objectives relevant for transferring and sustaining the selected outputs? Do the communication approaches outline additional target audiences and suggest relevant tactics for reaching them? Are activities and deliverables matching the communication approaches? Are deliverables concretely enough described?

4. BUDGET

4.1 Value for money, budget coherence and partner contributions

- > Does the total budget demonstrate value for money?
- > Is there coherence between project design and budget?
- > Are the financial contributions of the partners balanced and do they reflect partner responsibilities?

For the appraisal of each (sub-)criterion a scale ranging from 1 to 5 will be used:

5 "EXCELLENT"	The application fulfils the given criterion to an excellent level and the provided information is sufficient, clear and coherent for assessing the criterion.
4 "GOOD"	The application fulfils well the given criterion; however the provided information includes minor shortcomings.
3 "ADEQUATE"	The application fulfils the given criterion to a sufficient level however some aspects of the given criterion have not been met fully or not explained in full clarity or detail.
2 "POOR"	The application has serious shortcomings in fulfilling the given criterion and/or the provided information is of low quality.
1 "INSUFFICIENT"	The application does not fulfil the given criterion/or information required is missing.

ATTENTION

Proposals not showing an adequate quality regarding the following two sub-criteria of criterion 1 “Relevance” will not be further assessed against other criteria and will be rejected:

- 1.1 - “Intervention logic and transnationality”
- 1.2 - “Policy and territorial relevance”

Decisions on project selection will be taken by the Monitoring Committee of the Interreg CENTRAL EUROPE Programme at the level of each priority axis, on the basis of the results of the assessment described above.



V.2. Communication to lead applicants and resolution of complaints

V.2.1. Communication to lead applicants

The lead applicants will be notified in writing about the outcome of the formal/administrative compliance check, the financial capacity check (if applicable) and the quality assessment, notably the respective monitoring committee decision. In case of non-eligible or not-approved applications, information to lead applicants will include details on the reason for non-eligibility or non-approval.

V.2.2 Resolution of complaints

According to Article 74(3) of Regulation (EU) No 1303/2013 a complaint procedure shall be set-up for the Programme by the participating countries. The purpose of this is to ensure effective examination of complaints.

In the framework of the Interreg CE Programme, complaints may be made if failures during the project selection process of an application affecting the funding decision are suspected. Failure means that the project assessment did not comply with the selection criteria and/or the procedures laid down in the cooperation programme and in the specific call documents (application manual). Also technical mistakes may occur resulting in an incomplete or wrong assessment. If a project is not selected for funding as a consequence of such failures, the lead applicant has the right to submit a formal complaint.

Complaints against the project selection process have to be submitted by the lead applicant on behalf of all project partners via e-mail to the MA **within 14 calendar days** after the notification on the funding decision of the respective call. The lead applicant shall clearly specify what failures or mistakes have happened during the assessment of the proposal and include clear references to the relevant programme documents (cooperation programme, application manual, other call-specific documents).

Prior to filing a complaint, the lead applicant is **strongly recommended to request additional technical or legal information to the MA/JS within the timeframe (14 calendar days) available for submitting a complaint** (as presented above). Experience has shown that technical exchanges on this level between the lead applicant and the managing authority and joint secretariat brought to a quick clarification of the concerned cases minimising administrative burden. Submission of requests of information interrupts the deadline for submitting a complaint until the day of the reply by the managing authority and joint secretariat to the lead applicant. The lead applicant may indicate the preference for a written or oral answer on the submitted request. Oral answers or explanations will be provided directly by a managing authority or joint secretariat officer in charge of the case.

If, following the answer submitted by the managing authority and joint secretariat, the lead applicant is not satisfied with the received additional information, it may decide to submit a formal complaint to the managing authority. A confirmation of receipt of any written complaint is sent by the managing authority and joint secretariat to the complainant within 3 working days.

If a complaint includes an incomplete description of a case that does not allow for a thorough assessment by the joint secretariat or another competent body to be involved, further information may be requested at any time of the procedure. If the information requested is not provided within the period of time as specified by the requesting authority/body (at least 3 working days) the case shall be closed without further investigation.

Different procedures apply for the resolution of complaints depending on the subject of the complaint.

a. Complaint on formal/administrative aspects

In case of a complaint concerning the formal/administrative compliance check of the project proposal⁷, the legal status check of applicants⁸ or, where applicable, the financial capacity check of the private lead applicant⁹, the complaint is examined by the joint secretariat, on the basis of the information brought forward by the lead applicant. Following this analysis, the managing authority, in consultation with the monitoring committee member of the country of the lead applicant, will assess the case and decide whether the complaint is justified or not and will inform the monitoring committee on the decision taken. The managing authority and/or the concerned monitoring committee member may also refer the complaint to the entire monitoring committee for decision making. The monitoring committee may also set up a task force or a sub-committee to deal with the complaints and in this case the managing authority will inform the lead applicant on such a procedure including a provisional timeline for the settlement of the case, where possible.

If the complaint is considered justified, the managing authority and joint secretariat will review the project application and the related assessment part, subject to the complaint. This process will involve staff of the joint secretariat (and/or external experts where applicable) different from the ones involved in the first assessment of the project in question. The managing authority and joint secretariat will then provide the monitoring committee with an updated assessment on which basis the monitoring committee will take a new decision.

The final decision on the complaint is communicated by the managing authority to the lead applicant in writing. This decision will be final, binding to all parties and not subject to any further complaint proceedings within the programme if the complaint is based on the same grounds.

b. Complaint on quality and State aid aspects

In case of a complaint concerning the quality assessment¹⁰ or State aid assessment¹¹ of the project proposal, the assessment of the project proposal and the related monitoring committee decision cannot be reviewed. However, the lead applicant may request further information and details to the managing authority and joint secretariat on the assessment performed and the reasons for rejecting the project proposal or considering it as State aid relevant. This information and details can be provided to the lead applicant- if requested - also in the framework of a meeting at the premises of the managing authority and joint secretariat. Such a feedback might be advisable in case of a non-successful participation in a call combined with a planned participation in future calls.

⁷ As described in chapter V.1, point a.

⁸ As described in chapter V.1, point c.

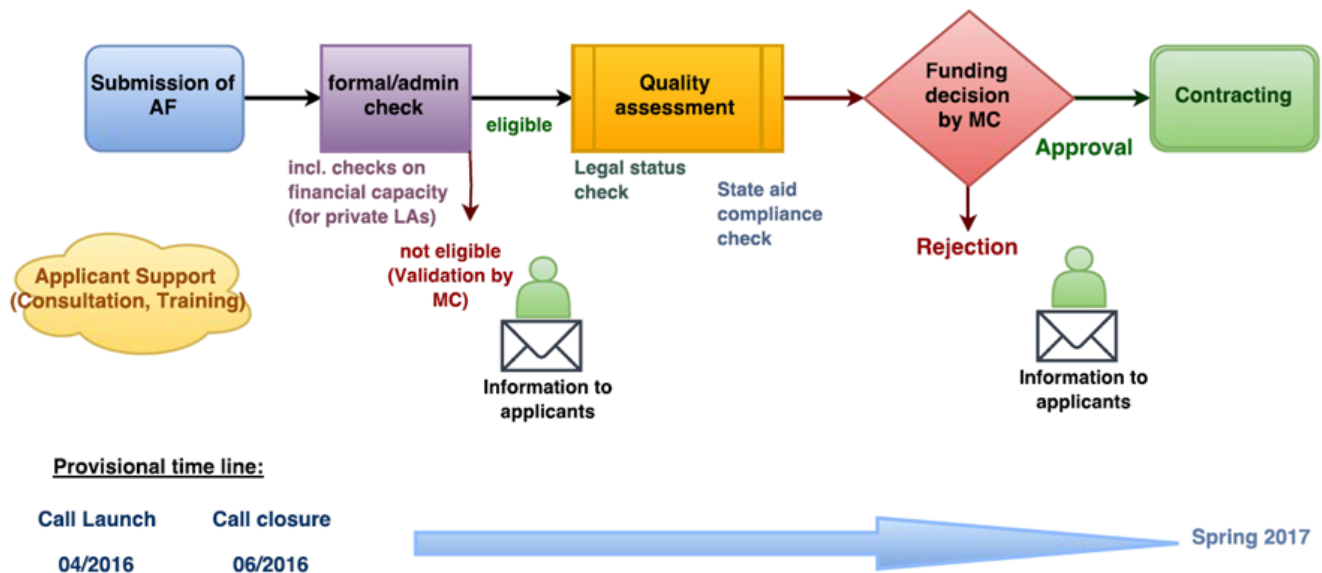
⁹ As described in chapter V.1, point b.

¹⁰ As described in chapter V.1, point e.

¹¹ As described in chapter V.1, point d.

V.3. Application and assessment overview

Figure 5 - Assessment and selection procedure, communication to lead applicants





V.4. Contracting

Should the project proposal be selected for funding by the Interreg CENTRAL EUROPE monitoring committee, it may have to fulfil conditions for approval before entering into contracting. In such case this will result in revisions of the submitted application form, to be carried out in the “contracting” phase. During this phase the lead applicant, in close exchange with the joint secretariat, has to make the necessary adaptations to the application form and to gather all relevant hardcopy documents within a given deadline.

ATTENTION

Please note that costs occurred by the partnership within the contracting phase are to be considered as covered by the lump-sum for preparation costs, paid to projects that successfully signed the subsidy contract with the MA (for further information please refer to part B chapter II.7.4). This considered, such costs cannot be claimed under project implementation costs.

If all conditions and requirements are fulfilled, a subsidy contract between the managing authority of the Interreg CENTRAL EUROPE Programme and the lead partner will be concluded. The subsidy contract shall determine the rights and responsibilities of the lead partner, the reference to the project implementation, terms of funding, requirements for reporting and financial controls, etc. A model of the subsidy contract is available on our website

www.interreg-central.eu/implementation-documents

In case of approval of a project having a private body as lead partner, the lead partner will additionally be asked, before the signature of the subsidy contract, to provide a valid financial guarantee, issued by a primary financial institution (bank, insurance), is in force.

The financial guarantee shall be issued for:

- The amount of the lead partner’s eligible budget (ERDF + national co-financing);
- It shall last at least until project closure - i.e. about one year after the submission of the final report.

A document setting the requirements of the financial guarantee to be set in place by the private lead partner is available on www.interreg-central.eu/implementation-documents
Costs of the financial guarantee are eligible.