MANAGING AUTHORITY
OF EUROPEAN TERRITORIAL
COOPERATION PROGRAMMES

ΕΙΔΙΚΗ ΥΠΗΡΕΣΙΑ ΔΙΑΧΕΙΡΙΣΗΣ
ΤΩΝ ΕΠΙΧΕΙΡΗΣΙΑΚΩΝ ΠΡΟΓΡΑΜΜΑΤΩΝ
ΤΟΥ ΣΤΟΧΟΥ «ΕΥΡΩΠΑΪΚΗ ΕΔΑΦΙΚΗ ΣΥΝΕΡΓΑΣΙΑ»

European Union

European Territorial Cooperation Programmes are co-funded by the European Union and National Funds of the countries participating in them

INTERREG

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Balkan-Mediterranean Programme Launching Event - Info Day on 1st Call for Project Proposals

Interreg
EUROPEAN UNION
Balkan-Mediterranean
European Regional Development Fund

1st Call for Project Proposals | The Application Package

The Application Package

Application Form

Specification of Budget Form

Application Documents

Project Development - Success factors

Application Form

Applicants are **requested NOT to remove the protection of the Application Form** or change its structure, since that could result in damaging it.

- Applicants should **fill the AF electronically, correctly and completely** by using the template included in the Application Package of the 1st Call for Project Proposals.
- The AF must be filled in **English language**.
- The AF must be **duly signed and stamped** by the legal representative of the Lead Applicant/ Partner.

When you open the "Application Form" you will be informed that it contains macros. **You must activate macros**, in order to obtain the data properly.

Opening the Application Form

BEFORE YOU START WORKING YOU NEED TO SAVE THE FILE LOCALLY.

The Application Form is compatible with

- Windows XP and Windows 7 - *it is incompatible with Windows VISTA.*
- MS Office 2003 or newer version, and Mac Office 2008+ - *it is incompatible with Open Office*.

When opening the Application Form, you will be informed that it contains macros, which you must activate, in order to obtain the data properly.

In case you do not see at your screen the question relevant to macros, in order to allow the application to run, you should do the following:

For the user of MS Office 2003:

- "Tools" - "Macros" - "Security" and to lower down the security at level LOW

For the user of newer versions of MS Office:

- "Excel Options", "Trust Centers", "Trust Center Settings", "Macro Settings", **"Enable all macros"**, **check "Trust Access to the VBA Object Model"**

ATTENTION:

NOT FOLLOWING THE ABOVE STEPS FROM THE FIRST OPENING OF THE APPLICATION FORM, IT WILL CREATE PROBLEMS LATER ON

Opening the Application Form

Sections of the Application Form

Interreg Balkan-Mediterranean

Version of Application Form:
Date of submission:
Date of Approval:
MIS Code:

APPLICATION FORM

(INTERREG V-B) BALKAN - MEDITERRANEAN 2014-2020

The excel protection must not be removed
Damaged application forms will be deemed ineligible

Σελίδα 1

1st CALL FOR PROJECT PROPOSALS

Form to be filled in by MA and returned to the following address:

Managing Authority/Joint Secretariat
(INTERREG V-B) BALKAN - MEDITERRANEAN 2014-2020
65 Georgikis Scholis Ave, 57001 – Thessaloniki, Greece
Tel.: +30 2310 469600
Fax: +30 2310 469602
E-mail: interreg@mou.gr

Project title: **Balkan Mediterranean Programme**

Project acronym: **BMP**

- **Cover Page**
- **Section A - *Project Identification***
- **Section B - *Detailed Description***
- **Section C - *Partnership***
- **Section D - *Budget***
- **Section E - *Timetable***
- **Section G - *Indicators***
- **Section G - *Checklist***

Insert project title and project acronym

Interreg Balkan-Mediterranean
European Regional Development Fund

Version of Application Form
Date of submission
Date of Approval
MIS Code

These cells are completed by the MA/JS (not by the applicant)

APPLICATION FORM

(INTERREG V-B) BALKAN - MEDITERRANEAN

The excel protection must not be removed
Damaged application forms will be deemed ineligible

Σελίδα 1

1st CALL FOR PROJECT PROPOSALS

Form to be filled in by MA and returned to the following address:

Managing Authority/Joint Secretariat
(INTERREG V-B) BALKAN - MEDITERRANEAN 2014-2020
65 Georgikis Scholis Ave, 57001 – Thessaloniki, Greece
Tel.: +30 2310 469600
Fax: +30 2310 469602
E-mail: interreg@mou.gr

You insert the title & the acronym of the project

Project title **Balkan Mediterranean Programme**

Project acronym **BMP**

Project identification

SECTION A - PROJECT IDENTIFICATION

Project Title: Balkan Mediterranean Programme

Project acronym: BMP

Project duration: Start ... Total Months

Priority Axis: 1. Entrepreneurship

Thematic Objective: 3 Enhancing the com

Investment Priority: 3a Promoting entrep ... ng the

Specific Objective: 1.1. Competitive territ

The project duration and the total months are completed automatically when you insert data at the sheet "Detailed Description"…

…and automatically both appear at the relevant cell of "Project Identification"

The PA, TO, IP, SO are selected by a drop-down menu

A.1 Brief Description of the Project

Please give a short overview of the project (in the style of a press release) and describe:
- the common challenge you are jointly tackling ... our project;
- the overall objective of the project and the expe ... chan
- the main outputs you will produce and who will ben
- the approach you plan to take and why is transnation
- what is new/original about it;
- what is the added value.

The maximum total number of characters is 3000 (please do not exceed 1000 characters in each box)

Number of characters 3000

A.2 Partner Information

Project Partner No	Partner Institution (Full Name)	Country	NUTS II	Legal Status	Partner role	Staff Cost Calculation Method	Office and Administration Calculation Method
Lead Partner (LP1)	aaa	Greece	Δυτικοελλάδα Ηλεκτρονικός Τομέας Τουρισμού	public governed by public	Lead Partner	Flat Rate	Flat Rate

Cover Page | Project_Identification | Detailed Description | Partnership | Budget | Timetable | Indicators | Check List for Submission

Project Duration

B 2.3 Work Packages

Please complete the table below stating WP tiles and Start - End Dates.

WP/ Deliverable Code	WP/ DeliverableTitle	Start	End	Cost
WP 1	Project Management & Coordination	01/01/2017	31/12/2018	240,00 €
WP 2	Project Communication & Dissemination	01/02/2017	30/11/2018	240,00 €
WP 3	Title WP3	01/03/2017	31/10/2018	240,00 €
WP 4	Title WP4	01/04/2017	30/09/2018	240,00 €
WP 5	Title WP5	01/05/2017	31/08/2018	240,00 €
WP 6	Title WP6	01/06/2017	30/07/2018	240,00 €
Total		1/01/2017	31/12/2018	1.440,00 €

The structure of Work Plan based on WPs and deliverables

B.2.4 Location of activities

Please describe the area targeted by the project, location of partners and a[illegible] showing the geographical scope of the longer term effects (results and impacts)

The maximum total number of characters is 2000
(please do not exceed 1000 characters in each box)

Number of characters 2000

…by typing the titles of each WP with all the starting and ending dates. These dates should be inserted by "hand", and <u>not by copy-paste.</u>

B.2.5 Activities outside the programme area (if applicable)

Please list activities to be carried out outside the programme area. Describe how these activities will benefit the programme area.
Please indicate the total budget of activities to be carried out outside the programme area (indicative)
ERDF outside the programme area (indicative): **<... EUR>**
% of total ERDF (indicative): **<... %>**

The maximum total number of characters is 2000
(please do not exceed 1000 characters in each box)

Number of characters 2000

Σελίδα 4

Cover Page | Project_Identification | Detailed Description | Partnership | Budget | Timetable | Indicators | Check List for Submission

Project Duration

SECTION A - PROJECT IDENTIFICATION

Project Title: Balkan Mediterranean Programme

Project acronym: BMP

Project duration: Start 1/1/2017 End 31/12/2018 Total Months 24

Priority Axis: 1. Entrepreneurship & Innovation

Thematic Objective: 3 Enhancing the competitiveness of small and medium-sized enterprises (SMEs)

Investment Priority: 3a Promoting entrepreneurship, in particular by facilitating the economic exploitation of new ideas and fost

Specific Objective: 1.1. Competitive territories

…and automatically the relevant cells with the start-end dates and the project duration are completed

A.1 Brief Description of the Project

Please give a short overview of the project (in the style of a press release) and describe:
- the common challenge 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 transnational approach needed;
- what is new/original about it;
- what is the added value.

The maximum total number of characters is 3000
(please do not exceed 1000 characters in each box) Number of characters 3000

Σελίδα 1

A.2 Partner Information

Project Partner No	Partner Institution (Full Name)	Country	NUTS II	Legal Status	Partner role	Staff Cost Calculation Method	Office and Administration Calculation Method
Lead Partner (LP1)	[illegible]	Greece	Αγρότικό Πανεπιστήμιο	public	Lead Partner	Flat Rate	Flat Rate
			Τεκμηρίωση	governed by public			

Cover Page | Project_Identification | Detailed Description | Partnership | Budget | Timetable | Indicators | Check List for Submission

Project Duration

SECTION F - TIMETABLE

Timetable

year -month/ WP	2015												2016												2017										
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11
WP 1																																			
WP 2																																			
WP 3																																			
WP 4																																			
WP 5																																			
WP 6																																			

Σελίδα 1

…and automatically the table at the “Timetable” sheet is completed.

Annual breakdown of project budget

year /WP	2015	2016	2017					2022	2023	Totals
WP 1			100							240,
WP 2			140							240,
WP 3			80							240,
WP 4			160,00							240,
WP 5			40,00 €	200,00 €						240,
WP 6			120,00 €	120,00 €						240,
Totals	0,00 €	0,00 €	640,00 €	800,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	1.440,

Cover Page | Project_Identification | Detailed Description | Partnership | Budget | Timetable | Indicators | Check List for Submission

PA, TO, IP, Specific Objective Selection

SECTION A - PROJECT IDENTIFICATION

Project Title: Balkan Mediterranean Programme

Project acronym: BMP

Project duration: Start 1/1/2017 End 31/12/2018 Total Months 24

Priority Axis: 1. Entrepreneurship & Innovation

Thematic Objective: 3 Enhancing the competitiveness of small and medium-sized enterprises (SMEs)

Investment Priority: 3a Promoting entrepreneurship, in particular by facilitating the economic exploitation of new ideas and fostering the

Specific Objective: 1.1. Competitive territories

A.1 Brief Description of the Project

Please give a short overview of the project (in the style of a press release) and describe:
- the common challenge 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 transnational approach needed;
- what is new/original about it;
- what is the added value.

The maximum total number of characters is 3000
(please do not exceed 1000 characters in each box) *Number of characters* *3000*

Σελίδα 1

A.2 Partner Information

Project Partner No	Partner Institution (Full Name)	Country	NUTS II	Legal Status	Partner role	Staff Cost Calculation Method	Office and Administration Calculation Method
Lead Partner (LP1)	aaa	Greece	Αγρονόμοι Μακεδονία, Θράκη	public	Lead Partner	Flat Rate	Flat Rate
			Περιφέρεια Κεντρικής	governed by public			

When PA, TO, IP, SO are selected by the drop-down menus…

Cover Page | Project_Identification | Detailed Description | Partnership | Budget | Timetable | Indicators | Check List for Submission

PA, TO, IP, SO Selection linked with Indicators

SECTION F - INDICATORS

Priority Axis	1. Entrepreneurship & Innovation
Thematic Objective	3 Enhancing the competitiveness of small and medium-sized enterprises (SMEs)
Investment Priority	3a Promoting entrepreneurship, in particular by facilitating the economic exploitation of new ideas and fostering the creation of new firms, including through business incubators
Specific Objective	1.1. Competitive territories

Output Indicators

Title of Output Indicator	Measurement Unit	Target Value
Number of enterprises receiving support	Number	1,00
Number of enterprises receiving non-financial support	Number	1,00
Business models or jointly developed instruments, tested and implemented including the ones related to the "green", "blue" and social economic sectors	Number	1,00

Σελίδα 1

Cover Page | Project_Identification | Detailed Description | Partnership | Budget | Timetable | Indicators | Check List for Submission

…only then all the indicators at the "Indicators" sheet automatically appear. At this point, you need to define the target (at the example you can see the output indicators only for SO1.1). As Target you write <u>only numbers</u>, no letters, explanations etc.

Error message, due to typing in gray cells

Σελίδα 1

Total Project Budget per WP/Budget Line

	Staff Costs	Office and Administration	Travel and accomodation	External Expertise and Services	Equipment	Infrastructure and Works	TOTALS
WP 1	40,00 €	40,00 €	40,00 €	40,00 €	40,00 €	40,00 €	240,00 €
WP 2	40,00 €	40,00 €	40,00 €	40,00 €	40,00 €	40,00 €	240,00 €
WP 3	40,00 €	40,00 €	40,00 €	40,00 €	40,00 €		
WP 4	40,00 €	40,00 €	40,00 €	40,00 €	40,00		
WP 5	40,00 €	40,00 €	40,00 €	40,00 €	40,00		
WP 6	40,00 €	40,00 €	40,00 €	40,00 €	40,00		
TOTALS	240,00 €	240,00 €	240,00 €	240,00 €	240,00		

Costs per Partner / Deliverable / Budget Line

Lead Partner (LP) Greece	Deliverable Title	Staff Costs	Office and Administratio	Travel and	External Expertise and			
WP 1	Project Managem						5,00 €	30,00 €
Deliverable 1.1.1	aaa						1,00 €	6,00 €
Deliverable 1.1.2	aaa						1,00 €	6,00 €
Deliverable 1.1.3	aaa						1,00 €	6,00 €
Deliverable 1.1.4	aaa						1,00 €	6,00 €
Deliverable 1.1.5	aaa						1,00 €	6,00 €
WP 2	Project Communication & Dissemination	5,00 €	5,00 €	5,00 €	5,00 €	5,00 €	5,00 €	30,00 €
Deliverable 2.1.1	aaa	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	6,00 €
Deliverable 2.1.2	aaa	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	6,00 €
Deliverable 2.1.3	aaa	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	6,00 €
Deliverable 2.1.4	aaa	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	6,00 €
Deliverable 2.1.5	aaa	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	6,00 €
WP 3	Title WP3	5,00 €	5,00 €	5,00 €	5,00 €	5,00 €	5,00 €	30,00 €
Deliverable 3.1.1	aaa	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	6,00 €
Deliverable 3.1.2	aaa	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	6,00 €
Deliverable 3.1.3	aaa	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	6,00 €
Deliverable 3.1.4	aaa	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	6,00 €
Deliverable 3.1.5	aaa	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	6,00 €
WP 4	Title WP4	5,00 €	5,00 €	5,00 €	5,00 €	5,00 €	5,00 €	30,00 €
Deliverable 4.1.1	aaa	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	6,00 €
Deliverable 4.1.2	aaa	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	6,00 €
Deliverable 4.1.3	aaa	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	6,00 €
Deliverable 4.1.4	aaa	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	6,00 €
Deliverable 4.1.5	aaa	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	6,00 €
WP 5	Title WP5	5,00 €	5,00 €	5,00 €	5,00 €	5,00 €	5,00 €	30,00 €
Deliverable 5.1.1	aaa	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	6,00 €
Deliverable 5.1.2	aaa	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	6,00 €

Microsoft Office Excel

Το κελί ή το γράφημα που προσπαθείτε να αλλάξετε είναι προστατευμένο και κατά συνέπεια μόνο για ανάγνωση.

Για να τροποποιήσετε ένα προστατευμένο κελί ή γράφημα, καταργήστε πρώτα την προστασία με την εντολή "Κατά[illegible]ροστασίας φύλλου" (καρτέλα "Αναθεώρηση", ομάδα "Αλλαγές"). Ίσως να σας ζητηθεί κωδικός πρόσβασης.

OK

…the WPs' titles are automatically transferred based on the input provided in other fields.

A message may appear, in case you try to type something in grey cells!

Σελίδα 2

Cover Page | Project_Identification | Detailed Description | Partnership | Budget | Timetable | Indicators | Check List for Submission

Error message, due to character exceeding

B 2.3 Work Packages
Please complete the table below stating WP tiles and Start - End Dates.

WP/ Deliverable Code	WP/ DeliverableTitle	Start	End	Cost
WP 1	Project Management & Coordination	01/01/2017	31/12/2018	240,00 €
WP 2	Project Communication & Dissemination	01/02/2017	30/11/2018	240,00 €
WP 3	Title WP3	01/03/2017	31/10/2018	240,00 €
WP 4	Title WP4	01/04/2017	30/09/2018	240,00 €
WP 5	Title WP5	01/05/2017	31/08/2018	240,00 €
WP 6	Title WP6	01/06/2017	30/07/2018	240,00 €
Total		1/01/2017	31/12/2018	1.440,00 €

The cell becomes red when you exceed the defined characters in each cell. In such a case you should write less text!!

B.2.4 Location of activities
Please describe the area targeted by the project, location of partners and activities, showing the geographical scope of the longer term effects (results and impacts)

The maximum total number of characters is 2000
(please do not exceed 1000 characters in each box) *Number of characters* 2003

vvvv

Timetable & Chronological Distribution of Expenses

SECTION F - TIMETABLE

Timetable

year -month/	2015	2016											2017											
	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11

Σελίδα 1

At the "Timetable" sheet all the expenses per WP distributed per year should be inserted

Annual breakdown of project budget

year /WP	2015	2016	2017	2018	2019	2020	2021	2022	2023	Totals
WP 1			100,00 €	140,00 €						240,0
WP 2			140,00 €	100,00 €						240,0
WP 3			80,00 €	160,00 €						240,0
WP 4			160,00 €	80,00 €						240,0
WP 5			40,00 €	200,00 €						240,0
WP 6			120,00 €	120,00 €						240,0
Totals	0,00 €	0,00 €	640,00 €	800,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	1.440,0

Σελίδα 4

<u>Attention</u>: In case you have Preparation Costs, you should include them at the first year!

Cover Page | Project_Identification | Detailed Description | Partnership | Budget | Timetable | Indicators | Check List for Submission

Error message, due to wrong amount feeding

SECTION F - TIMETABLE

Timetable

year -month/ WP	2015												2017											
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	5	6	7	8	9	10	11	1
WP 1																						
WP 2																						
WP 3																						
WP 4																						
WP 5																						
WP 6																						

Annual breakdown of project budget

year /WP	2015	2016	2017	2018	2019	2020	2021	2022	2023	Totals
WP 1			100,00 €	150,00 €						250,0
WP 2			140,00 €	100,00 €						240,0
WP 3			80,00 €	160,00 €						240,0
WP 4			160,00 €	80,00 €						240,0
WP 5										240,0
WP 6										240,0
Totals	0,00 €	0,				0,00 €	0,00 €	0,00 €	0,0	1,450,0

Σελίδα 4

At this sheet also the cells became red because there is no coincidence between the expenses at the “Budget” sheet for each WP

When the partners’ budget is completed in “Budget” sheet, only then the sum automatically feeds relevant cells of other tables.

The cells become red only when there is a problem. For example, here the problem is that the annual breakdown surpasses the amount declared in the “Budget” sheet.

Cover Page | Project_Identification | Detailed Description | Partnership | Budget | Timetable | Indicators | Check List for Submission

Insert Budget and Deliverables: An example

Here is an example of LP's budget

Deliverable 1.x.1 is ONLY for Preparation Activities

The Deliverables' titles are inserted at the "Budget" sheet, while you should also enter the cost of each deliverable per budget line per project partner

Don' t forget that ALL ACTIVITIES implemented OUTSIDE the Programme area should be described in a single dedicated WP in the Application form (the last WP of your project proposal). (i.e. **WP6: "Activities Outside the Programme Area"**)

TOTALS		240,00 €	240,00 €	240,00 €	240,00 €	240,00 €	240,00 €	1.440,00 €

Costs per Partner / Deli

Lead Partner (LP) Greece	...verable Title	Staff Costs	Office and Administratio	Travel and accomodation	External Expertise and Services	Equipment	Infrastructure and Works	TOTALS
WP 1	Project Management & Coordination				5,00 €	5,00 €	5,00 €	30,00 €
Deliverable 1.1.1	Preparation activities	1,00 €			1,00 €	1,00 €	1,00 €	6,00 €
Deliverable 1.1.2	aaa	1,00 €			1,00 €	1,00 €	1,00 €	6,00 €
Deliverable 1.1.3	aaa	1,00 €			1,00 €	1,00 €	1,00 €	6,00 €
Deliverable 1.1.4	aaa	1,00 €			1,00 €	1,00 €	1,00 €	6,00 €
Deliverable 1.1.5	aaa	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	6,00 €
WP 2	Project Communication & Dissemination	5,00 €	5,00 €	5,00 €	5,00 €	5,00 €	5,00 €	30,00 €
Deliverable 2.1.1	aaa	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	6,00 €
Deliverable 2.1.2	aaa	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	6,00 €
Deliverable 2.1.3	aaa	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	6,00 €
Deliverable 2.1.4	aaa	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	6,00 €
Deliverable 2.1.5	aaa	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	6,00 €
WP 3	Title WP3	5,00 €	5,00 €	5,00 €	5,00 €	5,00 €	5,00 €	30,00 €
Deliverable 3.1.1	aaa						1,00 €	6,00 €
Deliverable 3.1.2	aaa						1,00 €	6,00 €
Deliverable 3.1.3	aaa	1,00 €					1,00 €	6,00 €
Deliverable 3.1.4	aaa	1,00 €					1,00 €	6,00 €
Deliverable 3.1.5	aaa	1,00 €					1,00 €	6,00 €
WP 4	Title WP4	5,00 €					5,00 €	30,00 €
Deliverable 4.1.1	aaa	1,00 €					1,00 €	6,00 €
Deliverable 4.1.2	aaa	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	6,00 €
Deliverable 4.1.3	aaa	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	6,00 €
Deliverable 4.1.4	aaa	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	6,00 €
Deliverable 4.1.5	aaa	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	6,00 €
WP 5	Title WP5	5,00 €	5,00 €	5,00 €	5,00 €	5,00 €	5,00 €	30,00 €
Deliverable 5.1.1	aaa	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	6,00 €
Deliverable 5.1.2	aaa	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	6,00 €
Deliverable 5.1.3	aaa	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	1,00 €	6,00 €
Deliverable 5.1.4	aaa	1,00 €	1,00 €					
Deliverable 5.1.5	aaa	1,00 €	1,00 €					
WP 6	Title WP6	5,00 €	5,00 €					
Deliverable 6.1.1	aaa	1,00 €	1,00 €					
Deliverable 6.1.2	aaa	1,00 €	1,00 €					
Deliverable 6.1.3	aaa							
Deliverable 6.1.4	aaa	1,00 €						
Deliverable 6.1.5	aaa	1,00 €	1,00 €					
TOTALS		30,00 €	30,00 €					

Cover Page | Project_Identification | Detailed Description | Partnership | Budget | Timetable | Indicators | Check List for Submission

Partnership

At the "Partnership" sheet you should insert all the details of Project Partners'

Attention: The Legal Status, the Country, the NUTS II code, Cost Calculation Methods, the VAT status, National Counterpart Type should be selected from the drop-down list

SECTION C - PARTNERSHIP

Lead Partner (LP1) Details

Name of institution in English	aaa		
Name of institution in original language	aaa		
Distinctive Title/ Abbreviation	aaa		
Legal Status	public		
Legal Representative	aaa		
Position of the legal representative in the organisation	aaa		
Contact Person for the project	aaa		
Project Manager	aaa		
Financial Manager	aaa		
Address	aaa		
Country	Greece	If other please specify:	
NUTS II code or equivalent	EL11 - Ανατολική Μακεδονία, Θράκη (Anatoliki Makedonia, Thraki)		
Telephone	aaa	fax	aaa
e-mail	aaa	website	aaa
Staff Cost Calculation Method	Flat Rate		
Office and Administration Calculation Method	Flat Rate		
Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project?	recoverable	If recoverable, explain how:	Wholly
Taxation Office / ID Number	aaa		
Tax Number / Unique Tax Number	aaa		
Partner role in the project	Lead Partner		

Budget of Lead Partner (LP)

Total Budget	180,00 €
Union Support	153,00 €
National Counterpart	27,00 €
National Counterpart Type	National Public Funding
Co-financing source	ERDF

Bank Details of Lead Partner (LP)

Cover Page | Project_Identification | Detailed Description | Partnership | Budget | Timetable | Indicators | Check List for Submission

Partnership

181	Co-financing source	IPA II		
182				
183				
184	**Partner 7 (P7) Details**			
185	Name of institution in English	aaa		
186	Name of institution in original language	aaa		
187	Distinctive Title/ Abbreviation	aaa		
188	Legal Status	public		
189	Legal Representative	aaa		
190	Position of the legal representative in the organisation	aaa		
191	Contact Person for the project	aaa		
192	Address	aaa		
193	Country	The former Yugoslav Republic of Ma		
194	NUTS II code or equivalent	Entire Country		
195	Telephone	aaa	fax	
196	e-mail	aaa	website	
197	Staff Cost Calculation Method	Real Cost		
198	Office and Administration Calculation Method	Real Cost		
199	Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project?	recoverable	If recover ain how:	Wholly
200	Taxation Office / ID Number	aaa		
201	Tax Number / Unique Tax Number	aaa		
202	Partner role in the project	Project Partner	In case of observer partner, determine the project partner to which the observer partner is related to	
203				
204	**Budget of P7**			
205	Total Budget			180,00 €
206	Union Support			153,00 €
207	National Counterpart			27,00 €
208	National Counterpart Type	National Public Funding		
209	Co-financing source	IPA II		

Attention: In the case of PP (not LP), the Partner role in the project should also be selected from the drop-down list

Σελίδα 7

Partnership

265	Co-financing source			
266				
267				
268	**Partner 10 (P10) Details**			
269	Name of institution in English	aaa		
270	Name of institution in original language	aaa		
271	Distinctive Title/ Abbreviation	aaa		
272	Legal Status	governed by private law		
273	Legal Representative	aaa		
274	Position of the legal representative in the organisation	aaa		
275	Contact Person for the project	aaa		
276	Address	aaa		
277	Country	Other		
278	NUTS II code or equivalent			
279	Telephone	aaa	fax	
280	e-mail	aaa	website	
281	Staff Cost Calculation Method			
282	Office and Administration Calculation Method			
283	Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project?		If recov explain how:	
284	Taxation Office / ID Number			
285	Tax Number / Unique Tax Number			
286	Partner role in the project	Observer Partner	In case of observer partner, determine the project partner to which the observer partner is related to	P3
287				
288	**Budget of P10**			
289	Total Budget			0,00 €
290	Union Support			0,00 €
291	National Counterpart			0,00 €
292	National Counterpart Type			
293	Co-financing source			
294				

Attention: If Observer Partner is selected from the drop-down list…

Thess cells are left empty.

…a related project partner must be declared in the AF for budgeting and reporting T&A costs for the OP (if any)

OP is not eligible for EU funding.

Σελίδα 10

Partnership

A.2 Partner Information

Project Partner No	Partner Institution (Full Name)	Country	NUTS II	Legal Status	Partner role	Staff Cost Calculation Method	Office Administ Calculat Method
Lead Partner (LP1)	aaa	Greece	Ανατολική Μακεδονία,	public	Lead Partner	Flat Rate	Flat Rat
P2	aaa	Bulgaria	Северозападен	governed by public law	Project Partner	Flat Rate	Flat Rat
P3	aaa	Cyprus	Entire Country	public	Project Partner	Real Cost	Real Co
P4	aaa	Cyprus	Entire Country	governed by private law	Project Partner	Real Cost	Real Co
P5	aaa	Albania	Entire Country	governed by public law	Project Partner	Real Cost	Real Co
P6	aaa	Albania	Entire Country	governed by private law	Project Partner	Real Cost	Real Co
P7	aaa	The former Yugoslav Republic of Macedonia	Entire Country	public	Project Partner	Real Cost	Real Co
P8	aaa	Greece	Μακεδονία (Δυτική)	governed by private law	Project Partner	Real Cost	Real Co
P9	aaa	Other	0	governed by private law	Observer Partner	0	0
P10	aaa	Other	0	governed by private law	Observer Partner	0	0

By completing the "Partnership" sheet, automatically all Partner Information appear at the "Project Identification" sheet

A.3 Budget Per Partner

Project Partner No	Country	Co-financing source	Union support (1)	%	National Counterpart (2)=(a) + (b)	%	National Counterpart Type: National Public Funding (a)	National Counterpart Type: National Private Funding (b)	Total (3)=(1)+(2)
Lead Partner (LP1)	Greece	ERDF	153.00 €	85%	27.00 €	15%	27.00 €	0.00 €	180.00 €
P2	Bulgaria	ERDF	153.00 €	85%	27.00 €	15%	27.00 €	0.00 €	180.00 €
P3	Cyprus	ERDF	153.00 €	85%	27.00 €	15%	27.00 €	0.00 €	180.00 €
P4	Cyprus	ERDF	153.00 €	85%	27.00 €	15%	0.00 €	27.00 €	180.00 €
P5	Albania	IPA II	153.00 €	85%	27.00 €	15%	27.00 €	0.00 €	180.00 €
P6	Albania	IPA II	153.00 €	85%	27.00 €	15%	0.00 €	27.00 €	180.00 €
	The former Yugoslav								

Σελίδα 2

Cover Page | Project_Identification | Detailed Description | Partnership | Budget | Timetable | Indicators | Check List for Submission

Check list for submissions

SECTION G - CHECK LIST FOR SUBMISSION

Please make sure that you have fulfilled the requirements listed below before submitting the documents.

- [x] The paper version of the Project Proposal (comprising of the completed Application Form and all the attached Application Documents) is submitted to the MA within the deadline, as defined in the Call for Project Proposals;
- [x] The correct Application Form [illegible] Proposals have been used;
- [x] 1 original and 1 copy of the [illegible]
- [x] The electronic version [illegible] ROM in 2 copies;
- [x] The electronic and paper versions of the Application Form are identical;
- [x] The Application Form and all the Application Documents provided as templates by the MA are submitted in the working language of the programme (English);
- [x] The Application Form is dated, signed and stamped by the Lead Partner;
- [x] All Partners participating in the project are listed in section C of the Application Form with their institution's name in original and English language;
- [x] Attached to the Application Form are: (1a) Partnership Declaration, (1b) Observer Declaration (if applicable), (2) Co-financing - Non-double financing Statement, (3) Declaration of non-generating revenues, (4) Specification of Budget, (5) Maturity Sheet, (6) Documentation for the eligibility of Project Partners, (7a) Legal Entity Form (for IPA PPs) (if applicable), (7b) Financial Identification Form (for IPA LPs) (if applicable);
- [x] The duration of the proposed project is in line with the requirements of the Call for Project Proposals;
- [x] The budget of the proposed project is within the limits set by the Call for Project Proposals;
- [x] The budget in all the requested documents is expressed in Euros (€).

At the "Check List for Submission" sheet …you double-click each box and type "X", then ENTER

Σελίδα 1

Cover Page | Project_Identification | Detailed Description | Partnership | Budget | Timetable | Indicators | Check List for Submission

Duly signed and stamp

Cyprus	ERDF	306,00 €	54,00 €	27,00 €	27,00 €	360,00 €
Greece	ERDF	306,00 €	54,00 €	54,00 €	0,00 €	360,00 €
Total ERDF		765,00 €	135,00 €	108,00 €	27,00 €	900,00 €
Albania	IPA	306,00 €	54,00 €	27,00 €	27,00 €	360,00 €
The former Yugoslav Republic of Macedonia	IPA	153,00 €	27,00 €	27,00 €	0,00 €	180,00 €
Total IPA II		459,00 €	81,00 €	54,00 €	27,00 €	540,00 €
Total		1.224,00 €	216,00 €	162,00 €	54,00 €	1.440,00 €

A.5 Project Budget

Union Support	1.224,00 €
National Counterpart	216,00 €
National - Public Funding	162,00 €
National - Private Funding	54,00 €
Total Budget	1.440,00 €

Project Title

Balkan Mediterranean Programme

Project Budget

EU Support	1.224,00 €
National Counterpart	216,00 €
National - Public Funding	162,00 €
National - Private Funding	54,00 €
Total Budget	1.440,00 €

Lead Partner Declaration

By signing the Application Form the Lead Partner hereby confirms that

- The project budget and costs are in line with the limits set in the Call for Project Proposals;
- the project neither in whole or in part has or will receive any other additional EU funds (except for the funds indicated in this Application Form) during the whole duration of the project;
- the project partners listed in the Application Form are committed to take part in the project's activities and financing;
- the project is in line with the relevant EU and national/regional legislation and policies of the regions and countries involved;
- the Lead Partner and the Project Partners will act according to the provisions of the [illegible] plic procurement, equal opportunities and sustainable development, as well as the specific provisions of the programme;
- the project respects equal opportunities and non-discrimination and has no harmful [illegible]
- the information in the ApplicationForm is accurate and true to the best knowledge of [illegible]
- all partners in the partnership receiving funding from the programme are eligible bodies as defin[illegible]me.

Σελίδα 3

At the "Project Identification" sheet, do not forget to complete the LP details, sign and stamp!!

Signature of the Lead Partner	Official Stamp of the Lead Partner's Institution (if available)

Name of the signatory	
Title of the signatory	
Lead Partner's Institution	
Date of signature	

Cover Page | Project_Identification | Detailed Description | Partnership | Budget | Timetable | Indicators | Check List for Submission

The Importance of the Proper Completion of the Application Form

To sum up, give extra attention to the following instructions:

- **Gray cells** are protected – it is not possible to type in, do not try that!
- **Cells become red** when there is a problem (e.g. non coincidence of amounts, surpassing the number of characters) – try to find the mistake between the tables in different sheets!
- **DO NOT "Copy – Paste"** dates, numbers, texts, always type them - it will be problematic for feeding with data different tables
- DO NOT FORGET **Always** to type **ENTER**, after you insert dates, numbers, texts - it will be problematic for feeding with data different tables
- When there is **proper data entry**, after typing **ENTER** the **screen flashes** – it is a mark that all tables of the archive have been informed!
- At the "Indicators" sheet, at the TARGET section be careful to **type only cumulative numbers** (no text)
- In case of a box completion, **"Double-click" boxes** and type **X**, then **ENTER**

In general, **be careful of**:

- The **distortion of the archive** can lead to blur points – not understandable from the evaluator. This can lead to an improper ranking without the evaluator having any responsibility.
- The **improper completion** can lead to the denial of the proposal.

For the above mentioned reasons,
…the applicants are asked to be very careful on the proper use of the archive,
following exactly the instructions that are found in the **Application Form Guide**.

The Application Package

Application Form

Specification of Budget Form

Application Documents

Project Development - Success factors

Specification of Budget Form

Main scope

- to provide a common **tool to Applicants** for building the budget of the project proposal, and
- to assist project partnerships by providing **a wider and in-depth analysis** of the budget stated in the Application Form and giving all necessary details required by the MA/ JS for budget evaluation.

The SoBF **generates the budget tables** that are needed in the Application Form and it is designed to support the beneficiaries to work in a single file.

NB: In case of any discrepancy between the Application Form and the Specification of Budget Form, **the budget declared in the Application Form** will be considered the one proposed by the project.

Specification of Budget Form

Applicants are **requested NOT to remove the protection of the Specification of Budget Form** or change its structure, since that could result in damaging it.

- Applicants should **fill the SoBF electronically, correctly and completely** by using the template included in the Application Package of the 1st Call for Project Proposals.
- The AF must be filled in **English language**.
- The AF must be **duly signed and stamped** by the legal representative of the Lead Applicant/ Partner.

Sections of the Specification of Budget Form

Interreg Balkan-Mediterranean

Version of SoBF
Date of Approval
MIS Code

AD4: Specification of Budget Form
1st Call for Project Proposals

Project title:	Balkan Mediterranean Programme	
Project acronym:	BMP	
Priority Axis:	1. Entrepreneurship & Innovation	
Investment Priority:	(3a)	Promoting entrepreneurship, in particular by facilitating the economic exploitation of new ideas and fostering the creation of new firms, including through business incubators

Project Partner No	Partner Institution	Country	Budget	Partner role	Fund
LP (PP1)	BMP LP	Greece	148.522,50 €	Lead Partner	ERDF
PP2	BMP PP2	Albania	62.880,00 €	Project Partner	ERDF
PP3	BMP PP3	Greece	98.780,00 €	Project Partner	ERDF
PP4	BMP PP4	The former Yugoslav	- €	Project Partner	IPA
PP5	BMP PP5	Cyprus	- €	Project Partner	ERDF
PP6	BMP PP6	Albania	- €	Project Partner	IPA
PP7	BMP PP7	Bulgaria	- €	Project Partner	ERDF
PP8	BMP PP8	Bulgaria	- €	Project Partner	ERDF
PP9	BMP PP9	Other	- €	Observer Partner	
PP10			- €		
		Total Project	310.182,50 €		

WP for activities outside the programme area (if applicable): WP6

Lead Partner [Stamp and Signature]

Attention: Please print only the necessary lines! Before printing, please use the active filters on the top of the pages to omit the empty lines in each partner's sheet.

Σελίδα 1

- **Cover Page**
  information on project identification and project partnership
- **Specification – Justification of budget**
  information on **budget costs and analysis** ***per Work Package – Deliverable – Budget Line – Cost item*** **per Project Partner** (pre-defined worksheets per PP)
- **Project budget**
  information on **project budget and its breakdown** ***per Project Partner – Work Packages – Deliverables – Budget Lines*** (automatically generated **AF Tables** to be used **for Section D: Budget of the Application Form**)
- **Project overview**
  information on **project budget breakdown** ***per Project Partner – Work Packages – Budget Lines*** and ***per Country – Work Packages – Budget Lines*** and on **sources of funding per country**

Specification of Budget Form

You insert the title & the acronym of the project

These cells are completed by the MA/JS (not by the applicant)

The PA & IP are selected by a drop-down menu

You insert Number of WP if you implement activities outside the BMP area

You insert all details required for the Partnership scheme…

Specification of Budget Form

	A	B	C	D	E	F	G	H	I
1				Partner title	BMP LP	Bulgaria	Total Partner Budget		0,00 €
2	WP	Deliverable	Budget line	Cost item	Brief justification of the expenditure (Max 350 Characters)	Quantity of item (#)	Time of item (ToI)	Cost per item (in EUR)	Total Costs (In EUR)
3									0,00 €
4									0,00 €
5									0,00 €
6									0,00 €
7									0,00 €
8									0,00 €
9									0,00 €
10									0,00 €
11									0,00 €
12									0,00 €
13									0,00 €
14									0,00 €
15									0,00 €
16									0,00 €
17									0,00 €

…and all "Project Partner" sheets (+ Project Budget & Project Overview) are automatically fed.

Σελίδα 1

Cover page | LP (PP1) | PP2 | PP3 | PP4 | PP5 | PP6 | PP7 | PP8 | PP9 | PP10 | Project Budget | Project Overview

Specification of Budget Form

	A	B	C	D	E	F	G	H	I
1				Partner title	BMP LP	Greece	Total Partner Budget		148.522,50 €
2	WP	Deliverable	Budget line	Cost item	Brief justification of the expenditure (Max 350 Characters)	Quantity of item (#)	Time of item (ToI)	Cost per item (in EUR)	Total Costs (In EUR)
3	WP1	D1.1.2	Staff	Real Costs - Project manager	The Project Manager is a permanent senior staff member, who will work 10% of his/her working time for the project, for the whole period of the project implementation (24 months) (ToI: 10% of 24 months-working time) - Deliverables 1.1.1, 1.1.2, 1.1.3, 1.1.4,1.1.5	1	2,40	3.000,00 €	7.200,00 €
4	WP1	D1.1.3	Office & Administration	Real Costs - Office rent, insurance and taxes	LP1 has staff of 30 persons, 3 of which will work full time in the project (=10% of LP1 staff work in the project). Office rent 2.000,00 euro per month (#: 24 months for payment per month x 10%). Deliverables: ALL	2,4		2.000,00 €	4.800,00 €
5	WP1	D1.1.3	Office & Administration	Real Costs - Office supplies	LP1 has staff of 30 persons, 3 of which will work full time in the project (=10% of LP1 staff work in the project). Office supplies 500,00euro per month. (#: 24 months for payment per month x 10%). Deliverables: ALL	2,4		500,00 €	1.200,00 €
6	WP1	D1.1.3	Office & Administration	Real Costs - Communication services	LP1 has staff of 30 persons, 3 of which will work full time in the project (=10% of LP1 staff work in the project). Communication services (tel/fax) 500,00euro per month (#: 24 months for payment per month x 10%). Deliverables: ALL	2,4		500,00 €	1.200,00 €
7	WP1	D1.1.3	Office & Administration	Real Costs - Communication services	Courier services approximately 4 times a month; each courier service costs 10,00 euro (#: 24 months for 4 times per month). Deliverables: 1.1.1-1.1.5	96		10,00 €	960,00 €
8	WP1	D	Office & Administration	Real Costs - Financial services	Bank expenses 1 time per month; each bank transaction 15,00 euro (#: 24 months for 1 bank transaction per month). Deliverables: 1.1.1-1.1.5	24		15,00 €	360,00 €
9	WP1		Travel & Accommodation	Transportation	Local transportation in Greece by car, Kastoria - Corfu (#: 270km/ 54 d trip).	540	1,00	0,15 €	81,00 €
					Local transportation in Greece by car, Kastoria - Ioannina (#: 165km/ 330 roun	330	1,00	0,15 €	49,50 €
					Travel Greece-Albania, Kastoria-Korce (#: 85km/ 170 round trip).	170	1,00	0,15 €	25,50 €
					Travel Greece-Albania, Kastoria-Gjirokaster (#: 275km/ 550 round trip).	550	1,00	0,15 €	82,50 €
13				tion	Hotel accommodation in Corfu (#: for 2 nights for 2 people)	2	2,00	80,00 €	320,00 €
14	WP1	D1.1.4	Travel & Accommodation	Accommodation	Hotel accommodation in Ioannina (#: for 2 nights for 2 people)	2	2,00	80,00 €	320,00 €
15	WP1	D1.1.4	Travel & Accommodation	Accommodation	Hotel accommodation in Korce (#: for 3 nights for 2 people)	2	3,00	90,00 €	540,00 €
16	WP1	D1.1.4	Travel & Accommodation	Accommodation	Hotel accommodation in Gjirokaster (#: for 3 nights for 2 people)	2	3,00	90,00 €	540,00 €
17	WP1	D1.1.4	Travel & Accommodation	Daily Allowance	Daily allowance in Greece for travelling to Corfu & Ioannina (#: for 4 days for 2 people)	2	4,00	40,00 €	320,00 €

Cover page | LP (PP1) | PP2 | PP3 | PP4 | PP5 | PP6 | PP7 | PP8 | PP9 | PP10 | Project Budget | Project Overview

You must select a value from drop-down lists for WP, Deliverable, Budget Line, and Cost item

…and ONLY then you type the justification and the amounts required.

Σελίδα 1

Specification of Budget Form

Specification of Budget Form

Lead Partner (PP1) / BMP LP	Staff	Office and Administration	Travel and accommodation	External Expertise and Services	Equipment	Infrastructure and Works	TOTALS
WP 1	0,00 €	1.200,00 €	82,50 €	0,00 €	0,00 €	0,00 €	1.282,50
D1.1.1	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
D1.1.2	0,00 €	1.200,00 €	0,00 €	0,00 €	0,00 €	0,00 €	1.200,00 €
D1.1.3	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
D1.1.4	0,00 €	0,00 €	82,50 €	0,00 €	0,00 €	0,00 €	82,50 €
D1.1.5	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
WP 2	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	[illegible]
D2.1.1	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
D2.1.2	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
D2.1.3	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
D2.1.4	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
D2.1.5	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
WP 3	0,00 €	0,00 €	0,00 €	10.000,00 €	0,00 €	0,00 €	
D3.1.1	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	
D3.1.2	0,00 €	0,00 €	0,00 €	10.000,00 €	0,00 €	0,00 €	
D3.1.3	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
D3.1.4	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
D3.1.5	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
WP 4	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
D4.1.1	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
D4.1.2	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
D4.1.3	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
D4.1.4	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
D4.1.5	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
WP 5	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
D5.1.1	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
D5.1.2	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
D5.1.3	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €

Cover page | LP (PP1) | PP2 | PP3 | PP4 | PP5 | PP6 | PP7 | PP8 | PP9 | PP10 | Project Budget | Project Overview

These tables are used in order to add the project budget in the Application Form tables per project partner.

By completing details on Partner sheets, automatically "Project Budget" sheet is completed.

Σελίδα 1

Specification of Budget Form

	Staff Costs	Office and Administration	Travel and accommodation	External Expertise and Services	Equipment	Infrastructure and Works	Total
WP1	0,00 €	1.200,00 €	82,50 €	0,00 €	0,00 €	0,00 €	1.282,50 €
WP2	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
WP3	0,00 €	0,00 €	0,00 €	10.000,00 €	0,00 €	0,00 €	10.000,00 €
WP4	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
WP5	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
WP6	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Total	0,00 €	1.200,00 €	82,50 €	10.000,00 €	0,00 €	0,00 €	11.282,50 €

	Staff Costs	Office and Administration	Travel and accommodation	External Expertise and Services	Equipment	Infrastructure and Works	Total
LP (PP1)	0,00 €	1.200,00 €	82,50 €	10.000,00 €	0,00 €	0,00 €	11.282,50 €
PP2	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
PP3	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
PP4	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
PP5	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
PP6	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
PP7	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
PP8	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
PP9	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
PP10	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Total	0,00 €	1.200,00 €	82,50 €	10.000,00 €	0,00 €	0,00 €	11.282,50 €

	Staff Costs	Office and Administration	Travel and accommodation	External Expertise and Services	Equipment	Infrastructure and Works	Total
Albania	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Bulgaria	0,00 €	1.200,00 €	82,50 €	10.000,00 €	0,00 €	0,00 €	11.282,50 €
Cyprus	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
The former	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Greece	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Total	0,00 €	1.200,00 €	82,50 €	10.000,00 €	0,00 €	0,00 €	11.282,50 €

	WP1	WP2	WP3	WP4	WP5	WP6	Total
LP (PP1)	1.282,50 €	0,00 €	10.000,00 €	0,00 €	0,00 €	0,00 €	11.282,50 €
PP2	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
PP3	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
PP4	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
PP5	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €

Σελίδα 1

Cover page | LP (PP1) | PP2 | PP3 | PP4 | PP5 | PP6 | PP7 | PP8 | PP9 | PP10 | Project Budget | Project Overview

…and “Project Overview” sheet is also automatically completed.

Specification of Budget Form

Specification of Budget Form

Points of Attention

- **Be environmentally friendly! Print only the necessary pages!**
- Be careful when filling in the information! **Accuracy of information** provided is important for the **correct limits** overview.
- Do your homework! **Study** the guidelines for filling in correctly the information.
- Be sensible! **Provide realistic and verifiable information**…You are evaluated for this!

Specification of Budget Form – Partners' Section

Staff costs

- The personnel rate measurement unit (man-hour, man-day, man-month etc) Person etc), needs to be specified.
- Recommended to use "man-month" measurement unit.
- Even in case of **Flat rate calculation method, an overview of the staff** required for the implementation of the project is necessary

Office and Administration

- A short description of the item selected needs to be provided by the Applicant.

Travel and Accommodation

- There are different filling in requirements at the calculation columns according to the item selected.

Specification of Budget Form – Partners' Section

External Expertise and Services

• The purpose of the service, the estimated quantities planned, etc need to be clearly explained.

Equipment

• A brief description of the item and the specifications of the costs planned need to be included.

• Supporting documents can be provided to list the entire set of equipment necessary.

Infrastructure and Works

• In all cases, the documentation proving adequate maturity and costs in considered necessary in order to justify the costs.

• A brief description of the item and the specifications of the costs planned needs to be included.

Attention:

- In all cases, the provisions of the Regulations 1301/2013, 1303/2013, 1299/2013 and 481/2014 apply.
- **The Applicants are free to submit any other supporting documents that can justify their costs.**

The Application Package

Application Form

Specification of Budget Form

Application Documents

Project Development - Success factors

Application Documents

- AD1a- The 'Partnership Declaration' [PP];
- AD1b- The 'Observer Declaration (if applicable) [OP];
- AD2- The 'Co-financing – Non Double Financing Statement per partner' [PP];
- AD3- The 'Declaration of non generating Revenues' [PP];
- AD4- The 'Specification of Budget Form' [LP];
- AD5- The 'Maturity Sheet per partner' (for services, equipment and small-scale investment) [PP];
- AD6- The 'Documentation for the eligibility of Project Partners' [PP]
- AD7- The 'Documentation for IPA Project Partners' [IPA PP]

  (a) The 'Legal Entity Form – for IPA Public, Private, Governed by Public Law' (standard form provided – public & private) [IPA PP & IPA LP, if applicable];

  (b) The 'Financial Identification Form' (standard form provided) [IPA LP, if applicable];

  IPA partners shall refer to the 'Practical Guide to Contract Procedures for EC External Actions (PRAG)' for further guidance on filling in the documents under point 7a, b above.
- AD8- Two (2) 'CD/DVD-ROMs' [LP]

Mistakes to be avoided

Application Form

- **Macros are not enabled**
- **Breached security** of the file
- Irrelevant text compared to requested information
- **Wrong set of indicators** compared to Priority Axis
- **Wrong VAT** status…

Specification of Budget Form

- **Breached security** of the file
- **Mismatches** between Application form and Specification of Budget Form
- Irrelevant text compared to requested information
- **Not proper use of drop-down lists** affecting the eligibility of the project
- Not filling in the **appropriate worksheet of the SoBF for each project partner**, according to the PP Nr declared in the SoBF Cover Page and the Application Form.
- Printed unnecessary lines…

Application Documents

- **Discrepancies** in amounts in different declaration forms…

The Application Package

Application Form

Specification of Budget Form

Application Documents

Project Development - Success factors

Project Development

- **Project generation**
  - define the **objectives, results and outputs**;
  - build the **partnership**;
  - construct the work plan/activities;
  - set up realistic **budget** and **timeframe**.
- **Project intervention logic**
  - target **one single** programme priority **specific objective**;
  - **contribute** to the respective programme result and result indicator;
  - link in a **logic sequence** the project activities and outputs to the specific objective target.
- **Objectives, expected results and outputs**
  - priorities, specific objectives and result indicators
  - projects/ operations/ activities and output indicators
  - common indicators, programme-specific indicators

Project Development

The work plan

- Project management and coordination activities [WP1]
  - Decision-making structure
  - Project team (e.g. **project manager – permanent staff**, financial manager etc.)
  - Information flow between partners (e.g. project meetings)
  - Monitoring & evaluation
- Project communication and dissemination activities [WP2] (e.g. communication manager – if required)
- The project activities [Thematic WPs] (the **last WP** should be solely dedicated to **activities outside the eligible area**, if applicable)

- **The project budget**
  - The project size and duration
    - Resource planning
    - Cost estimating
    - Cost budgeting
    - Time planning

Success factors

Project starting point: the approved Cooperation Programme and its Programme documents

Project intervention logic: Needs & Challenges of the eligible area – Suitability of partnership scheme (experience, capacities) - Project Overall objective/ Project Specific objectives – Targeted activities – Estimated budget (resources, cost, time-planning) – Expected outputs (visible, tangible, realistic) – Suitable target group & Decision-making – Project results (qualitative dimension, measurable, overall benefit for the eligible area from co-financing project outputs)

Project output & result indicators: Specific, Measurable, Achievable, Relevant, Timed – **RELATED WITH OUTPUT & RESULT INDICATORS OF EACH PROGRAMME**

Attention!

Capitalisation *of experience and results*

There is not ***'good or bad choice'*** *for a project,*
but ***'adjusted solution'*** *to specific needs*
for the implementation of result oriented, high quality projects.

Not infrastructure *– Small-scale investments or pilot interventions.*

Thank you for your interest!

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