IMPLEMENTATION MANUAL FOR BENEFICIARIES

PART 3 - APPLICATION AND ASSESSMENT

Cooperation Programme Interreg V-A Slovenia-Hungary
for the programme period 2014-2020

Version 1_18 December 2015

PART 3: APPLICATION ANS ASSESSMENT

Implementation Manual for Beneficiaries

PART 3: APPLICATION ASSESSMENT

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CONTENT OF PART 3:

1. HOW TO APPLY?

1.1 Application procedure

Submission of applications is running on an "open basis", which means that applications can be submitted ongoing during the Open Call for Proposals till all the funds are committed. Nevertheless, the dates for submission of the applications to be discussed on the following MC meeting will be published on the programme websitewww.si-hu.eu.

It is recommended to 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) and consists of the following documents:

- Open Call for Proposals
- Implementation Manual for Beneficiaries divided in more thematic parts
- Template of the Partnership Agreement
- Template of the Subsidy Contract
- Template of the Lead Partner Statement
- Template of the Project Partner Statement
- Cooperation Programme Interreg V-A Slovenia-Hungary approved by EC as of 18 September 2015.

The application **must be submitted by the Lead Partner solely through the online electronic Monitoring System (eMS)**. The submitted application must contain all the required data and the required accompanying 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 the online submission system (see chapter 1.3 of this Manual).

1.3 Online submission (eMS) of the application

This part of the Manual contains key technical information on the operation and use of the eMS of the CP Interreg SI-HU.

The applicants are requested to complete and submit their Application Form (AF) via the eMS system. It is therefore highly recommended to read this chapter carefully before starting to use the eMS.

When filling in the AF:
- focus on answering the questions precisely;
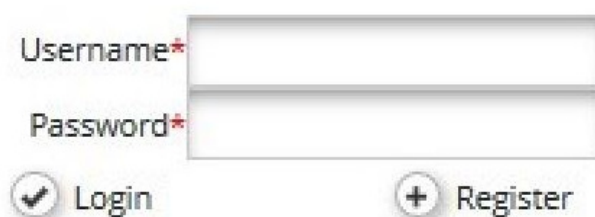- write clearly and simply;

- respect the maximum length of text, when so requested;
- provide answers to all of the questions (before submitting the application).

1.3.1 Tehnične informacije in sistemske zahteve

The eMS is a web application, which can be accessed with recent versions of most common browsers (e.g. Internet Explorer 11, Firefox 35, Chrome 39)[1]. The functionality of the system follows the common standards of web applications for entering and submitting data.
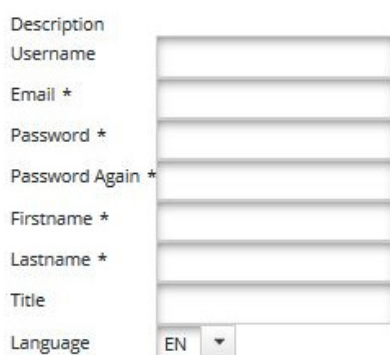
1.3.2 Access and registration

The eMS can be accessed at the following link **https://ems.si-hu.eu/ems**.

To use the eMS, applicants must first register by clicking on "Register" on the eMS website where they can create their username and password and have to provide the following information:

- ✓ **Username:** used to log in and submit the applications; it can be freely chosen by the applicant.
- ✓ **Email:** the e-mail address of the applicant.
- ✓ **Password:** password used to access the eMS[2]; it can be freely chosen by the applicant.

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

[2] In case the password is forgotten, please contact the helpdesk (JS) during office hours to request a new password.
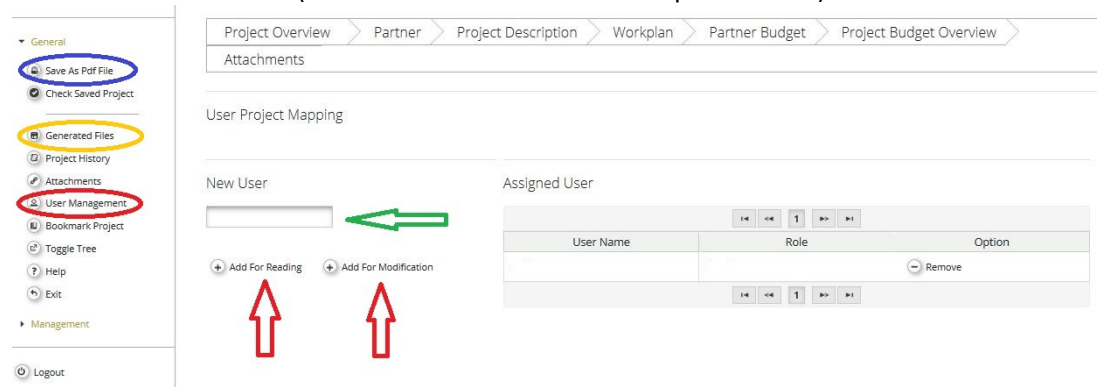
✓ **First name/Last name/Title:** personal information of the lead applicant's contact person.
- **Language:** English is pre-defined. It can be changed to Slovene and Hungarian with the drop down button.

A confirmation message will be sent to the e-mail address provided in the registration form. Only after confirmation, the applicant will be able to log in to the eMS and create an AF.

1.3.3 Filling in and submitting the Application form

For the creation and final submission of the AF, only an applicant functioning as the Lead Partner of the project can register. The Lead Partner can give editing rights to some sections of the AF to other users (namely the Project Partners). The Project partner have to register in to eMS and sent their Username to the Lead Partner, that he can give them editing rights to the AF. The Lead Partner can then add new users in the section "User Management" under the field "New User" (marked with a green arrow in the print screen). Users can be granted either read only rights by clicking on "Add For Reading", or rights for editing by clicking on "Add For Modification" (marked with red arrows in the print screen).

The user accounts created to draft and submit the application will be available until the end of the assessment procedure. In case the project is selected for co-funding, a new set of credentials will be created for each Project Partner.

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

Please note that you can create a pdf file of the AF at any time of its development by clicking the "Save As Pdf File" button (marked blue in the screen shot). You will find the created pdf file(s) in the in the section "Generated Files" (marked yellow in the screen shot). Please take note that the saving of the pdf document in the section "Generated Files" might take several minutes.

How to fill in and submit an Application form:

In the AF all essential information about the project must be provided. Before filling in the AF take following notes:
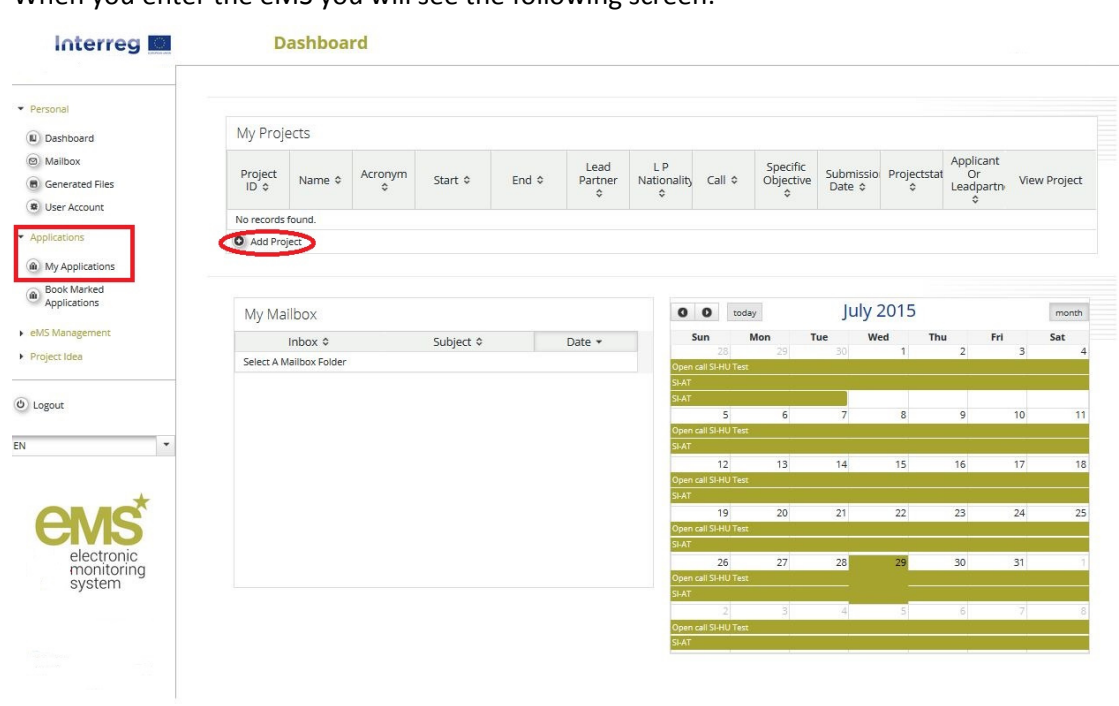
Remember to SAVE

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> *The following important aspects have to be remembered when filling in the Application form:*
> ➢ *The eMS does not provide any warning or request of confirmation before leaving a section of the application form or before logging out. Always remember to save the data before leaving a section in the Application form (Save button on upper left corner), otherwise data will be lost!*
> ➢ *When filling in longer sections, please remember to regularly save data, in order to avoid losing data in case of interruptions of the internet connection or other technical issues.*
> ➢ *Do not use the "Enter" key in the forms as it may lead to unexpected results. Always use the commands provided by the eMS interface.*

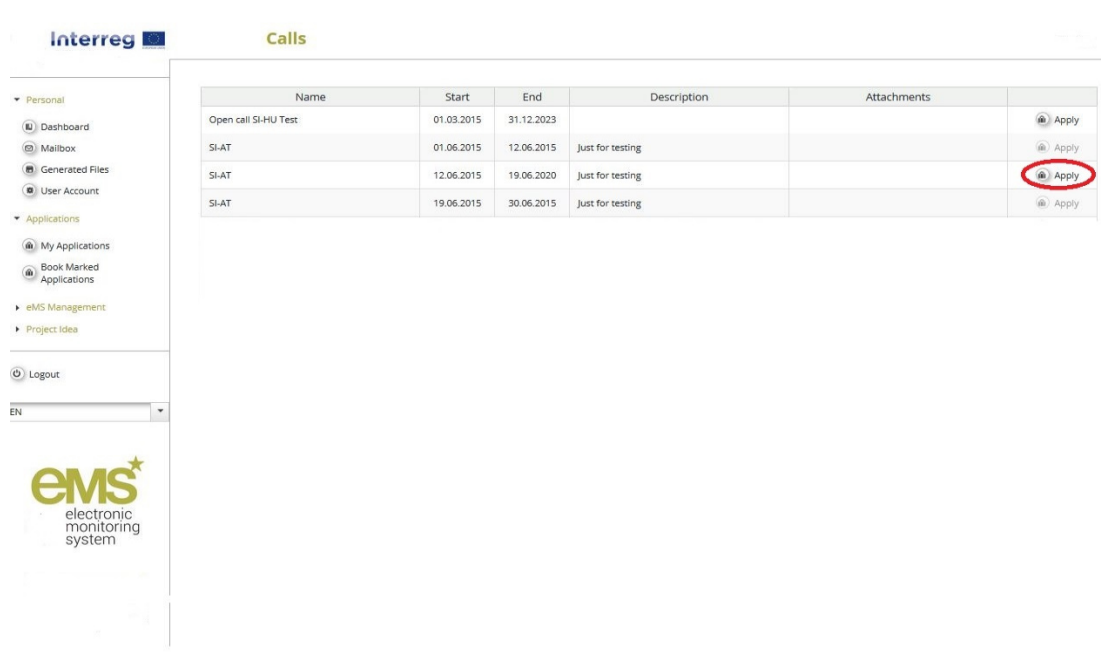When you enter the eMS you will see the following screen:

On the left is the navigation sector, on the right side are the Project overview, the Mailbox and the Calendar. By clicking on "Applications" you can see your Applications.

To create a new AF you have to click "Add Project", then you will get the following screen:
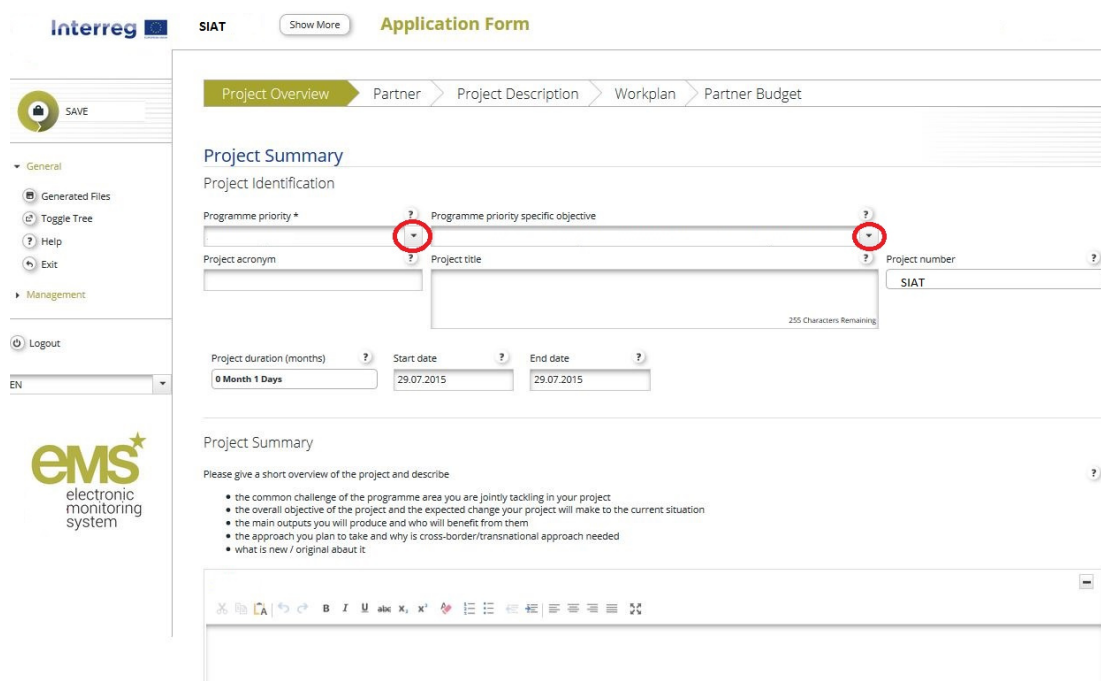
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PART A – Project overview

By clicking "Apply" the next screen will appear, which includes the project identification, such as project title, acronym, number, duration and selection of programme priority axis and specific objective:

The AF can only target one priority axis and one programme specific objective of the CP Interreg SI-HU. In the fields "Programme priority" and "Programme priority specific objective" they can be selected from the drop-down menus. The "Project title" and "Project acronym" should be short and straightforward since, if selected for co-funding, this will be the official name of the project during the whole implementation. The project duration can be defined in the fields "Start date" and "End date". The field "Project duration" will be filled in automatically. When defining the project duration, have in mind, that only within the

project duration the expenditures are eligible. The field "Project number" will be filled in automatically, when you click the save button.
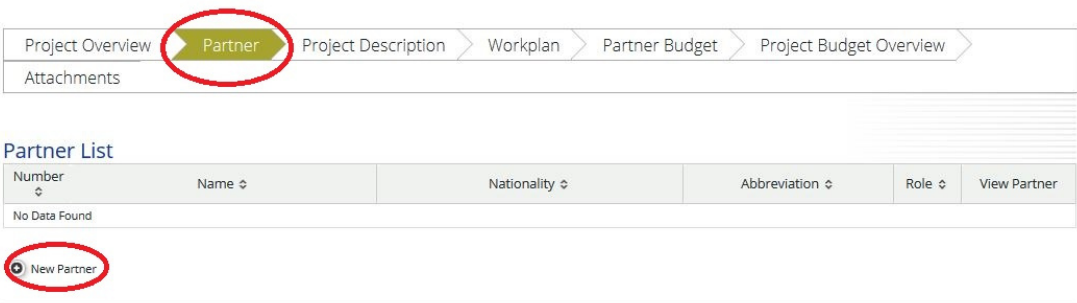
Remember to SAVE

In the field "Project summary" give a short overview of the project (in Slovene, Hungarian and English language) 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 who will benefit from them;
- the approach you plan to take and why is cross-border approach needed;
- what is new/original about it.

PART B – Project Partners

The next step is to fill in the "Partner section". Therefore, you have to click on the button "Partner" as appears on the following print screen:
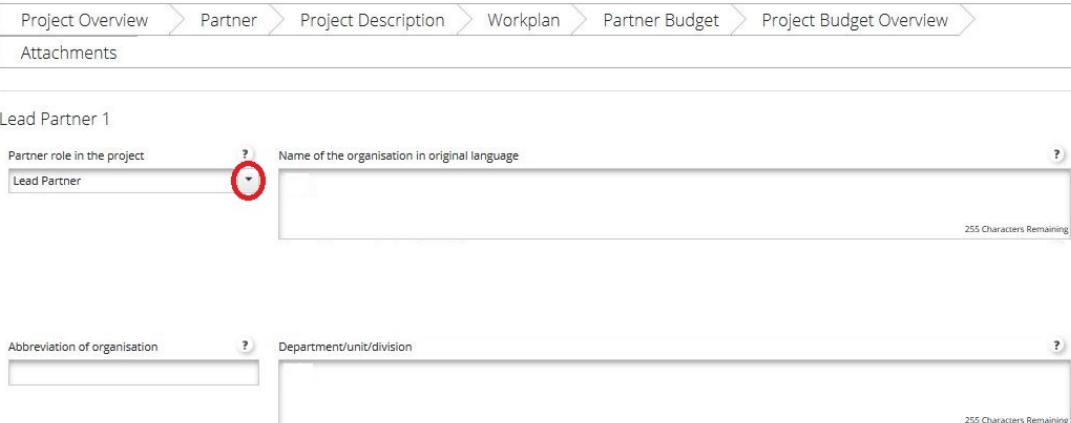
Click "New Partner" to add a new Project Partner. This section contains information about the Project Partner.

For each Project Partner the role in the project can be defined with the drop-down list (either Lead Partner or Project Partner). The field "Department/unit/division" has to be filled in only, if applicable.

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The data needed for the fields "NUTS regions", "Type of partner", "Recover VAT", "Co-financing source" and "Legal status" can be selected from the drop-down lists. For all other fields input has to be provided or they are filled in automatically. To add a Project Partner outside the programme area click the box "From all regions" which is marked with a red arrow in the print screen above.

In the field "Experiences of Partner" it has to be described which are the project partner's thematic competences and experiences relevant for the project, in the field "Benefit" it has to be described what the benefit for the organisation from participating in the project is and also if a partner is located outside the eligible area his participation in the project has to be justified. In the field "Other international projects" the organisation's experience in participating in and/or managing EU co-financed projects or other international projects has to be described.

Remember to SAVE

To create an additional new partner, press again the button "Partner" and then "New Partner" and repeat the procedure explained in the "Partner section".

PART C – Project description

The applicants have to provide information on how well the project contributes to the objectives of the CP Interreg SI-HU. The project description includes the following sections:

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Project Relevance, Project Focus, Project Context and Horizontal Principles. To get to this sections, go on the field "Project Description" and select one of them.

PART C.1 – Project Relevance:

Territorial Challenge – The applicants should explain, what are the common territorial challenges that will be tackled by the project. Please describe the relevance of the project for the programme area in terms of common challenges and/or opportunities addressed.

Project Approach – The applicants should answer, how the project tackles the 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 and in what way the approach goes beyond existing practice in the sector/programme area/participating countries.

Cooperation Reason – The applicants should answer, why cross-border cooperation is 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 describe what benefits the Project Partners/target groups/ project area/programme area gain in taking a cross-border approach.

Cooperation Criteria – At least three of four cooperation criteria must be fulfilled for the project to be eligible for co-funding. Please mark them in the eMS and describe how you will fulfil them. The cooperation criteria are described in Part 2, chapter 1.5.

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PART C.2 – Project Focus:

The section "Project Focus" presents the intervention logic of the project which is composed of the following elements:

- Project overall objective
- Project main results
- Project specific objectives

In this section the applicant has to define the project objectives (main objective and specific objectives) as well as the expected project results.

The field "Programme Priority Specific Objective" is filled in automatically from section A. It has to be ensured that the project overall objective is fully consistent with the selected programme specific objective. For the field "Programme result" you can select one programme result indicator, your project will contribute to, from the drop-down list.

In the field "Project overall objective" the overall context for what the project aims to achieve has to be defined. It describes the long term objective the project seeks to support and relates to the strategic aspects of the project. It has to be in line with programme specific objective and result. In the field "Project main results" it has to be written, what the main project results are and how they link to the programme result indicator. Specify one or more project results and describe their contribution to the programme result indicator.

The Project specific objective describe the immediate objective sought by the project, which can be realistically achieved within the project lifetime through development of the project outputs. It should be verifiable at the end of a project, whether the specific objective was achieved or not. Each project specific objective has to clearly contribute to the project overall objective. In the eMS it is possible to define maximum 3 project specific objectives and their explanations.

In the eMS the sustainability and transferability of outputs and results are also under the section "Project focus":

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In this two fields the applicant has to describe, how the project will ensure that project outputs and results have a lasting effect beyond project duration. Please describe concrete measures (including institutional structures, financial resources, etc.) taken during and after project implementation to ensure and/or strengthen the durability of the project outputs and results. If relevant, explain who will be responsible and/or who will be the owner of results and outputs, how the project will ensure that project outputs and results are applicable and replicable by other organisations/regions/countries outside of the current partnership. Please describe to what extent it will be possible to transfer the outputs and results to other organisations/regions/countries outside of the current partnership.

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PART C.3 – Project Context:

In the field "Project Context" the project's contribution to relevant strategies and policies has to be described; in particular, those concerning the project or programme area (e.g. EU Strategy for the Danube Region, EU Strategy for the Alpine Region, etc.). In the field "Synergies" it has to be written, what the synergies with past or current EU and other projects or initiatives the project makes use of are. In the field "Knowledge" the experiences/lessons learned the project draws on, and other available knowledge the project capitalises on have to be described.

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PART C.4 – Horizontal Principles:

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

- ✓ Sustainable development
- ✓ Equal opportunity and non-discrimination
- ✓ Equality between men and women

In the AF a self-assessment on the respect of the above principles has to be performed. The contribution can be neutral, positive or negative and it has to be justified.

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PART D – Work plan
PART D.1 – Work package List

The project work plan describes the activities which will be performed by the project in order to deliver the outputs necessary for achieving the project specific objectives. The work plan is composed of a set of work packages. Two of them are pre-defined (management and communication) others can be defined by the applicants.

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

- Work package objective

- Clear roles and responsibilities of Project Partners

- Composed by a number of activities (recommended range of not more than 4-6 activities per work package)

- Must produce at least one output (only applicable to thematic work packages)

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- Defined by a start and end date

- Logical linkage with other work packages

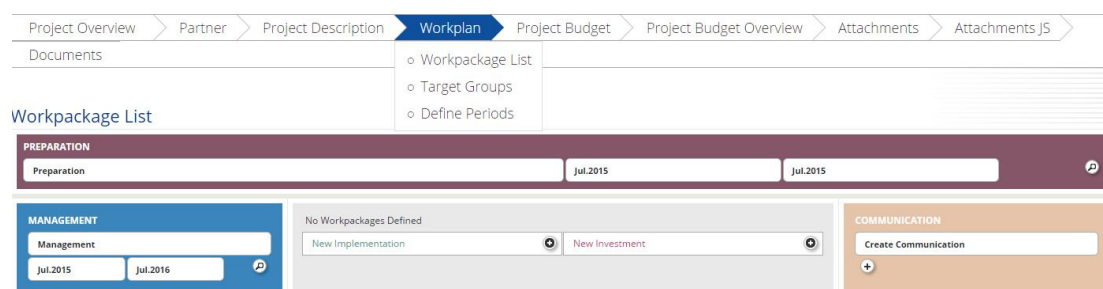The definitions of project outputs, project activities and project deliverables:

Project outputs - are the tangible deliverables of the project which contribute to the results. They are directly deriving from the activities carried out in the project. They do not lead to a qualitative judgment on the project's results. In other words, it is not because the project organises a high number of workshops (output) that it will necessarily be successful. Outputs are typically measured in physical units such as the number of seminars, site visits, conferences, participants, publications, good practices identified, or policies addressed.

Project activities - Each work package is divided into activities (not more than 3-5 activities per work package are recommended). Activities have to lead to the development of one or more project outputs. For each activity the start and the end month as well as the indicative costs must be specified.

Project deliverables - Each activity should include one or more deliverables (e.g. analysis report, feasibility study, etc.) that contribute to the achievement of the project outputs. All small steps of a single activity, such as stakeholder meeting documentations, working groups, etc., do not need to be listed as separate deliverables, but should be aggregated into one deliverable, e.g. a qualitative report describing the stakeholder involvement. Are the outcomes obtained following the implementation of project activities paid with project funds (i.e. strategy/action plan, tool, pilot action, training, etc.)?

Types of work packages:

The programme foresees five different types of work packages (Preparation, Management, Communication, Implementation and Investments). To get to the work package section, you have to press the button "Workpackage List" and you get a work package overview list. By clicking the "magnifying glass icon" you will be able to enter the individual work package menu.

The **"Preparation"** work package is pre-defined and you cannot change the name of this work package. The responsible partner for this work package is always the Lead Partner, but the partnership has the opportunity to add all Project Partners to be involved in this work package.
Project partners have to define the end and start date of the work package and give a summary description and objectives of the work package including explanation of how will partners be involved.
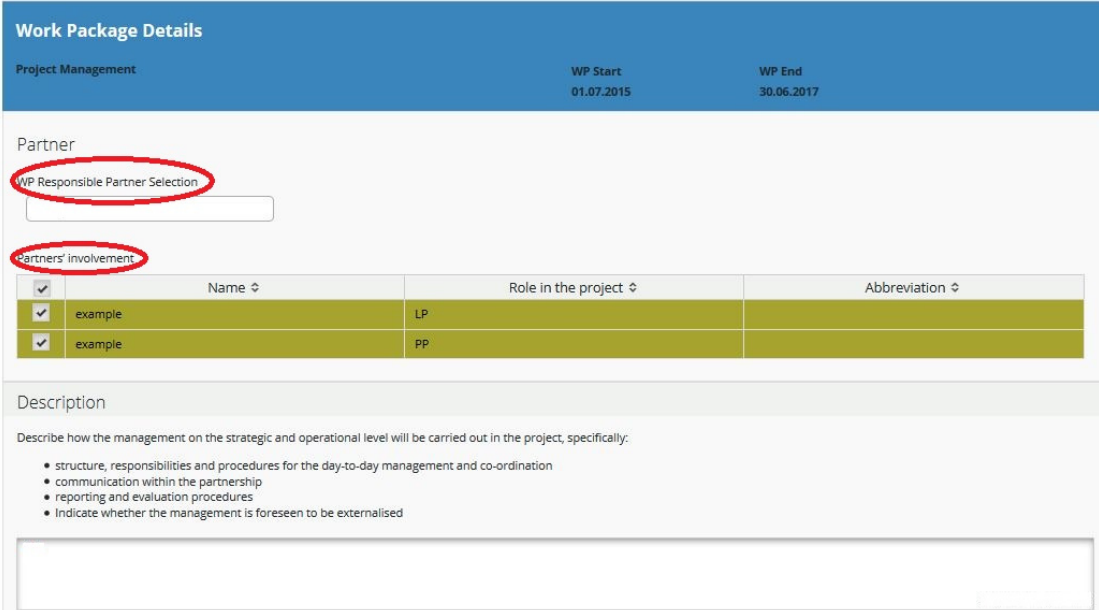
The **"Management"** work package is pre-defined and you cannot change the name of this work package. The responsible partner for this work package is always the Lead Partner, but

the partnership has the opportunity to add all Project Partners to be involved in this work package.

Management M

Work Package Details

Project Management	WP Start 01.07.2015	WP End 30.06.2017

Partner

WP Responsible Partner Selection

Partners' involvement

✔	Name ⇕	Role in the project ⇕	Abbreviation ⇕
✔	example	LP	
✔	example	PP	

Description

Describe how the management on the strategic and operational level will be carried out in the project, specifically:

- structure, responsibilities and procedures for the day-to-day management and co-ordination
- communication within the partnership
- reporting and evaluation procedures
- Indicate whether the management is foreseen to be externalised
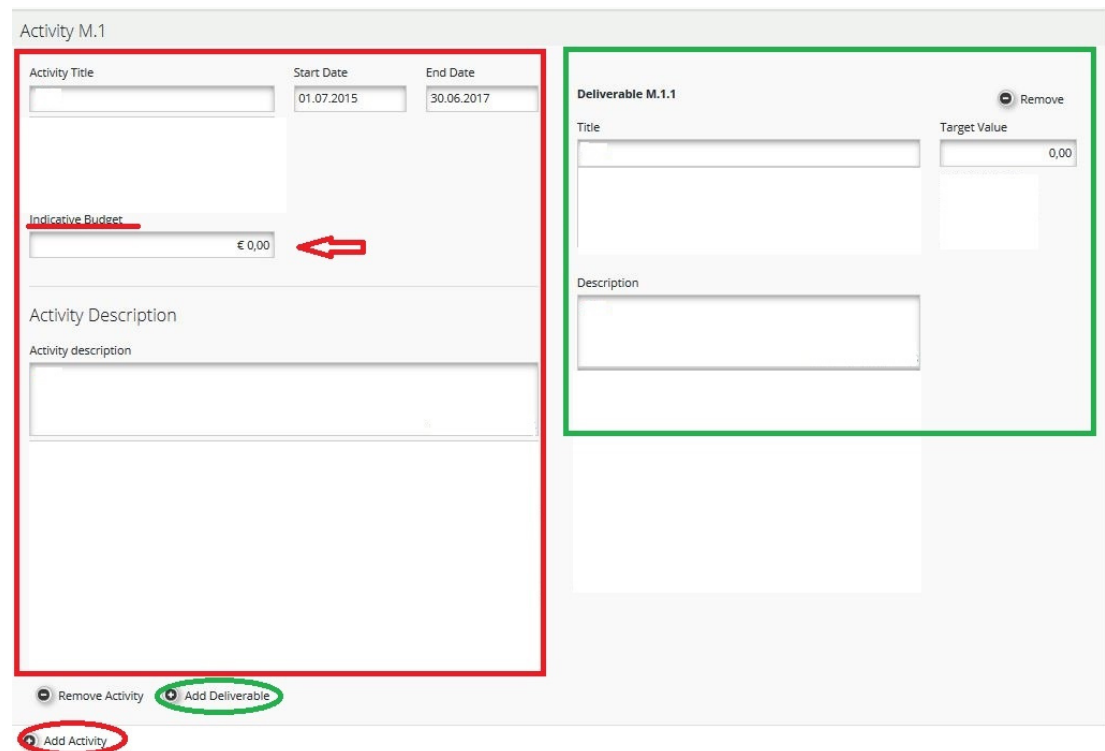
In the field "Description" it has to be described how the management on the strategic and operational level will be carried out in the project, specifically:

- ✓ structure, responsibilities and procedures for the day-to-day management and coordination;
- ✓ communication within the partnership;
- ✓ reporting and evaluation procedures;
- ✓ risk and quality management;
- ✓ indicate, whether the management is foreseen to be externalised.

The next step is to define an activity (marked red in the print screen below). For each activity the respective deliverables have to be defined (marked green in the print screen below). One activity can have more deliverables and can be added with the button "Add Deliverable".

Please have in mind that within the management work package no outputs are to be foreseen. Project outputs are only related to implementation achievements and are therefore only to be included in the implementation work packages. More activities can be added with the button "Add Activity".

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In the field "Indicative Budget" the expected value of total cost for each activity for the whole project partnership has to be entered.

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The next obligatory work package is the "Communication" work package.
The "Communication work package" is pre-defined and you cannot change the name of this work package. The project partnership can select the responsible partner for this work package and has the opportunity to add all Project Partners to be involved in this work package.

In the field "Summary" a summary description and objectives of the work package have to be described, including the explanation on how partners will be involved in activities carried out and the contribution of each partner.

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Communication C

Work Package Details

Communication			WP Start	WP End
			01.07.2015	30.06.2017

Partner

WP Responsible Partner Selection

[▾]

Partners' involvement

	Name ⇕	Role in the project ⇕	Abbreviation ⇕
✓	example	LP	
☐	example	PP	

Summary

Summary description and objectives of the work package including explanation of how will partners be involved. (who will do what)

The next step is to define for each "Project specific objective" (which is filled in automatically from the section C.2) the communication objectives. Communication objectives, approaches and activities are described below.
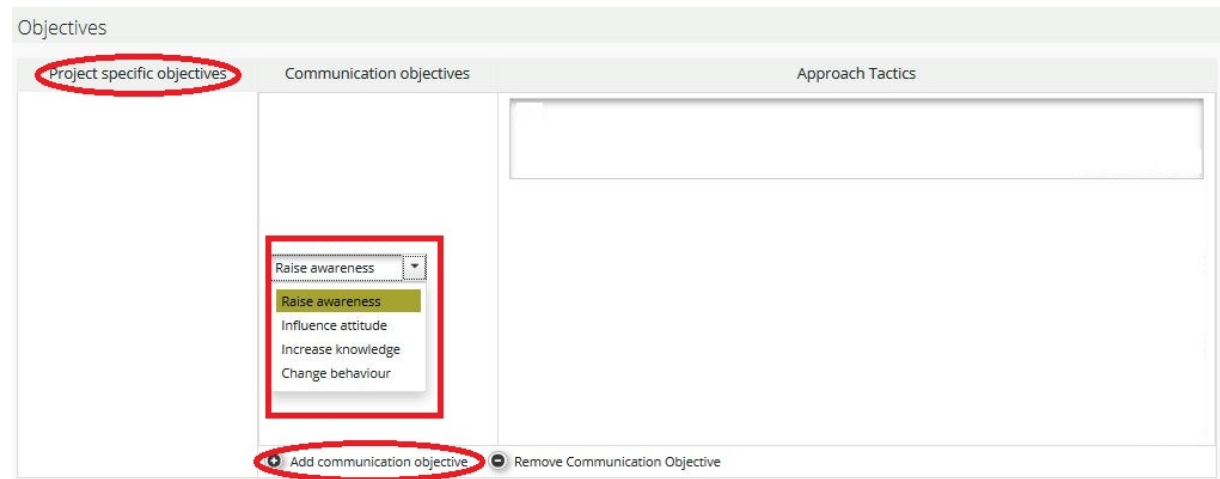
Communication objectives: What can communication do to reach a specific project objective? The first step is to determine what a project would like to achieve by communicating. To facilitate the choice of communication objectives for the projects, the programme has pre-defined four basic objectives:

- ✓ Raise awareness
- ✓ Increase knowledge
- ✓ Influence attitude
- ✓ Change behaviour

For each specific project objective one or two of the above communication objectives might be chosen. For each communication objective the approach has to be further specified in the next step.

Under the field "Approach Tactics" it has to be described, how communication objectives can be reached in view of a specific audience. Which channels and tactics are to be used for reaching which audience? Defining the methodological approach requires a closer look at your audiences' habits, environments, attitudes, etc. The aim is to identify the best ways of how to get messages across to them. The project should shortly describe what kind of approach it plans to follow to reach the chosen objective.

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Communication activities - With which concrete tools and activities can an approach be implemented best? Activities and tools come at the very end of the planning process. The project should think creatively about specific kinds of events, digital measures or any other communication activity that helps you to implement the approach you defined.

To facilitate the choice of communication activities for the projects, the programme has pre-defined clusters of basic activities (marked red in the print screen below) from which the projects have to choose:

- ✓ **Start-up activities** include the preparation of a communication strategy at the project kick-off phase. Furthermore, basic communication tools including the project website as well as office materials (event materials, etc.) will have to be implemented according to a binding project design manual provided by the programme.
- ✓ **Publications** include any kind of printed and digital product, such as leaflets, brochures, books and studies, which carry information about the project and its outputs.
- ✓ **Public events** include any kind of conference, campaign, road show or other larger- scale event activity, which communicate the project and its outputs to wider audiences.
- ✓ **Promotional materials** should be clearly linked to awareness-raising on the project's overall objective and have to be listed under deliverables.
- ✓ **Digital activities** include any kind of social media and multimedia activity (e.g. videos, animations, the project website, etc.).

For each activity the respective deliverables have to be defined (marked green in the below print screen), for example the cluster "Publications" could be broken down into "Studies", "Leaflets", "Infographics" or other fitting deliverables. It is important to quantify these specific deliverables and to briefly describe them. Please indicate also to which communication objective a specific deliverable will contribute.

One activity can have more deliverables and can be added with the button "Add Deliverable". Please have in mind that within the communication work package no outputs are to be foreseen. Project outputs are only related to implementation achievements and are therefore only to be included in the implementation work packages. More activities can be added with the button "Add Activity".

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In the field "Indicative Budget" the expected value of total cost for each activity for the whole project partnership has to be entered.

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Implementation work packages describe the core "thematic" activities carried out within the project and the related outputs. Implementation work packages must be limited to a maximum of five. The work package title should reflect the strategic cross-border focus and the intended results of the work package rather than the planned activities. The project partnership can select the responsible partner for this work package and has the opportunity to add all Project Partners to be involved in this work package.

In the field "Summary" a summary description and objectives of the work package have to be described, including explanation on how partners will be involved in activities carried out and the contribution of each partner.

The next step is to describe project main outputs that will be delivered based on the activities carried out in this work package. For each project main output a programme output indicator should be chosen (drop-down list – marked green). Please note that the programme and project output indicators need to have the same measurement unit.

Each implementation work package must have at least one project main output, with the button "Add Output" you can add more outputs. One output can be related to max. 2 programme output indicators and can be added with the button "Add output indicator". Attention should be paid to how outputs can be used by the target groups addressed.

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The target groups can be selected from the drop-down list and it has to be described, how the target groups (and other stakeholders) will be involved in the development of the project main outputs.

The next step is to define an activity (marked red in the print screen below). For each activity the respective deliverables have to be defined (marked green in the print screen below). One activity can have more deliverables and can be added with the button "Add Deliverable". More activities can be added with the button "Add Activity".

In the field "Indicative Budget" the expected value of total cost for each activity for the whole project partnership has to be entered.
To remove a work package press the button "Remove Workpackage".

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Investment work packages – valid only for investments under the budget line "Infrastructure and works". Other investments (equipment) should be described in other work packages and be linked to a deliverable.

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All other costs concerning an investment, but belonging to other budget lines, should be included under the implementation work package to which the investment is linked.

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

The project partnership can select the responsible partner for this work package and has the opportunity to add all Project Partners to be involved in this work package. In the field "Summary" a summary description and objectives of the work package have to be described, including explanation on how partners will be involved in activities carried out and the contribution of each partner.

The next step is to fill in the "Justification", where the need for investment to achieve project objectives and results has to be explained. Describe clearly the cross-border relevance of the investment. Describe who is benefiting (e.g. partners, regions, end-users, etc.) from this investment and in what way. In case of pilot investment(s), 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.

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In the fields "Location of investment" choose the NUTS regions from the drop down lists. The exact location of the investment (address) has to be filled in the marked (red arrow) field.

It is also important to give some information about the risk associated with investment (including potential negative effects on the environment and mitigation measures), the investment documentation and the ownership.

The next step is to describe project main outputs that will be delivered based on the activities carried out in this work package. For each project main output a programme output indicator should be chosen (drop-down list – marked green). Please note that they need to have the same measurement unit.

Each investment work package must have at least one project main output, with the button "Add Output" you can add more outputs. One output can be related to max. 2 programme output indicators and can be added with the button "Add output indicator".

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Attention should be paid to how outputs can be used by the target groups addressed.

The target groups can be selected from the drop-down list and it has to be described, how the target groups (and other stakeholders) will be involved in the development of the project main outputs.

The next step is to define an activity (marked red in the print screen below). For each activity the respective deliverables have to be defined (marked green in the print screen below). One activity can have more deliverables and can be added with the button "Add Deliverable". More activities can be added with the button "Add Activity".

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In the field "Indicative Budget" the expected value of the total cost for each activity for the whole project partnership has to be entered.
To remove a work package press the button "Remove Workpackage".

Remember to SAVE

PART D.2 – Target Groups
To get to this section you have to click the button "Target Groups".

This section provides an aggregation of the target groups which have been specified within the implementation and investment work packages for the outputs obtained in these.

A list of the target groups which were chosen within the implementation and Investment work packages is automatically displayed. Those target groups should be further specified at the level of the entire project, including also an estimation of the target value set for targeting each group. The target value should only reflect an active involvement of target groups, e.g. interviews, workshops, participation on trainings, etc.
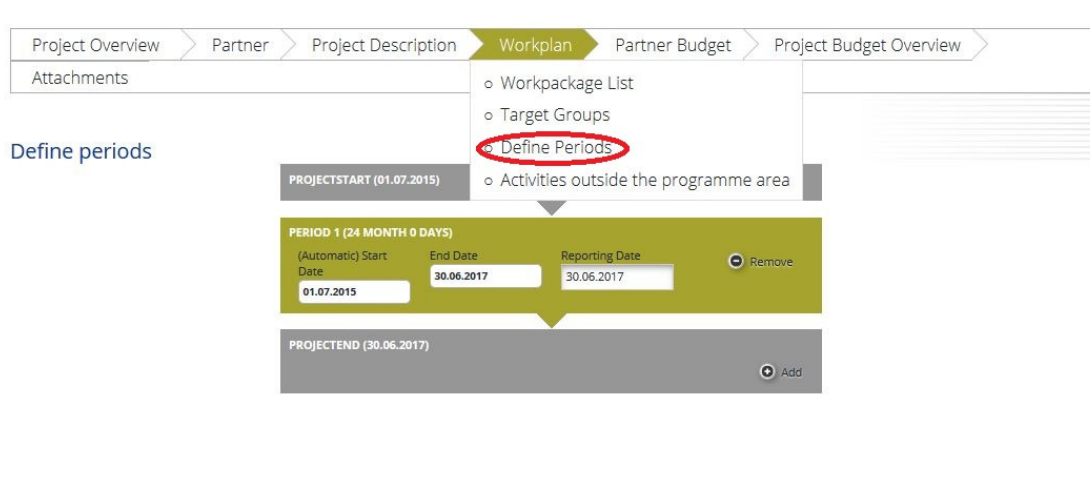
Remember to SAVE

PART D.3 – Define Periods
Out of technical reasons, in order to be able to fill-in section E/F "Budget" you have to firstly open section D.3. To get to this section you have to click the button "Define Periods". To add a period you have to click on the button "Add".

The reporting period has to be 6 month. The reporting date should be 5 months after the end date of the reporting period.

PART 3 APPLICATION AND ASSESSMENT
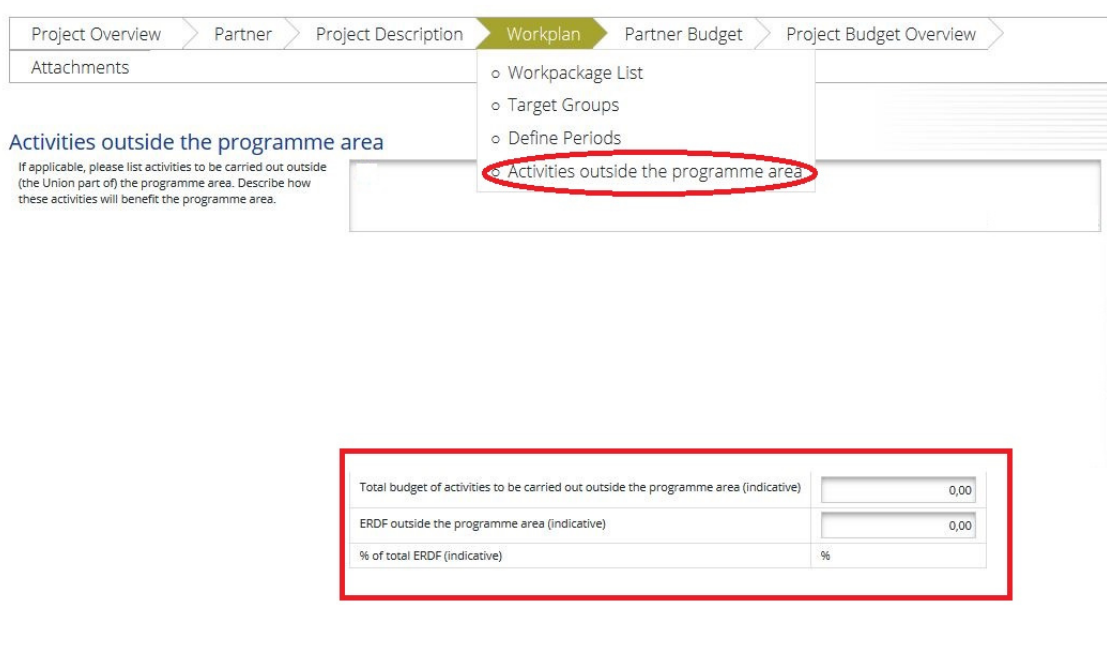
Remember to SAVE

PART D.4 – Activities outside the programme area

To get to this section you have to click the button "Activities outside the programme area".

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

- What are the benefits for the programme area?

- Why are those activities essential for the implementation of the project?

The indicative ERDF allocated to such activities within the project shall also be indicated under this section.
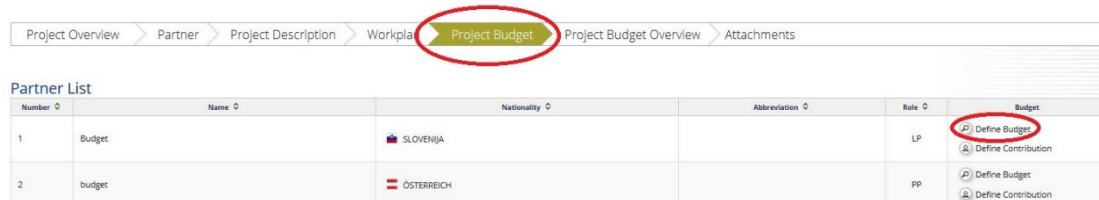
Remember to SAVE

PART 3 APPLICATION AND ASSESSMENT

PART E/F – Project Budget

The starting point for the project budget section is section E "Project Budget". In order to fill in the budget section the applicants **first** have to fill in the following sections of the AF:

- Section B **"Partner"** (at least the <u>organisation data has to be provided</u>),
- Section D **"Workplan"** (at least <u>project work packages and reporting periods</u> must be defined).

To enter the budget of the partner click on "Define Budget" for the selected partner for which you want to enter the budget.

At first, you have to choose the Budget flat rates (click the box marked with the red arrow). The flat rate for "Office and administration" is fixed at 15 % of eligible direct "Staff costs" (blue arrow). It is also important to choose whether the concerned partner organisation will charge staff costs to the project according to real costs or flat rate. Project Partners who want to use the flat rate for "Staff costs" have to click the box marked with the green arrow. Please note that, after the submission of the AF, **the partner will not have the possibility to change this choice anymore**.

The budget of each partner is broken down into budget lines, work package and reporting period. At this point three tables will be displayed on the screen. The Project Partner can enter the partner budget only in the first table. The other two tables will be automatically updated once budget data is entered.

How to fill in the Budget lines?

Budget line "Staff costs": By clicking on the "Add" button (marked red in the print screen below) a pop-up window will open, where the applicant can define the staff function and give a short description.

Remember to SAVE

PART 3 APPLICATION AND ASSESSMENT

To edit the staff function click on the "Edit" button (marked with a red arrow). It is also possible to remove a staff function with the "Remove" button (marked with a blue arrow). To enter the costs click on the "Edit" button marked with the green arrow. For each staff function the "Staff Type" and the "Unit Type" has to be defined. The fields "Unit" and "Amount Per Unit" also have to be filled in, the field "Total" is calculated automatically. You have to repeat this procedure for all reporting periods and work packages for each staff function.

Remember to SAVE
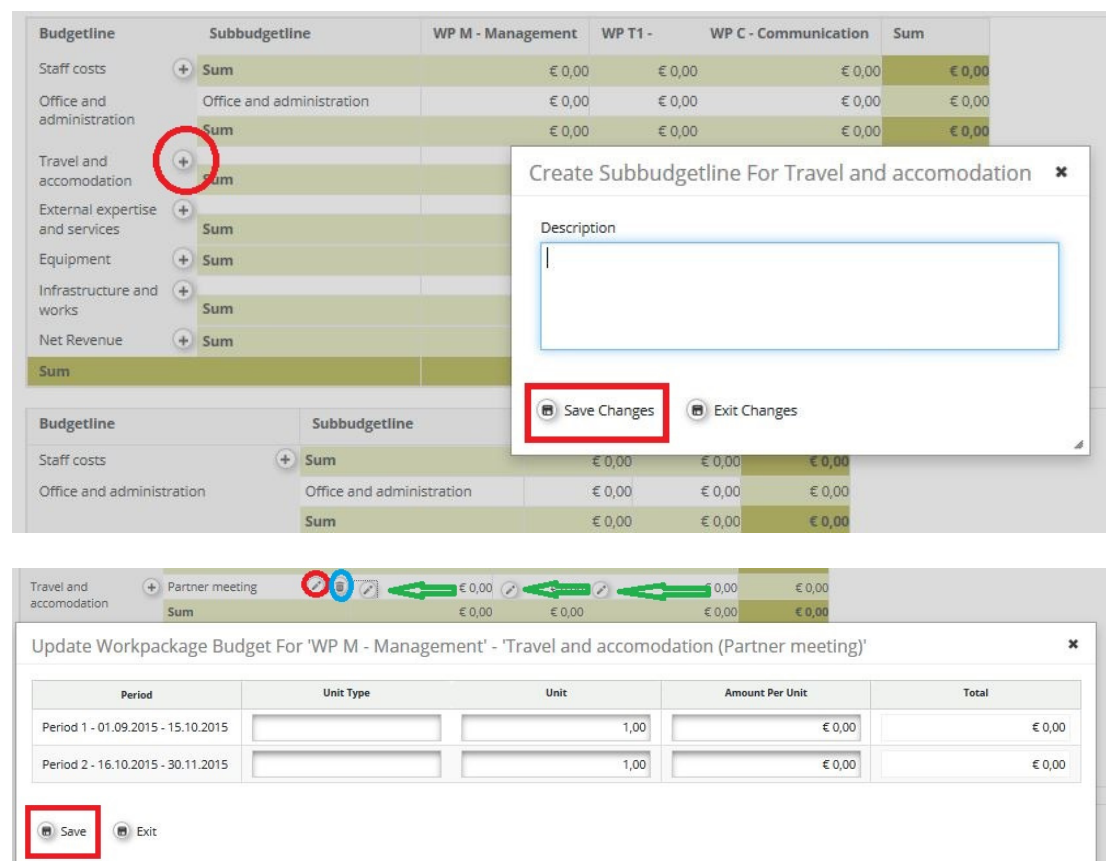
Partner institutions choosing the flat rate option for reimbursement of staff costs cannot enter data, since the budget allocated to this budget line is automatically calculated.

Budget line "Office and administration": Data cannot be entered since the budget allocated to this budget line is automatically calculated.

Budget line "Travel and accommodation costs": By clicking on the "Add" button (marked red in the print screen below) a pop-up window will open, where the applicant can give a short description of the "Travel and accommodation" sub-budget line.
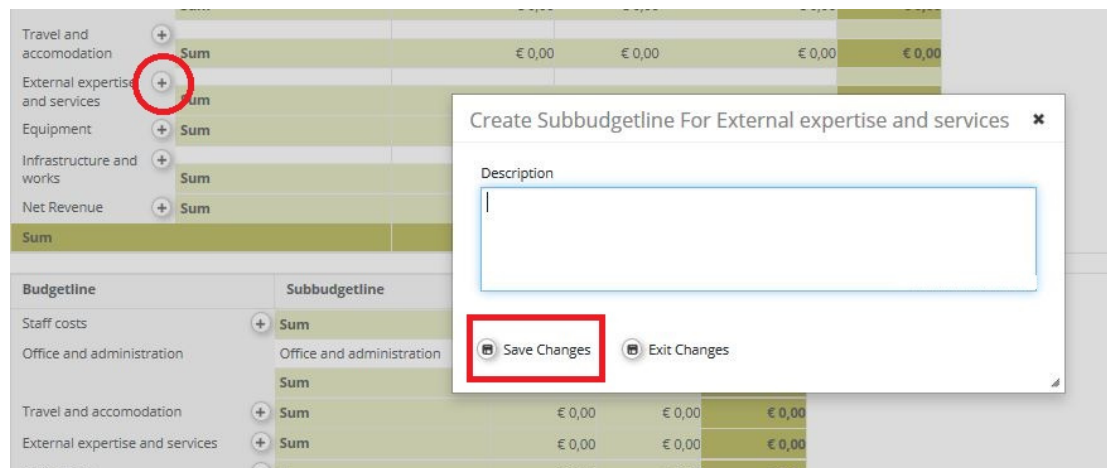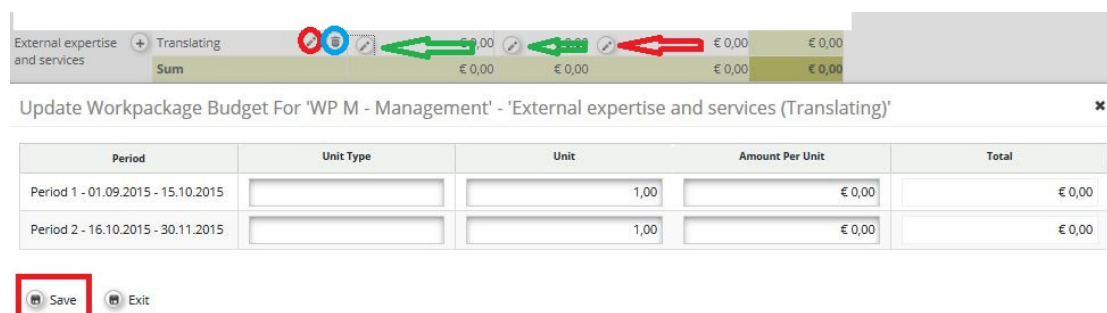
To edit the "Travel and accommodation" sub-budget line click on the "Edit" button (marked red). It is also possible to remove a "Travel and accommodation" sub-budget line with the "Remove" button (marked blue). To enter the costs click on the "Edit" button marked with the green arrows. The applicant has to fill in the fields "Unit Type", "Unit" and "Amount Per Unit". The field "Total" is calculated automatically. You have to repeat this procedure for all reporting periods and work packages for each "Travel and accommodation" sub-budget line.

Remember to SAVE

Budget line "External expertise and services": By clicking on the "Add" button (marked red in the print screen below) a pop-up window will open, where the applicant can give a short description of the "External expertise and services" sub-budget line.

PART 3 APPLICATION AND ASSESSMENT
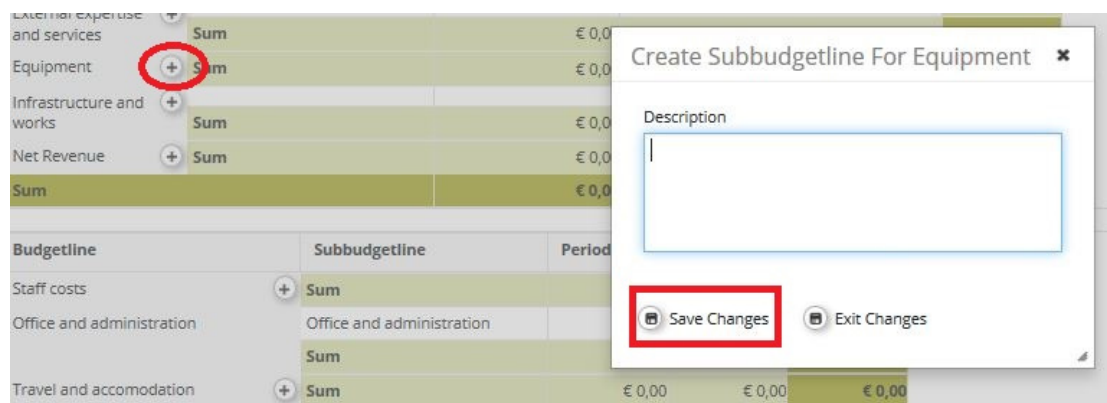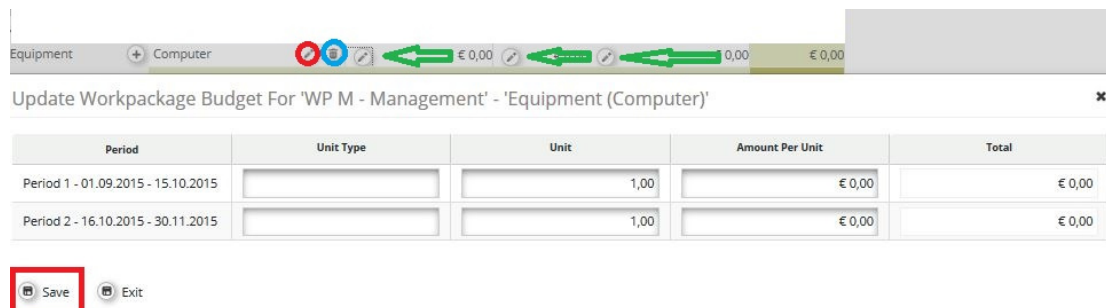
To edit the "External expertise and services" sub-budget line click on the "Edit" button (marked red). It is also possible to remove an "External expertise and services" sub-budget line with the "Remove" button (marked blue). To enter the costs click on the "Edit" button marked with the green arrow. The applicant has to fill in the fields "Unit Type", "Unit" and "Amount Per Unit". The field "Total" is calculated automatically. You have to repeat this procedure for all reporting periods and work packages for each "External expertise and services" sub-budget line. Also the preparation costs should be included under this budget line.

Remember to SAVE

Budget line "Equipment": By clicking on the "Add" button (marked red in the print screen below) a pop-up window will open, where the applicant can give a short description of the "Equipment" sub-budget line.
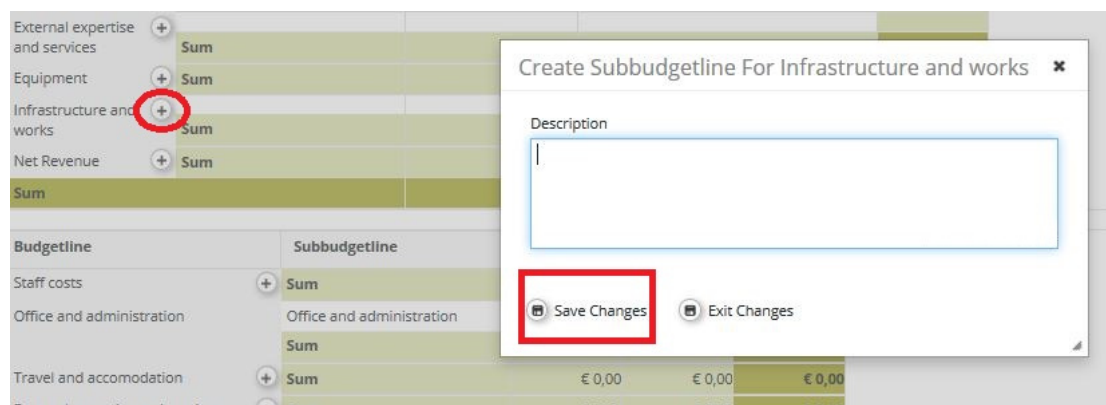
PART 3 APPLICATION AND ASSESSMENT

To edit the "Equipment" sub-budget line click on the "Edit" button (marked red). It is also possible to remove an "Equipment" sub-budget line with the "Remove" button (marked blue). To enter the costs click on the "Edit" button marked with the green arrows. The applicant has to fill in the fields "Unit Type", "Unit" and "Amount Per Unit". The field "Total" is calculated automatically. You have to repeat this procedure for all reporting periods and work packages for each "Equipment" sub-budget line.

> **Remember to SAVE**
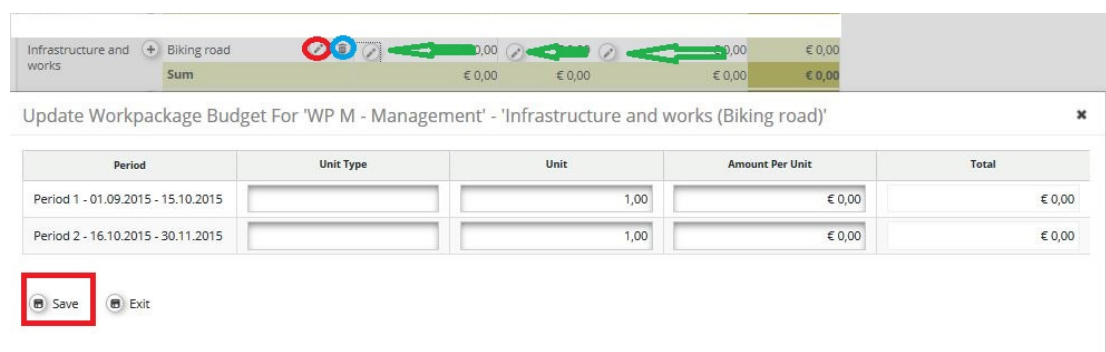
Budget line "Infrastructure and works": By clicking on the "Add" button (marked red in the print screen below) a pop-up window will open, where the applicant can give a short description of the "Infrastructure and works" sub-budget line.
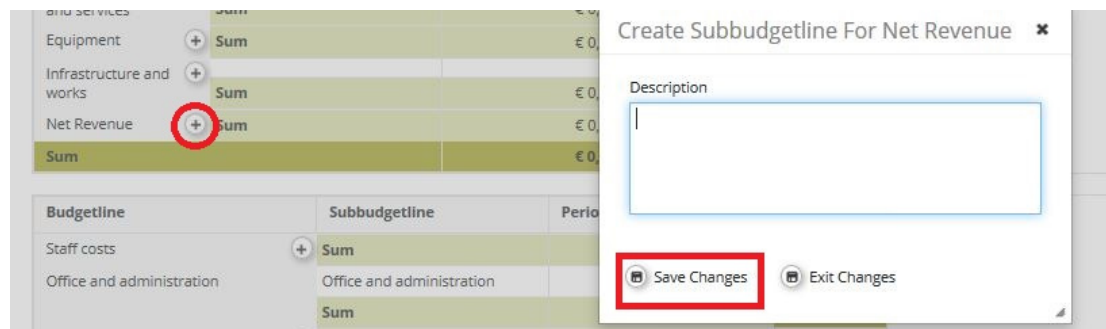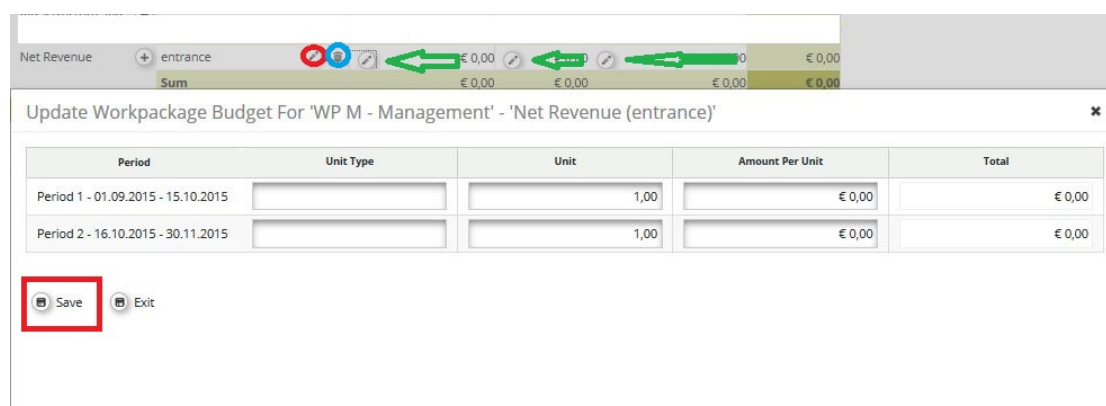
To edit the "Infrastructure and works" sub-budget line click on the "Edit" button (marked red). It is also possible to remove an "Infrastructure and works" sub-budget line with the "Remove" button (marked blue). To enter the costs click on the "Edit" button marked with the green arrows. The applicant has to fill in the fields "Unit Type", "Unit" and "Amount Per

Unit". The field "Total" is calculated automatically. You have to repeat this procedure for all reporting periods and work packages for each "Infrastructure and works" sub-budget line.

Remember to SAVE

Net Revenue: In case that the project is expected to generate revenues the expected net revenues must be included in the relevant category in the budget table. By clicking on the "Add" button (marked red in the print screen below) a pop-up window will open, where the applicant can give a short description of the "Net Revenue" sub-budget line.

To edit the "Net Revenue" sub-budget line click on the "Edit" button (marked red). It is also possible to remove a "Net Revenue" sub-budget line with the "Remove" button (marked blue). To enter the costs click on the "Edit" button marked with the green arrows. The applicant has to fill in the fields "Unit Type", "Unit" and "Amount Per Unit". The field "Total" is calculated automatically. You have to repeat this procedure for all reporting periods and work packages for each "Net Revenue" sub-budget line.

Remember to SAVE

Once the partner budget is inserted, information on other co-financing type and source is to be included by clicking the "Define Contribution" button (marked red in the print screen below).

PART 3 APPLICATION AND ASSESSMENT

Under this section two tables are available. The first one (marked in the red box) presents the overall co-financing of the partner according to the applicable co-financing rate and it is automatically filled in by the system (marked with the red arrow). The second one (marked in the green box) refers to the partner co-financing sources and is to be filled in by the applicant. In the table on partner co-financing sources, the system by default includes the partner's own resources as co-financing source. To add other co-financing sources the applicant has to click on the "Add" button (marked green) under "Options" and fill in information on the type of source ("Source of Contribution"), the "Legal status" of the co-financing institution and the amount. Check carefully the consistency of the total amount of co-financing manually entered ("Total") with the amount automatically calculated ("Total Target Value"). **The amounts must be the same** (both rows marked with a green arrow).

Remember to SAVE

The overall project budget entered at partner level can be seen in section F "Project Budget Overview". Each budget table under section F is calculated automatically and can also be exported as an Excel file.

PART 3 APPLICATION AND ASSESSMENT

Project Budget Overview

Project budget summary ERDF

Partner			Programme Co-financing			Contribution					Total Eligible
						Public Contribution			Private Contribution	Total Contribution	
Partner	Partner Abbreviation	Country	ERDF	ERDF Co-Financing(percent)	Percentage Of Total ERDF	Automatic Public Contribution	Other Contribution	Total Public Contribution			
1 - Budget		SLOVENIJA	€ 97.750,00	85,00 %	100,00 %	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 115.000,00
2 - budget		ÖSTERREICH	€ 0,00	0,00 %	0,00 %	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Sub-total For Partners Inside			€ 97.750,00	–	100,00 %	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 115.000,00
Sub-total For Partners Outside			€ 0,00	–	0,00 %	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Total			€ 97.750,00	–	100,00%	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 115.000,00

Export

Project Budget Overview - Partner/Budget line

Partner	Co-financing Source	Staff costs	Office and administration	Travel and accomodation	External expertise and services	Equipment	Infrastructure and works	Total Budget	Net Revenue	Total Eligible
1 - Budget	ERDF	€ 100.000,00	€ 15.000,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 115.000,00	€ 0,00	€ 115.000,00
2 - budget	ERDF	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Total		€ 100.000,00	€ 15.000,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 115.000,00	€ 0,00	€ 115.000,00
Percentage Of Total Budget		86.96 %	13.04 %	0.00 %	0.00 %	0.00 %	0.00 %	100.00 %	0.00 % Of Total Budget	100.00 % Of Total Budget

Export

Project Budget Overview - Cofinancing/Budget line

Co-financing Source	Staff costs	Office and administration	Travel and accomodation	External expertise and services	Equipment	Infrastructure and works	Sum Financed Budget	Decreasing Net Revenue	Total Financed Budget
ERDF	€ 85.000,00	€ 12.750,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 97.750,00	€ 0,00	€ 97.750,00

Export

PART G – Attachments

For each project the Lead Partner has to upload the following annexes to the AF:

- Lead Partner Statement
- Project Partner Statement
- Partnership Agreement

The Applicant can do this in the section G "Attachments". With the button "Upload" the Lead Partner can upload the required annexes.

Attachments And Uploads

Attachments

+ Upload

Uploaded File List

Filename ⇕	Filetype ⇕	Date ⇕	User ⇕	Description	Options
No records found.					

PART 3 APPLICATION AND ASSESSMENT

How to submit the Application form

After all necessary fields are filled in, the data have to be checked. Click on the button "Check Saved Project". Then a new button will appear "Submit Checked Project". To submit the AF click on this button.
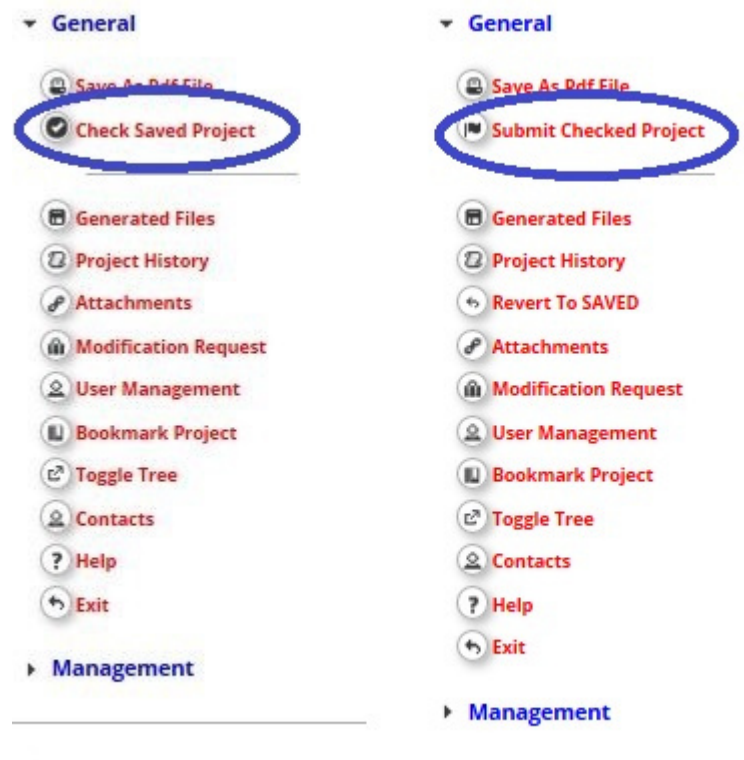
1.4 How to fill in the Annexes to the Application Form

1.4.1 Lead Partner Statement

Lead Partner Statement has to be signed by the statutory representative of the Lead Partner and stamped (if stamp is provided). Before signing the statement, read carefully the content and make sure the requirements and conditions concerning the Lead Partner are fulfilled. This form may not be altered or amended in any way.

1.4.2 Project Partner Statement

Each Project Partner stated in the Application Form has to fill in the Project Partner Statement, also the Lead Partner. Statement has to be signed by the statutory representative of the Project Partner and stamped (if stamp is provided). Before signing the statement, read carefully the content and make sure the requirements and conditions concerning the Project Partner are fulfilled.

This form may not be altered or amended in any way.

Please take note that:

- in **point 1** the legal status of the Project Partner organization has to be specified (according to the definitions in the Implementation Manual for Beneficiaries, part 1, point 1.4);
- in **point 2** sources of contribution for the implementation of the foreseen activities (besides the requested ERDF) need to be specified. In the provided table the amount of minimum 15% of the total costs has to be divided between own contribution of the Project Partner and other funding where the co-financing institution/s have to be mentioned;
- statement in **point 4a** is mandatory for each Project Partner;
- in **point 4b** mark and write, if the Project Partner in the previous three fiscal years received the state aid under the de minimis Regulation;
- in **point 5a** Project Partner Declaration about investments in infrastructure serves as the evidence about necessary investment documentation and administrative permit/s of the Project Partner according to the type of investment in infrastructure specified in the Application Form. By the submission of the Application Form no investment documentation or administrative permits shall be enclosed.

1.4.3   Partnership Agreement

Partnership Agreement is the written and legal contract between the Lead Partner and all Project Partners involved in the project and stated in the Application Form. Please note that the provided Partnership Agreement serves only as the template and can be amended in every article, if the involved parties agree on the additional amendments.

Partnership Agreement has to be signed by the statutory representative of the Lead Partner and each Project Partner. Before signing it, each party must read the content carefully and make sure the requested conditions are fulfilled. Partnership Agreement also has to be stamped (if stamp is provided).

1.5   Project assessment and contracting

1.5.1   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 application.

1.5.1.1 Administrative and eligibility check

All administrative and eligibility criteria have to be answered with **YES** or **NA** (not applicable). If only one field will be answered with **NO**, the project has to be rejected. The project will not be further assessed regarding the quality.

If there are some discrepancies or some documents are missing according to the administrative check, the application will be rejected in the eMS system as administrative not eligible without the request for clarification or supplements. The applicants have the possibility to submit the revised application again till one of the next deadlines.

PART 3 APPLICATION AND ASSESSMENT

Table 1: Administrative and eligibility criteria

Nr	Criteria	Description	Yes / No / NA
A	**Administrative criteria**	*Only valid is the application form submitted via eMS.*	
A1	Time frame	*Application is submitted in due time*	
A2	Completeness	*Application is completely filled in*	
A3	All obligatory annexes are submitted.	*Obligatory annexes must be signed by the authorised signatory, scanned and attached to the electronic Application form and be submitted by the deadline.* *Obligatory annexes[3]:* ✓ *signed Partnership agreement* ✓ *Lead Partner Statement* ✓ *Project Partner Statement*	
A4	The application package is compiled in the required language(s).	*The following documents must be bilingual (Hungarian and Slovenian):* ✓ *Application Form (all fields need to be filled in bilingual),* ✓ *signed Partnership agreement* ✓ *Lead partner Statement* ✓ *Project Partner Statement*	
A5	Administrative and formal data in the application package is consistent.	*Information presented in the application package documents (application form and annexes) is consistent.*	
B	**Eligibility criteria**		
B1	The project fulfils minimum requirements for partnership.	*At least one Hungarian and one Slovenian partner or an EGTC (registered in one of the participating countries, consisting of members from both Member states)*	
B2	The project fulfils minimum requirements for cooperation criteria	*At least 3 cooperation criteria are fulfilled: joint development (mandatory), joint implementation (mandatory), joint financing and joint staffing*	
B3	The Lead partner is eligible organisation.	*The Lead Partner is:* ✓ *national, regional or local public body (including EGTCs in the meaning of Article 2(16) EGTC Regulation), public equivalent body, non-profit organisation or other institution which on project level acts in public interest* ✓ *The lead partner must be located in the programme area[4]*	
B4	All project partners are eligible organisations.	*The Project Partners are:* ✓ *national, regional and local public bodies (including EGTCs in the meaning of Article 2(16) EGTC Regulation), public equivalent bodies, non-profit organisations or other institutions*	

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[3] given under criminal and financial responsibility

[4] The participation of a Lead Partner from outside of the programme area but from the participating countries can be justified if the partner is legally appointed and only authorized for a professional task and it is provided that it has legally defined competences or field of functions for certain parts of the eligible area.

		which on project level act in public interest	
		2. Partners are located in the programme area *If partners are located outside the programme area[5] a justification is given in the Application Form.*	
B5	Time limits are respected.	*Earliest project start date: 1st January 2015* *Project end date: no later than 31. 12. 2022.*	
B6	Project is assigned to programme priority and its specific objective.	*Thematically, project fits into one Priority Axis/Investment Priority and its specific objective within the programme.*	
B7	There is no evidence of double funding of activities.	*See declaration included in the Project Partner Statement*	

B8	Minimum and maximum budget requirements are respected.	1. *ERDF does not exceed 85% of ERDF, national counterpart is secured* (declaration about other contribution is enclosed)
		2. *Min. and max. amount of ERDF is respected.*
		  TO 6: *Min. - 50.000 of ERDF*
		    Max. - 2.000.000 of ERDF
		  TO 11: *Min. – 20.000 of ERDF*
		    Max. – 350.000 of ERDF	

Those project applications that fully comply with the administrative and eligibility criteria will be subject to quality assessment.

1.5.1.2 Quality assessment criteria

The quality assessment criteria measure the relevance and feasibility of the project. This is reflected in two types of assessment criteria (strategic and operational). The strategic assessment criteria will be split in two parts.

Strategic assessment

> *Strategic assessment* criteria are meant to determine the extent of the project's contribution to the achievement of the programme objectives. A strong focus is given to the result orientation of a project with the demand for visible outputs and concrete results.

> *Cooperation assessment* – reviews if the four cooperation criteria are fulfilled joint development, joint implementation, joint staffing and joint financing. Cooperation assessment reviews also the importance of the cross-border cooperation approach in respect to the results that cannot be achieved without cooperation or the cooperation has a significant added value for the project partners. It shall outline that there is a

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[5] *Organisations located outside the programme area but inside the European Union can become Project Partners only in duly justified cases. Please note that, in case of project approval, the effective participation of partners from EU regions outside the programme area is subject to the condition that the Member States where they are located accept all of the implementing provisions in relation to management, control and audit.*

PART 3 APPLICATION AND ASSESSMENT

clear benefit from cooperation between project partners, target groups and programme area and that the cross-border effect is demonstrated.

Operational assessment criteria review the viability and feasibility of the proposed project, as well as its value for money in terms of resources used versus results delivered.

As an overall approach it is stated, that only projects within one priority will be compared among themselves. This means that for each priority a different ranking list will be generated. Projects will be assessed by at least two JS members. The right and responsibility to reach the final decision about project approval/rejection/postponement/reserve list is the sole responsibility of the Monitoring Committee. Projects will be assessed according to the criteria in the tables 3-7.

The assessment grid is structured according to the concerned assessment criteria which are appraised using the following scale:

Table 2: The quality assessment scale

excellent	3 or 6	The application fulfils the given criterion to an excellent level and the provided information is sufficient, clear and coherent for assessing the criterion
sufficient	2 or 4	The application fulfils the given criterion to a sufficient level, however some aspects of the given criterion have not been met fully or not explained in full clarity or detail.
low	1 or 2	The application has serious shortcomings in fulfilling the given criterion and/or the provided information is of low quality.
insufficient	0	The application does not fulfil the given criterion/or information required is missing.

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

Table 3: Strategic assessment criteria

Assessment questions	Nr.	Guiding principles for assessment	Scores	Section in AF
Relevance and strategy	C1	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)	**0-2-4-6**	C.1.1. C.1.2
	C2	The project makes use of available knowledge and builds on existing results and practices	**0-1-2-3**	C.3.2. C.3.3.
Project's contribution to programme's objectives expected results and outputs	C3	The project overall objective clearly links to a programme priority specific objective	**0-1-2-3**	C.2.1.
	C4	The project results clearly link to a programme specific result indicator	**0-2-4-6**	C.2.1.
	C5	The project main outputs clearly link to the project specific objectives	**0-1-2-3**	C.2.1.
	C6	The project main outputs clearly link to programme output indicators	**0-2-4-6**	C.2.1.
	C7	Results and main outputs are specific (concretely defined and measurable) and realistic (it is possible to achieve them with given resources)	**0-1-2-3**	C.2.1. C.5, D
	C8	Project main outputs are durable (the proposal is	**0-2-4-6**	C.2.3. or

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		expected to provide a significant and durable contribution to solving the challenges targeted) – if not, it is justified.		C.5
	C9	The project makes a positive contribution to equal opportunities and non-discrimination or	**0-1**	C.4
		the project makes a positive contribution to equality between men and women or	**0-1**	C.4
		the project makes a positive contribution to sustainable development	**0-1**	C.4

Maximum Score is 39 Points (C1 – C9)

Table 4: IP specific eligibility criteria:

Assessment questions	Nr	Guiding principles for assessment	YES/NO
6c	C10	Small infrastructure developments are connected to the sustainable tourist valorisation of an element of natural or cultural heritage	
6c	C11	investments negatively affecting nature, fauna and flora, and biodiversity are accompanied by compensatory measures and damage mitigation	
6c	C12	For projects involving building construction and renovation, cost-optimal levels of energy performance according to Directive 2010/31/EU are ensured	

If the answer to these questions is NO the project will get zero points as final score.

Table 5: Specific guiding principles for the IP[6]

Assessment questions	Nr.	Guiding principles for assessment	Scores
6c	C13	The projects shall develop the touristic supply in the programme area, by diversifying the existing offer with additional elements, especially from areas less developed in terms of tourism	**0-2-4-6**
6c	C14	Project has a positive effect on the number of overnight stays in the programme area.[7]	**0-2-4-6**
6c	C15	The project respects the principles of environmental sustainability and is in line with the relevant environmental legislation of the two countries.	**0-2-4-6**
6c	C16	Project applies solutions which include measures for climate protection, climate adaptation, and for improving energy efficiency	**0-1-2-3**
6c	C17	Project involves building construction and renovation, and is going beyond cost-optimal levels	**0-1-2-3**
6c	C18	Project includes elements of fostering the inclusion of disadvantaged groups (including long-term unemployed, older workers, drop-outs and underqualified, people with disabilities, ethnic minorities, Roma, people with a	**0-1-2-3**

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[6] *The specific guiding principles are defined in Section 2 of the CP Interreg V-A SI-HU, for this reasons the applicants should pay special attention to this principles when preparing the application.*

[7] *Wherever already existing and in place, visitors' management plans for the tourist attraction sites targeted by the projects shall be revised, in order to mitigate the negative effects of increase in the tourist inflow.*

		migration background and people living in deep poverty) and gender mainstreaming as set out in the EQUAL Guide on Gender Mainstreaming.	
11b	C19	Project clearly aims at developing the institutional capacity of the partners involved.	**0-2-4-6**
11b	C20	Considering the existing experience in cross-border cooperation in the area, the project intends to capitalize on the results of the projects implemented in the past.	**0-2-4-6**
11b	C21	The project respects the principles of environmental sustainability and is in line with the relevant environmental legislation of the two countries.	**0-2-4-6**
11b	C22	Project is intended to capitalize on the results of the projects implemented in the past.	**0-1-2-3**
11b	C23	Project includes elements of fostering the inclusion of disadvantaged groups (including long-term unemployed, older workers, drop-outs and underqualified, people with disabilities, ethnic minorities, Roma, people with a migration background and people living in deep poverty) and gender mainstreaming as set out in the EQUAL Guide on Gender Mainstreaming.	**0-2-4-6**

Maximum Score is 27 Points per IP (C13-C23)

Table 6: Cooperation selection criteria

Assessment questions	Nr.	Guiding principles for assessment	Scores	Section in AF
Cooperation character and partnership approach	C24	The importance of the cross-border approach to the topic addressed is clearly demonstrated; the results cannot (or only to some extent) be achieved without cooperation	**0-2-4-6**	C.1.3
	C25	There is a clear benefit from cooperating for the project partners, the target groups and/or the project/programme area	**0-2-4-6**	B C.1.3 C.2
	C26	4 cooperation criteria are fulfilled: joint development (mandatory), joint implementation (mandatory), joint financing (mandatory) and joint staffing[8]	**0 or 2**	C.1.4
	C27	The project involves the relevant project partners needed to address the territorial challenges/joint asset and the objectives specified and which prove the experience and competence in the field concerned.	**0-1-2-3**	B

Maximum Score is 17 Points (C24 – C27)

Table 7: Operational assessment criteria

Assessment questions	Nr.	Guiding principles for assessment	Scores	Section in AF
Management	C28	Management procedures (such as reporting and evaluation procedures in the area of finance, project content, communication) are clear, transparent, efficient and effective.	**0-1-2-3**	C.5 WP1

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[8] *Note: three cooperation criteria are fulfilled = minimum (0P), four cooperation criteria are fulfilled = maximum (2P)*

	C29	The Lead Partner demonstrates competency in managing EU co-financed projects or other international projects or can ensure adequate measures for management support.	**0-1-2-3**	B.1
Work plan	C30	Proposed activities are relevant and lead to the planned main outputs and results.	**0-1-2-3**	C.5
	C31	All partners play a defined and active role in the partnership with clear responsibility (e.g. sharing of tasks is clear, logical, in line with partners' role in the project and crossborder cooperation character etc.)	**0-1-2-3**	C.5
	C32	Time plan is realistic (activities, deliverables and outputs are in a logical time sequence)	**0-2-4-6**	C.5
Budget	C33	The overall budget is clear and realistic and reflects real partners' involvement (is balanced)	**0-2-4-6**	D

Maximum Score is 24 Points (C28-C33)

Results of the quality assessment:

C1 – C9	39
C13 – C23	27
C24 – C27	17
C28 – C33	24

_____

Total available points
within the quality assessment   107 (100%)

Total available points within the quality assessment are 107 points (100%). Each project has to score at least 60% or 64 points. Projects not reaching 64 points will be rejected. Projects reaching 64 - 74 points will be discussed on the MC meeting with the possibility of being postponed or rejected, projects reaching 70% or 75 points and more will be discussed on the MC meeting with the possibility of being approved, postponed, rejected or put on the reserve list.

Projects on which the MC will decide to be rejected after the quality assessment, may not apply for Interreg V-A SI-HU funds again with the same project idea and/or partnership.

1.5.2   Explanation of the Monitoring Committee decisions (postponed, rejected, put on the reserve list)

A **postponed** Application is in principle welcomed by the MC. However, in one or more aspects the Application needs a revision or further development. After the MC decision, the Lead Partner shall be informed in writing about aspects that need revision. The revised Application may be resubmitted within the timeframe of the next submission deadline of the Open Call and will be subject of a new assessment and decision by the MC.

The Applications that shall be put on the **reserve list** are in principle welcomed by the MC, but cannot be approved due to a temporary lack of the programme funds. The approval of the Application depends on the availability of funds. Projects on the reserve list are not assessed again by the JS. They are ranked by the MC within the priorities of the programme. Upon availability of funds, the MA contracts them according to their ranking. Depending on

the amount of available funds and in order to make best use of the programme budget, the MA may contract projects with smaller budget first.

Projects on which the MC will decide to be **rejected** after the quality assessment, may not apply for Interreg SI-AT funds again with the same project idea and/or partnership.

1.5.3   Contracting

Upon decision taken by the MC, the Lead Partner will be notified by the Managing Authority about the approval/postponement/rejection/reserve list of the proposed project. Provisional time-frame to inform the Lead Partner about the decision of the MC is within one month from the MC meeting. The Lead Partner of an approved project shall sign a contract for the total ERDF funds with the Managing Authority (see the sample Subsidy Contract in the Application Pack).

1.5.4   Resolution of complaints

The complaints are differentiated according to the object of the complaint.

✓ Complaints related to selection process

Project Lead Partners will be informed in written about the reasons why an application was not eligible or approved. Any complaint against the communication issued by the MA or JS, based on the decision of the MC, regarding the selection process shall be submitted by the Lead partner to the MA. The MA assisted by the JS, will examine and prepare the answer regarding the merit of the complaint. The decision if the complaint is justified or to be rejected is to be taken by the Complaint Panel, composed of the representatives of MA, JS and MC members, which will be (if needed) established by the MC.

✓ Complaints related to decisions made by the MA, JS or CA

Any complaints in relation to decisions made by the MA, JS or CA regarding the project implementation and corresponding procedures (based on the ERDF Subsidy Contract or MC decisions) shall be submitted by the LP to the MA, JS or CA, following the provisions laid down in the ERDF Subsidy Contract.

✓ Complaints related to the First Level Control system

Lead Partners or Project Partners that have complaints related to the First Level Control set up in accordance with Article 23(4) of the ETC Regulation, 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 the Second level control (Auditors)

Complaints related to the Second level control have to be lodged to the responsible national Audit Authority (AA) in each Member State, according to the applicable national rules.

The complaints received within the programme, including the content and the solutions proposed or already implemented, will be reported to the MC. The complaint procedures set out above are without prejudice to any mechanism or process for legal redress at national level, in particular with regard to unsuccessful applicants. Where courts, public prosecution offices or other national institutions are competent in relation to the object of the complaint, the applicant/beneficiary has the right to turn also to the relevant authorities.
The programme Authorities and Bodies shall, upon request by the Commission, examine complaints submitted to the Commission falling within the scope of their arrangements. The MA shall inform the Commission, upon request, of the results of those examinations.

PART 3 APPLICATION AND ASSESSMENT

Figure 1: Selection process

PROJECT APPLICATION

ASSESSMENT PROCESS

Administrative check

Eligibility check

Requirements fulfilled?

MC decision needed - WP

Rejection of application

NO

YES

Quality assessment

Quality assessment score (ranking list) is a proposal for the discussion on the MC:
- ✓ *less then 64 points (60%) (rejection)*
- ✓ *64-74 points (postoponement, rejection)*
- ✓ *75 points (70%) (approval, postponement, rejection or put on the reserve list)*

Quality assessment criteria applied?

YES/NO

Proposal to MC

SELECTION BY MC

Final decision by MC

Rejection of the application (with explanation)

NO

Postponement of the application (with recommendations)

Approval of the application

Put on the reserve list

Decision letter

Face to face meeting

YES

CONTRACTING