European Union | European Regional Development Fund

Sharing solutions for better regional policies

Interreg Europe 5th (restricted) call for additional activities

Application form

FOR INFORMATION ONLY - DO NOT USE FOR FILLING
FINAL APPLICATION FORM AVAILABLE FROM 1 APRIL 2021

IMPORTANT: Before completing this application form, the lead partner should first exchange with their JS officers on their proposal for additional activities and (if applicable) pilot actions. The aim of this first step is to check the overall relevance of the proposal and, if needed, to advise projects on how their proposal should be improved to best fit the call.

Project Acronym:	
Project Index (PGI):	
Date of request:	

A. Justification and detailed description of the additional activities

Please describe how the partnership plans to further exchange experiences on the way the crisis impacts the issue addressed by the project and on possible measures to face and recover from the crisis. For 3rd and 4th call projects, please also clarify why additional funding is needed for these activities.

SAMPLE

B. Partnership

In case of partnership change, please complete the following information.

Name of the partner organisation concerned	Country	Change	Justification:

C. Policy instruments

In case of change on the policy instruments addressed in the initial application form, please complete the following table.

Name and number of the original policy instrument(s)	Name of the new policy instrument(s) addressed	Justification

Please explain how the additional activities contribute to the improvement of the different policy instruments addressed.

SAMPLE

D. Planned activities

Please describe precisely the different activities to be implemented during the corresponding semesters.

Semester 1
Main outputs
Semester 2
Main outputs
Semester 3
The administrative closure (last payments, preparation of the last progress report, first level control) often requires more time than expected. In fact, the last semester of the project should be exclusively dedicated to the administrative closure.

Please indicate whether you need an extension of duration to carry out the additional activities? If yes, until when do you need this extension?

SAMPLE

E. Budget (*)

Partner	Country	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Total partner budget	ERDF / NO funding
Total								

(*) *In addition to section E, please fill in the Excel file "XXX". This Excel file helps for the preparation of the request but does not need to be submitted with the final application.*

SAMPLE

Part to be completed by the Interreg Europe Joint Secretariat

1. **JS clarifications**

2. **JS final recommendations**

Fulfilment of criteria?	**Yes**	**No**
1/ Relevance		
2/ Coherence		
3/ Budget		
If applicable, relevance of pilot action(s)		
Final recommendation		

SAMPLE

Annex 2: Request for pilot action

IMPORTANT: In case of more than one pilot action, each partner must complete annex 2. This will not be needed when the same pilot will involve different partners.

Title of the pilot action	
Policy instrument(s) addressed:	
Partner(s) concerned:	
Country (countries):	

Pilot action summary (information to be published in case of approval):

Please summarise in one sentence the pilot action requested.

The pilot action is dedicated to testing….

A. Relevance of the request

A.1 Nature of the pilot action

Please describe what will be tested in the region? What is the precise nature of the activities envisaged?

Who will be the main beneficiaries of the pilot action?

SAMPLE

A.2 Compliance with the programme requirements

Please explain further how the pilot action complies with the programme's requirements in terms of:

A.2.1 Policy relevance and durability

How will the pilot action contribute to improving the policy instrument addressed in the concerned regions? What are the measures envisaged to ensure its durability and / or generalisation in case of success? These actions should also be reflected in the work plan (section B).

A.2.2 Interregionality and link to the learning process

How is the pilot action linked to the exchange of experience process? How does it relate to knowledge / practices learnt from other project partners and/or local stakeholder group?

How will the implementation and lessons learnt from the pilot action be shared among the partnership to enrich the interregional exchange of experience?

SAMPLE

A.2.3 Additionality

Why can the pilot action not be financed by the policy instrument addressed or by other local / regional / national funds?

B. Planned activities

Please describe precisely the different activities to be implemented for the pilot action during the corresponding semesters.

Semester 1
Main outputs
Semester 2
Main outputs

SAMPLE

C. State Aid

Funds used to implement pilot actions have to comply with state aid rules, in line with article 107 of the TFEU. Therefore, the JS has to assess whether the pilot activities described below could be considered as state aid relevant. The activity carried out within the pilot could be state aid relevant if it has a commercial nature, is market related, it grants an economic benefit to the beneficiary that the beneficiary would not have received without the pilot and is thus able to distort the competition within the EU. If the proposed pilot action falls under state aid rules, the aid will be granted under the de minimis regulation[1]. According to this regulation, an organisation cannot receive more than EUR 200,000 of de minimis aid in the last 3 fiscal years. This means that, if the pilot action is state aid relevant and the project partner receive de minimis aid, there will be specific procedures to follow. If the pilot benefits directly the project partner, a self-declaration will have to be provided by the project partner. In case third parties receive benefits from the pilot, they will be considered as recipient of indirect state aid/de minimis and project partners bear the responsibility to ensure that state aid /de minimis rules are respected by those undertakings, by collecting such self-declarations from them. Further information on state aid can also be found in section "2.7.5 State aid" in the programme manual.

In order to allow the JS to assess whether the proposed pilot is state aid relevant, we kindly ask you to reply to the questions below.

- Can any of the pilot activities be considered as an economic activity, i.e. market relevant, profit oriented or likely to improve the financial situation of the partner? Please justify as much as possible your answer, and if applicable, please explain how the pilot action could improve the financial situation of the project partner.

- Will there be a specific third party organisation or a selected group of third party organisations (other than the external experts sub-contracted in compliance with public procurement rules) involved in the pilot that could benefit from market related, or profit oriented activities, likely to improve their financial situation? If yes, please define the activities they will participate in and explain why you consider that they are market related and how they could bring an economic benefit to the third party.

[1] 'Commission Regulation (EC) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid'

SAMPLE

D. Partnership

Which partner(s) of the project will be in charge of the implementation of the pilot action?

Partner name:	Country:	Role in the pilot:

Does the pilot action require the introduction of new partners in the partnership?

If yes, please specify (*)

Partner name:	Country:	Role in the pilot:

(*) *In order to confirm the eligibility of the new partner(s) please fill in Part B.1 Partnership for each of the new partners joining the existing partnership at the bottom of this document.*

Will other stakeholders be involved in the implementation of the pilot action?

SAMPLE

E. Budget (*)

(*) *In addition to section E, please fill in the Excel file "Pilot Actions request template – section E budget". This Excel file helps for the preparation of the request but does not need to be submitted with the final application.*

Partner	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Total partner budget
Total						

SAMPLE

Part to be completed by the Interreg Europe Joint Secretariat

1. **JS clarifications**

2. **JS final recommendations**

State aid relevance	Yes	No
1/ Does the pilot action represent a service which allows to make profit and for which a market exists (i.e. is it considered as an economic activity in the meaning of the Commission notice on the notion of State Aid (n° 2016/C 262/01)? If yes, please specify if it is direct of indirect?		
2/ Could the financial situation of the concerned partner(s) improve as a result of the pilot (i.e. could the pilot action potentially distort the competition)?		
3/ Will there be any economic benefit to third parties? (indirect state aid relevance)		
Conclusion		

Fulfilment of criteria?	Yes	No
1/ Relevance		
2/ Additionality		
3/ Interregionality		
4/ Feasibility (including finance)		
Final recommendation		

SAMPLE

ATTENTION: Only fill in this section if a NEW partner is joining the partnership to implement the pilot action. This will allow the programme to check its eligibility with the relevant National Point of Contact.

B.1 Partner's details			
Name of organisation in original language			
Name of organisation in English			
Department/unit/division (if applicable)			
Legal status	☐ *Public body or body governed by public law* ☐ *Body governed by private law (only non-profit!)*		
Type of partner	☐ *local public authority* ☐ *regional public authority* ☐ *national public authority* ☐ *EGTC* ☐ *Business support organisation* ☐ *Education and research institution* ☐ *Agency (different from business support organisation)* ☐ *Infrastructure and public service provider* ☐ *Interest group* ☐ *Other*		
Address			
Town		Postal code	
Country			
NUTS 1 level			
NUTS 2 level			
NUTS 3 level			
Legal representative			
Contact person 1			
Phone (office)		Mobile	
E-mail		Website	
Contact person 2 (optional)			
Phone		*E-mail*	
Partner financed through regional operational programmes	☐ *Yes* ☐ *No* Please tick yes only if the participation of the partner is financed directly by their regional operational programme and not through Interreg Europe (see programme manual for further information)		

Instructions

In order to assess the budget of the activities, we need to know the budget breakdown per budget line and per partner.

In the sheets **'5th call activities budget**' and '**Pilot action budget'**:

Table 1: in this table you need to fill in the budget of the activities / pilot action, broken down by partner and by budget line.

Table 2 - External expertise and services: if external expertise costs are planned in table 1, you need to provide a detailed description of these costs in table 2 , listing in separate lines the planned costs according to the different type of costs. Please try to be as precise as possible, so that we can clearly understand the type of external support/service needed for the implementation of the activities / pilot (e.g. catering, venue costs for meeting X in semester X).

Table 3 - Equipment: if equipment costs are planned in table 1, you need to provide a detailed description of these costs in table 2.

In the sheet **'Total budget**', you will be able to see the cumulated budget requested in sheets 1 & 2. In this tab, you just have to indicate the co-financing rate of your partners (e.g. 85%).

Please indicate in the table below the budget of the activities that you wish to implement within the frame of the 5th call, broken down by partner and by budget line. If the activities will generate net revenues, please indicate them in the table below (if no revenues, you can just leave the cell blank). **N.B. fill in only the white cells!**

Table 1 - Total 5th call activities budget

Partner	Country	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Net revenues	Total budget
			- €			- €	- €	- €
		- €	- €	- €	- €	- €	- €	- €
		- €	- €	- €	- €	- €	- €	- €
		- €	- €	- €	- €	- €	- €	- €
		- €	- €	- €	- €	- €	- €	- €
		- €	- €	- €	- €	- €	- €	- €
		- €	- €	- €	- €	- €	- €	- €
		- €	- €	- €	- €	- €	- €	- €
Total		- €	- €	- €	- €	- €	- €	- €

Please indicate in the table below a detailed description of the external expertise and services and equipment needed for the implementation of the activities (if any). **N.B. fill in only the white cells!**

Table 2 - External expertise and services

N°		Description	Contracting partner	Amount
1				
2				
3				
total				- €

Table 3 - Equipment

N°		Description	Contracting partner	Amount
1				
2				
3				
total				- €

Please indicate in the table below the budget of the pilot action, broken down by partner and by budget line. **Please indicate 0 for the partners not participating in the pilot to ensure that the automatic calculations done in tab 3. Total budget are correct**. If the pilot action will generate net revenues, please indicate them in the table below (if no revenues, you can just leave the cell blank. **N.B. fill in only the white cells!**

Table 1 - Total pilot action budget

Partner	Country	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Net revenues	Total pilot action budget
0			- €				- €	- €
		- €	- €	- €	- €	- €	- €	- €
		- €	- €	- €	- €	- €	- €	- €
		- €	- €	- €	- €	- €	- €	- €
		- €	- €	- €	- €	- €	- €	- €
		- €	- €	- €	- €	- €	- €	- €
		- €	- €	- €	- €	- €	- €	- €
		- €	- €	- €	- €	- €	- €	- €
Total		- €	- €	- €	- €	- €	- €	- €

Please indicate in the table below a detailed description of the external expertise and services and equipment needed for the implementation of the pilot action (if any). **N.B. fill in only the white cells!**

Table 2 - External expertise and services

N°	Country	Description	Contracting partner	Amount
1				
2				
3				
total				- €

Table 3 - Equipment

N°	Country	Description	Contracting partner	Amount
1				
2				
3				
total				- €

Total budget requested (sum of tabs 1 & 2)

N.B. fill in only the white cells!

Partner	Country	Co-financing rate (in %)	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Net revenues	Total budget needed	ERDF / NO funding
0		85%	- €	- €	- €	- €	- €	- €	- €	- €
			- €	- €	- €	- €	- €	- €	- €	- €
			- €	- €	- €	- €	- €	- €	- €	- €
			- €	- €	- €	- €	- €	- €	- €	- €
			- €	- €	- €	- €	- €	- €	- €	- €
			- €	- €	- €	- €	- €	- €	- €	- €
			- €	- €	- €	- €	- €	- €	- €	- €
			- €	- €	- €	- €	- €	- €	- €	- €
			- €	- €	- €	- €	- €	- €	- €	- €
Total			- €	- €	- €	- €	- €	- €	- €	- €