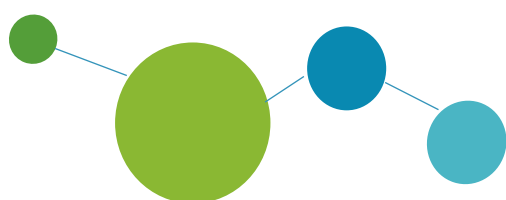


# MANUAL FOR BENEFICIARIES FOR STANDARD PROJECTS

## PART 3 – APPLICATION AND ASSESSMENT





# Manual for Beneficiaries for standard projects

## **PART 3: APPLICATION AND ASSESSMENT**



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# 1 HOW TO APPLY

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## 1.1 APPLICATION PROCEDURE

Submission of applications runs on an “open” basis, which means that applications can be submitted continuously after the Open Call is launched as long as funds are available. Nevertheless, the dates for submission of the applications to be discussed at the upcoming Monitoring Committee meeting are published on the website [www.si-hu.eu](http://www.si-hu.eu). In general, applications are submitted to the Joint Secretariat via Joint Electronic Monitoring System (Jems) at the latest by noon of the set deadline. Applications submitted by the set deadline are assessed and, if eligible, proposed to the Monitoring Committee for decision. The deadline for submission of projects is published on the Programme webpage, and the upcoming Jems submission deadline is configured accordingly.

The applications submitted after the set deadline are not rejected; they stay in Jems waiting for the next assessment round (considered to be submitted by the next deadline).

We recommend that you make use of individual consultations offered by the Joint Secretariat and National Authorities before the submission of the Application.

## 1.2 APPLICATION PACK

The Application Pack for the Open Call can be downloaded from the programme website ([www.si-hu.eu](http://www.si-hu.eu)) and consists of the following documents:

- Open Call for Proposals
- Manual for Beneficiaries divided in thematic parts
- Sample of the Partnership Agreement
- Sample of the Subsidy Contract
- Template of the Project Partner Statement
- Template of the Project Statement
- Interreg Programme Slovenia-Hungary approved by the European Commission as of 14 November 2022.

The application **must be submitted by the Lead Partner solely online through Jems**. The submitted project application must contain all the required data and the required supporting documents which are considered as annexes to the Application Form and have to be uploaded as scanned documents (signed by the legal representative of the Lead or Project Partner’s organisation) in Jems (see chapter 1.3 of this Manual).

The project application must be bilingual, written in both **the Slovene and Hungarian language**, except for **the project summary which must be written in Slovene, Hungarian and English language**. In case of discrepancies, the language of the Lead Partner prevails. The applicants should ensure quality in translation in order to avoid receiving lower scores in quality assessment due to insufficient, incomprehensible or unclear information in individual fields of the application. Potential translation-related shortcomings for the approved projects are dealt with in the frame of the clarifications before signing the ERDF Subsidy Contract (face-to-face meetings).

### 1.3 ONLINE SUBMISSION OF THE APPLICATION

This part of the Manual contains key technical information on the use of the monitoring system Jems for the Interreg Programme Slovenia-Hungary.

The applicants are requested to complete and submit their Application Form via Jems. It is therefore highly recommended to read this chapter carefully before starting to use Jems.

When filling in the Application Form, the applicants should:

- focus on answering the questions precisely,
- write clearly and simply,
- respect the maximum length of text, when so requested,
- provide answers to all of the questions (before submitting the application).

#### 1.3.1 Technical information and system requirements

Jems is a web application which can be accessed using the recent versions of most common browsers (e.g. Chrome, Mozilla Firefox, Microsoft Edge). The functionality of the system follows the common standards of web applications for data entry and submission.

#### 1.3.2 Access and registration

Jems can be accessed at the following link: <https://jems.si-hu.eu>.

To use Jems, each applicant must first register by clicking on “Create a new account” on the homepage and provide a set of credentials.



In the registration form, enter the following information (all fields marked with \* are mandatory):

- **First name / Last name:** personal information of the applicant's contact person.
- **E-mail:** the e-mail address of the applicant – it will be used to log in and notifications will be sent to it.
- **Password:** password which will be used to access Jems.

The minimum length of the password is 10 characters. It should contain at least one upper case letter, one lower case letter and one digit.


The "Register" button turns active only once all mandatory information are entered (including ticking the checkbox "I have read and agree to the Terms of service and privacy policy"). Following the registration, a confirmation e-mail is automatically sent to the e-mail address provided in the "Create new account" form. Only after confirmation, the applicant will be able to log into the system and create an Application Form. In case you do not receive an e-mail confirmation, please check your spam folder and, if needed, get in touch with the programme Helpdesk for assistance. Contacts are available on the Programme website [www.si-hu.eu](http://www.si-hu.eu) in the section "About us".

### Create new account

\* First name

\* Last name

\* Email

\* Password 

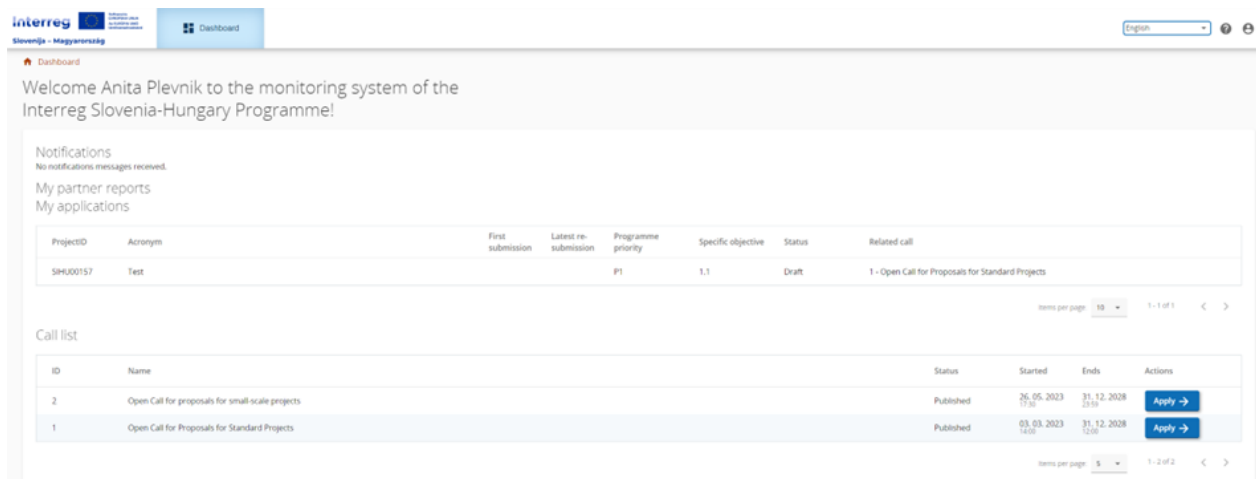
I have read and agree to the [Terms of service and privacy policy](#)\*

[Cancel](#) [Register](#)

In case you forgot your password, contact the Programme Helpdesk by stating the e-mail address used during the registration.

### 1.3.3 Applying for a Call

To create your Application Form, click on "Apply" under the section "Open calls" of your dashboard. At this point, enter the acronym of your project (which can always be modified afterwards) and click "Create project application".



The screenshot shows the dashboard for the Interreg Slovenia-Hungary Programme. It includes a welcome message for Anita Plevnik, a notifications section, and a call list table. The call list table has the following data:

ID	Name	Status	Started	Ends	Actions
2	Open Call for proposals for small-scale projects	Published	26.05.2023 17:35	31.12.2028 23:59	<a href="#">Apply →</a>
1	Open Call for Proposals for Standard Projects	Published	03.03.2023 12:00	31.12.2028 12:00	<a href="#">Apply →</a>

Dashboard / Applications / Apply

### Create a new project application

**Call: 3 – Real Test**

Start date: 01. 09. 2022  
 End date: Ends 31. 12. 2022. Time left: 116 days, 2 hours and 41 minutes.  
[View detailed call information](#)

Hint: all project data can be changed before submission.

\* Project acronym  
 Jemsj

Cancel [Create project application →](#)

Alternatively, it is possible to click on the call row itself under the same section “Open calls” and view the general call information through a read-only window. The “Apply” button will appear at the bottom of this page.

Dashboard / Calls / Open Call for Proposals for Standard Projects

### Call overview

General call settings

**Call Identification**

Call name  
 Open Call for Proposals for Standard Projects

Start date (DD. MM. YYYY H:mm): 03. 03. 2023 14:00  
 End date (DD. MM. YYYY H:mm): 31. 12. 2028 12:00

Period length (in months): 6

Description

**Programme Priorities**

- P1 Green border region
  - Enhancing protection and preservation of nature, biodiversity and green infrastructure, including in urban areas, and reducing all forms of pollution
- P2 Inclusive border region based on sustainable tourism
  - Enhancing the role of culture and sustainable tourism in economic development, social inclusion and social innovation
- P3 Cooperating border region
  - Enhancing efficient public administration by promoting legal and administrative cooperation and cooperation between citizens, civil society actors and institutions, in particular, with a view to resolving legal and other obstacles in border regions

**Strategies**

[Apply →](#)

The newly created project application will be automatically listed under the section “My applications”. The project ID is an automatically generated number given by the system – this number is unique and allows the programme to easily recognise a project.

Notifications  
 No notifications messages received.  
 My partner reports  
 My applications

ProjectID	Acronym	First submission	Latest re-submission	Programme priority	Specific objective	Status	Related call
SHJ00157	Test			P1	1.1	Draft	1 - Open Call for Proposals for Standard Projects

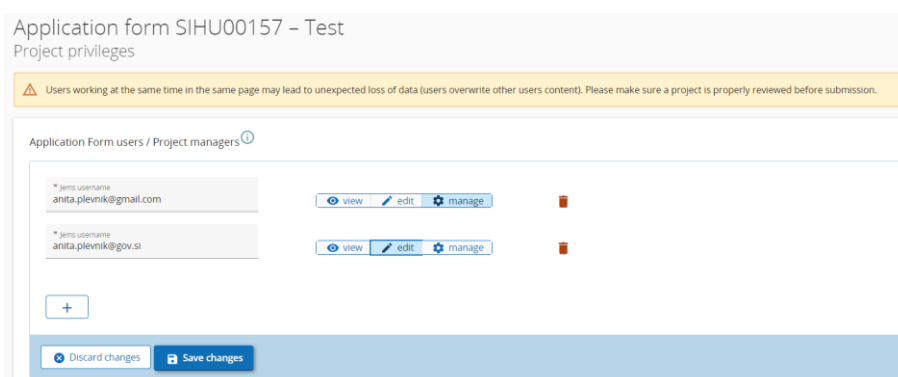
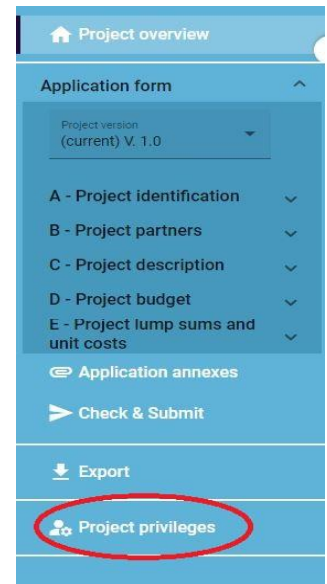
Call list

ID	Name	Status	Started	Ends	Actions
2	Open Call for proposals for small scale projects	Published	26. 05. 2023 17:30	31. 12. 2028 23:59	<a href="#">Apply →</a>
1	Open Call for Proposals for Standard Projects	Published	03. 03. 2023 14:00	31. 12. 2028 12:00	<a href="#">Apply →</a>

All applications created by the user are listed at this level – the user can select a project and open it by clicking on the name.

### 1.3.4 User management

The Lead Partner can grant access rights to an open Application Form to Project Partners. They first have to register in the Jems and then provide the Lead Partner with their e-mail address. The Lead Partner can then enable new users in the “Project privileges” section by entering a full valid e-mail address.

User can be granted either:

- Read-only rights (“view”) – a user can access all the Application Form sections without being able to make any change
- Edit rights (“edit”) – a user can modify/fill in all the Application Form sections
- Lead applicant rights (“manage”) – a user has both edit rights, but also access to the management of the “Project privileges” section.

Please note that only users with the “edit” and “manage” privileges can submit the application proposal. Therefore, we strongly recommend to identify and designate the user responsible for the submission of the Application Form beforehand (it should be the contact person of the Lead Partner institution).

#### **Special attention will be given to the risk of data overwriting.**

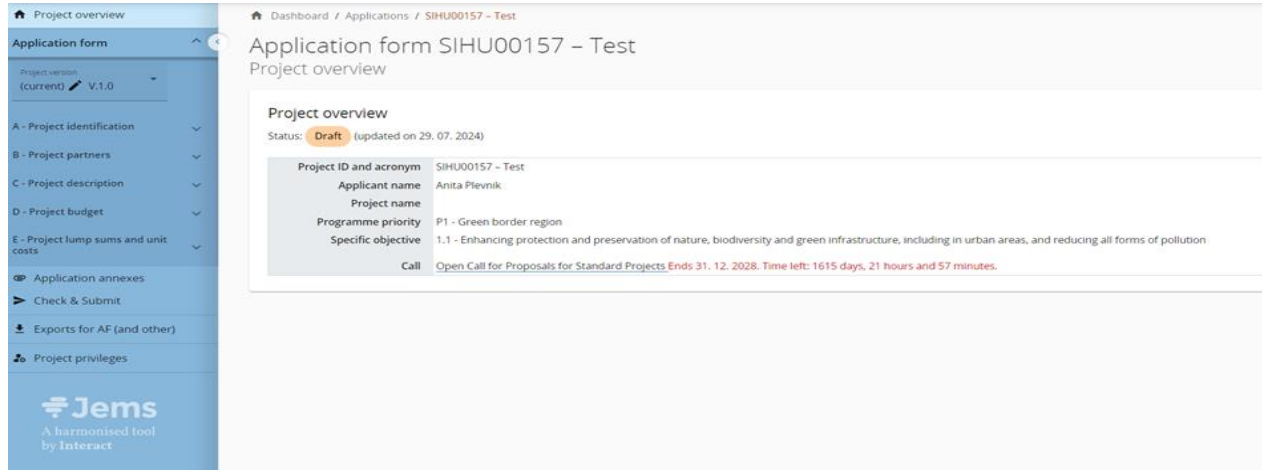
To a certain extent, it is possible for different users to work simultaneously (at the same time) on the same Application Form. When this happens though, users have to make sure that they are not working simultaneously in the same section or sub-section as they may risk overwriting the data.

Users can be assigned to an unlimited number of application proposals with different user privileges.

### 1.3.5 Filling in the Application Form

The “project overview” page offers general information on the project proposal, its application status and the ongoing call. Every application has a version number. Upon creation the project version number is set to “V.1.0” by default; the latter remains unchanged until the submission of your proposal. The same logic applies to the status “Draft”, which changes to “Submitted” right after the submission.

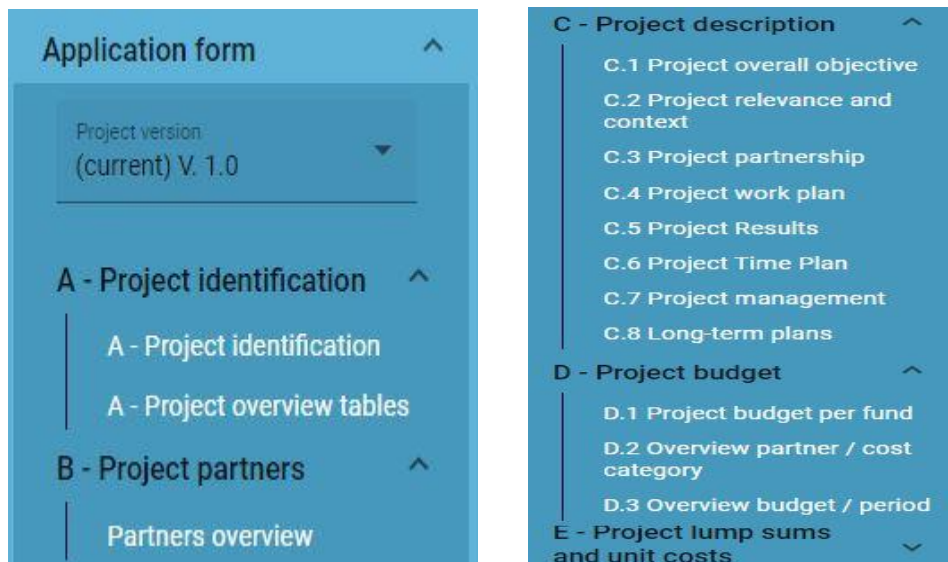




The screenshot shows the 'Application form' interface for project SIHU00157 - Test. The left sidebar lists sections A through E. The main content area displays the 'Project overview' with a status of 'Draft' (updated on 29.07.2024). A table below provides details:

Project ID and acronym	SIHU00157 - Test
Applicant name	Anita Plevnik
Project name	
Programme priority	P1 - Green border region
Specific objective	1.1 - Enhancing protection and preservation of nature, biodiversity and green infrastructure, including in urban areas, and reducing all forms of pollution
Call	Open Call for Proposals for Standard Projects Ends 31. 12. 2028. Time left: 1615 days, 21 hours and 57 minutes.

Applicants are invited to fill in the relevant section and sub-sections listed in the left menu which correspond to the Application Form template.



The left screenshot shows the 'Application form' menu with sections A through E. The right screenshot shows a detailed view of sections C and D:

- C - Project description**
  - C.1 Project overall objective
  - C.2 Project relevance and context
  - C.3 Project partnership
  - C.4 Project work plan
  - C.5 Project Results
  - C.6 Project Time Plan
  - C.7 Project management
  - C.8 Long-term plans
- D - Project budget**
  - D.1 Project budget per fund
  - D.2 Overview partner / cost category
  - D.3 Overview budget / period
- E - Project lump sums and unit costs**

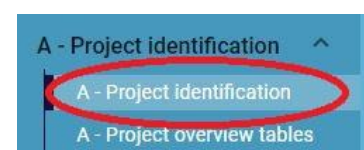
The Application Form must be filled in in Slovene and Hungarian language, except for the project summary which must be written in Slovene, Hungarian and English language by clicking on the language code:



The white circle indicates the language version of a particular field that is not yet filled in.

## PART A - Project identification

By clicking on "A - Project identification" the following screen will appear. The user will enter information for project identification purposes, such as the project title, acronym, project duration, the relevant programme priority, specific objective and the project summary:



## A.1 Project identification

\* Asterisks indicate information required for saving.

**i** Please be aware there may be gaps in the numbering of sections, due to the programme's configuration of application form for this call.

Project id (automatically created)  
SIHU00157

Project acronym  
Test **i**

Project title

Project duration

Project duration in months	/	Default period length in months 6	=	Number of periods 0	<b>i</b>
----------------------------	---	--------------------------------------	---	------------------------	----------

The **“Project acronym”** and **“Project title”** should be short and straightforward since, if selected for co-funding, this will be the official name of the project during its duration. For the project duration, enter the relevant number of months (the number of periods will be filled in automatically, as the default period length in months is set to 6).

Project priority and specific objective

\* Programme priority  
P1 - Green border region

\* Specific objectives:

- 1.1: Enhancing protection and preservation of nature, biodiversity and green infrastructure, including in urban areas, and reducing all forms of pollution

## A.2 Project summary

Please give a short overview of the project and describe:

- the common challenge of the programme area you are jointly tackling in your project;
- the overall objective of the project and the expected change your project will make to the current situation;
- the main outputs you will produce and those who will benefit from them;
- the approach you plan to take and why a cross-border/transnational/inter-regional approach is needed;
- what is new/original about the project.

Summary

Select only one “Programme priority” from the drop-down menu. After the “Programme priority” is selected, the relevant “Specific objectives” will appear. It is mandatory to select one specific objective.

In the field **“Project summary”** provide a short overview of the project (in Slovene, Hungarian and **also in English language**) by following the instructions. The “Save changes” button turns active only once all mandatory fields in the section are filled in. Jems warns or asks users for confirmation before they

leave any section of the Application Form. Always remember to save the data before leaving a section or sub-section in the Application Form, otherwise changes will be discarded.

Are you sure you want to leave?

Your changes will be lost!

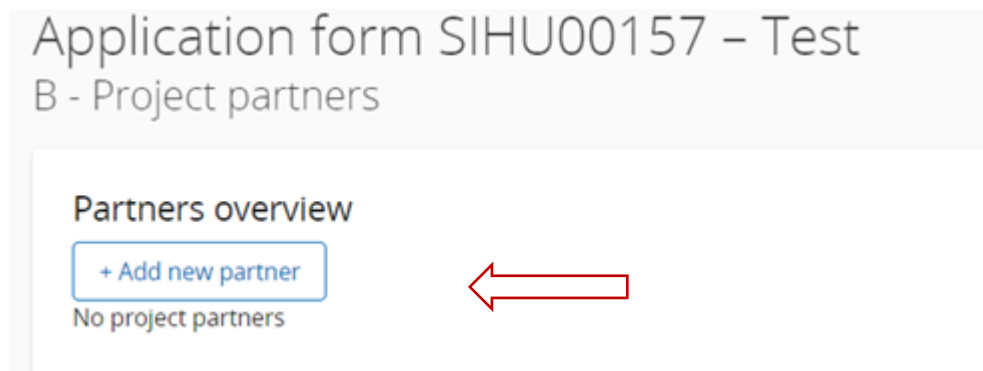
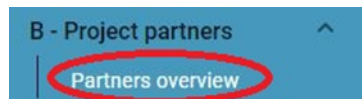
Cancel

Confirm

The Project overview tables will be generated automatically by filling in the whole Application Form.

## PART B - Project partners

By clicking on "Partners overview" the following screen will appear:



To add a new project partner, click on “+ Add new partner” and the following screen will appear:

### B.1.1 Partner identity

\* Partner role

Partner Lead partner

\* Abbreviated name of the organisation

Name of the organisation in original language

Name of the organisation in english

Department / unit / division

EN SL HU

### Legal and financial information

Type of partner  
n.a.

\* Legal status

VAT number (or other identifier)

Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project?

Yes Partly No

Other identifier number

Other identifier description

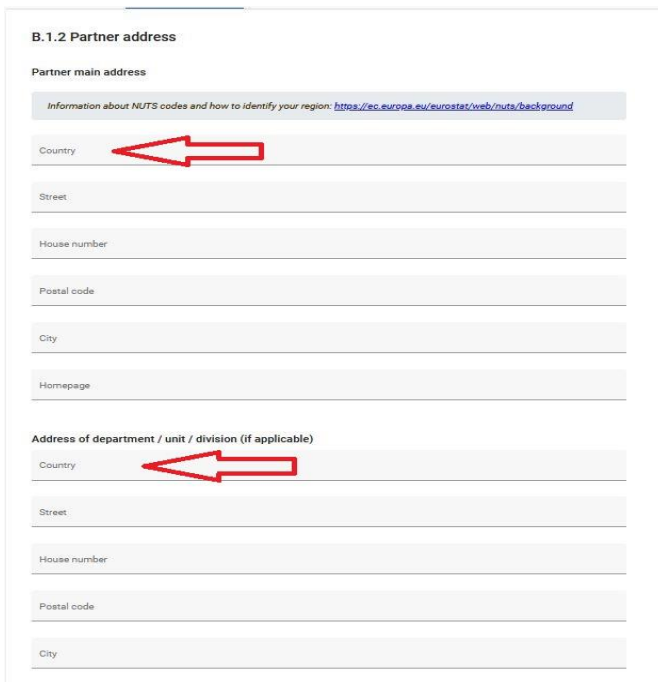
EN SL HU

For each Project Partner the role in the project has to be defined (either Lead Partner or Partner). It is mandatory to provide an abbreviation of the organisation, the name of the organisation in the original language as well as its name in English language. The field “Department / unit / division” has to be filled in only if applicable. The data needed for the fields “Type of partner” and “Legal status” can be selected from the drop-down list. For all other fields input has to be provided. The fields “Other identifier number” and “Other identifier description” have to be filled in only if no VAT number exists.

The VAT number and the name of the organisation in the original language have to be consistent.

Once the “B.1.1 Partner identity” is entered, continue with the address section by clicking on “Address” (see the screenshot). In the “Address” section, the applicant is asked to provide the partner main address and address of the department/unit/division (if applicable).

The following screen will appear:



**B.1.2 Partner address**

Partner main address

Information about NUTS codes and how to identify your region: <https://ec.europa.eu/eurostat/web/nuts/background>

Country

Street

House number

Postal code

City

Homepage

Address of department / unit / division (if applicable)

Country

Street

House number

Postal code

City

The following screen will appear:

#### B.1.4 Legal representative

Title

First name

Last name

#### B.1.5 Contact person

Title

First name

Last name

E-mail address

Telephone no.

#### Application form SIHU00157 – Test

Lead partner AA

Identity Address Contact Motivation Budget Co-financing

B.1.2 Partner address

Partner main address

Information about NUTS codes and how to identify your region: <https://ec.europa.eu/eurostat/web/nuts/background>

Country

Street

House number

By clicking on the field “Country” a drop-down menu will appear where you can select a country. After the country selection, additional fields will appear, first “NUTS 2” and then “NUTS 3”. Select from the drop-down menu. For all other fields input has to be provided.

Once the “B.1.2 Partner address” section is filled in, continue with the contact section by clicking on “Contact”. In this section, the legal representative and the contact person details are required.

#### Application form SIHU00157 – Test

Lead partner AA

Identity Address Contact Motivation

Once this section is filled in, continue with the motivation section by clicking on “Motivation”:

## Application form SIHU00157 – Test

Partner AA

Identity

Address

Contact

Motivation

Budget

### B.1.4 Legal representative



The following screen will appear:

## Lead partner TED

Identity

Address

Contact

Motivation

Budget

Co-financing

State Aid

### B.1.6 Partner motivation and contribution

Which of the organisation's thematic competences and experiences are relevant for the project?

Enter text here

SL EN HU

What is the role (contribution and main activities) of your organisation in the project?

Enter text here

SL EN HU

If applicable, describe the organisation's experience in participating in and/or managing EU co-financed projects or other international projects.

Enter text here

SL EN HU

In this section, the partner needs to explain why they are participating in the project and what their role is in the project. Each field has a character limitation of 3,000 characters in each language.

Once the section “Motivation” is filled in, continue with the budget section by clicking on “Budget” (see the screenshot below). The sum total of the partners’ budgets defines the overall project budget. Based on the financial data entered at the partner level, the overview tables foreseen in section “D – Project budget” are automatically updated. Each partner budget has to be defined in this section.

## Application form SIHU00157 – Test

Partner AA

Identity

Address

Contact

Motivation

Budget

Co-financing

### B.1.6 Partner motivation and contribution



The following screen will appear:

Partner AA

Identity Address Contact Motivation **Budget** Co-financing State Aid

Partner budget overview

Partner	Organisation abbreviation	Staff costs	Office and administrative costs	Travel and accommodation	External expertise and services	Equipment	Infrastructure and works	Other costs	Lump sum	Total
PP2	AA	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Total		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00

Partner Budget Options

Staff costs flat rate

Office and administrative costs flat rate based on direct staff costs

Travel and accommodation flat rate

Other costs Flat Rate

Partner budget

This section consists of two parts:

- "Partner budget options" (red arrow), and
- "Partner budget" (blue arrow).

Two main steps have to be followed. First, defining the partner budget options, and second, entering the partner budget.

## Partner budget options

**Partner Budget Options**

Staff costs flat rate

Office and administrative costs flat rate based on direct staff costs

Travel and accommodation flat rate

Other costs Flat Rate

Before entering the partner budget, the relevant flat rates have to be selected by the partner under the "Partner Budget Options". Bypassing the first step will affect the further partner budget elaboration. The flat rates selected will be automatically added to the "Partner Budget". You can select the flat rates by ticking the boxes. Please remember to **save** your selection.

### Partner Budget Options

Staff costs flat rate

Office and administrative costs flat rate based on direct staff costs: 15 % of Staff costs (fixed rate) ?

Travel and accommodation flat rate: 5 % of Staff costs (fixed rate)

---

Other costs Flat Rate

Detailed information on budget options and flat rates can be found in the Manual for Beneficiaries – Part 4 (Eligibility of expenditure). Flat rates for the cost categories “Office and administration” and “Travel and accommodation” are fixed and pre-defined in Jems. For “Staff costs” flat rates, see the possibilities in Part 4 of the Manual for Beneficiaries. If you chose “Other costs flat rate” which corresponds to the 40% flat rate for other costs, you only need to enter the staff costs in the second step – “Partner Budget”.

#### Partner budget ?

Staff costs

External expertise and services

Equipment

Infrastructure and works

Partner lump sums (assigned in section E.1 - Project lump sums)

Programme lump sum	Period	Lump sum cost	Partner share of lump sum cost	Description
Preparation costs		2.000,00	2.000,00	
Total partner lump sums			2.000,00	

## Partner Budget

The “Partner budget” section covers all cost categories. No manual budget entry is possible for cost categories defined as flat rates in the previous step. For a cost category based on real costs, a dedicated budget table needs to be created by clicking on the button “+Add” (see screenshot).

The **programme unit costs for events and programme unit costs for translations/interpretations** must be entered under the cost category External expertise and services. Every event must be entered separately. For further information on unit costs see the description in Part 4 of the Manual for Beneficiaries.



## Partner budget

## Staff costs

Staff function	Comments	Unit type	No. of units	Price per unit	Total	Period 1	Period 2	Period 3	Period 4	Gap
			1,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
+										
					0,00	0,00	0,00	0,00	0,00	0,00

## External expertise and services

Programme unit costs	Description	Comments	Unit type	No. of units	Price per unit	Total	Period 1	Period 2	Period 3	Period 4	Gap
N/A				1,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
+											
						0,00	0,00	0,00	0,00	0,00	0,00

## Equipment

Description	Comments	Unit type	No. of units	Price per unit	Total	Period 1	Period 2	Period 3	Period 4	Gap
			1,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
+										
					0,00	0,00	0,00	0,00	0,00	0,00

## Infrastructure and works

Description	Comments	Unit type	No. of units	Price per unit	Total	Period 1	Period 2	Period 3	Period 4	Gap
			1,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
+										
					0,00	0,00	0,00	0,00	0,00	0,00

## Partner lump sums (assigned in section E.1 - Project lump sums)

Programme lump sum	Period	Lump sum cost	Partner share of lump sum cost	Description
Preparation costs		2.000,00	2.000,00	
Total partner lump sums			2.000,00	

## Description of the fields:

- “Staff function / Description” is a text input field and is used for providing a description of the cost category. This field is multilingual and information should be entered in both languages provided on the toggle button; the character limitation is 255 characters;
- “Programme unit costs” under the cost category External expertise and services gives you the option to choose one of the programme unit costs (unit cost for events or unit costs for translations/interpretation). If the cost is not connected to the programme unit costs, you chose the option N/A (not applicable).
- “Comment” is a free text input to justify the expenditure. This field is multilingual and information should be entered in both languages provided on the toggle button; the character limitation is 250 characters;
- “Unit type” is a text input to provide the unit type. This field is multilingual and information should be entered in both languages provided on the toggle button; the character limitation is 250 characters;
- “No of units” – The applicant should indicate the number of units of the cost item foreseen. The default value for “No of Units” is 1,00;
- “Price per unit” – The applicant should indicate the price of unit. In case of simplified costs options please note that the unit costs for the events are 45 EUR/participant/event day and the translation costs are 500,00 EUR/project partner/period.
- “Total” – This field is a multiplication of the price per unit and the number of units. This field is not editable (calculation will be made automatically by Jems);
- “Periods” - Depending on the number of periods defined in section “A – Project identification”, the foreseen total budget of the selected cost category should be split among periods;
- “Gap” – This field shows the difference between the total amount assigned to periods and the total amount of the respective budget line. The total amount of one budget item should always match the total assigned to periods.


To add an additional budget item to a cost category, please click on the “+” icon. To delete a budget item of a cost category, please click on the “trash” icon.

Before starting to build the budget, please make sure you have defined the project duration in section “A-Project identification”, to structure the correct “periods” in the different budget tables.

Once the budget is entered, continue with the partner contribution. You can fill in this section by clicking on “Co-financing”:

Partner AA

Identity	Address	Contact	Motivation	Budget	Co-financing	State Aid
Partner budget overview						



The following screen will appear:

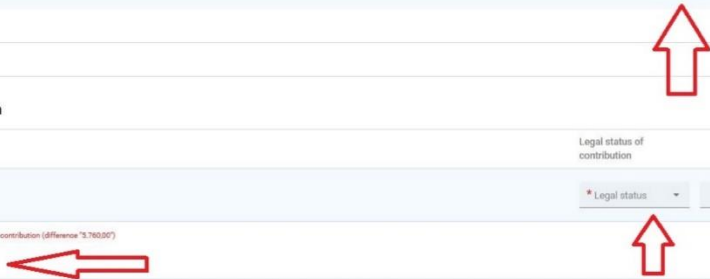
**Co-financing**  
In this table you can define your co-financing. In order to see amounts, please, define your partner budget first in the section budget.

Source	Amount	Percentage
ERDF	23.040,00	80,00 %
Partner contribution	5.760,00	20,00 %
Partner total eligible budget	28.800,00	100,00 %

**Origin of partner contribution**

Source of contribution	Legal status of contribution	Amount	% of total partner budget
TED	* Legal status	0,00	0,00 %
The total of contribution must match the total partner contribution (difference "3.760,00")			
+ Add new contribution origin			
Sub-total public contribution		0,00	0,00 %
Sub-total automatic public contribution		0,00	0,00 %
Sub-total private contribution		0,00	0,00 %
Total		0,00	20,00 %

Discard changes Save changes



First, the co-financing source has to be selected in the drop-down menu. “ERDF” is the only source available in the Programme. Normally, the rate of ERDF co-financing is 80% (set by default), in some cases it could be less and it is editable. The partner contribution entry (amount and percentage columns) is automatically calculated. The origin of the partner contribution, its legal status (private or public) and its amount must be entered. Different sources of contribution are allowed; a new source can be added by clicking on the “+ Add new contribution origin”. The total of contribution must match the total partner contribution.

If changes to the budget are made after the “partner contribution” has been entered, it is necessary to update the “co-financing” section afterwards.

To create an additional partner, press the “+ Add new partner” button and repeat the procedure explained in “PART B – Project partners”.

## State Aid criteria self check

Once the co-financing section is filled in, continue with the State aid section by clicking on "State Aid":

### Application form SIHU00004 – Test

Lead partner TED

Identity	Address	Contact	Motivation	Budget	Co-financing	State Aid
----------	---------	---------	------------	--------	--------------	-----------

#### State Aid

State aid criteria self-check

The following screen will appear:

#### State aid criteria self-check

SL
  EN
  HU

**Criterion I: Is the partner involved in economic activities through the project?**  
Please consider questions below, answer Yes/No and briefly justify

State aid question	Answer	Justification
1. If the project partner is an 'undertaking' engaged in economic activity, does the support confer a selective advantage to the project partner?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Enter text here
2. Does the support affect trade between Member States?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Enter text here

SL
  EN
  HU

**Criterion II: Does the partner and/or any third party receive a selective advantage within the project?**  
Please consider questions below, answer Yes/No and briefly justify

State aid question	Answer	Justification
1. Does the support distort or have the potential to distort competition?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Enter text here
2. Will the project partner implement activities that might be considered to offer an indirect advantage to an undertaking, or a group of undertakings?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Enter text here

Result of State aid criteria self-check:

**No risk of state aid**

These questions have been developed to help you to make an initial assessment of whether State aid is involved in your project and your options for dealing with this. This will help us to ensure that we have the necessary information to deal with the activities in your project.

For filling in the State aid self-check questions please follow the instructions in Annex at the end of this Manual!

In accordance with the self-check answers, the system will give you a result of the State aid self-check (if all four questions are answered with Yes, certain activities of the project partners will be assessed as State aid relevant).

In the following Drop down list you can choose the activities, which are State aid relevant according to your opinion:

### State aid relevant activities

State aid relevant activities

GBER scheme / de minimis  
 N/A

In the last drop-down list, you can choose whether activities related to state aid could fall under the GBER or de minimis scheme.

## PART C – Project description

This part consists of:

<b>C - Project description</b>
C.1 Project overall objective
C.2 Project relevance and context
C.3 Project partnership
C.4 Project work plan
C.5 Project Results
C.6 Project Time Plan
C.7 Project management
C.8 Long-term plans

### Application form SIHU00157 – Test C - Project description

#### C.1 Project overall objective

Below, you can see the Programme priority specific objective your project will contribute to (chosen in section A.1.).

Programme priority specific objective

1.1: Enhancing protection and preservation of nature, biodiversity and green infrastructure, including in urban areas, an

#### Project overall objective

Now think about your main objective – what do you aim to achieve by the end of your project? Remember your project needs to contribute to the programme's objective.

Your objective should:

- be realistic and achievable by the end of the project, or shortly after;
- specify who needs project results and in which territory;
- be measurable – indicate the change you are aiming for.

EN SL HU

Project overall objective

### C.1 Project overall objective

In this section, the Programme specific objective chosen in the section “A - Project identification” is shown. The applicant is requested to describe the “Project overall objective”. This field should contain information in both languages and has a character limitation of 500 characters.

## C.2 Project relevance and context

### C.2 Project relevance and context

#### C.2.1 What are the common territorial challenge(s) that will be tackled by the project?

Please describe why your project is needed in the programme area and the relevance of your project for the programme area, in terms of common challenges and opportunities addressed.

EN  SL  HU

Enter text here

#### C.2.2 How does the project tackle identified common challenges and/or opportunities and what is new about the approach the project takes?

Please describe new solutions that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime. Describe also in what way the approach goes beyond existing practice in the sector/programme area/participating countries.

EN  SL  HU

Enter text here

#### C.2.3 Why is cross-border/transnational/inter-regional cooperation needed to achieve the project's objectives and result?

Please explain why the project objectives cannot be efficiently reached acting only on a national/regional/local level and/or describe what benefits the project partners/target groups/ project area/programme area gain in taking a cross-border/transnational/inter-regional approach.

EN  SL  HU

Enter text here

This section consists of a set of questions (C.2.1 – C.2.3) that should be answered by the applicant in both languages and has a character limitation of 5,000 characters.

For the section “C.2.4 – Who will benefit from your outputs and results?” the applicant should list their target groups from the pre-defined drop-down menu (marked red in the screenshot below) and specify the target group further. The field “Specification” has a character limitation of 2,000 characters and has to be filled in in both languages.

In the section “C.2.5 – How does the project contribute to wider strategies and policies?” the drop-down menu (marked red in the screenshot below) consists of the strategies selected by the programme (EU Strategy for the Danube Region). The field “Contribution” has a character limitation of 2,000 characters and has to be filled in in both languages.


The section “C.2.6 – Which synergies with past or current EU and other projects or initiatives will the project make use of?” contains a table with free text input consisting of two columns. The applicant

should simply list the projects or initiatives that they will make use of and further clarify the synergies with these projects. The field “Synergy” has a character limitation of 2,000 characters and has to be filled in in both languages.

#### C.2.4 Who will benefit from your project outputs?

In the first column of each row, please select one of the pre-defined target groups from the drop-down list. In the second column explain in more detail exactly who will benefit from your project. For example, if you choose the category education, you need to explain which specific schools or groups of schools and in which territory.


Target Group	Specification
Target Group	Specification

+ 

#### C.2.5 How does the project contribute to wider strategies and policies?


Please indicate to which strategies and policies your project will contribute. Then describe in what way you will contribute.

Strategy	Contribution
Strategy	Contribution

+ 

#### C.2.6 Which synergies with past or current EU and other projects or initiatives will the project make use of?


Project or Initiative	Synergy
Project or Initiative	Synergy

+ 

To add an additional “Target group”, “Strategy” and “Project or Initiative” please click on the “+” icon (blue arrow). To delete a “Target group”, “Strategy” and “Project or Initiative”, please click on the “trash” icon.

#### C.2.7 How does the project build on available knowledge?

Please describe the experiences/lessons learned that the project draws on, and other available knowledge the project capitalises on.

Enter text here 


This section consists of a question (C.2.7) that should be answered by the applicant in both languages and has a character limitation of 5,000 characters.

### C.3 Project partnership

In this section, the applicant further describes the structure of the partnership. This field is a multi-language one and should be filled in in both languages; the character limitation is 5,000 characters.

#### C.3 Project partnership

Describe the structure of your partnership and explain why these partners are needed to implement the project and to achieve project objectives. What is the contribution of each partner to the project?

Enter text here 

Enter text here

### C.4 Project work plan

The work packages describe the thematic activities carried out within the project and the related outputs. The maximum number of work packages should not be more than five. To open a new work package, click on “+ Add new work package”:

## Application form SIHU00157 – Test C - Project description

### C.4 Project work plan

[+ Add new work package](#)



The following screen will appear:

Objectives	Investments	Activities	Outputs
<h3>Work package</h3> <p>Work package number (automatically created) 1</p>			
<p>Work package title <span>EN SL HU</span></p>			
<h4>Objectives</h4> <p>Your objectives should be:</p> <ul style="list-style-type: none"> <li>• realistic and achievable by the end of the project;</li> <li>• specific (who needs project outputs delivered in this work package, and in which territory);</li> <li>• measurable – indicate the change you are aiming for.</li> </ul> <p>Define one project specific objective that will be achieved when all activities in this work package are implemented and outputs delivered.</p> <p>Project specific objective <span>EN SL HU</span></p> <p>Think about the communication objective that will contribute to the achievement of the specific objective. Communication objectives aim at changes in a target audience's behaviour, knowledge or belief.</p> <p>Communication objective and target audience <span>EN SL HU</span></p>			

Work packages are numbered automatically. The tab “Objectives” of a work package contains fields for the explanation of the “Project specific objective” and the “Communication objective and target groups” in both languages. The work package title should reflect the strategic cross-border focus and the intended results of the work package rather than the planned activities. Once the objectives section is filled in, continue with the investment section by clicking on “Investments” (see the screenshot below). The investment section must be filled in only for the items planned in the cost category “Infrastructure and works”.


Objectives	Investments	Activities	Outputs
<h3>C - Project description</h3> <h4>Work package2</h4>			
<p>Work package </p>			

The following screen will appear:

**C - Project description**  
Work package2

Objectives **Investments** Activities Outputs

**List of investments**  
Please list the investments planned in the cost category "Infrastructure and works" which are included in this work package.

[+ Add investment](#) 

**The number of Investments within one work package should not be more than three.** To open a new investment, click on "+ Add investment". The following screen will appear:

**C - Project description**  
Work package2

**Investment**

Investment number

Investment title EN SL HU

Expected delivery period

**Justification**  
Please explain why this investment is needed.

Enter text here EN SL HU

Please clearly describe the cross-border/transnational relevance of the investment.

Enter text here EN SL HU

To create an Investment, please click on the "Create" button.

## Description of the fields in the investment section

### Investment 2.1

Investment number  
2.1

Investment title EN SL HU

0/ 50 characters

Expected delivery period



The field "Investment title" is filled in in both languages and has a character limitation of 50 characters. From the drop-down menu (marked red) select the expected delivery period.

#### Justification

Please explain why this investment is needed.

Enter text here

EN SL HU

Please clearly describe the cross-border/transnational relevance of the investment.

Enter text here

EN SL HU

Please describe who is benefiting (e.g. partners, regions, end-users, etc.) from this investment, and in what way.

Enter text here

EN SL HU

In the case of pilot investment, please clarify which problem it tackles, which findings you expect from it, how it can be replicated, and how the experience coming from it will be used for the benefit of the programme area.

Enter text here

EN SL HU

The "Justification" part consists of a set of questions that should be answered by the applicant in both languages; the character limitation is 2,000 characters.

#### Location of the investment

Please describe; if possible, a specific address where the investment will be located

Country 

Street

House number

Postal code

City

Click on the field “Country” and a drop-down menu will appear. Select a country. After the country selection, additional fields will appear - first, “NUTS 2”, and then, “NUTS 3”. Select from the drop-down menu. For all other fields input has to be provided.

#### Risk associated with the investment

Describe the risk associated with the investment, go/no-go decisions, etc. (if any).

Enter text here

EN SL HU

#### Investment documentation

Please list all technical requirements and permissions (e.g. building permits) required for the investment according to the respective national legislation. If these are already available, attach them to this application form, otherwise indicate when you expect them to be available.

Enter text here

EN SL HU

For investments in infrastructure with an expected lifespan of at least five years, please indicate whether an assessment of expected impacts of climate change has been carried out. Should it be necessary, you must be ready to submit this documentation to the relevant programme body/ies.

Enter text here

EN SL HU

The “Risk associated with the investment” field and the “Investment documentation” fields consist of a set of questions that should be answered by the applicant in both languages; the character limitation is 2,000 characters.

## Ownership

Who owns the site where the investment is located?

EN SL HU

Enter text here

Who will retain ownership of the investment at the end of the project?

EN SL HU

Enter text here

Who will take care of the maintenance of the investment? How will this be done?

EN SL HU

Enter text here

The “Ownership” part consists of a set of questions that should be answered by the applicant in both languages and has a character limitation of 500 characters. To create an additional Investment, press the “+ Add investment” button and repeat the procedure explained above.

Once the investment section is filled in, continue with the activity section by clicking on “Activities”:

**C - Project description**  
Work package2

Objectives Investments **Activities** Outputs

List of investments



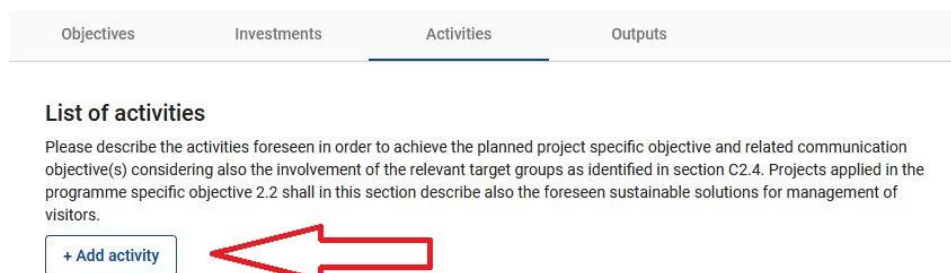
The following screen will appear:

Objectives Investments **Activities** Outputs

**List of activities**

Please describe the activities foreseen in order to achieve the planned project specific objective and related communication objective(s) considering also the involvement of the relevant target groups as identified in section C2.4. Projects applied in the programme specific objective 2.2 shall in this section describe also the foreseen sustainable solutions for management of visitors.

+ Add activity



Each work package is divided into activities (**recommended not more than 5 activities per work package**). Activities have to lead to the development of one or more project outputs. To open a new activity, click on “+ Add activity”. The following screen will appear:



## List of activities

Please describe the activities by which the project achieves the project specific objective and related communication objective(s).

Activity 2.1

EN SL HU

EN SL HU

**Deliverables**  
Add deliverables to your activity - see programme rules

+

+ Add activity

✕ Discard changes
Save changes

## Description of the fields in the activity section

The “Activity title” field is filled in in both languages and has a character limit of 100 characters. From the drop-down menus “Start period” and “End period” select the period in which the activity starts and ends. The “Activity description” field is filled in in both languages and has a character limit of 1,000 characters. From the drop-down menu “Partner(s) involved” select partners involved in this activity. To save all changes, press the button “Save changes”. Each activity should have one or more deliverables (**recommended not more than 3 deliverables per activity**) that contribute to the achievement of the project output. All small steps of a single activity, such as stakeholder meeting documentations, working groups etc., do not need to be listed as separate deliverables, but should be aggregated into one deliverable, e.g. a qualitative report describing the stakeholder involvement. To create a deliverable, press the “+” icon (blue arrow) and the following screen will appear:

Deliverables  
Add deliverables to your activity - see programme rules

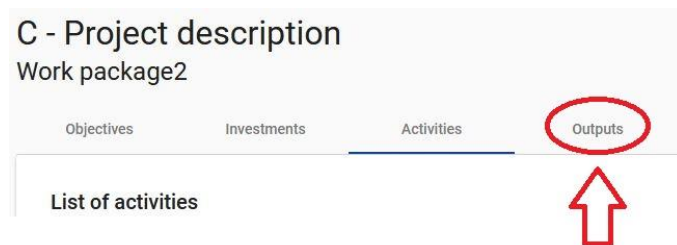
Running number	Deliverable title	Description	Delivery period
D.2.1.1	<input type="text" value="Deliverable title"/>	<input type="text" value="Description"/>	<input type="text" value="Delivery period"/>

+

## Description of the fields in the deliverables section

The “Deliverable title” field is filled in in both languages and has a character limit of 100 characters. The “Deliverable description” field is filled in in both languages and has a character limit of 300 characters. From the drop-down menu “Delivery period” select the period when a deliverable will be finished. To create a new deliverable, press the “+” icon (blue arrow). To create an additional activity, press the button “+ Add activity” (black arrow).

Once the activity section is filled in, continue with the output section by clicking “Outputs”:

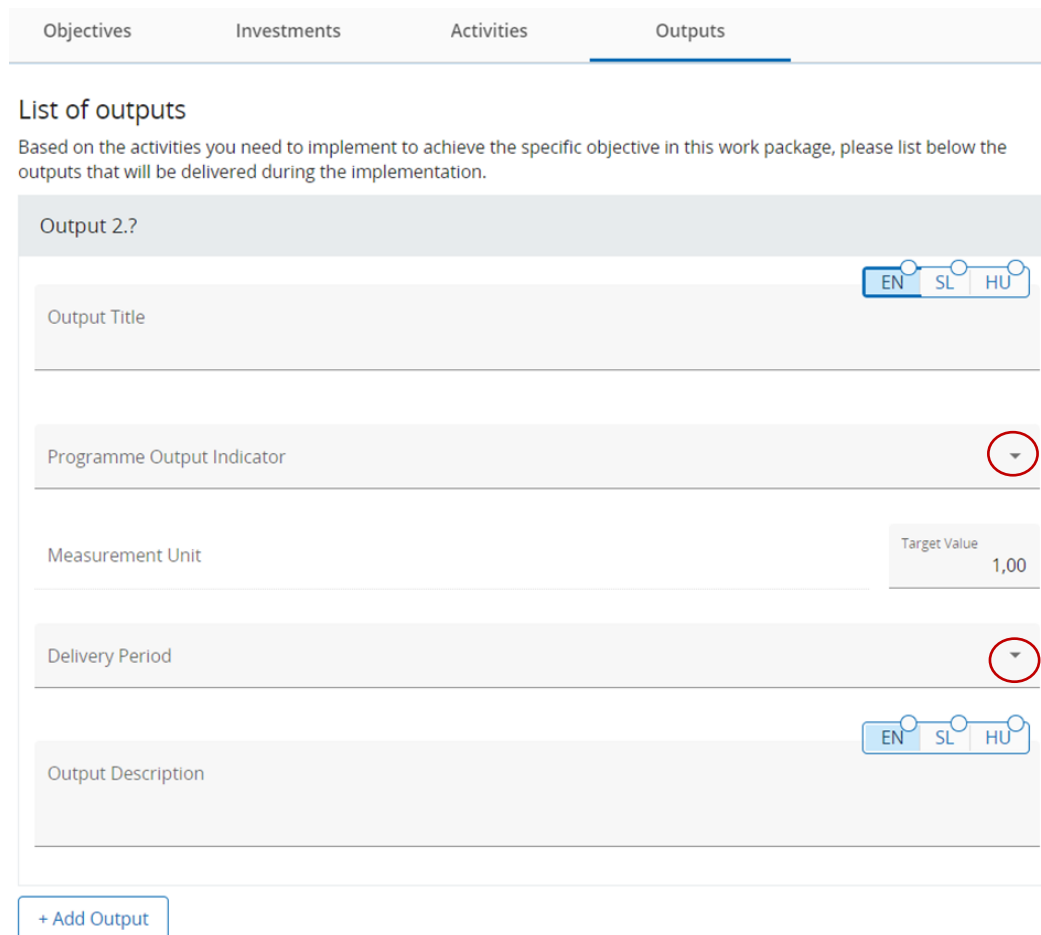


C - Project description  
Work package2

Objectives Investments Activities **Outputs**

List of activities

The following screen will appear:



Objectives Investments Activities **Outputs**

List of outputs

Based on the activities you need to implement to achieve the specific objective in this work package, please list below the outputs that will be delivered during the implementation.

Output 2.?

Output Title EN SL HU

Programme Output Indicator ▼

Measurement Unit Target Value 1,00

Delivery Period ▼

Output Description EN SL HU

[+ Add Output](#)

## Description of the fields in the output section

Project outputs are tangible deliverables of the project which contribute to project results are directly deriving from the activities carried out in the project. They do not lead to a qualitative judgment on the

projects' results. Outputs are however typically measured in physical units such as the number of seminars, site visits, conferences, participants, publications, good practices identified, or policies addressed. In other words, it is not because the project organises a high number of workshops (output) that it will necessarily be successful. The "Output title" is filled in in both languages and has a character limit of 200 characters. From the drop-down menu "Programme Output Indicator" select one of the pre-defined Programme Output Indicators and the "Measurement Unit" will be filled in automatically. The default value for "Target value" is 1,00 and it is editable. From the drop-down menu "Delivery period" select the period when an output will be finished. The "Output description" field is filled in in both languages and has a character limit of 500 characters. To create an additional output, press the button "+ Add Output".

Once a work package is completely filled in, you can add a new one by clicking on the button "+ Add new work package" and following the instructions under C.4 Project work plan.

### C.5 Project Results

The **results** are direct and immediate effects resulting from the project and from the production of the outputs. They represent what is intended to be changed by the project. The production of outputs such as organisation of events, the identification and dissemination of good practices, the production of policy recommendations are only means to achieve the results of the project. Compared to the outputs, they imply a qualitative value, an improvement compared with an initial situation. They have to be measured in physical units such as the number of policy instruments influenced.

In this section, the applicant can add Project Results to a list by clicking on "+ Add result":

Application form SIHU00157 – Test  
C - Project description

#### C.5 Project Results

What do you expect to change because of the activities you plan to implement and the outputs you plan to deliver? Please take a look at the programme result indicators and select those that you will contribute to.

+ Add result



The following screen will appear:

#### C.5 Project Results

What do you expect to change because of the activities you plan to implement and the outputs you plan to deliver? Please take a look at the programme result indicators and select those that you will contribute to.

Result 1

Programme result indicator

Measurement unit

Baseline

0,00

Target value

1,00

Delivery period

EN SL HU

Result description

+ Add result



Discard changes

Save changes

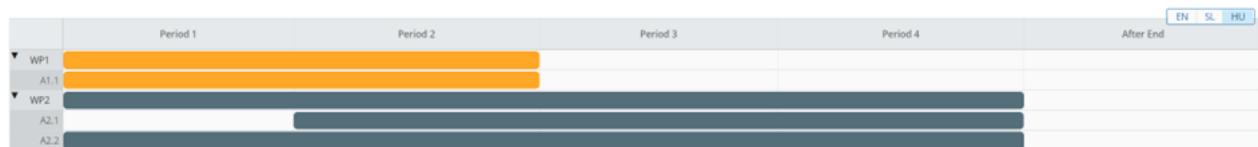


A Programme Result Indicator has to be selected from the drop-down menu for each Project Result. Once the Programme Result Indicator is selected, the measurement unit and baseline are automatically filled in. Please provide the delivery period for the result (select from the drop-down menu). The default value for “Target value” is 1,00 and it is editable. The field “Result description” is filled in in both languages and has a character limit of 1,000 characters. In this field, describe how the project will contribute to the Programme result indicator. Please remember to click the “Save changes” button. To add an additional project result, click on “+ Add result”.

## C.6 Project Time Plan

The project time plan is automatically generated using data from the Application form.

C.6 Project Time Plan



Project duration (defined in Section A1) has to be filled in and each item has to be assigned to a period in order to have expected project outputs and results displayed on the timeline accordingly.

## C.7 Project management

### C.7 Project management

In addition to the thematic work you will do in your project, you will need time and resources for coordination and internal communication. Please describe below how you plan to organise yourself to ensure the project work runs smoothly.

#### C.7.1 How will you coordinate your project?

Who will be responsible for coordination? Will you have any other management structures (e.g., thematic groups, WP managers)? How will the internal communication work?

Enter text here EN SL HU

#### C.7.2 Which measures will you take to ensure quality in your project?

Describe specific approaches and processes and responsible partners. If you plan to have any type of project evaluation, please describe its purpose and scope here.

Enter text here EN SL HU

#### C.7.3 What will be the general approach you will follow to communicate about your project?

Who will coordinate project communication and how will he/she ensure the involvement of all partners? How will the communication function contribute to transfer your project results? Please note that all communication activities should be included in the work packages, as an integral part of your project. There is no need to repeat this information here.

Enter text here EN SL HU

#### C.7.4 How do you foresee the financial management of the project and reporting procedures for activities and budget (within the partnership and towards the programme)?

Define responsibilities, deadlines in financial flows, reporting flows, project related transfers, reclaims, etc.

Enter text here EN SL HU

This section consists of a set of questions (C.7.1 – C.7.4) that should be answered by the applicant in both languages; the character limit is 5,000 characters.

In the section “C.7.5 Cooperation criteria”, tick the criteria and enter the description how the criteria will be met (see the below screenshot). Remember that three criteria are mandatory and one is optional. The mandatory criteria are “Joint development”, “Joint implementation” and “Joint financing”.

#### C.7.5 Cooperation criteria

Please select all cooperation criteria that apply to your project and describe how you will fulfil them.

Cooperation criteria	Description
<input type="checkbox"/> Joint development	Enter text here
<input type="checkbox"/> Joint implementation	Enter text here
<input type="checkbox"/> Joint staffing	Enter text here
<input type="checkbox"/> Joint financing	Enter text here

EN SL HU



In the section “C.7.6 Horizontal principles”, indicate which type of contribution to horizontal principles applies to the project. This section contains pre-defined horizontal principles; the type of contribution is a pre-defined toggle button as well. The description is a free text input and has to be entered in both languages; the character limitation is 2,000 characters:

#### C.7.6 Horizontal principles

Please indicate which type of contribution to horizontal principles applies to the project, and justify your choice.

Horizontal principles	Type of contribution	Description of contribution
Sustainable development	<input type="radio"/> positive effects <input type="radio"/> neutral <input type="radio"/> negative effects	Enter text here
Equal opportunities and non-discrimination	<input type="radio"/> positive effects <input type="radio"/> neutral <input type="radio"/> negative effects	Enter text here
Equality between men and women	<input type="radio"/> positive effects <input type="radio"/> neutral <input type="radio"/> negative effects	Enter text here

## C.8 Long-term plans

### C.8 Long-term plans

As a programme, we would like to support projects that have a long-lasting effect in the territory and those who will benefit from them. Please describe below what you will do to ensure this.

#### C.8.1 Ownership

Please describe who will ensure the financial and institutional support for the outputs/deliverables developed by the project (e.g., tools), and explain how these outputs/deliverables will be integrated in the work of the institutions.

Enter text here

#### C.8.2 Durability

Some outputs/deliverables should be used by relevant groups (project partners or others) after the project's lifetime, in order to have a lasting effect on the territory and the population. For example, new practices in urban transport need to be used by local authorities to have cleaner air in the city, and the whole population will benefit from this. Please describe how your outputs/deliverables will be used after the project ends and by whom.

Enter text here

#### C.8.3 Transferability

Some outputs/deliverables that you will deliver could be adapted or further developed to be used by other target groups or in other territories. What will you do to make sure that relevant groups are aware of your outputs/deliverables and are able to use them?

Enter text here

This section consists of a set of questions (C.8.1 – C.8.3) that are answered by the applicant in both languages; the character limitation is 5,000 characters.

## PART D – Project budget

In this section you can monitor the total budget per partner. Based on the financial data entered at the partner level, these overview tables are automatically updated.

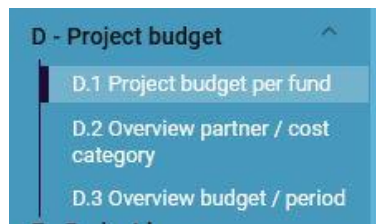


Table D.1 includes data on the funds which shows the share of the funds per partner compared.

D.1 Project budget per co-financing source (fund) - breakdown per partner

Partner	Organisation abbreviation	Country	ERDF	ERDF % Rate	National HU	National HU % Rate	Public Contribution	Auto Public Contribution	Private Contribution	Total partner contribution	Total eligible budget	% of Total eligible budget
LP1	BB		40.000,00 84,21 % of total	80,00 %	0,00	0,00 %	10.000,00	0,00	0,00	10.000,00	50.000,00	76,92 %
FP2	AA		7.500,00 15,79 % of total	50,00 %	7.500,00 100 % of total	50,00 %	0,00	0,00	0,00	0,00	15.000,00	23,08 %
Total			47.500,00	73,68 %	7.500,00	11,34 %	10.000,00	0,00	0,00	10.000,00	65.000,00	100,00 %

Table D.2 provides an automatically calculated overview of the total partner budget broken down per cost category.

D.2 Project budget - overview per partner / per cost category

Partner	Organisation abbreviation	Country	Staff costs	Office and administrative costs	Travel and accommodation	External expertise and services	Equipment	Infrastructure and works	Other costs	Lump sum	Total
LP1	BB		50.000,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	50.000,00
FP2	AA		0,00	0,00	0,00	15.000,00	0,00	0,00	0,00	0,00	15.000,00
Total			50.000,00	0,00	0,00	15.000,00	0,00	0,00	0,00	0,00	65.000,00

Table D.3.1 indicates the budget per partner per period. If the partner budget is not completely assigned to the periods per cost category, the non-assigned budget is automatically added to the last period. Rounding differences are added to the last reporting period.

D.3.1 Project budget - overview per partner / per period

If the partner budget is not completely assigned to the periods per cost category, the non-assigned budget is automatically added to the last period. Rounding differences are added to the last reporting period.

Partner	Organisation abbreviation	Country	Preparation	Period 1	Period 2	Period 3	Period 4	Closure	Total eligible budget
LP1	BB		0,00	50.000,00	0,00	0,00	0,00	0,00	50.000,00
FP2	AA		0,00	0,00	15.000,00	0,00	0,00	0,00	15.000,00
Total			0,00	50.000,00	15.000,00	0,00	0,00	0,00	65.000,00
% of Total budget			0,00 %	76,92 %	23,08 %	0,00 %	0,00 %	0,00 %	100,00 %

Table D.3.2 shows EU funds per period. This table does not give an overview of the total budget as partner contributions are not included.

D.3.2 Project budget - overview per fund / period

Fund	Preparation	Period 1	Period 2	Period 3	Period 4	Closure	Total
ERDF	0,00	40.000,00	7.500,00	0,00	0,00	0,00	47.500,00
Total EU Funds	0,00	40.000,00	7.500,00	0,00	0,00	0,00	47.500,00
	0,00	0,00	7.500,00	0,00	0,00	0,00	7.500,00
Total Funds	0,00	40.000,00	15.000,00	0,00	0,00	0,00	55.000,00

**Project lump sums table**

In this table you can define your project lump sums. Please choose the applicable lump sums from the dropdown and allocate the lump sum cost to project partner(s).

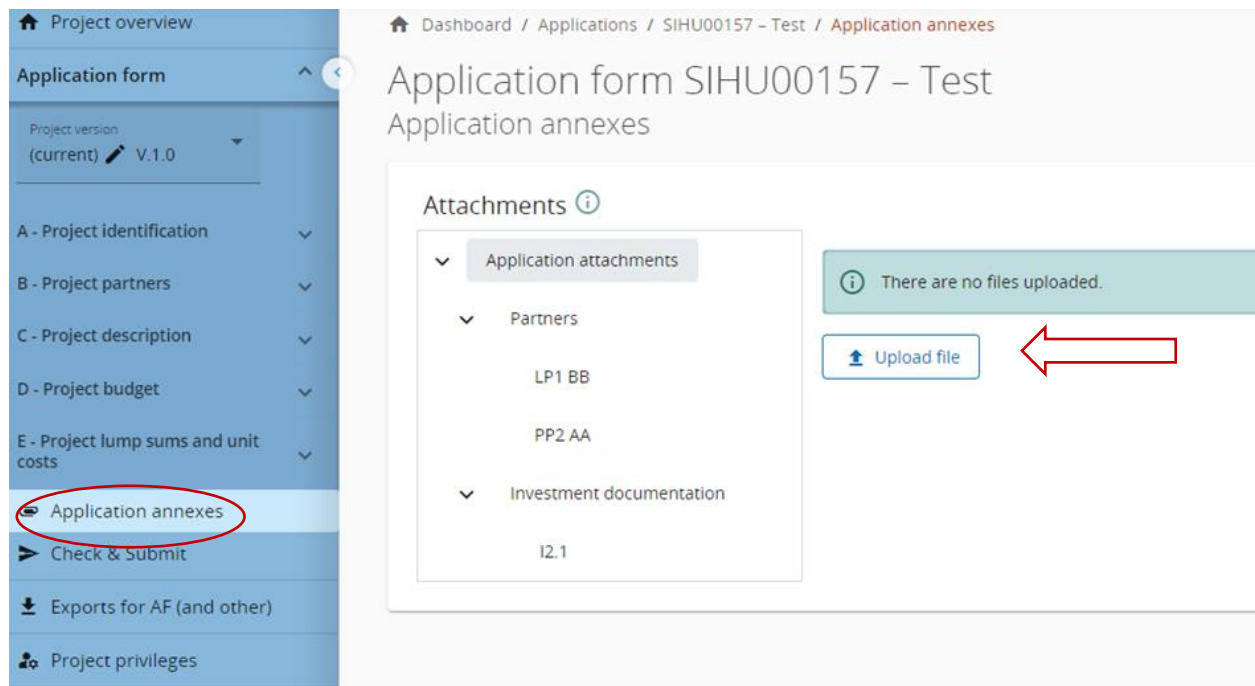
Programme lump sum	Period	Split up	Costs	LP1 TED	PP2 PP2	Sum	Gap	Description
Preparation costs	Preparation	Yes	2,000,00	1,000,00	1,000,00	2,000,00	0,00	
				1,000,00	1,000,00	2,000,00		

You have to select if you wish to split up the preparation costs among the partners. If the split up answer is “No” you will allocate the total lump sum costs to one project partner (usually to the Lead partner).

**Application annexes**

For each project, the Lead Partner has to upload the following annexes to the Application Form:

- Project Statement,
- Partner Statements and
- Partnership Agreement.



Project overview

Application form

Project version (current) V.1.0

A - Project identification

B - Project partners

C - Project description

D - Project budget

E - Project lump sums and unit costs

**Application annexes**

Check & Submit

Exports for AF (and other)

Project privileges

Dashboard / Applications / SIHU00157 - Test / Application annexes

Application form SIHU00157 - Test

Application annexes

Attachments

Application attachments

Partners

LP1 BB

PP2 AA

Investment documentation

I2.1

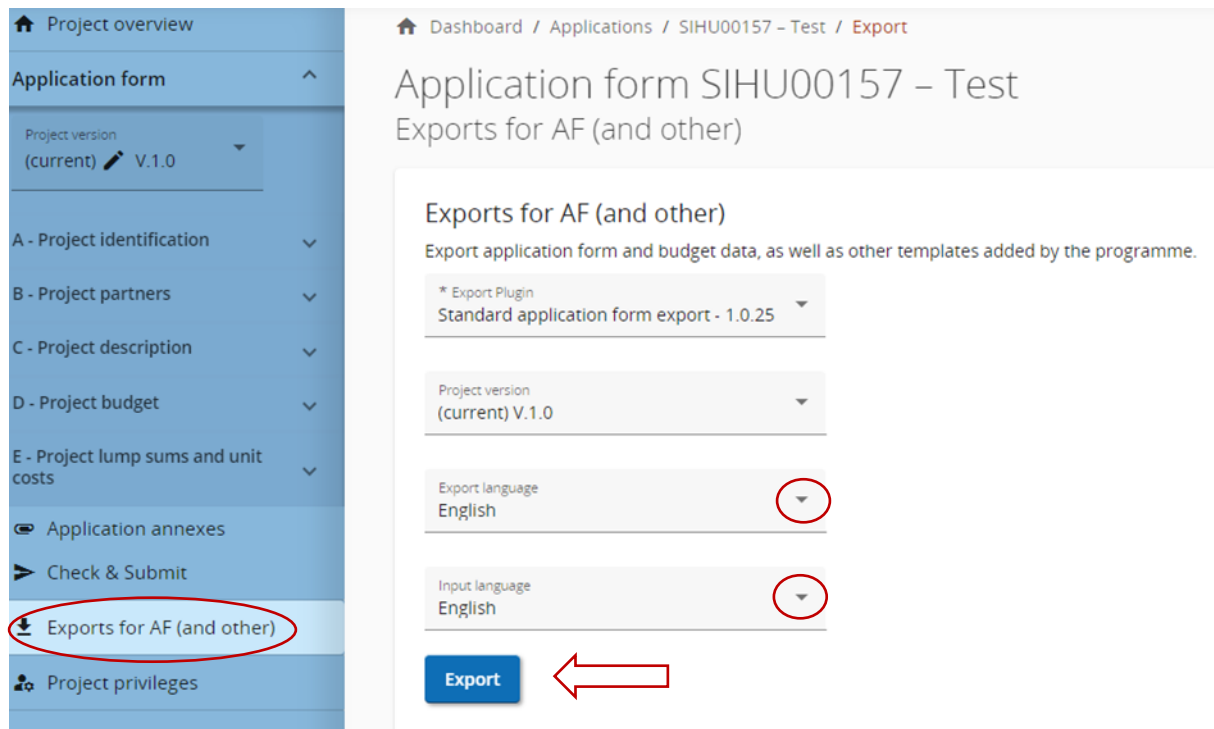
There are no files uploaded.

Upload file

The respective annexes must be uploaded before pressing the “Submit project application” button. To do so, the Lead Partner must click “Upload file” (red arrow) and wait until the document appears in the overview table automatically created on the same page.

## The export function

This section allows the user to create a pdf file of the Application Form at any time of its development as well as to export partner budgets. The export language can be selected from the drop-down menu:

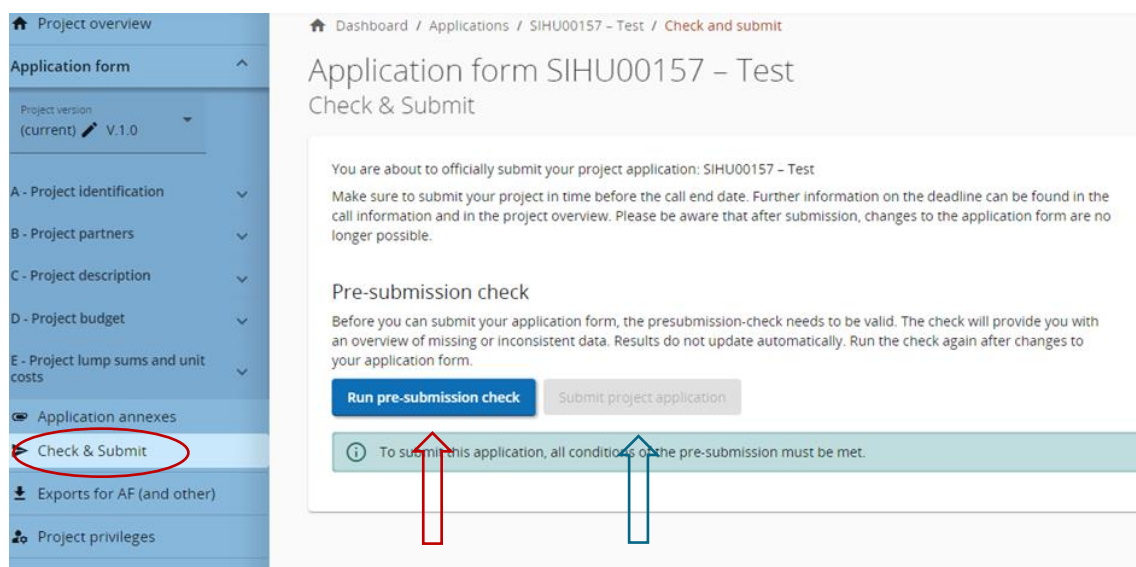


The screenshot shows the 'Export' page for application form SIHU00157 - Test. The left sidebar contains a menu with 'Exports for AF (and other)' highlighted in red. The main content area shows the 'Exports for AF (and other)' section with the following options:

- Export Plugin: Standard application form export - 1.0.25
- Project version: (current) V.1.0
- Export language: English (dropdown menu, circled in red)
- Input language: English (dropdown menu, circled in red)
- Export button: A blue button labeled 'Export' with a red arrow pointing to it.

## Submission of the Application Form

Submission of the Application Form is a two-step process. Each Application Form requires a successful pre-submission check of content before it can be submitted.



The screenshot shows the 'Check & Submit' page for application form SIHU00157 - Test. The left sidebar contains a menu with 'Check & Submit' highlighted in red. The main content area shows the 'Check & Submit' section with the following options:

- Pre-submission check: A section with a warning message and a 'Run pre-submission check' button (circled in red).
- Submit project application: A grey button.
- Information message: A green box with an information icon and the text 'To submit this application, all conditions of the pre-submission must be met.' (circled in blue).

Under the section "Check & Submit", users with "edit" or "manage" privileges (see chapter 1.3.4 of this Manual) can perform the following actions:

- Run pre-submission check (red arrow),



- Submit project application (green arrow)

The pre-submission check warns applicants only if the pre-defined mandatory fields of the Application Form are not filled in (it does not check the quality of information provided and if all fields have a bilingual text entered). both languages). The button “Submit project application” is accessible only after all pre-submission checks are successfully passed.

**After submission, the status of the application is changed to “Submitted”** (see on your dashboard, under “My applications” or at the level of the project overview page); **NO automatic e-mail confirmation will be sent to your e-mail address.**

## 2 PROJECT ASSESSMENT AND CONTRACTING

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### 2.1 ASSESSMENT AND SELECTION PROCEDURE

The assessment of received applications consists of several steps following a standardised procedure safeguarding the principles of equal treatment and transparency.

In the tables below, you will find the conditions and criteria under which the project will be checked and assessed. Examine them carefully and consider them when preparing the project application.

#### 2.1.1 Administrative and eligibility check

In line with the e-cohesion requirements, **applications** under the IP SI-HU 2021-2027 **can be submitted only via the programme's electronic monitoring system Jems**. Jems applies certain pre-submission verifications that prevent applicants from submitting applications with obvious formal errors. In addition to pre-submission checks targeted at technical details (such as mandatory fields must not remain empty) formal/administrative criteria by the programme are also checked – where this is technically possible – via pre-submission verifications or are included in requirements such as submission by the set deadline.

Other administrative and eligibility criteria are subject to human check by the programme's Joint Secretariat (JS) following the submission of the application for funding.

If there are discrepancies or if certain documents are missing according to the administrative check, the Lead Partner will be asked to provide supplements. **The supplements may refer to the compliance with the criteria A3, B1 and B2. Lead Partner shall be able to supplement the project application within seven (7) calendar days** after the request for supplements was sent. In case the project application fully complies with the administrative and eligibility criteria after the requested supplements have been provided and is approved by the MC, all supplements shall be entered in the Application Form (in Jems) before signing the Subsidy Contract.

If the project, after receipt of the supplements or passed seven (7) calendar days, still does not fulfil the administrative and eligibility criteria, the project shall be rejected in Jems.

The applicants can submit the revised application again by one of the next deadlines.

Only if all administrative and eligibility criteria are fulfilled, a project shall undergo quality assessment and be submitted to the Monitoring Committee (MC) for decision.

All administrative and eligibility criteria shall be answered with **YES** or **NA** (not applicable), that is fulfilled by every project proposal by the end of the administrative and eligibility check. They do not measure the quality of the project or its content. If only one field is answered with **NO**, the project shall be rejected.

Table 1: Administrative criteria.

N <sup>o</sup> .	Administrative criteria	Description	YES or NO	Supplements possible
<b>A.1</b>	The application is submitted by the set deadline.	<p><i>Ongoing submission.</i></p> <p><i>In general, applications are submitted via Jems to the Joint Secretariat at the latest by noon of the set deadline. Applications submitted by the set deadline shall be assessed and, if eligible, proposed to the MC for decision. The deadline for submission of projects is published on the programme webpage, and the upcoming Jems submission deadline is configured accordingly.</i></p> <p><i>The applications submitted after the set deadline shall not be rejected but will remain in Jems waiting for the next assessment round (considered to be submitted within the next deadline).</i></p>	Yes or No  Automatically checked by Jems	No
<b>A.2</b>	The project fulfils requirements for partnership.	<p><i>The following requirements have to be fulfilled:</i></p> <ol style="list-style-type: none"> <li><i>1. One of the partners shall be Lead Partner.</i></li> <li><i>2. The Lead Partner is located in the programme area. In justified cases outside the programme area provided that it has legally defined competences or field of functions for certain parts of the programme area.</i></li> </ol> <p><i>The Lead Partner can be EGTC (sole partner if it is located in the programme area)</i></p>	Yes or No	No
<b>A.3</b>	Obligatory annexes are attached to the application form.	<p><i>Obligatory annexes must be signed, scanned and attached to the electronic AF and be submitted by the deadline.</i></p> <p><i>Obligatory annexes to be attached to all project applications:</i></p> <ol style="list-style-type: none"> <li><i>1. Project statement (signed by the Lead Partner on behalf of all partners)</i></li> <li><i>2. Project Partner statement (signed by each Project Partner and Lead Partner separately)</i></li> <li><i>3. Partnership agreement (signed by Lead Partner and all Project Partners)</i></li> </ol>	Yes or No	Yes

Table 2: Eligibility criteria.

N <sup>o</sup> .	Eligibility criteria	Description	Yes or No	Supplements possible
<b>B.1</b>	The data of the Lead/Project Partner is identifiable.	<ol style="list-style-type: none"> <li>1. The name and the address of the Lead/Project Partner is identifiable.</li> <li>2. The Lead/Project Partner is identifiable according to the VAT or other registration number.</li> </ol>	Yes or No	Yes
<b>B.2</b>	The project fulfils minimum requirements for content.	<p>The following content-related requirements have to be fulfilled.</p> <ol style="list-style-type: none"> <li>1. The project is assigned to a programme priority and a specific objective</li> <li>2. The project work plan includes at least one work package with a linked project specific objective and a communication objective</li> <li>3. The project work plan includes at least one output with a positive target value, linked to one of the programme output indicators</li> <li>4. Outputs are delivered at latest during the end period when activities within the respective work package end</li> <li>5. The project work plan shall include at least one result with a positive target value, linked to one of the programme result indicators</li> </ol>	Yes or No	Yes
<b>B.3</b>	Minimum partnership requirements are respected.	<ol style="list-style-type: none"> <li>1. At least one Slovene and one Hungarian partner is involved, or an EGTC registered in the participating country consisting of members from both Member States.</li> <li>2. The Lead/Project Partner is not a natural person or political party.</li> </ol>	Yes or No	No
<b>B.4</b>	Minimum and maximum budget requirements are respected, including the percentage of co-financing.	<ol style="list-style-type: none"> <li>1. ERDF does not exceed 80% of the partner's total budget.</li> <li>2. Min. 20% of partner total budget is secured by national contribution(s) in the form of own resources (public or private) of the partner and/or as third party financial contribution (public or private) including Hungarian government contribution for Hungarian project partners<sup>1</sup>.</li> <li>3. The project respects the minimum and maximum amounts set in the call.</li> </ol>	Yes or No	No
<b>B.5</b>	Minimum requirements for cooperation are fulfilled.	At least three (3) cooperation criteria should be selected, "Joint development", "Joint financing" and "Joint implementation" are mandatory.	Yes or No	No

<sup>1</sup> Hungarian Government Decree 241/2023. (VI.20.) on the implementation of cross-border Interreg programmes in the programming period 2021-2027



## 2.1.2 Quality assessment criteria

The quality assessment criteria measure the relevance and the feasibility of the project. They help to establish a common understanding for decision-making.

Quality assessment criteria are divided into two categories:

- **Strategic assessment criteria** - The main aim is to determine the extent of the project's contribution to the achievement of programme objectives (including contribution to programme indicators) by addressing the joint or common needs of the target group.
- **Operational assessment criteria** - The main aim is to assess the viability and feasibility of the proposed project, as well as its value for money in terms of resources used versus results delivered.

The assessment criteria are divided into questions and sub-questions for an assessment covering **four main thematic groups**, namely **project relevance, partnership relevance, work plan and budget**.

Based on the submitted Application form (and its annexes), the JS assesses every project and prepares a recommendation (including the proposal for conditions) for the MC. As an overall approach, only projects within one priority are compared among each other. This means that for each priority a different ranking list will be generated. Each project will be **assessed by at least two JS members and when relevant in cooperation with Member State representatives**<sup>2</sup>. The purpose of the assessment is to support the MC in its decision-making. **The right and responsibility to decide on project approval is the sole responsibility of the MC**. For each Project partner, of the approved projects, the opinion on State aid (whether the activities in the submitted project application are state aid/de minimis relevant) is provided by the JS before signing the ERDF Subsidy Contract.

Projects will be assessed according to the criteria in the tables below.

Scores between 0 and 5 are allocated to each assessment criteria as follows:

Table 3: The quality assessment scale.

<b>Insufficient</b>		<b>0</b>	<b>The proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.</b>
<b>Poor</b>		1	The criterion is inadequately addressed, or there are serious inherent weaknesses.
<b>Fair</b>		2	The proposal broadly addresses the criterion, but there are significant weaknesses.
<b>Good</b>		3	The proposal addresses the criterion well, but a number of shortcomings are identified.
<b>Very good</b>		4	The proposal addresses the criterion very well, but a small number of shortcomings are identified.
<b>Excellent</b>		5	The proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.

Each thematic group is assessed with a score which is supported by written comments. The comments should reflect the strengths and weaknesses fairly and give reasons for the scores. The assessment of

<sup>2</sup> Member state representatives are meant National Authorities, Controllers and relevant field ministries.

one criterion should NOT influence the assessment of another criterion. In particular, the same weakness/shortcoming should not be referred to under different criteria (no double penalisation).

**The total number of points** for a project application in the scope of **quality assessment shall be 20 (100%)**. Each project application has to score at least 3 points in each thematic group and has to achieve at least 60% (12 points) to be further considered. Projects not reaching at least 60% (12 points) will be rejected. In case two or more project proposals will reach the same points, project with more points in the thematic group “Project relevance” will be placed higher on the ranking list. Projects having at least 60% (reaching 12 points or more) shall be discussed at the MC meeting with the possibility of **being approved, approved under conditions, rejected or put on the reserve list**.

The applicants are asked to ensure appropriate quality of translation in order to avoid a lower scoring in the quality assessment due to insufficient, incomprehensible or not clear information in individual fields of the application. Eventual shortcomings might influence the final score.

The quality assessment will be performed according the following **selection criteria**:

Table 4: Strategic assessment criteria/project relevance.

Nº.	Assessment question	Sub-questions for assessment	Score	Section in Application Form
<b>C1 Project relevance</b>			<b>0-1-2-3-4-5</b>	
<b>C1.1</b>	How well is the need for the project justified?	<ul style="list-style-type: none"> <li>The project addresses common territorial challenges of the programme or a joint asset of the programme area - there is a real need for the project (well justified, reasonable, well explained).</li> </ul>		C.2.1 and C.2.2
		<ul style="list-style-type: none"> <li>What is the level of maturity<sup>3</sup> of the project, and if applicable, does it build on previous experiences and use synergies with other initiatives.</li> </ul>		C.2.7
		<ul style="list-style-type: none"> <li>The project clearly contributes to a wider strategy on one or more policy levels (EU /EU macroregional strategies/national/regional).</li> </ul>		C.2.5
<b>C1.2</b>	To what extent will the project contribute to the achievement of programme's objectives and indicators?	<ul style="list-style-type: none"> <li>The project's overall objective clearly contributes to the achievement of the programme priority specific objective.</li> </ul>		C.1
		<ul style="list-style-type: none"> <li>The project's outputs clearly link to programme output indicators and contribution to programme targets.</li> </ul>		C.4
		<ul style="list-style-type: none"> <li>The project's contribution to programme result indicators is realistic and sufficient.</li> </ul>		C.5
<b>C1.3</b>	To what extent will project outputs have an	<ul style="list-style-type: none"> <li>The project's outputs are durable (the proposal is expected to provide a significant and durable contribution to</li> </ul>		C.8.2

<sup>3</sup> How ready is the project (at which stage of completion are the administrative procedures that allow project implementation (licenses, designs, permits, land acquisition, etc.)?)

	impact beyond the project's lifetime?	<i>solving the challenges targeted) – if not, it is justified.</i>		
		<ul style="list-style-type: none"> <li><i>The project's main outputs are applicable and replicable by other organisations/regions/countries outside of the current partnership (transferability) – if not, it is justified.</i></li> </ul>		C.8.3
<b>C1.4</b>	To what extent is the project intervention logic plausible?	<ul style="list-style-type: none"> <li><i>The project specific objectives are specific, realistic and achievable.</i></li> </ul>		C.4 Specific objectives in work packages
		<ul style="list-style-type: none"> <li><i>Proposed project outputs are needed to achieve project specific objectives.</i></li> </ul>		C.4 Output tables in work packages
		<ul style="list-style-type: none"> <li><i>Project outputs and results that contribute to programme indicators are realistic (it is possible to achieve them with given resources – i.e., time, partners, budget - and they are realistic based on the quantification provided).</i></li> </ul>		C.4, C.5, C.6, D
<b>C1.5</b>	What added value does the cooperation bring?	<ul style="list-style-type: none"> <li><i>The importance of cooperation beyond borders for the topic addressed is clearly demonstrated.</i></li> </ul>		C.2.3
		<ul style="list-style-type: none"> <li><i>The results cannot/only to some extent be achieved without cooperation.</i></li> </ul>		C.2.3
		<ul style="list-style-type: none"> <li><i>There is a clear benefit from cooperating for the project partners/target groups/project area/programme area.</i></li> </ul>		C.2.3

**Maximum score is 5 points (C1.1 – C1.5).**

Table 5: Strategic assessment criteria/partnership relevance.

Nº.	Assessment question	Sub-questions for assessment	Scores	Section in Application Form
<b>C 2 Partnership relevance</b>			<b>0-1-2-3-4-5</b>	
<b>C2.1</b>	To what extent is the partnership composition relevant for the proposed project?	<ul style="list-style-type: none"> <li><i>The project involves the relevant actors needed to address the territorial challenge/joint asset and the objectives specified.</i></li> </ul>		C.3 and B.1.6
		<ul style="list-style-type: none"> <li><i>With respect to the project's objectives, the project partnership:</i> <ul style="list-style-type: none"> <li><i>is balanced with respect to the levels, sectors, territory</i></li> <li><i>consists of partners that complement each other.</i></li> </ul> </li> </ul>		C.3 and C.7

		<ul style="list-style-type: none"> <li>Partner organisations have demonstrated experiences and competence in the thematic field concerned, as well as the necessary capacity to implement the project (financial, human resources, etc.).</li> </ul>		B.1.6
		<ul style="list-style-type: none"> <li>All partners play a defined role in the partnership and the territory benefits from this cooperation.</li> </ul>		C.3
		<ul style="list-style-type: none"> <li>Distribution of tasks among partners is appropriate (e.g., sharing of tasks is clear, logical, in line with partners' role in the project, etc.).</li> </ul>		C.4 Activities in work packages

**Maximum score is 5 points (C2.1).**

Table 6: Operational assessment criteria/work plan.

Nº.	Assessment question	Sub-questions for assessment	Scores	Section in Application Form
<b>C 3 Workplan</b>			<b>0-1-2-3-4-5</b>	
<b>C3.1</b>	To what extent is the work plan realistic, consistent and coherent?	<ul style="list-style-type: none"> <li>Proposed activities and deliverables are relevant and lead to planned outputs and results.</li> </ul>		C.4 and C.5
		<ul style="list-style-type: none"> <li>The time plan is realistic.</li> </ul>		C.6
		<ul style="list-style-type: none"> <li>Activities, deliverables and outputs are in a logical time sequence.</li> </ul>		C.6
		<ul style="list-style-type: none"> <li>The importance of investments and their cross-border/transnational/EU macroregional strategies relevance is demonstrated to reach project objectives (if applicable).</li> </ul>		C.4 Investments
<b>C3.2</b>	To what extent are communication activities appropriate to reach the relevant target groups and stakeholders?	<ul style="list-style-type: none"> <li>Communication objectives are relevant and are expected to contribute to project specific objectives.</li> </ul>		C.4 Objectives in work packages
		<ul style="list-style-type: none"> <li>Communication activities (and deliverables) are appropriate to reach the relevant target groups and stakeholders.</li> </ul>		C.4 Activities and deliverables in work packages

**Maximum score is 5 points (C3.1 – C3.2).**

Table 7: Operational assessment criteria/budget.

Nº.	Assessment question	Sub-questions for assessment	Scores	Section in Application Form
<b>C4 Budget</b>			<b>0-1-2-3-4-5</b>	
<b>C4.1</b>	To what extent is the project budget used in accordance with the principles of	<i>The principle of economy relates to minimising the costs of resources. The resources used by the project partnership for its activities should be made available in due time, in appropriate quantity and quality, and at the best price.</i>		D.2 and B – partner budget

economy, efficiency and effectiveness?	<ul style="list-style-type: none"> <li>- <i>The budget allocated to staff and external expertise is in line with the project content and the costs are realistic.</i></li> <li>- <i>Sufficient and reasonable resources are planned to ensure project implementation.</i></li> </ul>	
	<p><i>The principle of efficiency relates to getting the most from available resources (value for money). It pertains to the relationship between resources employed and outputs delivered in terms of quantity, quality and timing.</i></p> <ul style="list-style-type: none"> <li>- <i>The need for engaging external expertise is justified and the costs seem realistic.</i></li> <li>- <i>Financial allocation per cost category is in line with the work plan.</i></li> <li>- <i>If applicable, the distribution of the budget per period is in line with the work plan.</i></li> </ul>	D.2 and B – partner budget D.3
	<p><i>The principle of effectiveness concerns meeting the objectives and achieving the intended results.</i></p> <ul style="list-style-type: none"> <li>- <i>The available information in the budget is transparent and sufficient. On that basis, the project budget appears proportionate to the proposed work plan, project outputs and project's contribution to programme indicators.</i></li> </ul>	D.2 and B – partner budget
	<p><i>Sufficient and reasonable resources are planned for investments and equipment purchases (if applicable), and their costs are realistic.</i></p>	D.2 and B – partner budget

**Maximum score is 5 points (C4.1).**

Besides the strategic and operational criteria also **specific criteria** defined within the Strategic Environmental Assessment and **horizontal principles** shall be assessed. For such criteria no scores shall be given because projects and criteria in the different specific objectives are not comparable.

**Project Partners of projects with specific project activities that involve Natura 2000 territories and include activities mentioned in SEA report of the programme, require appropriate SEA assessment. In such cases, SEA assessment** of the proposed project has to be done before project submission. Activities proposed within the project shall be implemented in accordance to project SEA assessment and should include mitigation measures and implementation of monitoring. Project Partners are asked to monitor those activities during the whole project implementation in order to be able to report on it to MAJS for the purposes of the programme monitoring. **This specific criterion needs to be fulfilled otherwise the project will be rejected.**

For IP SI-HU, it is crucial that **horizontal principles** are integrated in the planning, implementation, monitoring, reporting and evaluation of the project activities. During the whole life cycle of the projects, partners are requested to consider actions cross-cutting project activities, taking into account the horizontal principles of the EU<sup>4</sup>. More precisely, actions should be planned, implemented and reported

<sup>4</sup> Horizontal Principles as per Article 9 of the Regulation (EU) 2021/1060 of the European Parliament and of the Council of 24 June 2021

considering the horizontal principles of **equal opportunity, non-discrimination, gender equality and environmental sustainability**. The Project Partners shall indicate the contribution of the project to horizontal principles as positive, neutral or negative and provide a short justification. A negative assessment of one of the horizontal principles will lead to project rejection.

Table 8: specific guiding principle and horizontal principles for the programme

Reference	Nr.	Guiding and horizontal principles	
<b>Projects with activities in Natura 2000 territories</b>	C5	Does the project involve activities in Natura 2000 territories and include activities mentioned in SEA report of the Interreg VI-A Slovenia-Hungary programme? If yes, did the project do the SEA assessment before project submission?	<b>YES or NO<sup>5</sup></b>
<b>Horizontal principle</b>	C6	The project makes a positive contribution to programme horizontal principle equal opportunities and non-discrimination based on gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation.	<b>POSITIVE or NEUTRAL or NEGATIVE</b>
<b>Horizontal principle</b>	C7	The project makes a positive contribution to programme horizontal principle equality between men and women, gender mainstreaming and the integration of a gender perspective.	<b>POSITIVE or NEUTRAL or NEGATIVE</b>
<b>Horizontal principle</b>	C8	The project makes a positive contribution to programme horizontal principle sustainable development as set out in Article 11 TFEU, taking into account the UN Sustainable Development Goals, the Paris Agreement and the "Do No Significant Harm" principle.	<b>POSITIVE or NEUTRAL or NEGATIVE</b>

### 2.1.3 Explanation of the Monitoring Committee decisions

The final decision on the projects is taken by the Monitoring Committee. Project proposals can be projects **being approved, approved under conditions, rejected or put on the reserve list**.

The applications that are put on the **reserve list** are, in principle, welcome by the Monitoring Committee, but cannot be approved due to temporary lack of Programme funds. The approval of the application depends on the availability of funds. The projects on the reserve list are not assessed again by the Joint Secretariat. They are ranked by the Monitoring Committee according to the priorities of the Programme. Upon availability of funds, the Managing Authority contracts them according to their ranking.

### 2.1.4 Contracting

Upon decision taken by the MC, the Lead Partner is notified by the Managing Authority whether the proposed project is approved/rejected/put on the reserve list. The timeframe to inform the Lead Partner about the decision of the Monitoring Committee is 30 days from the Monitoring Committee meeting. Prior to signing the ERDF Subsidy Contract, face-to-face meetings are organised in order to clarify possible issues resulting from the quality check or Monitoring Committee decision. The Lead Partner of the approved project signs the contract for the total ERDF funds with the Managing Authority (see the sample of the Subsidy Contract in the Application Pack).

<sup>5</sup> This specific criterion needs to be fulfilled otherwise the project will be rejected.

### 2.1.5 Resolution of complaints

Assessment and selection processes described in this Manual ensure a fair and transparent consideration of all received proposals. The rules set in this section are aimed at providing a transparent complaint procedure against the decisions taken by Programme authorities during the project assessment and selection processes.

**The Lead Partner is the only one entitled to file a complaint.** The right to complain against a decision regarding the project selection applies to the Lead Partner whose project application was not selected for co-financing by the Programme during the project assessment and selection process. The complaint must be lodged against the notification issued by the Managing Authority/Joint Secretariat on the basis of the decision by the Monitoring Committee as the Managing Authority/Joint Secretariat's notification is the only legally binding act for the Lead Partner during the project assessment and selection processes. **The complaint can be lodged only against the outcomes of the administrative and eligibility assessment.** As regards quality assessment, the applicants can request further information and justification from the Managing Authority/Joint Secretariat and can ask for face-to-face consultations. However, a complaint against quality assessment is not possible since the decision of the Monitoring Committee is final.

**Prior to filing a complaint, the Lead Partner is strongly recommended to request additional technical or legal information from the Joint Secretariat within the timeframe available for submitting a complaint.** The information requested may apply only to the application submitted by the respective Lead Partner. If the Lead Partner is not satisfied with the received additional information from the Joint Secretariat, it may decide to lodge a formal complaint. The complaint must be submitted in the Slovenian and Hungarian language in written form per e-mail to the Managing Authority/Joint Secretariat of the Programme within 14 calendar days after the Lead Partner has been officially notified by the Managing Authority of the results of the project selection process.

The complaint must include:

- a. name and address of the Lead Partner;
- b. reference number and acronym of the application which is the subject of the complaint;
- c. clearly indicated reasons for the complaint specifying what failures or mistakes had been made during the assessment of the proposal and including a clear reference to the relevant documents within the Application pack;
- d. any supporting documents.

The relevant documentation must be provided for the sole purpose of supporting the complaint and may not alter the quality or content of the assessed application. No other grounds for the complaint than indicated above in point c are taken into account during the complaint procedure.

A complaint is rejected without further examination if it is submitted after the set deadline or if formal requirements are not observed.

The decision if the complaint is justified or to be rejected is taken by the Complaint Panel by consensus. In case it is justified, the case is sent back to the Monitoring Committee to review the project application and its assessment. The Complaint Panel has to provide the Monitoring Committee with a written justification with explicit reference to the criteria established in the complaint procedure.

The complaint procedure, from the receipt of the complaint to the communication of the Complaint Panel's decision to the Lead Partner, should be resolved within no longer than 30 calendar days.

The decision of the Complaint Panel is final, binding on all parties and not subject to any further complaint proceedings within the Programme on the basis of the same grounds.

The complaints differ according to the subject of the complaint.

✓ **Complaints related to the selection process**

Project Lead Partners are informed in writing form about the reasons why the application was not eligible or approved. Any complaint against the notification issued by the Managing Authority or the Joint Secretariat on the basis of the decision of the Monitoring Committee regarding the selection process must be submitted by the Lead Partner to the Managing Authority/Joint Secretariat. The Managing Authority, assisted by the Joint Secretariat, examines and prepares the answer regarding the merit of the complaint. The decision if the complaint is justified or to be rejected is taken by the Complaint Panel. The latter only examines (if needed) the cases related to the formal/administrative aspects of the selection process. In all other cases, the complaint is dealt with by the Managing Authority.

✓ **Complaints related to the decisions made by the Managing Authority or the Joint Secretariat regarding project implementation**

Any complaints in relation to the decisions made by the Managing Authority or the Joint Secretariat regarding project implementation and the corresponding procedures (based on the ERDF Subsidy Contract or Monitoring Committee decisions) must be submitted by the Lead Partner to the Managing Authority/Joint Secretariat following the provisions laid down in the ERDF Subsidy Contract.

✓ **Complaints related to the national control**

Lead Partners or Project Partners that have complaints related to national control can file the complaint to the institution responsible for the financial control of the relevant Lead or Project Partner within the respective Member State, according to the applicable national rules.

✓ **Complaints related to second level control (auditors)**

Complaints related to second-a Second level control have to be lodged to the responsible national Audit Authority in each Member State in accordance with the applicable national rules. The complaints received under the Programme, including the content and the solutions proposed or already implemented, are reported to the Monitoring Committee. The complaint procedures set out above are without prejudice to any legal redress mechanism or process at the national level, in particular with regard to unsuccessful applicants. Where courts, public prosecutor's offices or other national institutions are competent in relation to the subject of the complaint, the Project Partner has the right to turn also to the relevant authorities. The Programme authorities, upon request by the European Commission, examine complaints submitted to the European Commission falling within the scope of their responsibilities. The Managing Authority informs the European Commission, upon request, of the results of those examinations.



# Assessment process



The quality assessment criteria measure the relevance and the feasibility of the project. Before submitting the project, please check the chapter on the selection criteria in order to fulfill the administrative, eligibility and quality requests as much as possible.

1.

## Administrative and eligibility check

Applications can only be submitted via the programme's electronic monitoring system, Jems.

If there are discrepancies or if certain documents are missing according to the administrative check, the Lead Partner shall be asked to provide supplements (referred to compliance with the criteria A3, B1 and B2). Supplements are possible within seven calendar days.

2.

## Supplements needed

3.

## Quality check

The quality assessment criteria measure the relevance and the feasibility of the project. It helps to establish a common understanding for the decision-making.

Upon decision taken by the Monitoring Committee, the Lead Partner will be notified by the Managing Authority about the approval/rejection/reserve list of the proposed project.

4.

## Decision by the Monitoring Committee

## Subsidy contract signed in case of approval

The Lead Partner of an approved project signs a contract for the total ERDF funds with the Managing Authority.

## Project implementation

The Lead Partners should always inform the Joint secretariat as soon as they become aware that a change of the project might be needed or other problems related to the implementation of the project occur.

## 3 ANNEX INSTRUCTIONS ON THE STATE AID CRITERIA SELF-CHECK

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### 3.1 WHAT IS STATE AID?

Articles 107-109 of the Treaty on the Functioning of the European Union (TFEU) provide the primary legal basis for the rules on State aid. These articles generally prohibit state aid and define the rules Member States must follow to grant aid in line with EU law.

State aid is defined as an **advantage** in any form whatsoever conferred on a **selective basis to undertakings** by national public authorities. Therefore, subsidies granted to individuals or general measures open to all enterprises are not covered by this prohibition and do not constitute State aid (examples include general taxation measures or employment legislation).

To be State aid, a measure needs to have these features (cumulative):

- the beneficiary is an undertaking, i.e., an entity engaged in an economic activity (regardless of its legal status, which means that even a public entity or a non-profit organisation can be considered as an “undertaking” in the context of state aid rules);
- there has been an intervention by the State or through State resources which can take a variety of forms (e.g. grants, interest and tax reliefs, guarantees, government holdings of all or part of a company, or providing goods and services on preferential terms, etc.);
- the measure provides a benefit or advantage to the beneficiary which it would not have received otherwise under normal market conditions;
- the intervention gives the recipient an advantage on a selective basis, for example to specific companies or industry sectors, or to companies located in specific regions;
- competition has been or may be distorted;
- the intervention is likely to affect trade between Member States.

Before the State aid tests can be applied it is necessary to determine whether the following two aspects are present:

1. **Is the project partner/final recipient of the aid an 'undertaking'?**

An undertaking is defined as any entity, regardless of its legal status, which is engaged in economic (commercial/competitive) activity and where there is a market in comparable goods or services.

Please note that the legal status of the project partner has no relevance in assessing whether it qualifies as undertaking. Therefore, partners with any legal status (including, for example, local municipalities, chambers, non-profit organisations etc.) may qualify as undertaking if they are engaged in any economic activity.

**For definitions and more information**, please see Commission Notice on the notion of State aid as referred to in Article 107(1) of the Treaty on the Functioning of the European Union (2016/C 262/01).

<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A52016XC0719%2805%29>

2. **Is an undertaking engaged in economic activity?**

This is defined as offering goods and/or services on a given market.



Please note that the different activities concerned by the project might have different nature: in the very same project, some activities may qualify as economic activity, while others do not.

## 3.2 KEY QUESTIONS THAT SHOULD BE CONSIDERED

Consider these questions from the perspective of any organisations which could benefit directly or indirectly from the measure.

Table 9: Key-questions to be considered.

INITIAL STATE AID ASSESSMENT	
<p><b>1. If the project partner is an 'undertaking' engaged in economic activity, does the support confer a selective advantage to the project partner?</b></p> <p><u>Explanation:</u></p> <p>The intervention gives the recipient an advantage on a selective basis, for example to specific companies or industry sectors, or to companies located in specific regions. <b>or</b></p> <p>A benefit which is granted for free or on favorable (non-commercial) terms to some selected undertakings (but not others), could be state aid.</p> <p><b>Definitions:</b></p> <p><b>Advantage:</b> An advantage can take the form of direct payment of state resources in the form of grants and subsidies as well as indirect benefits that affect the public budget such as tax breaks, rate rebates, low interest loans, sale of public land below market value and the provision of services for free or at below-market rates.</p> <p><b>Selectivity:</b> Support that targets particular businesses, regions or types of firm e.g. SMEs or particular sectors and not others is selective.</p> <p><b>Undertakings:</b> An undertaking is defined as any entity, regardless of its legal status, which is engaged in economic activity and where there is a market in comparable goods or services. It does not have to be profit-making as long as the activity carried out is one which, in principle, has commercial competitors. It can include voluntary and non-profit-making public or public authorities when they are engaged in economic activity. Charities, universities, research institutions, voluntary entities, social enterprises and public sector bodies may therefore be deemed to be undertakings when they are engaged in economic activity. Support in favor of non-undertakings (i.e. entities which are not involved in economic activity) is not state aid.</p> <p><b>Economic activity:</b> Activity which consists of offering goods or services on a given market and which could, at least in principle, be carried out by private actors in order to make profits.</p>	
<p><b>2. Will the project partner implement activities that might be considered to offer an indirect advantage to an undertaking, or a group of undertakings?</b></p> <p><u>Explanation:</u></p> <p>An indirect advantage may also be granted (indirect State aid) if the funds received by entities which are direct beneficiaries of the Programme are channeled to identifiable undertakings/groups of undertakings (e.g. if the funds received by a direct beneficiary are used for building up infrastructure that is to be used for economic activities and the operation of this infrastructure is not granted through a public, open, unconditional tender, or if the funds are used by the partner to train the employees of certain undertakings etc.).</p>	

**3. Is the support granted by the State, or through State resources?**Explanation:

The definition of state resources is aid that is granted by the state; this includes all public and private bodies controlled by the state to distribute public funds. State resources include Funds not permanently belonging to the state but which the state may direct, such as European funds like IPA, ERDF.

ERDF funds are considered to be granted through State resources or by the State, so **usually for Interreg Programmes the answer is YES, so this question is not included into the State aid self-criteria in the Application Form.**

**4. Does the support distort or have the potential to distort competition?**Explanation:

If the support has the potential to strengthen the position of the partner relative to other competitors, then this criterion is likely to be met. The potential to distort competition does not need to be substantial or significant, and this criterion can apply to relatively small amounts of financial support and firms with little market share.

**5. Does the support affect trade between Member States?**Explanation:

Commission's interpretation of this is broad - it is sufficient that a product or service is tradeable between member states, even if the recipient of support does not itself export to other EU markets. This test is not met only in very limited circumstances e.g. where a single, small business is involved in very localised activity e.g. hairdressers.

**3.3 GUIDELINES TO AVOID STATE AID INCIDENCE**

Table 10: Examples of non state aid activities.

EXAMPLES OF ACTIVITIES	EXAMPLES OF NON STATE AID ACTIVITIES
<b>Organizing events</b>	<ul style="list-style-type: none"> <li>✓ NO participation fees for participants;</li> <li>✓ NO sale of products is allowed;</li> <li>✓ NO commercial activities are to be supported by the project;</li> <li>✓ The event will be widely promoted;</li> <li>✓ Public access will be free of charge;</li> <li>✓ NO commercial purpose/activity within the event;</li> <li>✓ If economic operators are foreseen among participants, the event has to be promoted to all interested operators;</li> <li>✓ The event shall not be dedicated to meet the specific economic interest of a single economic operator.</li> </ul>
<b>Creating a brand /</b>	<ul style="list-style-type: none"> <li>✓ Non-discriminating access to the cross-border platform/network will be provided;</li> </ul>

<b>platform / network</b>	<ul style="list-style-type: none"> <li>✓ In case a fee is foreseen for network maintenance and operation, it has to be transparent, moderate (preferably covering only the real costs of operation and maintenance) one and unique for all users;</li> <li>✓ The intention to create the cross-border platform/network will be largely disseminated, on the applicant's and Programme sites</li> <li>✓ If the brand/platform is addressed to enterprises, those should be: <ul style="list-style-type: none"> <li>• of small/very small dimension;</li> <li>• active mainly at a local level (the area should be well defined);</li> <li>• active in economic sectors where the cross-border commercial flows are marginal.</li> </ul> </li> </ul>
<b>Organizing training</b>	<ul style="list-style-type: none"> <li>✓ Ensuring a non-discriminatory participation of all interested stakeholders/persons;</li> <li>✓ Wide dissemination;</li> <li>✓ Free access, opened to the general public;</li> <li>✓ The participants (others than the staff of a public institution) must attend the training as natural person;</li> <li>✓ The objective of the training shall be the social promotion or employability of the natural persons, and they shall not serve the direct economic interest of a specific employer;</li> <li>✓ Training support materials will have to be published on the Programme's website, either entirely, or at least in the format of a coherent summary;'</li> <li>✓ It is recommended to adopt a selection procedure ensuring that: <ol style="list-style-type: none"> <li>a. the participants to a training initiative are not the employees of the same employer and/or</li> <li>b. the majority (in terms of percentages) of the employees of the same employer take part to a training initiative</li> </ol> </li> <li>✓ In case of training related to the use of purchased equipment: the price of training will be included in the equipment price and can be done only for staff operating the equipment.</li> </ul>
<b>Strategies, studies, plans</b>	<ul style="list-style-type: none"> <li>✓ the content of the strategy/study/plan <b>shall not be</b> customized for the needs of one/few specific company(ies);</li> <li>✓ the studies, strategies, plans will have to be published on the Programme's website, either entirely, or at least in the format of a coherent summary.</li> </ul>
<b>Investment in equipment / infrastructure</b>	<p><b>CULTURE (RSO4.6):</b></p> <p>The cultural activities are:</p> <ol style="list-style-type: none"> <li>a. <u>organized in a non-commercial way:</u> <ul style="list-style-type: none"> <li>- Absence/marginal presence of economic activities OR</li> <li>- There are both economic/non-economic activities but there is a clear separation of accounts OR</li> <li>- The activities are objectively <b>non substitutable</b>, thus excluding the existence of a genuine market.</li> </ul> </li> </ol>

*(Such activities are not economic in nature<sup>6</sup> and thus the funding of such infrastructure will not be considered as State aid);*

Verifying absence//marginal presence of economic activities:

- ✓ The visitors' fees cover only a fraction of real running costs;
- ✓ The commercial-oriented use of the infrastructure is NOT overpassing 20% of its overall use (Both the surface and the periods of use of the infrastructure for economic purposes should be considered to calculate the real proportion, which should never overpass 20%).

Clear separation of accounts:

- ✓ the existence of a system of separation of accounts that guarantees that the public aid covers only the part of the infrastructures having non-economic purposes;
- ✓ All expenditures reported to the Programme are exclusively recorded in the non-commercial sections of the accounts, as all related running costs.
- ✓ No significant incomes appear in the recordings related to the "non-commercial" part of the accounts.

b. there is no potential effect on trade between Member States, due to **local impact**<sup>7</sup>:

- ✓ the cultural infrastructure is unlikely to attract users or visitors from similar offers in other Member States, thus not affecting the trade between Member States
- ✓ the cultural activities/the cultural infrastructure is not promoted to potential visitors from abroad, and the statistics do not show a strong increase of visitors from abroad.

<sup>6</sup> See paragraphs 33, 34, 36 and 37 of Commission Notice on the notion of State aid as referred to in Article 107(1) of the Treaty on the Functioning of the European Union (2016/C 262/01); [http://eur-lex.europa.eu/legal-content/DE/TXT/?uri=CELEX:52016XC0719\(05\)](http://eur-lex.europa.eu/legal-content/DE/TXT/?uri=CELEX:52016XC0719(05))

<sup>7</sup> See paragraphs 196 of Commission Notice on the notion of State aid as referred to in Article 107(1) of the Treaty on the Functioning of the European Union (2016/C 262/01); [https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52016XC0719\(05\)&from=EN](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52016XC0719(05)&from=EN)