MANAGING AUTHORITY
OF EUROPEAN TERRITORIAL
COOPERATION PROGRAMMES

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

European Union

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

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European Regional Development Fund

The 1st Call for Project Proposals | Terms of Reference

Priority Axes and Specific Objectives

	Balkan-Mediterranean Programme Priorities & Specific Objectives					
	PA1: Entrepreneurship & Innovation			PA2: Environment		
Specific Objective (SO)	SO 1.1: **Competitive territories:** stimulating business performance and extroversion through transnational linkages, clusters and networks	SO 1.2: **Innovative territories:** unleashing territorial potential to improve the transnational innovation capacity of the business sector	SO 1.3: **Territories of knowledge:** entrepreneurial learning and knowledge transfer for more competitive SMEs	SO 2.1: **Biodiversity:** promoting ecological connectivity and transnational ecosystems' integration	SO 2.2: **Sustainable territories:** fostering transnational cooperation for resource efficiency and climate change resilience	SO 2.3: **Delivery on environmental legal framework:** improving transnational governance capacities

Launch date: **16 December 2015**
Close date: **15 April 2016**

Budget available and Co-financing rate

Breakdown of available budget per priority axis for the 1st Call for Proposals

Priority axis	Fund	EU support	National contribution	Total contribution
1 - Enterpreneurship & Innovation	ERDF	5.609.361 €	989.887 €	6.599.249 €
	IPA	1.014.975 €	179.113 €	1.194.089 €
2 - Environment	ERDF	8.881.489 €	1.567.322 €	10.448.810 €
	IPA	1.607.044 €	283.596 €	1.890.640 €
Total	**ERDF**	**14.490.850 €**	**2.557.209 €**	**17.048.059 €**
Total	**IPA**	**2.622.020 €**	**462.709 €**	**3.084.729 €**
Grand Total		**17.112.870 €**	**3.019.918 €**	**20.132.788 €**

The EU **co-financing rate is 85%**.

Regulatory framework

EC Regulations

- Regulation (EU) No 1303/2013 - **"Common Provisions Regulation – CPR"**;
- Regulation (EU) No 1301/2013 - **"ERDF Regulation"**;
- Regulation (EU) No 1299/2013 - **"ETC Regulation"**;
- Commission Delegated Regulation (EU) No 481/2014 - **Specific rules on eligibility of expenditure for cooperation programmes**;

Framework Agreements

- Framework Agreement between Republic of Albania and the European Commission, signed on 27th of February 2015;
- Framework Agreement between the former Yugoslav Republic of Macedonia and the European Commission;

Financing Agreements

- *Financing Agreement between the European Commission, the Managing Authority and Republic of Albania in accordance with Article 26 of Regulation (EU) No1299/2013 (to be concluded);*
- *Financing Agreement between the European Commission, the Managing Authority and the former Yugoslav Republic of Macedonia in accordance with Article 26 of Regulation (EU) No1299/2013 (to be concluded);*

Cooperation Programme

- The **Interreg V-B Balkan – Mediterranean 2014 – 2020 Cooperation Programme**, as adopted by EC with the Commission Decision C(2015)6619 on 25.09.2015;
- *Subsidy Contract*
- *Partnership Agreement*

IPA project partners shall follow the provisions of the relevant Financing Agreements, including those described in the **'Practical Guide to Contract Procedures for EU External Actions (PRAG Rules)'** for the award of service, supply and work contracts among others.

Partners are suggested to consult the applicable Community and National legislation, not expressly recalled.

Suspension clause

1. **Financing Agreements between the European Commission, the Managing Authority and the Republic of Albania and the former Yugoslav Republic of Macedonia**
   1. for IPA project partners in Albania and the former Yugoslav Republic of Macedonia only;
   2. the reimbursement of expenditure is subject to entering into effect.

2. **Ministerial Decision on Management and Control System**
   1. for Greek project partners only;
   2. clarifications on the eligibility of expenditure

Rules & Procedures

Budget Requirements

Duration Requirements

Partnership Requirements

Submission Requirements

Requirements for a project size

Project budget requirements (incl. EU & National Funds)

1 - Entrepreneurship & Innovation	2 - Environment
minimum project budget: 500.000,00 maximum project budget: 1.000.000,00	minimum project budget: 500.000,00 maximum project budget: 1.500.000,00

Partners budget requirements (incl. EU & National Funds) – Limitation on ERDF & IPA contribution

ERDF partners	IPA partners
The budget of each ERDF partner is not lower than 100.000 euro to prove its active involvement in the project.	In case of IPA partners, the budget (1) is not lower than 50.000 euro and (2) is equal or superior to 5% of the total eligible budget of the project to prove its active involvement in the project.

Threshold on the financial balance between partners & countries

per Partner	per Country
One partner must not concentrate more than 35% of the total eligible budget of the project.	One country must not concentrate more than 50% of the total eligible budget of the project.

Requirements for project budget ceilings

	Project budget level limit	Partner budget level limit
Staff costs		- on a **real cost basis**, or - on a **flat rate basis** (up to) **20% of direct costs** other than the staff costs related to the project (Art. 19 of the ETC Regulation). - ***Staff costs*** *for each project partner* ***cannot exceed 40%*** *of its total budget (having subtracted before the amount of staff costs and office and administration costs from the initial total budget), regardless of the calculation option selected.*
O & A costs		- on a **real cost basis** or - on a **flat rate basis** (up to) **15% of direct staff costs** - ***Office and Administration costs*** *for each project partner* ***cannot exceed 7%*** *of its total budget (having subtracted before the amount of office & administration costs from the initial total budget), regardless of the calculation option selected.*
Preparation costs	- **up to 4% and not more than 20.000 EUR of the total project budget**	
WP1: Management costs		- the **Lead Partner** shall be limited to **15%** of its total budget; - each **Project Partner** cannot exceed **10%** of its total budget; - *For the above limits,* ***costs*** *related to* ***(1)*** *WP1 - Deliverable 1.x.1 – Cost item xxx* ***for the preparation activities****' and* ***(2)*** *WP1 - Deliverable x.x.x – Cost item: Audits* ***for the verification of expenditure – external auditors (First Level Control)*** *are* ***not considered****.*
WPx: Activities outside the programme area	- **within the limit of 20% of ERDF budget**	

Eligibility of EU funding

BMP Eligible funding

EU Member States: ERDF funding - IPA Partner States: IPA funding - Observer Partners: No EU funding

	Albania	Bulgaria	Cyprus	The former Yugoslav Republic of Macedonia	Greece
	National Funding counted as				
Public bodies National, regional or local public authorities	**Own contribution (public)**	**Public**	**Own contribution (public)**	**Public**	**Public**
Bodies governed by public law as defined in Article 2(1) of Directive 2014/24/EU	**Own contribution (public)**	**Public**	**Own contribution (public)**	**Public**	**Public**
Bodies governed by private law - Non-profit	**Own contribution (private)**	**Public**	**Own contribution (private)**	**Public**	**Public**
International organisations - acting under the national law of any BalkanMed Partner State - fulfill criteria foreseen for non-profit bodies governed by private law	**Own contribution (private)**	**Public**	**Own contribution (private)**	**Public**	**Public**
EU co-financing rate:	**85%**				
National co-financing rate:	**15%**				

Eligibility of expenditure

Eligible expenditures

- **Project preparation costs** - eligible if they are incurred **between January 1st, 2014 and the date when the full application is submitted** by the Lead Partner for the present Call for Project Proposals and paid between January 1st, 2014 and within two months after the date of last signature at the Subsidy Contract for the present Call for Project Proposals. Payments made after this date cannot be considered as preparation costs.
- **Project implementation costs** – **start and end date** indicated in accordance with the Subsidy Contract and the approved Application Form; **START DATE IN AF = December 1st, 2016**
- **Project closure costs** – eligible if **(1) all implementation-related costs incurred and invoiced in the last reporting period *are paid*** by Project Partners within three (3) months after the end date of project implementation and **(2) related to the elaboration and submission of the last Project Progress Report, the Final Progress Report and to the project administrative closure activities (first level control, staff costs, insurance, bank expenses)**, and ***are incurred, invoiced and paid*** out within three (3) months after the official ending date of the project.
- ***Travel and Accommodation costs for observer partners*** *- eligible if they are paid by the partner organisations listed in the Application Form and be budgeted and reported under external expertise; in case the observer partner covers any expenditure on his own, this expenditure should not be included in the project budget.*

Rules & Procedures

Budget Requirements

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Project duration

Projects should be concluded within **a maximum period of twenty four (24) months** after the signing of the Subsidy Contract (SC) between the Managing Authority and the Lead Partner.

This limit applies for the operative phase of the project and does not include the preparation phase.

Projects that have started their implementation before the signing of the contract, and in any case after 1/1/2014, should not have been concluded before the application for funding at the 1st Call for Project Proposals.

Rules & Procedures

Budget Requirements

Duration Requirements

Partnership Requirements

Submission Requirements

Eligibility of Partners

	ERDF/ IPA Project Partners	ERDF/IPA Lead Partner
a. Public bodies National, regional or local public authorities	√	√
b. Bodies governed by public law as defined in Article 2(1) of Directive 2014/24/EU	√	√
c. Bodies governed by private law - Non-profit	√	√
International organisations -acting under the national law of any BalkanMed Partner State -fulfill criteria foreseen for non-profit bodies governed by private law	√	√

Bodies governed by public law and non-profit bodies governed by private law must be operational for
- <u>at least 24 months to apply as Lead Partners</u> or
- <u>at least 12 months to apply as Project Partners</u> before the launching of the 1st Call for Proposals.

Private entities not falling under the above categories b. and c. are not eligible.

NB: The participation of <u>profit-making private entities and political parties is not eligible</u>.

The Lead Partner and the Project Partners

Who can become a Lead Partner or a Project Partner?

Any actor located in one of the BalkanMed Partner States.

What are LPs main responsibilities?

LP will be designated by all partners participating in a project to ensure implementation of the entire project (carry out the tasks laid down in Article 13 of ETC Regulation) and will **sign a Subsidy Contract** with the Managing Authority.

- The Lead Partner
  - **be located** in one of the Balkan -Mediterranean Partner States;
  - be a **legal entity**;
  - hold a **dedicated bank account** for the project;
  - **be legally able** to transfer funds to foreign countries;
  - has a **technical and financial capacity and competency** to manage the proposed common project.

What is the role of a Project Partner?

PP commits itself to implement a project and will **sign a Partnership Agreement**.

Observer Partners

Who is an Observer Partner?

Any actor invited by the partnership to take part in the project in **an observant role** or **with advisory capacity**.

Who can be an Observer Partner?

Any body coming from EU, IPA and third countries following the general criteria for eligibility of partners.

Observer partner declaration must be signed.

Why to participate in the project as an Observer Partner?

Added value and **expertise** to the implementation.

Does an Observer Partner get EU funding by the project?

Not eligible to receive EU funding.

Travel and Accommodation costs for observer partners are only eligible if they are paid by the partner organisations listed in the Application Form and be budgeted and reported under external expertise;

In case the observer partner covers any expenditure on his own, this expenditure should not be included in the project budget.

Requirements for a project partnership

Size of the Partnership Scheme

As a minimum requirement, the partnership must involve:

- ►at least **three (3) project partners - maximum eight (8) project partners**
- ►from **at least three (3) different countries from the BalkanMed area**

Lead Partner

►**Each partner can participate as Lead Partner to a maximum of two (2) project proposals**; in case of universities and research centers the above-mentioned limitation is considered per department. **Non-compliance** with this limitation shall result to the **rejection of all project proposals submitted by the same Lead Partner.**

Observer partners (if applicable)

- **Maximum two (2) organisations** per project proposal;
- Not considered part of the partnership scheme;
- Participation declared in Application Form
- Relevance and involvement clearly defined.

NB: The partnership scheme **cannot** be consisted **solely** of **non-profit bodies governed by private law**.

All partners shall co-operate in:

- Joint development
- Joint implementation

and shall cooperate in at least **one** of the following ways:

- Joint staffing
- Joint financing

Location of activities

Project activities must take place in the Balkan-Mediterranean area

Financing activities located outside the Balkan-Mediterranean area is possible, if:

- the activity and/ or event are **for the benefit of the Programme area**;
- the activity and/ or event are **essential for the implementation of the project**;
- the implementation and/ or the relevance of the activity and/ or the event have **been approved by the Programme <u>beforehand</u>**.

Such activities shall respect *the 20% threshold of ERDF at project level*.

Rules & Procedures

Budget Requirements

Duration Requirements

Partnership Requirements

Submission Requirements

Submission of a Project Proposal

Consultation of Cooperation Programme documents

All Applicants must refer to the Application Package and to all relevant documents for the 1st Call for Project Proposals.

The original Application Package is provided only in electronic format on the websites of the BalkanMed Managing Authority and of the Responsible Authorities in the Partner States.

- The **Interreg V-B 'Balkan – Mediterranean 2014 – 2020' Cooperation Programme**, as approved by the European Commission Decision C(2015)6619, dated 25.09.2015;
- The 'Programme Manual';
- The 'Project Implementation Manual';
- The 'Project Selection Criteria';
- The 'Application Form Guide';
- AD4- The 'Specification of Budget Form Guide';
- The 'Application Form';
- The 'Application Documents' [AD1-AD5, AD7]. For all application documents, *a standard form* is made available.

Partners are suggested to consult the applicable Community and National legislation.

Submission of a Project Proposal

Submission of the project proposal folder

All Applicants must refer to the Application Package and to all relevant documents for the 1st Call for Project Proposals.

- The 'Application Form';
- 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) [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]

Submission of a Project Proposal

For a successful submission,

Respect the **Guidelines for the Submission of Applications under the 1st Call for Project Proposals**

Respect the **deadline**:

15, April 2016, at 16:00 local time *at the latest*

What support do we offer?

Thank you for your interest!

Good luck!!!

BalkanMed website: **https://sites.google.com/site/interregbalkanmed**

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