





**CENTRAL BALTIC
INTERREG IV A
PROGRAMME
2007–2013**

PROJECT DEVELOPMENT SEMINARS
APRIL 2010

Economically competitive and innovative region
Attractive and dynamic societies
Safe and healthy environment



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APPLICATION – TECHNICAL GUIDELINES

- Use "old" microsoft excel (97-2003)
- Allow MACROS
- Do not unlock the form

- Practical Guide for Filling in the Application Form
- Project Applicant's Programme Manual



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APPLICATION – GENERAL GUIDELINES

BEAR IN MIND WHEN FILLING IN THE APPLICATION:

- Application Form AND Confirmation letter
- All information in English
- Be clear
- All relevant information must be in the form




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SELECTION PROCESS

- Assessment in the JTS:
 - Technical assessment – checklist
 - Content assessment – selection criteria
- Steering Committee decision



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APPLICATION (1)

- REFERENCE NUMBER
- ACRONYM
- DURATION OF THE PROJECT
 - Start
 - Closure
- CHOOSING THE RIGHT SUB-PROGRAMME / PRIORITY / DIRECTION OF SUPPORT



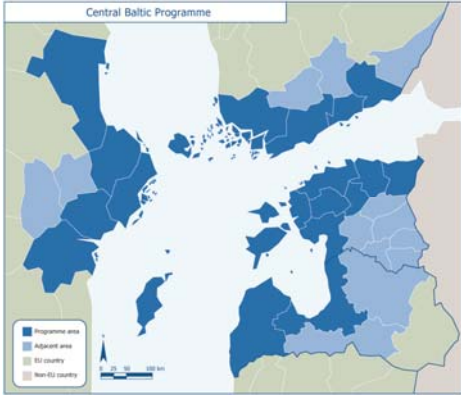
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CENTRAL BALTIC PROGRAMME



Central Baltic Programme

Legend:
 ■ Programme area
 ■ Adjacent area
 ■ EU countries
 ■ Non-EU countries



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SOUTHERN FINLAND – ESTONIA SUB-PROGRAMME

Southern Finland - Estonia Sub-programme

Legend:
■ Programme area
■ Adjacent area
■ EU country
■ Non-EU country

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ARCHIPELAGO AND ISLANDS SUB-PROGRAMME

Archipelago and Islands Sub-programme

Legend:
■ Programme area
■ Adjacent area
■ EU country
■ Non-EU country

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APPLICATION (2)

EXPLAINING THE PROJECT IDEA IN THE APPLICATION

- Specific problem or development area to be addressed
- Objectives of the project
- Expected results
- Chosen methods
- Summary of the project and its work packages




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APPLICATION (5)

- LOCATION OF ACTIVITIES
- ACTIVITIES TARGETED TO THE ADJACENT AREAS
 - Reported on project partner basis
- ACTIVITIES OUTSIDE THE PROGRAMME AREA
- ACTIVITIES OUTSIDE THE EUROPEAN UNION
 - Must be included in (max 2) project partner budgets



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APPLICATION (6)

EXPLAINING THE PROJECT IDEA IN THE APPLICATION

- Cross-border relevance
- Links to other Programmes
- Relevance for the EU Strategy for the Baltic Sea Region
- Communication and publicity
- Sustainability of project results
- Project management



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APPLICATION (7)

EU STRATEGY FOR THE BALTIC SEA REGION (EUSBSR)

- The project should describe the link to the EUSBSR
 - indicate relevant pillar and priority area of the EUSBSR
 - how does the project contribute to the fulfilment of the strategy?
- For Central Baltic projects only: recommendation letter from the relevant EUSBSR priority area coordinator to be submitted if project is or considers itself to be (part of) a flagship project
- <http://www.centralbaltic.eu/eusbsr>



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APPLICATION (8)

COMMUNICATION AND PUBLICITY

- Plan resources: staff (responsible person), budget and time for communication activities
- Things to keep in mind regarding communication:
 - Each project is to submit a Communication plan for the whole project duration to the JTS for approval together with the 1st PR/PC
 - The projects are invited to participate in 1-3 Communication seminars and other programme events per year, organised in the programme area (BL3)
 - It is recommended that the project has a website of its own. In any case the LP and PP organisations must have project information on their websites



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ANNEX 1

THE ELIGIBILITY OF PARTNERS

- Legal status
- Legal address or jurisdiction/activities
- Stricter requirements for LP
- Local and regional authorities
- State organisations
- Organisations established for general interest needs
- Non-governmental organisation
- Private enterprises (ONLY in Southern-Finland – Estonia)




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ANNEX 1

- HOW MANY PARTNERS SHOULD THERE BE?
 - Project partners
 - Additional partners
- DIVISION OF TASKS BETWEEN LEAD PARTNER AND PROJECT PARTNERS
- EXPLAIN JOINT DEVELOPMENT AND IMPLEMENTATION



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ANNEX 2

PLANNING ACCORDING TO WORK PACKAGES

- Thematic division of project activities (max 5)
- Division of tasks between the partners
- Strategic focus - Results - Activities - Outputs - Costs



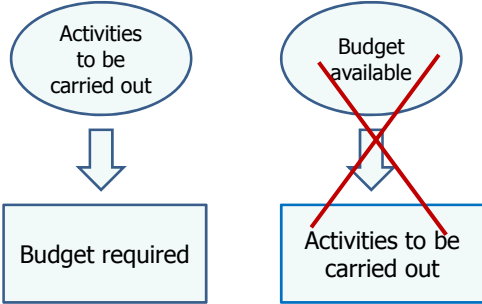
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ANNEX 3 + 6 (BUDGET AND PARTNER BUDGET)


TWO APPROACHES TO PLANNING THE PROJECT BUDGET



The diagram illustrates two methods for planning a project budget. On the left, a box labeled 'Activities to be carried out' has a downward arrow pointing to a box labeled 'Budget required'. On the right, a box labeled 'Budget available' has a downward arrow pointing to a box labeled 'Activities to be carried out'. This entire right-hand path is crossed out with a large red 'X', indicating it is not the recommended approach.



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ANNEX 3 + 6 (BUDGET AND PARTNER BUDGET)



MINIMUM AND MAXIMUM BUDGETS

- BE REALISTIC
 - The budget is always in relation to the content
 - Do not make the budget too tight or too big

- PLAN ACCORDING TO
 - Partners
 - Work Packages / Milestones
 - Budget Lines



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ANNEX 3 + 6 (BUDGET AND PARTNER BUDGET)

WRITING THE PROJECT BUDGET

- No lump sums
- Costs must be supported by activities and content
- Show calculation method (number of hours, m2, days, trips, people, copies...)



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ANNEX 3 + 6 (BUDGET AND PARTNER BUDGET)

WRITING THE PROJECT BUDGET

- EXPLAIN subcontracting (external expertise) and equipment
- EXPLAIN the travel costs of key stakeholders and others



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ANNEX 3 + 6 (BUDGET AND PARTNER BUDGET)


PLANNING THE FINANCING

ERDF CO-FINANCING



- Estonia and Latvia up to 85 %
- Finland/Åland and Sweden up to 75 %

OWN CONTRIBUTION

- What is eligible?
 - Partnership vs. eligibility of partner's funding
- Where do we get the money from?
- What is in-kind?



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ANNEX 3 + 6 (BUDGET AND PARTNER BUDGET)

ELIGIBILITY OF COSTS, BASIC GUIDELINES

- EU Regulations, Programme rules and National rules
 - national eligibility rules made (partly) available (www...)
 - the strictest rule always applies
- Only real paid out costs incurred during the duration of the project




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ANNEX 3 + 6 (BUDGET AND PARTNER BUDGET)

- No double financing
- No shared costs
- No financing from other projects
- No advance payments
- No seed/preparation money



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BE AWARE THAT:

- The First Level Control plays a crucial role in determining the eligibility
- The Lead Partner principle requires a lot from the LP
- The Subsidy Contract sets the limits and obligations to the LP
- Partnership Agreement between the LP and the project partners is required
- All project documents must be kept until 2025
- Audit Trail: LP must notify the MA/JTS of all organisations and people responsible for holding project documents e.g. records of invoices



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BUDGET LINE 1 – OFFICE AND RENT COSTS


NO FLAT RATES ACCEPTED

- The calculation method for the costs is mandatory
- The costs are to be divided between several projects pro-rata in case the costs cannot be directly allocated to these projects technically



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BUDGET LINE 2 – PERSONNEL

PERSONNEL EMPLOYED BY THE PROJECT (2.1.)

- Salary levels must follow the national average
- Obligatory social security costs, bonuses etc. according to national legislation
- Full-time project managers recommended
- Timesheets for part-timers on daily basis and reported monthly



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BUDGET LINE 2 – PERSONNEL (2)

OTHER PARTNER PERSONNEL CONTRIBUTING TO THE PROJECT (2.2.)

- For project partners from FINLAND/ÅLAND and SWEDEN
- Internal decision on assignment to work for project
- Interpreted as in kind contribution, must be supported by bookkeeping and timesheets



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BUDGET LINE 2 – PERSONNEL (3)

UNPAID VOLUNTARY LABOUR (2.3.)

- For project partners from ESTONIA and LATVIA
- Always consult JTS and ensure that unpaid voluntary work is acceptable
- In kind contribution



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BUDGET LINE 3 – TRAVEL AND ACCOMMODATION

TRAVEL COSTS WITHIN THE PROGRAMME AREA

- Mainly for project personnel
- Travel costs for the key stakeholders and others need to be justified
- Reasonable and cost-effective
- Daily allowances according to the national rules of the public sector
- Public transportation whenever possible
- Travel costs for public officials as steering group representatives usually covered by their own organisation



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BUDGET LINE 3 – TRAVEL AND ACCOMMODATION (2)

TRAVEL COSTS OUTSIDE THE PROGRAMME AREA

- Always exceptions that must clearly support project implementation
- Always discuss these with the JTS before submitting the application
- Must be included in the AF to be eligible




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BUDGET LINE 4 – EXTERNAL EXPERTISE

- Partner activities should be outsourced with caution and these cases should always be justified
- Partner organisation's fixed contracts are in general allowed
- Project partners cannot be paid for external expertise VS. The use of the expertise within a partner organisation is possible as a result of a tender process that a separate department of the organisation has won
- Can be purchased outside programme area
- Remember FLC costs for Finnish partners




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BUDGET LINE 5 – EQUIPMENT

- Depreciation limit 1 500 €
- Depreciation allowance/deductions according to national (organisation's) accounting method and period. In most cases the 36 month rule is applied.
 - difference: laptop vs. laboratory simulator
 - difference: 1-year project vs. 3-year project
- Only depreciation costs from the project duration time are eligible
- Rental/leasing procedure recommended e.g. in cases of various laboratory equipment




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BUDGET LINE 6 – INVESTMENTS

- Not an investment programme in the first place
- Cross-border character and relevance crucial
- Consider sustainability in planning and implementation
- Lower co-financing rates may apply
- Plans, permits, licences, feasibility studies etc must be annexed to the application
- Ownership issues are set in the Subsidy Contract
- No planning of AND implementing investments in the same project
- Always consult the JTS before-hand




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BUDGET LINE 7 – OTHER DIRECT COSTS

- Only costs essential for the project implementation, supported by invoices directly attributable to the project
- Only justified costs – no lump sums for reserve
- A list of examples in the Programme Manual




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BUDGET LINE 8 – IN-KIND CONTRIBUTIONS

- NB! In-kind contributions included in Personnel costs, BL 2.2. (FI/AX, SE) and BL 2.3. (EE, LV)
- Provision of land or real estate, equipment or raw materials or availability of premises (for office use, seminar use etc.)
- NB! Included in the budget as well as on the financing side; The budgeted amount cannot be exceeded during the project implementation
- The values of the in-kind contributions must be evaluated and documentation annexed to the application
- Always discuss with the JTS




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BUDGET LINE 9 – INCOME

- Estimations during the Application phase for all projects
- If you foresee income ALWAYS contact the JTS in good time before submitting the application (funding gap method if project budget over 1 MEUR)
- Examples of income:
 - The participation fees of seminars and various events
 - The sales of publications or other project products
- Remember reporting of income also after the project has ended




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FINANCIAL ISSUES: VALUE ADDED TAX (VAT)

- Eligible expenditure only if genuinely and definitely borne by the project partner
- Each project partner considered separately
- VAT declaration a mandatory Annex in the AF if the VAT is reported as a final cost for the partner
- In unclear cases the VAT will always be deemed ineligible




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FINANCIAL ISSUES (2): EXPENDITURE INCURRED OUTSIDE THE EU

- Max 10 % of the ERDF contribution 2007-2013
- Clear benefit for the project and Programme region
- Must always be discussed with the JTS
- All costs must be borne by max 2 project partners
- Strictly limited to the following items:
 1. Expert Services
 2. Organisation of joint seminars/events (not occasional events)
 3. Travel costs




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FINANCIAL ISSUES (3): SHARED COSTS

- Sharing invoices is not allowed
- Instead: Plan the project costs and responsibilities well. If needed, arrange separate invoices for each partner.




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FINANCIAL ISSUES (4): STATE AID AND THE DE MINIMIS RULE

- EU competition policy, applied to private enterprises
- 200 000 EUR limit over a three-year-period including the Central Baltic INTERREG IV A Programme funding decision
- (Limited amount of aid – 500 000 EUR)
- All aid forms (EU/national) under the scheme notified by the European Commission (The information should be available also in the previous financing decisions granting the specific aid)
- Responsibility of the project partner to provide information



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**FINANCIAL ISSUES (5):
PUBLIC PROCUREMENT PROCEDURES**

- Subject to EU/National rules – stricter rule applies
- Three-step procedure
 - 0-500 € No tendering is required
 - 501-1499 € Phone call or e-mail comparisons, documented
 - 1500- € Official written tender procedure
- Documentation must be sent with Payment Claim



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**FINANCIAL ISSUES (6):
REPORTING AND FIRST LEVEL CONTROL**

- Reporting based on milestones and the information provided in the Application Form
- Each partner must have their costs verified by the national FLC
- After FLC has controlled and verified the costs, the LP compiles the PR/PC and sends it to the JTS for control
- Certifying Authority pays the ERDF funding to the Lead partner




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FINANCIAL ISSUES (7): CLOSING THE PROJECT

- The project activities must be finished in good time before the project ends – leave enough time for final reporting and closing the project.



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ANNEX 4 (INDICATORS)

- Project level targets
- Programme level targets
- Indicators for Sub-programmes and Directions of support
- Policy objectives



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CHECKLIST – MANDATORY ANNEXES

- Co-financing statement
- Registration certificate
- Documentation on the right to sign the application




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CHECKLIST – MANDATORY ANNEXES

- Documentation for assessing the eligibility of funding
- *If relevant* – VAT declaration
- *If relevant* – De Minimis declaration
- *If relevant* – Documentation on the in-kind
- *If relevant* – Documents about the investments (Long-term financial plan, action plan, feasibility study, permits, SEA, etc.)



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SENDING THE APPLICATION FORM

- Send the Application Form by e-mail
- Fill in and send the Confirmation Letter in paper
- Annexes

KEEP IN MIND

- FOLLOW THE UPDATED MANUALS



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MORE INFORMATION

The Joint Technical Secretariat (JTS)
www.centralbaltic.eu



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