



**IPA Adriatic Cross-border
Cooperation Programme
2007 – 2013**

***Applicants'
Manual***

***1st Calls for ordinary project
proposals***

TABLE OF CONTENT

LIST OF ACRONYMS	- 4 -
DEFINITION	- 4 -
§. 1. INTRODUCTION	- 6 -
§. 2. GENERAL PROGRAMME INFORMATION.....	- 7 -
2.1. The Programme eligible area	- 7 -
2.2. Programme goal and strategic approach.....	- 8 -
2.3. The Calls for proposals budget.....	- 10 -
2.4. Relevant Documents	- 10 -
§. 3. PREPARATION OF PROJECT PROPOSALS.....	- 11 -
3.1. The Partnership.....	- 11 -
3.1.1. Eligibility of Beneficiaries	- 12 -
3.1.2. The Lead Beneficiary.....	- 13 -
3.1.3. The Associates.....	- 14 -
3.1.4. State aid regimes.....	- 14 -
3.1.5. Public procurement.....	- 17 -
3.2. Project budget	- 17 -
3.2.1. Project size	- 17 -
3.2.2. The National co-financing	- 18 -
3.3. The eligible costs	- 21 -
3.3.1. General criteria for eligibility of expenditures	- 21 -
3.3.2. Preparatory costs	- 24 -
3.3.3. Implementation costs	- 24 -
3.3.4. Eligibility of expenditure by budget line.....	- 25 -
Staff costs.....	- 25 -
Overheads.....	- 25 -
Travel and accommodation.....	- 26 -
External expertise.....	- 27 -
Meetings and Events.....	- 28 -
Promotion costs	- 28 -
Equipment	- 29 -
Investment.....	- 29 -
Financial charges and guarantee costs	- 31 -
3.3.5. Revenues	- 31 -
3.4. How to Fill in the Application Form (AF)	- 32 -
3.4.1. Project identification.....	- 33 -
3.4.2. Cross-border Partnership.....	- 34 -

3.4.3. The Associates.....	- 36 -
3.4.4. Project description	- 37 -
Problems or challenges to be addressed.....	- 37 -
Project objectives	- 37 -
Coherence of the Project.....	- 37 -
Added value of the cross-border cooperation in this project	- 37 -
Methodology approach	- 37 -
Expected results and outputs.....	- 38 -
Sustainability and long last effects of the project.....	- 38 -
Level of cross-border cooperation	- 38 -
Project management	- 39 -
3.4.5. Work Plan.....	- 39 -
3.4.6. Investment	- 42 -
3.4.7. Budget.....	- 42 -
3.4.8. Time Plan.....	- 45 -
§. 4. PROJECT APPLICATION, EVALUATION AND CONTRACTING.....	- 46 -
4.1. How to apply a project proposal.....	- 46 -
4.2. Project evaluation procedures	- 48 -
4.2.1. The formal assessment.....	- 48 -
4.2.2. The quality assessment.....	- 49 -
4.3. Contracting	- 51 -
4.4. Project implementation.....	- 52 -

LIST OF ACRONYMS

AA	Audit Authority
CA	Certifying Authority
CBC	Cross-border Cooperation
CC	Candidate Countries
EC	European Commission
EU	European Union
IPA	Instrument for Pre-accession Assistance
JMC	Joint Monitoring Committee
JTS	Joint Technical Secretariat
LB	Lead Beneficiary
MA	Managing Authority
NGO	Non-Governmental Organization
NUTS	Nomenclature of Territorial Units for Statistics
OFLC/FLCO	Office of the First Level Control
OP	Operative Programme
PCC	Potential Candidate Countries
PRAG	Practical Guide for contract procedures funded through the General Budget of the European Community in the external actions context
SME	Small and Medium-size Enterprise
TA	Technical Assistance

DEFINITION

Community Contribution	The part of the total public cost which is financed by the Community (85%).
Beneficiary Countries	Albania, Bosnia Herzegovina, Croatia, Montenegro, Serbia.
Final Beneficiary	Any organisations, whether public or private, responsible for initiating or implementing operations. In the context of aid schemes, final Beneficiaries are public or private bodies carrying out some activities of an operation and receiving public aid under the <i>de minimis</i> regime.
Financing Agreement	Agreement concluded between the Commission and each Beneficiary Country following a Commission financing decision approving the Community contribution to the IPA-Adriatic CBC Programme.
Fiscal Year (Financial Year)	Period used for calculating annual financial statements in businesses and other organizations. It regards accounting and taxation reported per twelve months, but do not require that the period reported on constitutes a calendar year (i.e. January through December). Fiscal years vary between businesses and countries.
Impacts	The sustainable long-term benefits of an activity (e.g. improved regional situation because of more effective policies, fall in number of long-term unemployed, increase in biodiversity, increased regional GDP). They relate to the project's objectives and tell us whether the short-term benefits (the results) have actually caused the desired

	improvements.
Lead Beneficiary	One of the Final Beneficiaries (FB) of the approved project, who assumes all the responsibilities towards Programme's Bodies and the other Final Beneficiaries, regarding the received grants. It is the contractor of Subsidy Contract.
Lead Applicant	One of the Final Beneficiaries (FB) of an operation appointed by the other FBs to submit the project proposal. It will be Lead Beneficiary, in case of approval.
Outcomes	Used to describe the combination of project outputs, results and impacts.
Outputs	The products (tangible) of the activities funded (e.g. number of reports written, number of seminars held, kilometres of riverbed cleaned, number of innovation centres opened). They show what has actually been produced for the money given to the project. They are different from Outcomes.
Participating Country	All Countries involved in the IPA-Adriatic CBC Programme: Albania, Bosnia Herzegovina, Croatia, Greece, Italy, Montenegro, Serbia, Slovenia.
Public Expenditure	Any public contribution to the financing of operations whose origin is the European Community or the budget of the public authorities of the Beneficiary country and any contribution to the financing of operations whose origin is the budget of public law bodies or associations of one or more regional or local authorities or public law bodies.
Results	The immediate advantages of carrying out project activities (e.g. number of regional policy changes, number of members of target group given additional training, percentage reduction of certain pollutants in a river system, number of new business start ups). They show the benefit of funding the outputs. They are different from Impacts.
Subsidy Contract	Contract between the Lead Beneficiary and the Managing Authority; it states the Final Beneficiaries responsibility and duties arisen from the Programme's grants.
Total Expenditure	The public expenditure and any other contribution to the financing of operations.

§. 1. INTRODUCTION

The present Manual aims at providing accurate and detailed information concerning the first Calls for proposals launched under the IPA Adriatic Cross-border Cooperation Programme 2007-2013. The Applicants' Manual is part of the first Calls for proposals Application Pack. It is necessary to highlight that the present Manual refers to the three Calls for proposals launched for Priority 1, 2 and 3.

This Manual has to be considered as a useful tool for the Lead Applicants and all the Partners in order to understand the requirements, the commitments and all technical aspects to be respected to submit an appropriate project proposal.

In addition, the Manual explains in details how to fill in all the Application Form's sections and, in particular, what kind of error messages will appear where inconsistencies in the project proposal file incurred.

The Application Pack includes the following documents:

- Applicants' Manual;
- Application Form;
- Template of Letter of intent;
- Template of The *de minimis* Declaration .

The above-mentioned documents can be downloaded from www.interregadriatico.it.

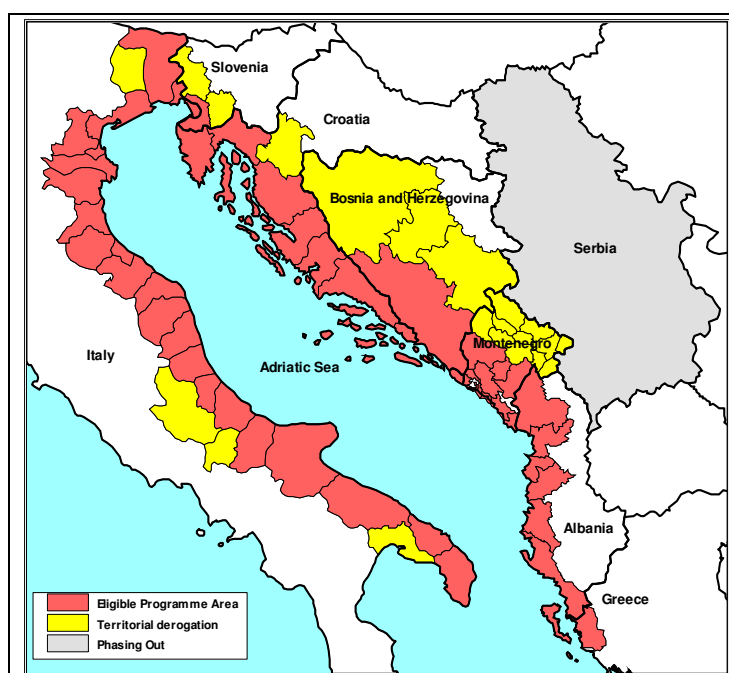
The Manual may be updated whenever a change in the Programme implementation system, legislative amends or other requirements occur.

§. 2. GENERAL PROGRAMME INFORMATION

2.1. The Programme eligible area

The Programme eligible area consists of the NUTS 3 territories of the participating EU Member States (Greece, Italy, Slovenia) and the equivalent level territories of the participating Candidate Country (Croatia) and the Potential Candidate Countries (Albania, Bosnia and Herzegovina, Montenegro) on the Adriatic Sea. Serbia participates in the Programme with the whole territory under a *phasing out* condition: it means that Serbian Beneficiaries shall participate only in the projects that develop institutional cooperation initiatives..

According to the Article 97 of IPA implementing regulation, the Programme admits derogations to the territorial eligibility rule for adjacent areas to eligible territories, up to the limit of 20% of the amount of the Community contribution to the Programme.



The eligible territory

The following table shows details of IPA – Adriatic Programme area (both eligible and derogation territories):

State	Programme territory	Area
Member States		
Italy	<i>Eligible</i>	Gorizia, Trieste, Udine, Padova, Rovigo, Venezia, Ferrara, Forlì-Cesena, Ravenna, Rimini, Ancona, Ascoli Piceno, Macerata, Pesaro-Urbino, Chieti, Pescara, Teramo, Campobasso, Bari, Brindisi, Foggia, Lecce.
	<i>Derogated</i>	L'Aquila, Pordenone, Isernia, Taranto
Greece	<i>Eligible</i>	Kerkyra, Thesprotia
Slovenia	<i>Eligible</i>	Obalno-kraška
	<i>Derogated</i>	Goriška regija, Notranjsko-kraška regija.
Candidate Country		
Croatia	<i>Eligible</i>	Dubrovnik-Neretva, Istra;Lika-Senj; Primorje-Gorski kotar; Šibenik-Knin; Split-Dalmatia, Zadar.
	<i>Derogated</i>	Karlovac County
Potential Candidate Countries		
Albania	<i>Eligible</i>	Fier, Durrës, Lezhë, Shkodër, Tiranë, Vlorë
Bosnia and Herzegovina	<i>Eligible</i>	Bileća, Čapljina, Čitluk, Gacko, Grude, Jablanica, Konjic, Kupres, Livno, Ljubinje, Ljubuški, Mostar, Neum, Nevesinje, Posušje, Prozor/Rama, Ravno, Široki Brijeg, Stolac, Berkovići, Tomislavgrad, Trebinje, Istočni Mostar
	<i>Derogated</i>	Sarajevo Economic Region, North-West Economic Region, Central Bih Economic Region
Montenegro	<i>Eligible</i>	Bar, Budva, Cetinje, Danilovgrad, Herceg Novi, Kotor, Nikšić, Podgorica, Ulcinj, Tivat
	<i>Derogated</i>	Pljevlja, Bijelo Polje, Berane, Rožaje, Plav, Andrijevica, Kolašin, Mojkovac, Šavnik, Žabljak, Plužine
Phasing-out Country		
Serbia		Whole territory

2.2. Programme goal and strategic approach

The global objective of the Programme is:

Strengthening of sustainable development capabilities of the Adriatic region through a concerted strategy of action between the partners of the eligible territories.

The Programme strategy consists of the following specific objectives:

- 1. Strengthening research and innovation to facilitate development of the Adriatic area through economic, social and institutional cooperation.** Economic, social and institutional cooperation is intended to develop research and innovation capacity, creation and application of knowledge. This aspect is particularly important to the Programme. This Priority is central because it aims at growing and creating competitiveness in the territorial and productive

economic systems. There are several types of intervention aiming at strongly supporting the actions that give added value to cross-border activities.

2. **Promoting, improving and protecting natural and cultural resources through joint management of technological and natural risks.** The improvement of the environmental, natural and cultural resources of the area of the Programme is the second identified Priority. The significant qualitative and quantitative potential of the areas' natural and cultural resources is considered very important and consequently is inserted in the Programme. The interventions aim to improve, promote and protect these resources through joint maximising use of them.
3. **Strengthening and integrating existing infrastructure networks, promoting and developing transport, information and communication services.** Fundamental role to the development and the revival of the Adriatic area is the development of the infrastructure and the promotion of transport, information and communication services. A "corridor", even a marine one, connecting the two banks, would contribute to strengthening the economy of the whole area and encourage exchange outside it.

The specific objectives will be achieved through the following Priorities and Measures:

Priority 1 Economic, Social and Institutional Cooperation	Priority 2 Natural and Cultural Resources and Risk Prevention	Priority 3 Accessibility and Networks
<i>Measure 1.1</i> – Research and innovation	<i>Measure 2.1</i> – Protection and enhancement of the marine and coastal environment	<i>Measure 3.1</i> – Physical infrastructure
<i>Measure 1.2</i> – Financial support for innovative SMEs	<i>Measure 2.2</i> – Natural and cultural resources management and prevention of natural and technological risks	<i>Measure 3.2</i> – Sustainable mobility systems
<i>Measure 1.3</i> – Social, labour and health networks	<i>Measure 2.3</i> – Energy saving and renewable energy resources	<i>Measure 3.3</i> – Communication networks
<i>Measure 1.4</i> – Institutional cooperation	<i>Measure 2.4</i> – Sustainable tourism	

Furthermore, the strategy design could not fail to take into account the opportunity of building on experience gained in the previous programming period, both in terms of results achieved and the Adriatic networks created.

The Programme objectives contribute to the Lisbon and Gothenburg agendas with particular attention paid to sustainable development.

2.3. The Calls for proposals budget

The total Programme contribution available for each Call for proposals is broken down as following:

Priority	IPA funds	Public national co-financing	Total Fund
Priority 1 - Economic, Social and Institutional Cooperation	€ 21,250,000.00	€ 3,750,000.00	€ 25,000,000.00
Priority 2 - Natural and Cultural Resources and Risks Prevention	€ 21,250,000.00	€ 3,750,000.00	€ 25,000,000.00
Priority 3 - Accessibility and Networks	€ 21,250,000.00	€ 3,750,000.00	€ 25,000,000.00
TOTAL	€ 63,750,000.00	€ 11,250,000.00	€ 75,000,000.00

The JMC and the Managing Authority reserve the right not to grant all available funds in each Call, if the number of received project proposals that satisfy all selection criteria and evaluation criteria is insufficient.

2.4. Relevant Documents

Before submitting any project, it is fundamental to refer to the Commission Regulations, as well as to the framework documents of the Programme:

- IPA Adriatic CBC Operational Programme 2007-2013, approved on 25th March, 2008.
- IPA Adriatic CBC Implementation Manual.
- Council Regulation (EC) n. 1085/2006 of 17 July 2006 establishing an Instrument for Pre-accession Assistance (hereinafter "IPA Regulation").
- Commission Regulation (EC) n. 718/2007 of 12 June 2007 implementing Council Regulation (EC) no. 1085/2006 establishing an Instrument for Pre-accession Assistance (hereinafter "IPA Implementing Regulation").
- Commission Regulation (EC) n. 1998/2006 of 15 December 2006 on the application of Articles 87 and 88 of the Treaty to *de minimis* aid.
- External aid rules for the award of service, supply and work contracts, established in the Chapter 3 of Part 2, Title IV of Regulation (EC, Euratom) No 1605/2002 and Chapter 3 of Part 2, Title III of Regulation (EC, Euratom) No 2342/2002, as well as Commission Decision C (2007) 2034 of 24 May 2007 on the rules and procedures applicable to service, supply and work contracts financed by the general budget of the European Communities for the purposes of cooperation with third countries.

These documents can be consulted and downloaded on the Programme website at the following address: www.interregadriatico.it.

§. 3. PREPARATION OF PROJECT PROPOSALS

3.1. The Partnership

The minimum partnership established for an IPA Adriatic CBC project must involve at least one Beneficiary from one EU Member State (eligible territories of Greece, Italy and Slovenia) and one Beneficiary from one Candidate or Potential Candidate Countries (eligible territories of Albania, Croatia, Bosnia and Herzegovina, Montenegro, Serbia).

Projects with Beneficiaries from Member States only or from (potential) Candidate Countries only are not admissible and will be rejected.

Partnership from only territories covered by other CBC programmes financed with EU funds (i.e. IPA CBC Programme Slovenia – Croatia; IPA CBC Programme Greece – Albania) are not allowed. With regards to the participation of Slovenia, Greece, Albania and Croatia in the Programme, the following cross-border partnerships are not eligible:

- the Obalno – Kraška region in Slovenia and the Istarska županija and/or the Primorsko–goranska županija counties in Croatia.
- the Thesprotia and/or the Corfu prefectures in Greece and the Vlore region (districts of Vlore and Saranda) in Albania.

In order to be considered eligible under the IPA Adriatic CBC Programme, a project with the above-mentioned partnership must involve also at least a Beneficiary either from another eligible Member State or another Candidate or Potential Candidate Country.

In order to optimize the project management, it is recommended to build a partnership of no more of 15 Beneficiaries.

According to the Article 95.2 of the Regulation (EC) n. 718/2006, project partners must cooperate in at least one of the following ways and justify clearly the choice in the project description:

- o **Joint development:** it means that project must be planned out by the cross-border partnership. Beneficiaries from the different Countries contribute to identify project shared objectives, results, output, activities, budget and timing. The Lead Beneficiary might coordinate this process.
- o **Joint implementation:** it means that project must be carried out throughout a close linkage and collaboration between cross-border Beneficiaries, ensuring the coordination of the respective tasks and activities in terms of contents, planning, timing and quality of outcomes. An efficient shared project management system shall be appointed under the Lead Beneficiaries responsibility.
- o **Joint staffing:** it means that project partners have a defined role and allocate staff to fulfil this role (e.g. one joint project manager, one joint financial manager, etc.). That staff will be responsible for project activities in all Countries involved. Unnecessary duplications of functions in different partner organizations should be avoided.
- o **Joint financing:** it means that the project has a joint budget with funding allocated to partners according to the planned activities. Programme reimbursement will be made to the bank account of the Lead Beneficiary. The Lead Beneficiary is responsible for administration and distribution of these funds and for reporting on their use.

3.1.1. Eligibility of Beneficiaries

The following categories of Beneficiaries are eligible for project application and funding under these Calls for proposals:

- **Public bodies:** national, regional, local authorities and other public bodies. Public bodies are organizations founded and governed by public law, and their main purpose is to fulfil public needs.
- **Bodies governed by public law:** pursuant to the Article 1.9 of Directive 2004/18/EC of the European Parliament and of the Council of 31 March 2004, a *body governed by public law* means any body:
 - a) established for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character,
 - b) having legal personality and
 - c) financed, for the most part, by the State, regional or local authorities, or other bodies governed by public law; or subject to management supervision by those bodies; or having an administrative, managerial or supervisory board, more than half of whose members are appointed by the State, regional or local authorities, or by other bodies governed by public law.
- **Private organizations, including private companies:** any organization (non profit and profit making) established by private law can be eligible partner and receive IPA funds.

Under these Calls for proposals, profit making organizations mean only Small and Medium Enterprises (SMEs), according to the Recommendation C(2003) 1422.

SME can only act as Beneficiary, but can not be Lead Beneficiary of a project (see § 3.1.4. of this Manual). Serbian SMEs cannot participate as project Beneficiaries.

International organizations can participate in a project only as Associates.

International organizations are eligible neither as Lead Beneficiary nor as Beneficiaries under these Calls for proposals.

The Beneficiaries must have a registered office in the Programme eligible area or be in one of the following conditions:

- to be national and regional public authorities, or body governed by public law, which have administrative competences in the eligible area but which are located outside of it (e.g. ministries, regional offices, etc.);
- to be a University located outside Programme eligible area, with a relevant faculty on the eligible territories.

Potential Beneficiaries from participating Countries belonging to one of the above-mentioned categories are considered as partners located in the Programme area.

As general principle, the operation must be implemented in the Programme cooperation area above described.

At project level, in exceptional cases, expenditure incurred by partners located outside the Programme area as defined above may be eligible, if the project could only achieve its objectives with that partner's participation and the activities are carried out for the benefit of the Programme area (art. 97.1, Reg. (EC) 718/2007).

In case one or more Beneficiaries (or the Lead Beneficiary) do not fulfil all these requirements, the project shall be rejected.

Serbia participates in the Programme with the whole territory under a *phasing out* condition. The participation of Serbian Beneficiaries is open to all cross-border initiatives concerning the institutional cooperation in the specific areas for each relevant Priority as indicated in the following table:

Priority	Areas for Serbian participation
1	<i>Science and Research, Health, Environment, Education, Economy and Regional Development, Governance and Public Administration, Sport.</i>
2	<i>Culture, Science and Research, Environment, Governance and Public Administration.</i>
3	<i>Science and Research, Environment, Economy and Regional Development, Governance and Public Administration.</i>

In case of Serbian Beneficiaries' participation does not cover the above-mentioned sectors, the JMC will reserve the right to reject the whole project or to require the exclusion of the Serbian Beneficiary as financial partner.

Serbian SMEs are not eligible as project Beneficiaries.

3.1.2. The Lead Beneficiary

According to the Article 96 of EC Regulation n. 718/2007, the final Beneficiaries of an operation shall appoint a Lead Beneficiary among themselves prior to the submission of the proposal for the operation. The Lead Beneficiary shall assume the following responsibilities:

- it shall lay down the arrangements for its relations with the final Beneficiaries participating in the operation in an agreement comprising, inter alia, provisions guaranteeing the sound financial management of the funds allocated to the operation, including the arrangements for recovering amounts unduly paid;
- it shall be responsible for ensuring the implementation of the entire operation;
- it shall be responsible for transferring the Community contribution to the final Beneficiaries participating in the operation;
- it shall ensure that the expenditure presented by the final Beneficiaries participating in the operation has been paid for the purpose of implementing the operation and corresponds to the activities agreed between the final Beneficiaries participating in the operation;
- it shall verify that the expenditure presented by the final Beneficiaries participating in the operation has been validated by the controllers referred to in Article 108 of the EC Regulation n. 718/2007

All eligible Beneficiaries can act as Lead Beneficiary of a project, with the exception of SMEs, that are eligible only as final Beneficiaries.

If the Lead Beneficiary of a project selected for funding is a private organization (different from SMEs), at the moment of the Subsidy Contract signature, it will be required to provide proof that a financial

guarantee is in force (in a form accepted by the Managing Authority). The guarantee shall be issued for the total Programme contribution allocated to the project and be valid until the final reimbursement by the Programme is made.

3.1.3. The Associates

The participation of organizations as "Associates" without financial contribution from the Programme is allowed.

The Associates do not have to respect the eligibility rules established for the project Partners and can be located also outside the Programme area. As they are not Programme funds Beneficiaries, the Associates cannot be considered for the fulfilment of the partnership requirements.

Associates have to be clearly identified in the Application Form, and their functions have to be indicated in the project description; they cannot act as supplier in the implementation of the project.

The Associates participation in a project meeting with the reimbursement of the relative expenditures from the Programme is possible only if these costs are incurred by one project Beneficiary.

3.1.4. State aid regimes

According to the Article 90.6 of the EC Regulation n. 718/2007, "*for State aid to enterprises in the meaning of Article 87 of the Treaty, public aid granted under cross-border programmes shall observe the ceilings on State aid*". It means that State aid rules must be applied under the IPA Adriatic CBC Programme both in Member States and non Member States.

It is important to define when the Programme contribution can be considered a State aid. The following conditions are established by the Art. 87 of the EU Treaty:

Condition	Explanation	Check under IPA CBC Adriatic Programme
Transfer of public resources	The resources come from public bodies (EU, national, regional and local authorities, public banks, etc). Financial transfers that constitutes aid can take many forms: not just grants or interest rate rebates, but also loan guarantee, accelerated depreciation allowances, capital injections, tax exemptions, etc.	YES
Economic advantage	The aid should constitute an economic advantage that the undertaking would not have received in the normal course of business.	To be evaluated case by case
Selectivity	A contribute is considered "selective" if the authorities administrating the funds enjoy a degree of discretionary power.	YES
Effect on competition and trade	Aid must have a potential effect on competition and trade between Member State. The nature of the beneficiary is not relevant in this context (even a non-profit organization can engage in economic activities) .	To be evaluated case by case

The conditions "*Transfer of public resources*" and "*Selectivity*" are commonly present in all project funded under the call for proposals procedures, while the others ("*Economic advantage*" and "*Effect*")

on competition and trade") should be verified case by case, focusing mainly on the Beneficiary's activities in the project. The assessors have to evaluate if activities assigned to each Beneficiary (independent on its legal status) are *market oriented*, if, in other words, the Programme contribution constitutes an economic advantage and it can, also only potentially, distort the regular competition among economic operators.

The main requirement to consider a Beneficiary subject to the State aid regime is the nature of the activities it intends to implement and not its legal status (public or private).

The IPA Adriatic CBC Programme applies under the 1st Calls for proposals the *de minimis* discipline, according to the EC Regulation n. 1998/2006. This Regulation covers small amount of State aid ("*de minimis* aid") which do not constitute State aid in the sense of Article 87(1) of the Treaty.

It means that if a final Beneficiary of Programme funds is an undertaking - that is any entity engaged in an economic activities regardless its legal status (public or private) and the way in which it is financed – *de minimis* discipline will apply.

The public assistance to project Beneficiaries constituted under public or private law and operating in the market will be granted by IPA Adriatic CBC Programme under the *de minimis* rule, according to the EC Regulation n. 1998/2006.

Within the domain of competition law, an undertaking is identified as any entity which exercises an activity of an economic nature and which offers goods and services in competition (actual or potential) with other operators active in the market, carrying out activities of an economic nature, devoted to the production and marketing of goods and services in the market.

This very wide concept of undertaking also includes all private and public firms and the entire what they produce. Activities carried out within the framework of statutory tasks normally performed by public authorities do not fall within the concept of an undertaking, in view of their non-business purposes and procedures.

In many cases, however, local public or administrative bodies may be considered to be similar to undertakings. In this regard the Commission has observed:

"Admittedly, municipalities and local authority associations are not normally regarded as undertakings. But, even though they may carry out a range of public tasks and exercise public powers, they can, according to the ruling given by the Court of Justice of the European Communities on 16 June 1987, in Case 118/85 (Commission v Italy), be regarded as undertakings if they carry out an economic activity on the market. This is to be assumed to be the case here especially if the municipalities are active via an owner-operated municipal enterprise".

When assessing the whole range of activities of these bodies a pragmatic approach that takes into account the activities that will be implemented within the market is required. Waste disposal or treatment, for example, which in the past was the prerogative of local administrations or was provided by them outside the market logic, is now largely considered a business activity. In general, such activities are often carried out by entities that are mainly or completely controlled by public bodies and directed towards a public interest are considered business activities.

The *de minimis* rule requirements imply that undertakings (i.e. private companies, together with public authorities and bodies governed by public law developing economic activities on the market) will only be granted aid if they do not have received totalling more than 200.000 EUR over a three-year fiscal period. This threshold is reduced to 100.000 EUR in the road transport sector, 30.000 EUR in fishery and aquaculture sector, 7.500 EUR in agricultural sector.

Each Beneficiary must declare if the activities that it will carry out in the project are relevant for the application of the *de minimis* rules.

The Beneficiary must respect the ceilings and the rules of the *de minimis* regime, if the activities that it will implement in the project are market oriented (having an industrial or commercial character) and can affect the trade between Member States.

In case the Beneficiary project activity is considered state aid relevant, it shall provide a declaration indicating the total amount of state aid received in the preceding, three, fiscal years, awarded explicitly as *de minimis* funding.

The *de minimis* rules under EC Regulation 1998/2006 apply to aid granted to undertakings in all sectors, with the following exceptions:

Sector	Applicable rules
Transport	Public assistance up to € 100.000,00 (Reg. EC 1998/2006)
Fishery and aquaculture	Public assistance up to € 30.000,00 (Reg. EC 875/2007)
Primary production of agricultural products	Public assistance up to € 7.500,00 (Reg. EC 1535/2007)
Operators in the primary production of agricultural products	<i>De minimis</i> regime is applicable just in certain cases (Regulation EC 1998/2006)
Aid contingent upon the use of domestic over imported goods.	<i>De minimis</i> regime not applicable
Coal sector	<i>De minimis</i> regime not applicable
Acquisition of road freight transport vehicles granted to undertakings performing road freight transport for hire or reward.	<i>De minimis</i> regime not applicable
Undertakings in difficulty.	<i>De minimis</i> regime not applicable
Export aid	<i>De minimis</i> regime not applicable

If Beneficiaries' project activities can be considered as State aid relevant, the maximum grant (cash and/or gross equivalent) will be calculated in compliance with the *de minimis* regime.

In this case, the Beneficiary must ensure 15% of its total budget from its own resources.

3.1.5. Public procurement

According to Article 121 of Regulation (EC) n. 718/2007, all Beneficiaries (from EU and non EU Countries; public and private as well) shall follow the procurement procedures for the award of service, supply and work contracts, foreseen by the EU "External aid rules"..

The External aid rules for the award of service, supply and work contracts shall apply in the whole area of the Programme, both in Member States and in IPA beneficiary Countries.

The External aid rules are available from the following Internet address: http://ec.europa.eu/europeaid/work/procedures/implementation/practical_guide/index_en.htm and from the Programme website.

In case of missing or wrong application of the External aid rules for public procurement, the Managing Authority will reserve the right to reduce or cancel the funds assigned to the project.

3.2. Project budget

3.2.1. Project size

The total project budget for ordinary projects must respect the following thresholds:

- **Minimum total budget:** 500,000.00 EUR.
- **Maximum total budget:** 5,000,000.00 EUR.

In order to ensure a balanced participation of the cross-border partnership, each Beneficiary budget cannot exceed 60% of the total project budget and must have a minimum total budget of 100,000.00 EUR otherwise the project will be rejected.

Total budget includes the IPA funds, the national public co-financing and Beneficiary's additional funding, if required. In case the project does not fulfil the above-mentioned financial limits, it shall be rejected.

The IPA co-financing rate covers up to 85% of the total public cost (Programme contribution). 15% of the total public cost shall be covered by the public national co-financing rate ensured by each project Beneficiaries according to the system applied by each participating Country. 15% national co-financing share can not be conferred by private resources.

In case project Beneficiaries implement activities considered as State aid relevant, the maximum grant will be calculated in compliance with the *de minimis* regime. In this case, the Beneficiary must ensure 15% of its total budget from its own resources (see the next scheme).

The Applicant should foresee at least an allocation of 30% of the total project budget by the 31 October 2010.

3.2.2. The National co-financing

According to Article 90.2. the Community contribution for cross-border programme cannot exceed the maximum rate of 85% of the total public cost. The remaining 15% has to be covered by public national contribution, brought in by each project participant depending on the national co-financing system, established by each participating Country.

Project co-financed by IPA Community funds must be financed only by public funds. Solely public costs have to be used as a basis for calculating the Community contribution. Therefore 85% of IPA Contribution will be paid out only if 15% of public national co-financing is ensured as well. The Community rate up to 85% applies to the total public contribution. Beneficiaries must precisely indicate the co-financing source (state, regional, local, other public) in the Letter of intent.




When private partners participate in a project as final Beneficiaries, they have to prove that their national contribution will be provided by public bodies (*public sponsor(s)*) only for the project purposes.

It means that:

- Beneficiaries from Greece and Italy with public and private status and bodies governed by public law will receive public national co-financing by State funds.
- Public bodies and bodies governed by public law Beneficiaries from Slovenia must co-finance a share of 5% of their public national co-financing amount with their own public resources; 10% of public co-financing left over will be guaranteed by the State.
- Private Beneficiaries from Slovenia will receive 15% of public national contribution by the State against their own additional contribution of 5% of the total budget.
- Beneficiaries with public status and bodies governed by public law Beneficiaries from Albania, Croatia, Bosnia and Herzegovina, Montenegro, Serbia must co-finance whole 15% of their public costs from their own funds or other public resources.
- Private Beneficiaries from Albania, Croatia, Bosnia and Herzegovina, Montenegro, Serbia must guarantee that their 15% share will be ensured by a public body (at national, regional, local level); they can not contribute with their own funds to the public national co-financing.

The Applicants have to calculate project budget with a "total budget" planning approach. "Total budget" is 100% of the financial resources needed to implement project activities (which includes also additional funding where required). The "total public cost" (net of additional funding) is used as a basis for calculating the contribution from the IPA Funds.






The next scheme sums up the rate of Programme contribution (the total public cost) in relation to the total budget of a project taking in consideration the different typologies of Beneficiaries per participating Country. The scheme distinguishes also when activities and outputs are or not marked oriented in the framework of the project.

Countries	Type of Beneficiary	Type of activities	Sources of Public national co-financing (15% of the Programme Contribution) ¹	Total budget (100%)			Rate of reimbursement from Programme's bodies
				Programme Contribution		Beneficiary's funding from own resources (<i>where required</i>) ²	
				IPA funds	Public national co-financing		
 Greece Italy	<ul style="list-style-type: none">- Public bodies- Bodies governed by public law- Private organisations (profit/not profit)	<u>NOT</u> State aid relevant	State	85%	15%	0%	100% Totally reimbursed to final Beneficiary
 Slovenia	<ul style="list-style-type: none">- Public bodies- Bodies governed by public law	<u>NOT</u> State aid relevant	State (10%) + Beneficiary's public resources (regional, local, other) (5%)	85%	10% + 5%	0%	95% Only the IPA Contribution and the Public co-financing from State will be reimbursed to final Beneficiary
	<ul style="list-style-type: none">- Private organisations (profit/not profit)		State	80,75%	14,25%	5%	95% Only the IPA Contribution and the Public co-financing from State will be reimbursed to final Beneficiary
 Greece, Italy, Slovenia	<ul style="list-style-type: none">- Public bodies- Bodies governed by public law- Private organisations (profit/not profit)	State aid relevant	State	72,25%	12,75%	15%*	85% Only the IPA Contribution and the Public National co-financing will be reimbursed to the final Beneficiary
				AND not higher than 200.000 EUR ³			

¹ Beneficiary must clearly indicate these sources in the Letter of intent and fill in the Section 5.2 of the Application Form accordingly.

² For examples on how to calculate Beneficiary's additional contribution see. 'Section Budget' (§ 3.4.5) of this Manual.

³ And not higher than 100.000 EUR in road transport (see § 3.1.4).

Countries	Type of Beneficiary	Type of activities	Sources of Public national co-financing (15% of the Programme Contribution) ⁴	Total budget (100%)			Rate of reimbursement from the Programme's bodies
				Programme Contribution		Beneficiary's additional contribution from own resources (where required ⁵)	
				IPA funds	Public national co-financing		
 Albania,  Croatia,  Bosnia and Herzegovina,  Montenegro  Serbia	<ul style="list-style-type: none">- Public bodies- Bodies governed by public law	NOT State aid relevant	Beneficiary's public resources (state, regional, local, other)	85%	15%	0%	85% Only the IPA Contribution will be reimbursed to final Beneficiary
	<ul style="list-style-type: none">- Private organisations (profit/not profit)		Public sponsor(s) (regional, local, other)	85%	15%	0%	85% The IPA Contribution will be reimbursed to final Beneficiary by the Programme Authorities; the 15% will be reimbursed directly by the public sponsor(s)
	<ul style="list-style-type: none">- Public bodies- Bodies governed by public law	State aid relevant	Beneficiary's public resources (state, regional, local, other)	72,25%	12,75%	15%	72,25% Only the IPA Contribution will be reimbursed to final Beneficiary
				AND not higher than 200.000 EUR ⁶			
	<ul style="list-style-type: none">- Private organisations (profit/not profit)		Public sponsor(s) (regional, local, other)	72,25%	12,75%	15%	72,25% The IPA Contribution will be reimbursed to final Beneficiary by the Programme Authorities; 15% will be reimbursed directly by the public sponsor(s)
				AND not higher than 200.000 EUR ⁷			

⁴ Beneficiary must clearly indicate these sources in the Letter of intent and fill in the Section 5.2 of the Application Form accordingly.

⁵ For examples on how to calculate Beneficiary's additional contribution see. 'Section Budget' (§ 3.4.5) of this Manual.

⁶ And not higher than 100.000 EUR in road transport (see § 3.1.4).

⁷ And not higher than 100.000 EUR in road transport (see § 3.1.4).

3.3. The eligible costs

Eligible costs are the ones necessary for carrying out the project activities and shall be paid out directly by final Beneficiaries. They have to be paid within the period of eligibility and to be incurred in compliance with the rules about the Programme eligible area and the location of activities, as established in the Calls for proposals and in this Manual (§§ 2.1, 3.1).

In general, these costs should be exclusively dedicated to the project objectives and activities. If not, they have to be allocated proportionally to the operation, applying a justified fair and equitable method of calculation.

As general rule, the starting period of eligibility of expenditures is different for Member States and for Non-Member State Beneficiaries.

Expenditures incurred on or after the 1st January 2007, are eligible for Greek, Italian and Slovenian Beneficiaries.

Expenditures incurred after the signature of the Financing Agreement between each of participant Countries and the European Commission are eligible for Albanian, Bosnian and Herzegovina, Croatian, Montenegro and Serbian Beneficiaries.

Projects should not exceed 36 months, This limit applies for the operative phase of the project excluding preparation activities. This period must include all the technical AND financial activities.

The date of the end of the project is stated in the Application Form. All expenditure must be engaged and paid out before the date of the end of the project.

Expenses considered eligible are divided into:

- 1) project preparation costs;
- 2) project implementation costs.

All the eligible costs must be expressed in EUR. The indication of expenditures with other currencies will lead to the rejection of the project.

3.3.1. General criteria for eligibility of expenditures

According to the Article 34 and 89 of the EC Regulation n. 718/2007, the following table shows an overview of not eligible and eligible costs for project implementation:

Eligible costs	Not eligible costs
Value added taxes if: <ul style="list-style-type: none"> - they are not recoverable by any means; - it is established that they are borne by the Final Beneficiary; and - they are clearly identified in the project proposal. 	Taxes, including VAT
Charges for transnational financial transactions.	Customs and import duties, or any other charges
The bank charges for opening and administering the accounts, where the implementation of an operation requires a separate account or accounts to be opened.	Bank charges, costs of guarantees and similar charges.
Legal consultancy fees, notarial fees, costs of technical or financial experts, and accountancy or audit costs, if they are directly linked to the co-financed operation and are necessary for its preparation or implementation.	Conversion costs, charges and exchange losses associated with any of the component specific euro accounts, as well as other purely financial expenses.
The cost of guarantees provided by a bank or other financial institutions, to the extent that the guarantees are required by national or Community legislation.	Fines, financial penalties and expenses of litigation.
	Purchase, rent or leasing of land and existing buildings. The purchase of land for an amount exceeding 10% of the eligible expenditure of the operation concerned.
Overheads, provided they are based on real costs attributable to the implementation of the operation concerned. Flat-rates based on average costs may not exceed 25 % of those direct costs of an operation that can affect the level of overheads. The calculation shall be properly documented and periodically reviewed.	Operating costs
	Second hand equipment.
	Contribution in kind.
	Interest on debt.

As general rule to be considered eligible, expenditures must:

- not be financed by any other Community or national Programmes, or, however, by public funds;
- be closely linked with the project approved by the JMC;
- be necessary to the operation;

- satisfy the principle of sound financial management, economy (cost effectiveness) and logic of cost-benefit;
- be made in the eligibility period for the project (as indicated in § 3.3);
- belong to one of the categories of expenditure (as indicated in the next sub-paragraphs.);
- be less than or equal to the total budget;
- correspond to actually (financial output) and finally (included in the Beneficiary's budget) payments incurred by the Beneficiaries without the possibility of recovery;
- be recorded in the accounts of the Beneficiaries and be clearly identifiable (keeping a separate accounts for the operation or using a code which allows to identify clearly the accounting of the operation);
- be supported by original documents of expenditure, with the exact amount and date, with the words: "Expenditure incurred under IPA Adriatic Cross-border Cooperation Programme, operation "xy", No." ... ", for a sum of € reporting date.....". The use of a stamp is suggested;
- be incurred in accordance with existing legislation (civil, tax, accounting, etc ...);
- be supported by a technical-administrative report, signed by the legal or administrative representative, to be produced at the time of reporting, where is specified in detail the link between the expenditure incurred and project activities to which the expenditure relates (relevance and compliance of expenditure to the project);
- be incurred and presented in accordance with a clear division of responsibilities between Beneficiaries, supported by an organizational chart that clearly defines who does what for each activity carried out within the project (technical, scientific, management, internal control, payment), and by documents that unequivocally justify any delegation of responsibility;
- respect the guidelines for expenditures (IPA Programming Guide Volume I for Component II).

Moreover, the following expenditure paid by public authorities in the preparation or implementation of an operation shall be eligible:

- (a) the costs of professional services provided by a public authority other than the final beneficiary in the preparation or implementation of an operation;
- (b) the costs of the provision of services relating to the preparation and implementation of an operation provided by a public authority that is itself the final Beneficiary and which is executing an operation for its own account without having recourse to other outside service providers if they are additional costs and relate either to expenditure actually and directly paid for the co-financed operation.

The public authority concerned shall either invoice the costs referred to in point (a) of this paragraph to the final Beneficiary or certify those costs on the basis of documents of equivalent probative value which permit the identification of real costs paid by that authority for that operation.

The costs referred to in point (b) must be certified by means of documents which permit the identification of real costs paid by the public authority concerned for that operation.

In well justified cases, project activities (i.e. organization of transnational meetings, etc.) can be implemented in the cities where the EU institutional are located (i.e. Brussels, Strasbourg, etc.); the relative expenditures are eligible only if they are incurred by eligible Beneficiaries and for activities carried out in the institutional Offices of the States, Regions and other relevant Public Authority involved in the project.

Other eligibility rules not specified have to be applied according to the general rules for project expenditures.

Additional information about the procedures to record and account the project expenses can be found in the Project Management and Accounting Manual.

3.3.2. Preparatory costs

Preparatory costs can only be eligible for those projects finally approved for funding. These costs must relate exclusively to preparation activities carried out:

- by Beneficiaries from EU eligible Countries, from the 1st January 2007 to the day of submission of the project application;
- by Beneficiaries from extra-EU States, from the date of the signature of the Financing Agreement between each of these Countries and the European Commission to the day of submission of the project proposal.

In case Beneficiaries fall into the *de minimis* regime, the preparation costs are not eligible.

The Beneficiaries must include the preparation costs in the Application Form, pay these expenditures before the submission of the first progress report and show the direct connection to the approved project.

To be eligible, the preparation costs cannot exceed 2% of the approved total budget.

The preparation costs must be incurred only for the following activities:

- finalization of the application documents (staff costs and external expertise);
- joint meetings for the preparation of the project (travels, accommodation, meeting and events costs);
- preparatory studies, analysis and researches for activities to be carried on within the project (staff costs, external expertise).

The above-mentioned activities must respect the eligibility rules of expenditures defined per budget lines (see next § 3.3.4). For the preparation activities overheads are not eligible.

3.3.3. Implementation costs

Project implementation costs are eligible from the date of approval of the project by the JMC to its closing date, as defined in the approved Application Form. At the earliest, costs are eligible as from the day of publication of the Calls for proposals, provided that this day is the official start of the project. In this case, Beneficiaries may decide at their own risk to start the implementation activities before the project is finally selected for granting. In case of Beneficiaries fall into the *de minimis* regime, the implementation costs are eligible at earliest from the closing date of the Calls for proposals.

In any case, the costs incurred by Beneficiaries from extra-UE States cannot be considered eligible if incurred before the date of signing of the Financing Agreement between each Country and the European Commission.

Project expenditures are eligible for the implementation of operation, under the following budget line:

- Staff costs;
- Overheads
- Travel and Accommodation
- External Expertise
- Meetings and Events
- Promotion costs
- Equipment
- Investments
- Financial charges and guarantee costs.

3.3.4. Eligibility of expenditure by budget line

Staff costs

In this category are considered eligible the expenses incurred for in-house personnel performing operation activities directly employed by the Beneficiary for a fixed term, permanent and on the basis of a contract concluded between the employee and the organization of the Beneficiary as an employer.

Costs <u>NOT</u> included in 'Staff costs' budget line	
Costs for external experts contracted by the organization of the Beneficiary where it does not have adequate internal skills for the implementation of project activities.	These costs should be reported under another category of expenditure: " <i>External expertise</i> "
Travel, accommodation and subsistence allowances for project in-house personnel.	These costs should be reported under another category of expenditure: " <i>Travel and Accommodations</i> "

Overheads

According to Art. 89 (3, f) of IPA Regulation (EC) No 718/2007, overheads are eligible expenses "provided they are based on real costs attributable to the implementation of the operation concerned. Flat-rates based on average costs may not exceed 25 % of those direct costs that can affect the level of overheads. The calculation shall be properly documented and periodically reviewed".

Overheads can be allocated to the project according to two methods:

- a) *overheads directly allocated to the project (real costs);*
 - b) *overheads allocated proportionally to a project (flat rates based on average real costs).*
- a) *overheads directly allocated to the project*

This method can be applied if it is possible to allocate the overhead costs directly to the project. Therefore direct overheads are the real costs clearly identifiable and directly linked to the project's activities. They must be justified by receipted invoices or accounting documents having an equivalent probative value.

Direct overhead costs have to fulfil the following criteria:

- show a direct link to the project's activities;
- must be calculated on the basis of actual costs and capable of verification, i.e. based on factual elements in the partner's general accounting system which can be verified by an auditor;
- no lump sums, overall estimations or arbitrary keys are allowed.

Eligible costs examples

Office costs such as electricity, heating, water and service charges related solely to the project activities.

Administrative costs such as telephone, fax, internet, postage, copying, and office supplies related solely to the project activities.

b) overheads allocated proportionally to a project

This method can be applied if it is impossible to allocate the overhead costs directly to the project. In this case the calculation has to be done on flat rates based on average costs. The resulting flat rates may not exceed 25% of those direct costs of an operation that can affect the level of overheads.

The general conditions for the use of flat rates are the followings:

- proportionally distributed overhead costs must be attributable to the implementation of the project;
- the calculation of overheads shall be properly documented and reviewed yearly. In the case of on the spot checks, the relevant accounting documents supporting the calculation method should be made available for the controllers at the partners' premises;
- the costs must be distributed according to the following methods depending on which can best reflect the type of cost:
 - o the ratio of the number of people working for the project / number of people working in the organisation or department;
 - o the ratio of the number of hours worked on the project / number of hours worked in total in the organisation or department;
 - o the ratio of the surface used by the personnel working for the project/surface of the organisation or department.

Eligible costs examples

Office costs such as electricity, heating, water and service charges related solely to the project and corresponding to the m² space used for project activities.

Administrative service, book-keeping, salary administration, postal / telephone services, copying and centralized computer support.

Office supplies.

Travel and accommodation

This cost category refers to all travel and accommodation costs and subsistence allowances of employees of the Beneficiary institutions officially listed in the Application Form related to their participation in meetings, seminars, conferences and other similar activities, closely related to the project, taking place both in the territory of the Programme and, if applicable, outside the Programme.

Costs NOT included in 'Travel and Accommodation' budget line

The travel and accommodation costs of any external experts participating in project activities.

The travel and accommodation costs for the participation of Associates in the project meetings and activities as long as paid by final Beneficiaries (see § 3.1.4.).

These costs should be budgeted under another category of expenditure: "External expertise"

Eligible costs examples

Transport (by plane, train and car): round trip ticket from the place of the event, in situ travels; visas, airport taxes.

Board and lodging (hotels, restaurants; etc.).

Subsistence allowances of employees of the partner institutions officially listed in the Application Form

Movements that take place outside the area of cooperation of the project must be adequately justified as to their necessity and relevance to the plan of activities of the project.

Travel, accommodation and subsistence allowance for project in-house staff (see 'staff costs' section), may be reported in accordance with the provisions indicated by National Employment Collective Agreement or Company contract, or any regulations /internal circulars of Beneficiary institutions.

External expertise

This category includes the eligible expenses directly related to the project and ordered from an external party, under the following conditions:

- the work of the external expert is essential to the project;
- rates charged by the external expert are reasonable and are in relation to level of experience and expertise;
- the selection of the external experts shall comply with the relevant EU and/or National Public Procurement Law in force.

Project Beneficiaries cannot be contracted as external experts or be subcontractors.

Eligible costs examples

Professional expertise (e.g. studies, researches, etc.).

Travel and accommodation costs of external experts participating in project activities.

Experts for project management, assistant, financial manager, etc. (in circumstances whereby the Lead Partner or the partner's organisation does not have the adequate professionals to perform the tasks related to the project or for shared activities).

Costs of technical and financial experts, accountancy and legal consultancy fees, if they are directly linked to the project and are necessary for its implementation.

Other services necessary to implement the project (e.g. translation of project documents not linked to specific budget lines).

Costs NOT included in 'External Expertise' budget line

Reproduction or translation of project documents linked to specific events.

These costs should be budgeted under another category of expenditure: "*Meetings and Events*".

Meetings and Events

In this category costs for the organization of conferences, seminars, meetings, workshops, events directly related to the project and traceable from the approved Application Form, shall be allowed.

By way of example all costs related to the following goods and services may be included:

Eligible costs examples
Renting of equipment for events.
Interpretation at events and translation of documents linked to specific events.
Printing of materials directly related to events, etc.
Catering expenses.

For each event must be clearly indicated the purpose, the list of participants, the location, the duration, the number of participants, the number of languages for which the services of translation is provided.

Public Procurement rules must be observed in selecting the company or individual that will carry out the assignment (see § 3.1.5).

Promotion costs

Promotion expenditures include all costs related to information and communication activities related to the operation.

It is advisable to plan all promotion activities in order to ensure a constant information on the assistance provided by European funds, to illustrate the role of the Community and to ensure transparency. Communication and visibility activities should be properly planned and budgeted at each stage of the project implementation. These activities should not only focus on publicising the EU support for the action but also on its outcome and impact.

These actions must be provided as an essential part of the operation and made during its implementation, until the results. Great attention should be devoted to the presentation of results at the end of operation.

By way of example all costs related to the following goods and services may be included:

Eligible costs examples
Brochures, leaflets and newsletters.
Press releases, inserts in newspapers.
The design and maintenance of web page for the project.
Other publication costs related to the project but not linked to specific events or seminars (e.g. display panels, commemorative plaques, banners, promotional items, photographs and audio-video production).
Other services concerning costs not linked to specific events, but necessary for the implementation of promotion activities (e.g. translations of promotional project documents).

All costs in this category must comply with the requirements deriving from EU Regulations on publicity and information in order to be considered as eligible. It is advisable to consult the Communication and Visibility Manual for EU External Actions available on the following website: http://ec.europa.eu/europeaid/work/visibility/index_en.htm.

Equipment

This cost category refers to the followings:

- a) *purchase of equipment;*
- b) *rent of equipment;*
- c) *leasing of equipment.*

In accordance with art. 34 of Commission Regulation (EC) No 718/2007 costs for second hand equipment shall not be eligible.

a) The purchase of equipment

The full purchase price is only eligible if the total economic life and depreciation period are shorter than or equal to the project duration. The amount has to reflect the actual use of this item in the context of the project. In all other cases only depreciation costs shall be eligible.

For equipment that will not be used by project partners or project target group after project completion and if the economic lifetime of the equipment is longer than the project duration, only the depreciation costs are eligible. In this case, the eligible expenditure will be its depreciation costs during operation duration. The depreciation rate has to be in line with EU, national or internal partners' rules.

Equipments that remain in use for the same purpose by the project partners and project target groups within five years after the completion of project activities will be considered as infrastructure and therefore the full purchase price will be eligible.

In specific cases the cost of goods that are directly related to the project specific goals can be fully eligible even if their useful lifetime exceeds the project duration. Such example is office furniture, if the goal of the project is to set up a bureau which will provide services for the target group of the project.

In this case, all the purchase cost is eligible but Beneficiaries within five years from operation completion shall avoid any substantial modification:

- affecting its nature or its implementation conditions or giving to a firm or a public body an undue advantage; and
- resulting either from a change in the nature of ownership.

If, however, services are provided only during the project implementation period, full costs of the furniture will be ineligible and the depreciation method must be followed.

If it is not exclusively used for project purposes, only a share of the actual cost can be allocated pro-rata to the project. This share has to be calculated according to a fair, justified and equitable method. This is for instance the case of the equipment is used by staff working part-time for the operation.

b) Rent of equipment

It is also possible to rent equipment provided that the rental is the most economic and cost-effective way of getting the equipment for the project purposes.

c) Leasing of equipment

The total leasing fee cannot exceed the cost that would have involved the rent of the same item and must be related to the period of use of the same for the financed operation. It is necessary that the beneficiary of the financing respects Public Procurement Procedures Rules.

Investments

As the projects should strive for high levels of tangible and strategically relevant outcomes, the Programme can allow the co-financing of investments. Investments can constitute integrated aspects

of projects activities, provided these investments have a trans-national character and a potential territorial impact. In order to be eligible, they must be listed and specified in the Budget and show a clear cross-border added value.

This cost category refers to two types of costs:

- a) *construction works,*
- b) *the purchase of land (up to a limit of 10%).*

a) Construction works

The costs for infrastructure and works may relate to an investment that will be realized from start or for restructuring, restoration and maintenance of existing infrastructure.

For both of the above-mentioned types of costs, the amount has to reflect the actual use of these items in the context of the project. If it is not exclusively used for project purposes, only a share of the actual cost can be allocated pro-rata to the project. This share has to be calculated according to a fair, justified and equitable method. This is for instance the case of the investment used by staff working part-time for the operation.

Construction works that remain in use for the same purpose by the project partners and project target groups within five years after the completion of project activities will be considered as infrastructure and therefore the full purchase price will be eligible.

In this case, all the purchase cost is eligible but Beneficiaries within five years from operation completion shall avoid any substantial modification:

- affecting its nature or its implementation conditions or giving to a firm or a public body an undue advantage; and
- resulting either from a change in the nature of ownership.

Valid and legally effective construction permit and/ or other document required by national law for investment must be required to the selected Beneficiaries before signing the IPA Subsidy Contract⁸. The owner of the permit must be partner in the project.

If the subject matter of the Subsidy Contract includes restoration or renovation works or extraordinary maintenance of fixed assets (where a construction permit is not required), the ownership of investment should be defined between the project partners.

In case of a real estate investing by a project partner who is not the owner, he is allowed to present a proof of ownership of the real estate which is being state-owned, or public-owned in case of public infrastructure.

In case of project investing into real estate, which is owned by private legal or natural persons, the partner is required to submit a long-term hiring agreement or easement contract (with a minimum validity of 5 years upon project completion).

b) Land purchase

The cost of purchase of land not built on shall be eligible under the following four conditions:

⁸ For instance the Slovene Applicants are required by the "Decree on the Uniform Methodology for the Preparation and Treatment of Investment Documentation in the Field of Public Finance" to produce a Document of Identification of an Investment Project (DIIP) and for larger investments the Investment Plan (IP) and Pre-investment study. These documents must be attached before signing the IPA Subsidy Contract provided it is still valid by then.

- there shall be a direct link between the land purchase and the objectives of the operation co-financed;
- may not represent more than 10% of the total budget;
- a certificate shall be obtained from an independent qualified assessor or duly authorised official body confirming that the purchase price does not exceed the market value;
- when presenting application the copy of draft contract of sale, showing that the land is free of any other burden must be submitted.

Financial charges and guarantee costs

In this budget line shall be included:

- charges for transnational financial transactions;
- the bank charges for opening and administering the accounts where the implementation of an operation requires a separate account or accounts to be opened;
- the cost of guarantees provided by a bank or other financial institutions, to the extent that the guarantees are required by national or Community legislation;
- the cost of guarantee requested from the private (not-profit) Lead Beneficiary only up to the same amount as the pre-financing (Reg. (EC) 2342 art. 182).

3.3.5. Revenues

Revenues can be defined as earnings generated during the project implementation through the sales of products and merchandise, participation fees or any other provisions of services against payment.

Any revenue generated by the project whatever their type, origin and amount must be deducted from the project total cost. This deduction will be made in full or pro-rata depending on whether it was generated entirely or partly by the co-financed project.

Each time a project has, or would have, the possibility to generate revenue, the Beneficiary shall inform the Lead Beneficiary who shall inform the JTS.

Should the project be identified as revenue-generating, the MA is entitled to deduct from the final request for payment the estimated net revenue that may be generated by the project.

The key decision is to consider if revenues can be (or not) calculated in advance:

- if revenues can be calculated in advance, the net revenue (revenue less operating costs generated all throughout project lifetime) has to be calculated and deducted from total costs;
- if it is not possible to calculate the revenue in advance, all revenue generated within five years from operation completion has to be deducted.

All revenue not taken into account will have to be refunded to Programme budget.

3.4. How to Fill in the Application Form (AF)

In order to help the Applicants in the submission of a good quality project proposal, the IPA Adriatic Cross-border Cooperation Programme JTS has developed an Application Form (AF), the structure of which should drive the Applicants in the project design.

The excel-based (with macro) Application Form is valid for submission proposals under all the first Calls for proposals launched for each Priority and shows a clear link between project's activities and financial aspects.

In this paragraph of the Applicants' Manual is described the main characteristics of the AF and how to fill in all its Sections. However Applicants can find also some useful tips in the margin line of the AF how to fill in each boxes.

The Application Form should be filled in English in all its Sections and sub-sections without any modifications of it. The total or partial missing of this commitment shall lead to the rejection of the project proposal.

The Application Form is an Excel document and has therefore been programmed using Microsoft Windows; the proper functioning under other systems is not guaranteed. The Italian version of the MS Office 1997-2003 programme has been used as default for developing the Application Form.

Since the Application Form uses several Macro-functionalities in order to make the complex document more user-friendly, Macros have to be activated. Depending on the PC-system, and when opening the excel-document, following cases might occur:

- a window might pop up asking whether you would like to activate the macro – confirm by ticking “activate/enable Macros”
- in other cases, you have to do it actively by selecting Menu – Extras/Tools – Macros (in all open workbooks)

The security level has to be set to “medium” or “lower”. As in the case of the Macros, it might be that your PC-system has set the security level to “high” by default. o You can change the security level by selecting Menu – Extras/Tools – Macros – Security – Security level.

The Application Form is structured in these Sections:

Sections	Title
-	Cover
-	Lead Applicant Confirmation
1	Project identification
2	Cross-border Partnership
2a	Associates
3	Project Description
4	Work Plan
5	Budget
5a	Investments
6	Time Plan

The Cover sheet is automatically filled in by the Application itself and can guide the Applicants to move from a Section to another.

The Lead Applicant must finally fill in the "Lead Applicant Confirmation". It is part of the Application Form and should be duly dated and signed in original handwriting by the Legal representative (or authorized delegate) of the Lead Applicant because he/she validates in such a way all the information inserted in it.

In case of signature by a delegate, the original of the delegation must be attached as part of the Application form.

Some of the information included in the sub-sections (blue light cells) are automatically filled by the Application itself by transferring data inserted in other Sections of the document. The Application Form contains a lot of warning messages (showed in red colour) which help the Applicants during the compilation of it.

It is important to verify the presence of mistakes showed by red warning messages after having filled in all the Sections of the AF.

Where indicated the number of maximum characters available is meant spaces included.

3.4.1. Project identification

This Section contains an overview of the project identification information (title, acronym, priority, length, total budget, number of partners involved).

'1.1. Project Title' and '1.2. Project Acronym': a minimum of 2 and a maximum of 200 characters are allowed for writing the full project title and up to 20 characters for its acronym. Both project name and acronym will be transferred automatically to the Cover.

'1.3. Priority/Measure': to fill in both these fields the scroll down menus must be used. Both fields are interlinked: if you select a specific Priority, only the corresponding Measures can be selected. These information will be transferred automatically to the Cover.

'1.4. Lead Beneficiary' official name in English, Country and level of NUTS II – III or equivalent will be transferred automatically from the sub-section/Section '2.1. Lead Beneficiary/2. Cross-border Partnership'.

'1.5. Project length': The project ends when all the activities are completed and the last payments have been made (see § 3.3 of this Manual).

The length of project does not include the preparation phase but only the operative phase of the project.

The maximum possible project duration is 36 months; a warning message will appear if the number of months of duration exceeds 36 months.

1.5. Project length

Start	
Year	Month
2009	5
End	
Year	Month
2012	5
Total months	
37	

Duration cannot exceed 36 months

Please indicate when the project will start (excluding the preparation phase) and finalise its activities.

'1.6. Total budget' information will be transferred automatically from sub-section 5.1. A warning message will be displayed if total budget exceed the defined maximum (EUR 5,000,000.00).

'1.7. Partnership': a total number of Beneficiary per Country is counted. If the minimum cross-border partnership is not respected a warning messages will be displayed. The number of partners falling into the condition expressed in the art. 97 Reg. (EC) 718/2007 will even be counted as well as the total number of Beneficiary and of Associates.

'1.8. Project Summary' a brief, but comprehensive, summary of the project should be reported (max 4.000 characters). It is highlighted that the summary will be transferred to the official web site of the Programme only in case of approval of the project.

3.4.2. Cross-border Partnership

The Applicants must fill in this Section before the others which are linked to the number of partners indicated here. The blank AF contains as default only 2.1 sub-section where the Lead Beneficiary/Applicant information must be inserted and just ONE Beneficiary table in 2.2 sub-section.

To add the correct number of partners involved into the partnership, it is necessary to click on the "Add Beneficiaries" grey button and to insert the number of partners needed excluding the LB and the Beneficiary already present as default (e.g. for a partnership composed of 5 partners, the number of missed partners is just 3 so the number of partners to write is 3). Applicants must be aware that to add more partners afterwards it always needs to exclude the Lead Beneficiary and Beneficiary present as default (e.g. there are already 5 Beneficiaries tables but two more tables are needed for a partnership of 7 partners; click on "Add Beneficiaries" button and write just 5 that is the total number of partners excluding the Lead Beneficiary and Beneficiary present as default). The tables already filled in will be not deleted.

2. Cross-border Partnership

2.1 Lead Beneficiary

Lead Beneficiary

Institution	Institution name in national original language Institution name in English translation	Lead Beneficiary	Institution name in national original language Institution name in English translation
Legal status			Pull down menu
"de minimis" condition			Indicate if the Lead Beneficiary is subject to fill in the Declaration of the "de minimis" regime
Address	Street, Number, Postal code City Country NUTS II - III o equiv.		
Legal representative / Legal signatory	Name/surname Function		
Contact person	Name/surname Function Street, Number, Postal code City Tel - fax e-mail		Tel - fax e-mail

Add Beneficiaries

Microsoft Excel

How many Partners to add?

5

OK
Annulla

Be aware that it is not possible to delete a Beneficiary tables once added it. In this case Applicants can simply leave it blank.

The official name of the Institution (also in English) , contact details (official address, phone number , email address, contact person) must be indicated both for Lead Beneficiary and for Beneficiaries (Section 2.1, 2.2 of AF). The English name of the institution will be automatically transferred to different sections of the Application Form.

Project partners should also indicate the type of institution (their '*Legal status*') and if they are subject to the *de minimis* rule ('Yes' or 'No'). It is important that the option indicated here is coherent with what declared in The *de minimis Declaration*. It must be indicated 'Yes' if the Beneficiary falls in the cases B, D, F described in the Declaration (see also 3.1.4 of this Manual).

'Legal status' and the "*de minimis*" condition inputs are linked to the 5.2. sub-section of AF "*Sources of co-financing table per Beneficiary*" to calculate automatically the "*Additional private/public funding*". So Applicants must be aware to indicate the truly situation.

In the field of '*Address*' the registered office address must be indicated. The '*Country*' input should be selected from a scroll down menu, as well as the '*NUTS II – III or equivalent*' input. Both fields are interlinked: if you select a specific Country, only the corresponding NUTS II-III or equivalent territories can be selected.

For project partners located outside the Programme area, eligible if the project could only achieve its objectives with that partners' participation and the activities are carried out for the benefit of the Programme area, must select the "*other (art. 97 Reg. (EC) 718/2007*)" voice in both the fields. In this case the Country of origin must be written in the '*City*' field.

Beneficiaries from participating Countries which are national and regional public authorities, or bodies governed by public law having administrative competences in the eligible area but are located outside of it (e.g.: ministries, regional offices, universities outside the Programme area but with a relevant faculty on the eligible territories and other similar cases) are considered as partners located in the Programme area. In this case they must indicate their Country of origin from the list of participating Country in the '*Country*' field scroll down menu and select "*other (art. 97 Reg. (EC) 718/2007*)" voice in the '*NUTS II – III or equivalent*' field.

Then the 4 boxes (max 1000 characters for each box) for Lead Beneficiary and for all Beneficiaries must be filled in.

Beneficiary organization (human resources, equipment, budget, other important information)	1	(max 1000 characters)
Description of previous (and current) experiences in CBC and international projects	2	(max 1000 characters)
Contribution of the Beneficiary to the project	3	(max 1000 characters)
Competences, capacity and know how of the Beneficiary in implementing project activities and results.	4	(max 1000 characters)

Four fields must be filled in order to better understand the relevance of each Beneficiary:

1. In the boxes 1 the human resources, equipments, budget of Lead Beneficiary/Beneficiary organization must be indicated. These details should demonstrate the capacities of partners to ensure the good functioning of a cross-border project and joint partnership.
2. In the boxes 2 the previous and/or current experience in cross-border cooperation project and/or in international cooperation must be described by stressing those experiences gained in the same field or sector of the project proposal in order to check out if partners have technical capacities and expertise in the field of action of the project proposal.
3. In the boxes 3 how and why the partner contributes to project must be explained. In this field what will be described in the Work Packages description must not be repeated but the added value of that specific partner's participation relating to the aims and the expected results of the project must be showed.
4. In the boxes 4 the capacities and knowhow of partners to manage project activities and results must be described.

At the end of each table an overview of Lead Beneficiary/Beneficiaries budget will be transferred automatically from sub-section 5.2.

3.4.3. The Associates

In case of participation of one or more Associates (see also § 3.1.3 of this Manual), their organization must be clearly indicated providing all the information required into the 2.a Section. Besides it is important to describe the expected contribution of Associate/s to the project implementation and mainly the added value of its participation relating to the aims and objectives of the project proposal.

By clicking on the "Add Associates" grey button is possible to insert the needed number of tables excluding the one present as default (e.g. in case of 3 Associates, the number of missed tables is just 2 so the number of Associates to write is 2). Applicants must be aware that to add more tables afterwards it always needs to exclude the associate n.1 present as default (e.g. there are already 3 Associates tables but one more table is needed for a total of 4 Associates; click on "Add Associates" button and write just 3 that is the total number of Associates excluding the first one present as default). The tables already filled in will be not deleted.

3.4.4. Project description

This Section includes the description of the main project proposal aspects (relevance, main problems/challenges, objectives, implementation methodology, sustainability and partnership) and it is divided into nine sub-sections described below.

Problems or challenges to be addressed

Applicants should describe the problems and the issues that the project is planning to address. They must provide background information and explain why the issue is important for the participating territories and how it affects whole Adriatic area. They should highlight even the opportunities that the project wants to take.

Project objectives

Applicants should describe the general objectives and the specific objectives of the project, clearly referring to the Programme Priority and Measure. This means that in this sub-section, the Applicants should explain why the project is important to the targeted regions in terms of the longer-term benefits to final Beneficiaries and wider benefits to other groups and elaborate in details the specific objectives. The objectives have to be coherent with the problems/issues tackled by the project: it means that the objectives should provide solutions to the addressed problems.

Coherence of the Project

The project proposal should be coherent with the following items:

- **With the Programme:** Applicants should clearly describe how the objectives of the proposal are in accordance with the objectives of the Programme and the relevant Priority, and how these objectives affect the challenges of the Programme.
- **With the EU sector and horizontal policies:** Applicants should describe the coherence of the project objectives with the Gothenburg/Lisbon strategy, with the relevant EU sector policies (environment, ICT, trade, transport, social issues, health, justice, border security, etc.) and with one or more horizontal issues of the Programme (sustainable development, equal opportunities and non discrimination, fair competition). The activities and the expected results have to respect the relevant EU rules. The indication of additionality, complementarity and/or synergy of the project with the EU relevant programming documents and regulations is useful for the positive assessment of this criterion.
- **The national and sub-national strategies of the involved territories:** Applicants should clearly explain the coherence of the project objectives with the relevant policies of the national and sub-national public Authorities (regions, provinces, counties, districts, municipalities) of all the territories involved in the partnership. The indication of the relevant programming documents and regulations is useful for the positive assessment of this criterion.

Added value of the cross-border cooperation in this project

Applicants have to explain why the issues addressed in their project proposal cannot be sufficiently addressed acting at national, regional or local level and why cross-border Programme results will be more effective in relation to the involved regions/Countries.

The added value of a cross-border approach in order to achieve the objectives, solve the problems and/or capture the opportunities has to be shown.

Methodology approach

Applicants should describe the sequence and the combination of the project activities that will lead to reach the planned outputs and results.

Methods of implementation and reason for the proposed methodology imply the problem analysis (the causes and effects), the analysis of objectives (the remedied situation that you would like to see in the future) and the analysis of strategies (deciding what objectives are to be included in the project and what strategy will be used to achieve them).

Description of methodology includes the understanding of the level of involvement and activity of other organizations (Beneficiaries or Associates) in the project. A balanced involvement among Beneficiaries should also be mirrored in the performed activities.

When filling in this sub-section of the Application Form, the Applicants should consider that projects are required to build upon past and current experience / already implemented projects and other initiatives in order to avoid re-inventing the wheel. For this reason, projects are required to outline past and current initiatives relevant to the project and to the priority in question. The main focus lies on how the project will benefit from outputs and lessons learned and how the new project will be built on them. A mere list of related projects and initiatives should be avoided.

Applicants should demonstrate in this sub-section the innovation of the proposal (benefits over and above normal returns that Beneficiaries would receive from a standard action or provision of services, notably through innovative approaches, e.g. organizational, technological, financial) and the added value it develops in relation to the following degree(s) of innovation:

- Process - oriented innovation: encouraging the development of new approaches, methods and tools and the improvement of existing ones (e.g. use of ICT etc.);
- Goal-oriented innovation: focusing on the formulation of new objectives and strategies, and/or
- Context-oriented innovation: related to innovation in political and institutional structures and systems.

The Programme also invites partnerships to reach out to relevant stakeholders, professionals, and other projects in order to ensure effective networking and cross-fertilisation beyond the partnerships.

Expected results and outputs

In this Section, Applicants should describe the expected results and outputs of the project, which should be clearly defined and addressed to solve specific problems of the area.

Results are direct and immediate advantages resulting from carrying on the project activities and from the production of the outputs. Compared to outputs, results imply a qualitative value. They should be measured in concrete units such as the number of staff with increased capacity, the number of good practices successfully transferred, the number of policies improved.

Outputs are tangible deliverables and visible products of the project. They directly result from the activities carried out in the project. Output indicators are typically measured in concrete units such as number of seminars, study visits, conferences, participants, publications, good practices identified, policies addressed.

Sustainability and long last effects of the project

Applicants must explain how transferability and sustainability will be secured after completion of the project. This may include aspects of necessary follow-up activities, built-in strategies, ownership etc. In doing so, a distinction between the following 3 dimensions of sustainability has to be made:

- Financial sustainability (financing follow up activities, sources of revenue for covering all future operating and maintenance costs, etc.).
- Institutional sustainability (which structures will allow, and how the results of the project will be carried on after the end of the action? Address issues about the local "ownership" of project outputs).
- Political sustainability (what structural impact will the project have? - e.g. will it lead to improved legislation, codes of conduct, methods, etc.?).

Level of cross-border cooperation

The Applicant must select at least one of the joint cooperation system (joint development, joint implementation, joint staffing, joint financing) and describe how the project realizes it/them (sub-section 3.8.1 of AF).

To have more details of the different typology of the joint cooperation systems see § 3.1 of this Manual.

Project management

In this sub-section, Applicants should describe the proposed management structure (advisory board, steering committees, Project Coordinator, Project Managers, etc.) and the description of the methods to be used to ensure a proper information flow among partners, decision-making procedures that will be put in place (internal communication).

Project management also includes the procedures for internal evaluation. The project proposal must illustrate that “quality control” mechanisms are built (e.g. questionnaires, assessments, regular reviews of progress made thorough reporting) and how these are used to improve/or adjust implementation if necessary. Internal evaluation does not necessary mean that the exercise should solely be carried out by the project team; calling upon an outside view (external evaluation) is also valuable evaluation mechanisms.

As far as Management is concerned, among the number of partners, one is appointed to act as Lead Beneficiary and thus to form the link between the partnership and the Programme bodies. The Lead Beneficiary takes over the responsibility and coordination for management, internal communication, implementation and coordination of activities among the involved partners, including the full administrative and financial responsibility.

With reference to what mentioned above, the project design should consider at Lead Applicant level the involvement of specific competences to ensure a sound management.

The project proposal must describe the main coordination and management structure and procedures including decision-making process (e.g. composition of the project Steering Committee, its competences and procedures) and the way in which the day to day management will be organized. Roles and responsibilities of partners must be outlined.

Projects are even expected to:

- Ensure the availability of state-of-the-art knowledge to the partnership
- Take measures to support an efficient flow of information within the partnership, and
- Make sure that outputs, results, and best practices are transferred outside the partnership and disseminated in an effective way.

The knowledge created in the project should be easily applicable, transferable and possible to use in other initiatives inside and outside of the partnership. Promoting the availability of relevant knowledge to partnership, and beyond, also allows for efficient addressing existing disparities between regions and uneven development of regions in the cooperation area. Projects should foresee outreaching to relevant initiatives in the course of implementation, that can, for instance, comprise:

- Active participation in relevant events and initiatives,
- Joint events / newsletters with thematically related project/networks,
- Continuous exchange of information,
- Transfer of relevant information / experience / achievements to EU-wide networks / websites.

For this purpose the external communication is not only a technical aspect of the project implementation but a vital activity to ensure project sustainability after the end of the co-financing.

Therefore, the Lead Applicants are requested to develop together with the partnership a detailed communication plan covering external (communication outside the partnership) and internal communication and publicity.

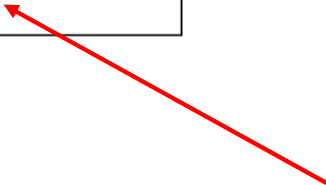
3.4.5. Work Plan

A project work plan implies having a clear and detailed understanding of the actions listed, their duration, their dependencies and their sequence.

The Work Plan is structured in different Work Packages (WP) and for each one Applicants should indicate a title and the WP responsible Beneficiary choosing from a scroll down menu where are listed all the partners indicated in the Section “2. Cross-border Partnership”.

4.1 WP 0 - Project Preparation

WP responsible Beneficiary	
	Lead Beneficiary
Description	Beneficiary 1
	Beneficiary 2
	Beneficiary 3



Applicant should indicate titles for the WPs that are not pre-defined. Titles of the chosen WPs should preferably reflect the strategic cross-border focus and the intended results rather than the planned activities.

For each WP Applicants should also report a detailed description of the WP not exceeding 1500 characters. A red messages error will appear on the left side of the box, if the case.

4.1 WP 0 - Project Preparation									
WP responsible Beneficiary									
<p>Description</p> <p>For each action, Applicants must indicate the start and the end month, a description which shall include the intended objectives and the approach, (max 1000 characters), the geographical location if relevant and the cost. Because the projects involve a transnational partnership with partners which sometimes do not have a deep mutual knowledge, it is necessary to clearly define and describe into the "role of the partners" box (max 1000 characters) For each action, Applicants must indicate the start and the end month, a description which shall include the intended objectives and the approach, (max 1000 characters), the geographical location if relevant and the cost. Because the projects involve a transnational partnership with partners which sometimes do not have a deep mutual knowledge, it is necessary to clearly define and describe into the "role of the partners" box (max 1000 characters) For each action, Applicants must indicate the start and the end month, a description which shall include the intended objectives and the approach, (max 1000 characters), the geographical location if relevant and the cost. Because the projects involve a transnational partnership with partners which sometimes do not have a deep mutual knowledge, it is necessary to clearly define and describe into the "role of the partner/s" box (max 1000 characters) For each action, Applicants must indicate the start and the end month, a description which shall include the intended objectives and the approach, Applicants must indicate the start and the end month, a description which shall include the intended objectives and the approach,</p>									

Each Work Package is divided into actions. An action contains either a single activity/output or a group of activities/outputs closely linked to each other thematically.

The maximum number of WPs available is ten. In each WP maximum 5 actions are available. It is not compulsory to fill in all the available WPs and actions. It is up to the Applicants define the proper number of WP along with the three predefined ones.

A large number of Work Packages does not lead to a better score. Moreover, complete but concise information, avoiding the continuous repetition of concepts that are not providing additional information, are preferred.

For each action the Applicants must fill in all the following boxes:

5. the starting and ending period;
6. a brief description;
7. the role of each Beneficiary involved in the action (to indicate an appropriate mix of partners which needs to participate in an action and who is responsible for what);
8. the geographical location (if relevant);
9. the total amount.

act 0.1	starting month	ending month	1	role of each Beneficiary	geographical location (if relevant)	total amount
			description 000 characters For each action, Applicants must indicate the start and the end month, a description which shall include the intended objectives and the approach, (max 1000 characters), the geographical location if relevant and the cost. Because the projects involve a transnational partnership with partners which sometimes do not have a deep mutual knowledge, it is necessary to clearly define and describe into the "role of the partner/s" box (max 1000 characters) 000 characters For each action, Applicants must indicate the start and the end month, a description which shall include the intended objectives and the approach, (max 1000 characters), the geographical location if relevant and the cost. Because the projects involve a transnational partnership with partners which sometimes do not have a deep mutual knowledge, it is necessary to clearly define and describe into the "role of the partner/s" box (max 1000 characters)	3	4	5

Fields are limited to 750 characters!

The detail of the activities should allow an easy understanding of the progress of the WP which can easily be reviewed during the implementation period. The description of the partners' specific tasks should offer a deep understanding of the extent of their involvement.

The maximum characters available for both boxes 2 and 3 is 750; if the maximum is not respected an error message will appear on the left side of the tables.

Applicants must fill in 'role of each Beneficiary' (box n. 3) for each actions, otherwise the Time plan cannot automatically be filled in.

At the end of all WP actions, total budget for WP is calculated from the amount of each action. If the WP total budget does not match with the one indicated in sub-section 5.1, a red warning messages will warn Applicants.

At the end of each WP, Applicants should fill in the two "*qualitative and quantitative description*" tables of the outputs and of the results, with a brief description of the expected output and results and their target value (i.e.: *n. of participants to seminars, n. of brochures printed, n. of steering committee meetings' minute...*).

A maximum number of 10 outputs and results can be listed per each WP.

The first three Work Packages are predefined: Work Package 00 "Project Preparation" (not compulsory), Work package 01 "Cross-border Project management and Coordination" and 02 "Communication and Dissemination".

Work Package 00 – Project Preparation

This Work Package refers to all the activities done by the Applicants in view of the preparation and development of the project idea. Costs declared in this Work Package have to show a direct and demonstrable link to the development of the project idea and can be funded only if the project proposal is approved.

Typical activities during the preparation phase of a project are the following:

- finalization of the application documents (staff costs and external expertise);
- joint meetings for the preparation of the project (travels, accommodation, meeting and events costs);
- preparatory studies, analysis and researches for activities to be carried on within the project (staff costs, external expertise).

- o Participation in IPA Adriatic Cross-border Programme events like Partner Search Forum, Info days, Lead Applicant briefings, individual consultations with the JTS and the Contact Points etc.

For this WP only those categories of costs can be budgeted: staff costs, external expertise, travel and accommodation, meeting and events costs. Overheads are not eligible.

Concerning the period of eligibility of costs relating to activities carried out in this phase, refers to § 3.3.2 of this Manual.

Work Package 01 – Cross-border Project Management and Coordination

In order to successfully reach its objectives, a project has to be managed and coordinated efficiently and reliably. The project coordination must not only ensure the implementation of the tasks described in the Application Form according to the foreseen timetable but also ensure clear division of tasks among the beneficiaries, efficient operational management, set up of a financial system as well as tools to monitor the project performance.

Work package 02 – Communication and Dissemination

Among all the factors and characteristics required for the success of a European cooperation project, communication, dissemination and knowledge management stand out as being both crucial and universal; they are the lifeblood of projects. Therefore, a separate Work Package devoted to communication, dissemination and knowledge management is foreseen in the Application Form.

Other Work Packages can be defined by the project itself by outlining the core content-related parts.

3.4.6. Investments

When projects foresee Investments, Applicants should fill in the “5.a Investment” table, clearly describing the investment itself (Construction works/Land purchase), the location, its cross-border character, the financial, institutional and political sustainability of the investment after project's end, as well as duration and the estimated specification of the investment's costs.

For each investment, Applicants should fill in separate tables.

3.4.7. Budget

A detailed budget should always be prepared on the basis of the activities needed to meet the project's objectives and the resources required to carry out these activities within the time approved. This preparation should take place by involving all partners in this respect already before the submission of the Application.

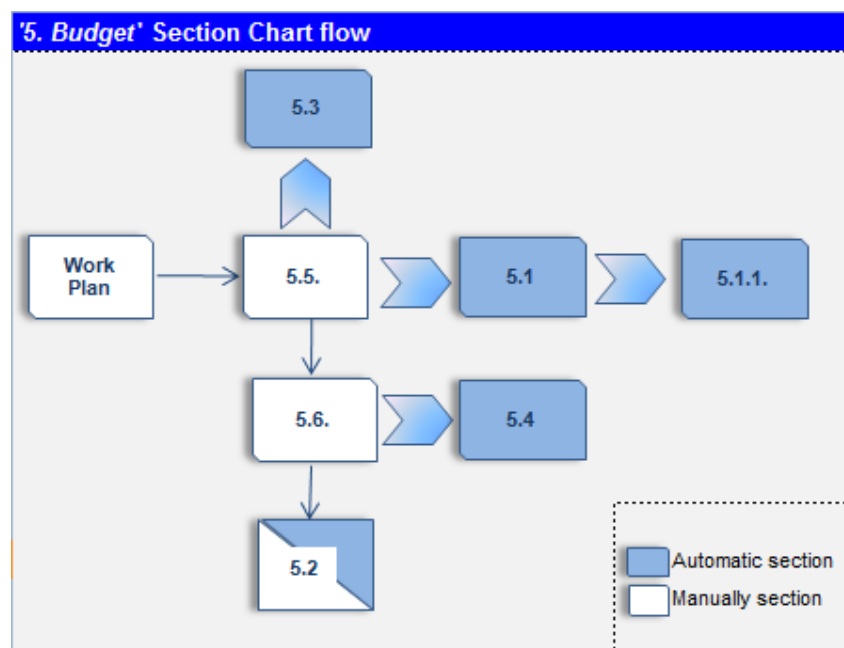
When building their spending forecasts, partners should take into consideration the following elements:

- Project proposals have to be planned in order to be able to start working immediately without the risk of delay: **30% of the total budget must be spent and accounted by the 31st October 2010** under penalty of a proportionally reduction of funds (see § 4.4 of this Manual).
- The spending forecast should be an estimation of the **actual payments** to be done in each reporting period. Therefore, it only partly reflects the activities taking place in a certain period. Indeed, if an activity is carried out close to the end of a reporting period, the related payment may only be possible in the following period and the costs should therefore be budgeted only in the following reporting period.

Please note that spending forecasts will be subject to analysis during the assessment process as well. In particular, artificial splitting of total costs evenly throughout the project duration will be negatively evaluated due to its negative effect on the de-commitment calculations on Programme level.

The Section '5. Budget' of the AF is composed of 7 sub-sections interlinked among them and with the other sections. This connection makes possible several automatic cross-checking of the figures and the automatic completion and calculation of several fields and tables. Therefore there are a lot of red warning message, supporting Applicants during the compilation if inconsistencies among tables are produced.

Applicants need to remember to complete the budget tables following the 'total budget planning approach' (see § 3.2.2. of this Manual). The total budget is all the financial resources needed to implement project activities and includes the requested IPA funds, the co-financing public costs and additional Beneficiary's funding where required.



'5.1. Total project budget per WP' table presents the total budget by Work Packages and project partners. The name of the Lead Beneficiary/Beneficiaries comes automatically out from the Section '2. Cross-border Partnership'. The amounts allocated to each Work Packages by single partner are calculated automatically: figures are taken from 5.5. tables. The totals per Work Packages and per partners are calculated automatically, as well as the proportions showing the relation between the total amount and each Work Package/Partner.

'5.1.1 Total project budget per costs categories' table is filled in automatically: figures are taken from 5.5. tables.

'5.2 Table of co-financing sources per Beneficiary' summarizes the sources of national public co-financing. Each participant Country applies a different system in providing national public co-financing (see the § 3.2.2. of this Manual for detailed rules on national public contribution).

The EU co-financing, the private/public funding (where required), the total public cost and the total budget are automatically calculated.

The national public co-financing has to be filled in manually (state contribution, regional, local, other public sources). Red cells will appear if the national co-financing inputs are not inserted.

	Total budget										Total budget z=h+i	Z/Ztot
	Total Public Cost - (Programme contribution)							Total Public Cost (Programme contribution) h=a+c+d+e+f	Beneficiary public/private co-financing (where required) i	Beneficiary public/private co-financing rate (where required) i/z %		
	National public cofinancing											
	IPA a	IPA rate of co-financing b=a/h	State c	Regional d	Local e	Other public f	National public co-financing rate g=(c+d+e+f)/h					
Lead Beneficiary	299.540,00	85,00%	52.860,00	0,00	0,00	0,00	15,00%	352.400,00	0,00	0,00%	352.400,00	40045,45%
Beneficiary 1	170.000,00	85,00%	0,00	0,00	0,00	0,00	0,00%	200.000,00	0,00		200.000,00	22727,27%
Beneficiary 2	86.530,00	85,00%	256,50	0,00	0,00	0,00	0,25%	101.800,00	0,00		101.800,00	11568,18%

Each project partner has to cover the national public co-financing (always 15% of the total public cost) following the different Country system in providing national public contribution.

In the Application Form:

1. "State" field should be filled in if the co-financing share is provided by State resources (in force of national law e.g. for Italy, or when a Ministry – or other State body - is a partner contributing with their own resources).
2. "Regional" or "local" fields should be filled in by those partners who are regional or local public authorities contributing their own sources as public contribution. Besides this case, inputs should be inserted when regional/local public authorities provide national contribution to a partner.
3. "Other public" field should be filled in by those partners who are body governed by public law contributing their own resources as public contribution or when bodies governed by public law act as financial sponsor of a private partner.

In case Beneficiary falls into *de minimis* condition or is Slovenian private organization (not in *de minimis* condition), first they must insert the public/private co-financing rate due.

For instance – as the picture shows – Beneficiary 1 falling into *de minimis* condition must indicate 15% (or more) as own co-financing rate and Beneficiary 2 which is Slovenian private organization must indicate 5%. The figure of the co-financing will automatically appear.

	Total budget										Total budget z=h+i	Z/Ztot
	Total Public Cost - (Programme contribution)							Total Public Cost (Programme contribution) h=a+c+d+e+f	Beneficiary public/private co-financing (where required) i	Beneficiary public/private co-financing rate (where required) i/z %		
	National public cofinancing											
	IPA a	IPA rate of co-financing b=a/h	State c	Regional d	Local e	Other public f	National public co-financing rate g=(c+d+e+f)/h					
Lead Beneficiary	299.540,00	85,00%	52.860,00	0,00	0,00	0,00	15,00%	352.400,00	0,00	0,00%	352.400,00	979,71%
Beneficiary 1	144.500,00	85,00%	0,00	0,00	0,00	0,00	0,00%	170.000,00	30.000,00	15,00%	200.000,00	556,02%
Beneficiary 2	82.203,50	85,00%		0,00	0,00	0,00	0,00%	96.710,00	5.090,00	5,00%	101.800,00	283,01%

Eventually Beneficiaries must insert manually the public co-financing input. Total Public Cost (h) minus IPA co-financing (a) gives the amount of the national public co-financing. That figure should be inserted in one of the spaces dedicated to 'National public co-financing' in relation to its source as describe above.

Following our examples: $(170.000,00 - 144.500,00) = 25.500,00$ for Beneficiary 1;

$(96.710,00 - 82.203,50) = 14.506,50$ for Beneficiary 2.

	Total budget										Total budget z=h+i	Z/Ztot
	Total Public Cost - (Programme contribution)							Total Public Cost (Programme contribution) h=a+c+d+e+f	Beneficiary public/private co-financing (where required) i	Beneficiary public/private co-financing rate (where required) i/z %		
	National public cofinancing											
	IPA a	IPA rate of co-financing b=a/h	State c	Regional d	Local e	Other public f	National public co-financing rate g=(c+d+e+f)/h					
Lead Beneficiary	299 540.00	85,00%	52 860.00	0.00	0.00	0.00	15,00%	352 400.00	0.00	0,00%	352 400.00	979,71%
Beneficiary 1	144 500.00	85,00%	25 500.00	0.00	0.00	0.00	15,00%	170 000.00	30 000.00	15,00%	200 000.00	556,02%
Beneficiary 2	82 203.50	85,00%	14 506.50	0.00	0.00	0.00	15,00%	96 710.00	5 090.00	5,00%	101 800.00	283,01%

If Beneficiaries made all the calculations correctly, the national public co-financing rate (15%) is automatically displayed.

In all the other cases, the total budget (z) is always automatically calculated as well as the IPA co-financing (a). The Beneficiary has to calculate only the amount of the national public co-financing.

'5.3 Total budget overview per budget lines and per WP' and '5.4 Total spending forecast per WP and per period' are automatically filled in on the basis of the figures entered respectively in the tables 5.5 and 5.6.

'5.5 Beneficiaries' budgets per budget lines and per WP' and '5.6 Beneficiaries' spending forecast per WP and per period' must be filled in manually. The totals are calculated automatically in the AF, as well as the proportions showing the relation between the total amount and each work package/budget line.

If some inconsistencies occur, below each table red error messages will appear, as shown in the following image:

B4	0,00	0,00	1.710.000,00	50.000,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	1.760.000,00	18,39%
B5	0,00	0,00	0,00	110.000,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	110.000,00	1,19%
TOTAL	120.000,00	150.000,00	1.910.000,00	390.000,00	7.000.000,00	0,00	0,00	0,00	0,00	0,00	0,00	9.570.000,00	
	1,25%	1,57%	19,96%	4,08%	73,46%	0,00%	0,00%	0,00%	0,00%	0,00%	0,00%		

The WP-Totals must match '4. Work packages' (WP1)
 Beneficiary's budget >60% total budget (Beneficiary 2)
 Total budget must be >= 500.000 and <= 5.000.000
 Beneficiary's budget <100.000 (Beneficiary 0)
 The maximum allowable total of WPO (preparation costs) is limited to 100000 EUR

3.4.8. Time Plan

This Section will be automatically filled on the basis of the starting and ending period indicated for each action in the Work Packages Section.

§. 4. PROJECT APPLICATION, EVALUATION AND CONTRACTING**4.1. How to apply a project proposal**

Project proposals must be completed in English, using exclusively the Application Form and the templates provided by the Programme.

Only the Lead Applicant (that will be Lead Beneficiary, in case of approval) can submit the project proposal: it means that the Lead Applicant has to collect the required documents from all involved partners.

The project application must be submitted to the IPA-Adriatic Joint Technical Secretariat (JTS) at the latest by:

29.10.2009, by 06.00 p.m. Italian time.

The Lead Applicants and all partners must fill in all relevant documents included in the Application Pack:

- The Application Form.
- The Letter of intent from all Beneficiaries.
- The *de minimis* Declaration

Applicants must not modify the templates provided by the Programme; any diversity between the standard format of documents and the proposal applied will lead to the rejection of the project.

The Lead Applicant must submit the Application Form **both in electronic and paper version** following the procedures described below carefully.

The Lead Applicant must send the hard copy of the following documents, in a unique sealed envelope:

- **Application Form: duly dated and signed in original handwriting** by the Legal representative (or authorized delegate) of the Lead Applicant. In case of signature by a delegate, please attach the original of the delegation. The project will be rejected if the signature is not handwritten clearly in original.
- **The Letters of intent:** the Lead Applicant and each Beneficiary must fill in single Letter of intent, duly dated and signed in original handwriting by the legal representative (or authorised delegate). All Letters of intent can be sent only by the Lead Applicant, in original or in fax copies. In case of signature by a delegate, please attach the delegation, in original or in fax copy. All Beneficiaries listed in the Application Form must provide a Letter of intent; if missing the project will be rejected.
- **The *de minimis* Declarations:** the Lead Applicant and each Beneficiary must fill in the Declarations in order to define its condition about the possible application of the *de minimis* rules. All Declarations can be sent only by the Lead Applicant, in original or in fax copies. In case of signature by a delegate, the delegation must be attached, in original or in fax copy.

Fax copies must clearly show the date and the origin of the fax and a readable signature.

The Lead Applicant must include in the project envelope an electronic version of the Application Form (in the excel form, renamed "*IPA Adriatic CBC _AF _<acronym>*"), using an electronic devise (CDs Rom, DVDs, USB pen-drive, etc.). The missing of the electronic version shall lead to the rejection of the project proposal.

The electronic version of Application Form must be identical to the printed one; in case of differences, the hard copy prevails.

The complete project proposal must be submitted in a sealed envelope marked as following:

*"IPA Adriatic Cross-border Cooperation Programme - 1st Call for Proposal
Project application for Priority XX – Measure XX
Lead Applicant: (denomination and address)
Acronym of the project proposal
Do not open",*

and sent to the following address:

**IPA Adriatic Cross-border Cooperation Programme
Joint Technical Secretariat
Via Leonardo Da Vinci, n. 6 – Palazzo Silone
I-67100, L'Aquila
ITALY**

by one of the following modalities:

- by registered mail by 29/10/2009: in this case the post office stamp will constitute proof of compliance with the deadline given above.
- by express courier services: in this case, the envelop must arrive by 29/10/2009, 06.00 p.m. Italian local time to the JTS. The date of receipt will be noted by the JTS and communicated to the Lead Applicant by e-mail.

If the project proposal hard copy includes one or more documents in fax copies, the Lead Applicant must collect the original of these documents and send them to the JTS with the same modalities and rules described above (by registered mail or express courier). The documents must arrive to the JTS's premises within 20 calendar days from the call deadline. Any delay will cause the project rejection.

Faxed documents must be identical to the originals. If the copies and the original versions are clearly not the same documents (i.e. different signatures, date, etc.) the project will be rejected.

4.2. Project evaluation procedures

The Joint Monitoring Committee (JMC) is responsible for the project evaluation and approval. The JMC is supported by the Joint Technical Secretariat (JTS), and carries out its functions with the assistance of the National/regional authorities and, if necessary, of external experts.

Project proposals evaluation procedure consists of 2 steps:

- Formal assessment.
- Quality assessment.

4.2.1. The formal assessment

The formal assessment is made by the Joint Technical Secretariat, under the responsibility of the Joint Monitoring Committee. The procedure foresees 2 levels of control: the formal eligibility check and the admissibility check.

A **Formal eligibility check:** at first, the JTS will check the applications against a set of **formal eligibility criteria**, as following:

Eligibility criteria	§§ of the Calls
A) The Application Form and its Annexes have been submitted in due time both in original and electronic version according to the deadline set in the Call for proposal.	§ 11
B) The Application form hard copy version is dated and signed in original by the legal representative of the Lead Applicant or by a duly authorised person.	§ 11
C) All the documents required for the Lead Applicant and the project Beneficiaries have been provided in the duly forms.	§ 11
D) The project proposal clearly indicates the Measure to which it is referred.	§ 9
E) The project proposal is in English language in all its parts and sections.	§ 11
F) The project proposal is fully compliant with all other rules of the application procedure of the Call.	§ 11

Only applications fulfilling all the formal eligibility criteria will pass to the next admissibility check.

B **Admissibility check:** the formal eligible projects will be checked by the JTS against a set of **admissibility criteria**, as following:

Admissibility criteria	§§ of the Calls/Other documents
A) Project fulfils the minimum cross-border partnership required by the Programme	§ 7
B) The project budget is within the financial thresholds established by the call	§ 8
C) Beneficiaries have secured the public co-financing share, according to the national co-financing system, and the additional funding (where required)	§ 8 / Letter of intent

D) The Lead Beneficiaries and all the beneficiaries are eligible, according to the rules of this Call for proposal	§§ 5-6
E) Beneficiaries acting under a state aid regime respect the relevant disciplines and financial limits (<i>de minimis</i> regime).	§ 8 – the <i>de minimis</i> Declaration
F) Activities are located in eligible areas, according to the rule foreseen in this call for proposal	§ 5
G) Project partners cooperate in at least one of the ways foreseen in the Art. 95.2, Reg. (EC) n. 718/2007.	§ 9
H) The project doesn't duplicate already financed project.	Letter of intent
I) The project excludes double financing.	Letter of intent

Only application that fulfils all the above-mentioned admissibility criteria will pass to the following quality assessment.

Applicants of not admissible projects will be informed about the reasons of rejection at the end of the Formal Assessment phase.

If necessary to better achieve the formal check, the JTS can require from Applicants documents and integrations in order to verify the fulfilment of the formal assessment criteria.

Once the check is finished, the JTS communicates the results to the JMC, with a Report on formal assessment of all the project proposals. The JMC approves the report, and the Managing Authority, with the support of the JTS, communicates to the Lead Applicants the admissibility to the quality assessment or the rejection of the project proposals. The communication must indicate the reasons of the rejection.

4.2.2. The quality assessment

The JMC is responsible for the quality assessment of the project proposals, on the base of the following evaluation grid:

Sections/ criteria n.	Criteria	Max value
A	<i>Consistency with the Programme Strategy</i>	24
a.1	Is the project in compliance with the Programme strategy, objectives and Priorities?	9
a.2	Are the project objectives in compliance with the relevant EU policies and the horizontal issues of the Programme, and are the activities and results in accordance with the relevant EU rules (regulations, directives, etc.)?	5
a.3	Are the project objectives coherent with the national policies of the Countries participating in the operation?	4
a.4	Are the project objectives coherent with the sub-national public policies relevant for the involved territories?	6
B	<i>Cross-border character of the intervention</i>	20
b.1	How many Adriatic Countries are present in the project? (<i>2 Countries: 1 point; from 3 to 4 Countries: 2 points; from 5 to 7 points: 3 points; 8 Countries: 5 points</i>).	5

b.2	What are the project impacts on the Adriatic cooperation area?	7
b.3	What is the joint cooperation level of the project, according with the cross-border cooperation criteria (joint development, joint implementation, joint staffing, joint financing)?	8
C	<i>Financial and management capacity</i>	16
c.1	Does the Lead beneficiary have experience in cross-border or other international project management and sufficient capacities (human resources, equipment, etc.) to ensure the good functioning of the project and coordination of a cross-border partnership?	6
c.2	Do the project beneficiaries have technical capacities and expertise in the field of action of the project?	6
c.3	Do the beneficiaries have the experience and the capacity to manage the allocated budget for the implementation of their activities?	4
D	<i>Quality of intervention</i>	28
d.1	Are the objectives and expected results of the project clearly defined and addressed to solve specific problems of the area?	6
d.2	Are the activities, the work plan and the timetable clear, realistic and appropriate to achieve the expected results and the objectives of the project?	5
d.3	Are all beneficiaries adequate for achieving the foreseen objectives and are tasks and activities clearly and appropriately distributed among the Lead beneficiary and the partners?	6
d.4	Does the project establish an organized and operational management system, able to ensure the adequate coordination of the partnership, the monitoring and evaluation of the activities progress, and the communication and publicity of the operation?	3
d.5	Is the project innovatory and what added value does it develop?	3
d.6	Do the project activities and results have the concrete and realistic possibility to have a follow up after the end of the Programme contribution?	2
d.7	Does the project represent a capitalization of previous cross-border cooperation experiences?	3
E	<i>Budget of the project</i>	12
e.1	Does the project budget represent value for money?	7
e.2	Are the estimated expenditures rationally quantified for the full and satisfactory implementation of the foreseen activities?	5
Total score		100

No specific criteria per Measure are established. All the project proposals will be assessed on the base of the general criteria as above described. The JMC carries out the quality assessment, with the support of the JTS and the collaboration of the National/regional Authorities of the Programme and, if necessary, of external experts.

The maximum score is 100, resulting from the sum of the points assigned for each section of the evaluation grid. A project proposal will not be eligible for funding if:

- It achieves a score lower than 70 points.
- It does not achieve at least half the points foreseen in each section of the evaluation grid.

Projects that do not fulfil both the above-mentioned minimum scores cannot be financed by the Programme.

In case 2 or more projects have the same scores, priority will be given to projects that enhance the higher score under the Section D "Quality of the intervention" of the evaluation grid. In case of further equality, the priority will be given to projects with the higher score under the other Sections of the evaluation grid, taking in account with the following order of precedence: Section A "*Consistency with the programme strategy*"; Section B "*Cross border character of the intervention*"; Section C "*Financial and management capacity*"; Section E "*Budget of the project*".

At the end of the evaluation procedure, the JMC elaborates and approves a single ranking list of all the formal eligible projects per Priority. The projects are financed according to the available budget of these Calls for proposals and under the conditions set by the JMC.

After the quality assessment of the project, the JTS will require to the Lead Applicant of projects eligible for funding to provide the following documents in order to verify the eligibility of all the funded Beneficiaries:

- Certified copy of Statute or its relevant articles of the project Beneficiaries, proving the eligibility of each partner (public bodies will not be required to provide this document).
- Certified copy of the final budget of the last 3 years, only for private organizations (profit and non profit making). If the organization is less than 3 years funded, the final budget of the last 1 or 2 years must be provided.
- (in case) Certified copy of the national/regional/local official act which ensured the public national co-financing where it is not automatically allocated by the state and it is not guaranteed by public own resources.

These additional documents must be in English language. In case the original of the document is not in English, the relevant Beneficiary must send a translated version in English accompanied with a declaration (signed in original by the legal representative or an authorized substitute) of compliance with the original.

In case the Lead Applicants do not provide the required documents in the duly form and in the time, or if the content of the documents reveals the ineligibility of one or more Beneficiaries, the project will be rejected and cancelled from the ranking list approved by the JMC. The immediate following eligible project in the ranking list will be funded.

The final ranking list will be published by the Managing Authority according to the national and regional regulation; it will be published also in the Programme website, according with the Article 62 of the Regulation (EC) n. 718/2008. The Managing Authority, throughout the JTS, informs the Applicants about the project evaluation result.

4.3. Contracting

After the conclusion of the evaluation procedure, the Lead Applicant of the projects selected for funding will sign the Subsidy Contract with the Managing Authority of the Programme. Since this formal act, it will be identified as Lead Beneficiary of the project selected.

The Subsidy Contract shall determine the rights and responsibilities of the Lead Beneficiary and the Managing Authority, the reference to the activities to be carried out, terms of funding, requirements for reporting and financial controls, etc. The Lead Beneficiary have to conclude a Partnership Agreement with all other projects beneficiaries. The payment of public co-financing shares will follow the rules and procedures established by each Programme participating Countries.

In case of approval of a project with a private Lead Beneficiary, the Lead Beneficiary will be asked to provide, before the signature of the Subsidy Contract, proof that a financial guarantee is in force. It will be a demand bank guarantee, issued by a national primary bank of Member States or Participating Countries. The guarantee shall be issued for the total Programme contribution allocated to the project and be valid until the final reimbursement by the Programme is made.

As general rule, the grant payments are made on a reimbursement basis. Payment claims are transmitted by the Lead Beneficiary to the Managing Authority on behalf of the partners. Payments will be made as soon as possible to the Lead Beneficiary's account by the Certifying Authority of the Programme. Payments are made in EUR only. It is the responsibility of the Lead Partner to distribute the funding among the partners according to the expenses presented by each partner.

The Managing Authority will assign an advance payment to the Lead Beneficiary for the project start up, up to the limit of 15% of Community contribution allocated to the project.

The expenditures incurred by Beneficiaries from Albania, Bosnia and Herzegovina, Croatia, Montenegro and Serbia would be eligible only if that Countries signed the Financing Agreement with EU Commission.

The advance payment is granted to Lead Beneficiaries under the condition that the Managing Authority has yet received by the European Commission the Programme pre-financing, according to the Article 128 of EC Regulation 718/2007.

4.4. Project implementation

Project proposals have to be planned in order to be able to start working immediately without the risk of delay.

All financing projects must reach an expenditure level at least of 30% of the total budget by the 31st October 2010.

The JMC may decide to reduce the Programme contribution to projects which do not reach that level expenses.

During the project implementation, changes in its implementation rather than modification of the structure of the budget can be allowed in some cases. All minor changes (e.g. change in contact information, minor rescheduling of activities, small budget deviation under **20% rule**) can be reported as "adjustments" to the JTS through the periodical progress report. When this minor changes produce small budget deviation under **20% rule**, they must be justified and submitted to and approved by the JTS. If the modifications envisaged go beyond 20% of the global budget or when they affect the balance between the partners (whatever the amount) or project activities, they must be justified and submitted to JTS before modification and validated by the JMC. The modifications should not increase the global budget of the project.