

**Interreg IPA Cross-border Cooperation Programme  
Croatia-Bosnia and Herzegovina-Montenegro  
2014-2020**

**2<sup>nd</sup> Call for Proposals**

**QUESTIONS & ANSWERS**

**Last update: 6 December 2018**

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## A. Eligibility

**Q: Is Lead Applicant from Primorje-gorski kotar County eligible to apply as Lead applicant if it wants to place its activities in the Programme area.**

A: For information related to 2nd Call for Proposals please read carefully documents published on: <http://www.interreg-hr-ba-me2014-2020.eu/calls-for-proposals/2nd-call-for-proposals/>

Eligibility of applicants (partners), activities and costs are subject of Assessment and selection process (1. Step) described in 2nd Call for Proposals Guidelines for Applicants (section 4.). Therefore, at this stage, we cannot provide information related to any of the eligibility criteria. Further information concerning your question, however, depending on project proposal to be developed with your partners, can be found in the following sections:

- GfA, section 2.3.1. Eligibility of Applicants (Lead Partner and Project Partners)
- GfA, section 2.3.2. Eligibility of Activities with special attention to „Activities outside Programme area“ and related limitations.

**Q: We are an SME from Germany/Hungary, involved in development of small electric moped-like-cars for car-sharing, car rental, touristical attraction and individual use purposes. Our hungarian company is mostly involved in the development, meanwhile the german part has mostly the marketing responsibility. Our development concept perfectly fits to the Interreg concept, as the final product - the interactive electric car - is designed for using in fast growing touristic areas which are also having carbon-footprint problems. We are having some questions regrading Interreg IPA Croatia-Bosnia and Hercegovina- Montenegro calls.**

**As a german or hungarian SME can we participate on this Interreg IPA Call or not? If yes, can we be the leader of the call, integrating the HRBAME companies or we shall be the supplier and the project leader should be a HRBAME company?**

**Are you thinking in an consortium of companies or rather a joint venture of HRBAME participant?**

**What are the budget limits?**

**Can we get some consultancy services regarding this calls and if yes, how?**

A: In order to be eligible for a grant, the applicant/partner must be established in the respecting participating country (Croatia, Bosnia and Herzegovina, Montenegro). Eligibility of applicants (partners), activities and costs are subject of Assessment and selection process (1. Step) described in 2nd Call for Proposals Guidelines for Applicants (section 4.). Therefore, at this stage, we cannot provide information related to any of the eligibility criteria.

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- GfA, section 2.3.2. Eligibility of Activities with special attention to „Activities outside Programme area“ and related limitations.

**Q: Molim službeno tumačenje prihvatljivosti prijavitelja u sklopu 2. poziva iz Programa prekogranične suradnje Interreg IPA CBC Hrvatska – Bosna i Hercegovina – Crna Gora 2014. – 2020. Je li Ministarstvo turizma RH prihvatljiv prijavitelj? U jednom od projekata financiranom iz 1. poziva partner je Ministarstvo zdravstva Crne Gore, dok do sada iz Hrvatske na projektima nije sudjelovalo nijedno ministarstvo. U samom programu prekogranične suradnje navedeni su, između ostalih, kao prihvatljivi prijavitelji: National, regional and local public bodies/institutions (for example, institutes, development agencies and similar), a u samom pozivu u okviru prioritetne osi 3: public institutions (for example, institutes and other research organisations, development agencies national/regional/local institutions responsible for environment and nature, national/regional/local institutions responsible for culture including museums, libraries and theatres, etc.). Uključuje li to i Ministarstvo turizma?**

A: For information related to 2nd Call for Proposals please read carefully documents published on: <http://www.interreg-hr-ba-me2014-2020.eu/calls-for-proposals/2nd-call-for-proposals/>

Eligibility of applicants (partners), activities and costs are subject of Assessment and selection process (1. Step) described in 2nd Call for Proposals Guidelines for Applicants (section 4.). Therefore, at this stage, we cannot provide information related to any of the eligibility criteria.

Further information concerning your question, however, depending on project proposal to be developed with your partners, can be found in the following sections:

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- GfA, section 2.3.2. Eligibility of Activities with special attention to „Activities outside Programme area“ and related limitations.

**Q: Are institutions and companies responsible for environment, forest and nature, ect, but which in their activities have implemented education through educational path, forest schools, lectures for citizens... (for example national parks, forest managing companies) acceptable applicants for 1. priority axis? Additionally, planned project is strongly focused on social and health services for vulnerable groups through adjusted education in the field of forestry and nature protection.**

A: For information related to 2nd Call for Proposals please read carefully documents published on: <http://www.interreg-hr-ba-me2014-2020.eu/calls-for-proposals/2nd-call-for-proposals/>

Eligibility of applicants (partners), activities and costs are subject of Assessment and selection process (1. Step) described in 2nd Call for Proposals Guidelines for Applicants (section 4.). Therefore, at this stage, we cannot provide information related to any of the eligibility criteria.

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- GfA, section 2.3.2. Eligibility of Activities with special attention to „Activities outside Programme area“ and related limitations.

**Q: Aktivnost se nastavlja na projekt koji se trenutno provodi u sklopu 1. poziva prilikom kojeg smo promovirali model "biomass heat contracting". Taj model je u zapadnoj Europi koncipiran na način da privatni investitor ulaže vlastita financijska sredstva u rekonstrukciju kotlovnice na lož ulje koja je u vlasništvu neke javne ustanove (škole) te ugrađuje kotao na drvenu biomasu (sječka/pelet), a zatim se dugoročnim ugovorom obvezuje da u potpunosti opslužuje novu kotlovnicu (servisi, popravci, nabava goriva i prodaja topline) dok javna ustanova samo plaća mjesečne račune za potrošenu energiju po cijeni koja je definirana javnom nabavom. U tu cijenu toplinske energije ugrađeni su operativni troškovi kotlovnice kao i kapitalni troškovi izgradnje kotlovnice. Kako smo u sklopu 1. poziva namjeravali promovirati navedeni model osmislili smo "light" varijantu heat contractinga, a to je da smo kroz projekt prvo rekonstruirali kotlovnicu i ugradili kotao na biomasu, a zatim smo je kroz javnu nabavu dali na dvogodišnje upravljanje privatnom partneru koji je u cijenu toplinske energije ugradio samo operativne troškove kotlovnice budući nije financijski sudjelovao u njezinoj izgradnji. Javna ustanova koja je partner projekta ovime ne ostvaruje profit budući samo plaća račune za grijanje koji su manji od prethodnih zbog promjene na jeftiniji energent. U sklopu 2. poziva smatramo kako je tržište u Hrvatskoj dovoljno zrelo da se primijeni puni heat contracting model odnosno da privatni investitor sudjeluje u investiciji s vlastitim financijskim sredstvima što podrazumijeva sklapanje dugoročnog ugovora s javnom ustanovom. U ovom slučaju kotlovnica će i dalje ostati u vlasništvu javne ustanove budući bi Program Interreg sufinancirao nešto više od 50% vrijednosti investicije, a iz razloga što su kotlovnice na biomasu i dalje vrlo skupe te neisplative bez dodatnih poticaja. I u ovom slučaju partner-javna ustanova ne bi ostvarivala nikakav profit već bi plaćala račune za potrošenu toplinsku energiju uvećane za kapitalnu investiciju koju je financirao privatni partner. Dakle privatni partner ne koristi programska sredstva već ulaže vlastita sredstva i ne ostvaruje bolju tržišnu poziciju već se javlja na javnu nabavu koju propisuje javni partner. Javni partner koristi programska sredstva, ali ne ostvaruje profit već ostvaruje uštede u troškovima grijanja zbog jeftinijeg energenta.**

**Pitanje glasi da li se programsko tijelo slaže s ovom aktivnošću te na koji način u budžetu prikazati vrijednost investicije ako planiramo da se dio te investicije pokrije od strane privatnog partnera kojeg ćemo odabrati putem javne nabave. Da li možemo stavku budžeta (pilot kotlovnica) navesti kao 55% ukupne vrijednosti kotlovnice pa se taj dio sufinancira kroz program ili bi bilo bolje da se recimo za sufinanciranje prijavi grupa radova koji se odnose na strojarske instalacije, a privatni partner da financira radove koji se odnose na arhitekturu i električnu?**

A: For information related to 2nd Call for Proposals please read carefully documents published on: <http://www.interreg-hr-ba-me2014-2020.eu/calls-for-proposals/2nd-call-for-proposals/>

Eligibility of applicants (partners), activities and costs are subject of Assessment and selection process (1. Step) described in 2nd Call for Proposals Guidelines for Applicants (section 4.). Therefore, at this stage, we cannot provide information related to any of the eligibility criteria.

Further information concerning your question, however, depending on project proposal to be developed with your partners, can be found in the following sections:

- GfA, section 2.3.1. Eligibility of Applicants (Lead Partner and Project Partners)
- GfA, section 2.3.2. Eligibility of Activities with special attention to „Activities outside Programme area“ and related limitations
- Programme rules on eligibility of expenditures, section 4.5.6. Infrastructure and works expenditure
- Programme rules on eligibility of expenditures, section 5.3. Durability of the Operations
- any relevant and applicable national/local regulations regarding the mentioned subject should be respected.

**Q: Moj prijatelj je zainteresovan da konkuriše u INTERREG IPA CBC, za oblast kulturnog turizma. Vlasnik je etno sela na jugu Srbije. Želi da razvija kulturni turizam.**

**Da li može da aplicira u drugom pozivu, pošto je iz Srbije? Takođe, pronašli smo sve informacije u odeljku partner search, hteli bismo da popunimo u potrazi sa partnerima sa sličnim interesovanjima!**

A: In order to be eligible for a grant, the applicant/partner must be established in the respecting participating country (Croatia, Bosnia and Herzegovina, Montenegro). Eligibility of applicants (partners), activities and costs are subject of Assessment and selection process (1. Step) described in 2nd Call for Proposals Guidelines for Applicants (section 4.). Therefore, at this stage, we cannot provide information related to any of the eligibility criteria.

Further information concerning your question, however, depending on project proposal to be developed with your partners, can be found in the following sections:

- GfA, section 2.3.1. Eligibility of Applicants (Lead Partner and Project Partners)

**Q: Lead Applicant has to registered at least 12 months prior to the deadline for the submission of applications.**

**The deadline is 20 December 2018 and if I understood this correctly I am not allowed to apply for this call because it's only less than 2 months prior to the deadline. Can you answer me this?**

A: According to GfA (Section 2.3.1.), Lead Applicant has to be registered at least 12 months prior to the deadline for the submission of applications in order to be eligible for grant. However, that criterion does not apply to other Project Partners.

**Q: Buduci da je trenutno Sveuciliste u Mostaru u procesu integracije i fakulteti vise nisu pravne osobe, ljubazno Vas molim odgovor na pitanje mogu li se u II. Pozivu za dostavu ponuda kao vodeci partner prijaviti samo dva projektna prijedloga ispred cijelog Sveucilista, odnosno blokira li sustav eMS prijavu vise od dva projektana prijedloga gdje je Sveuciliste vodeci partner?**

**Poznato mi je da ispred jedne pravne osobe projekte mogu dobiti najviše dva vodoca partnera, međutim može li se prijaviti u eMS više od dva projektna prijedloga gdje je Sveuciliste vodeci partner a da nakon evaluacije budu izabrana najviše dva prijedloga?**

A: According to GfA (2.3.1.), the institution/organization may be selected for funding as a Lead Partner in maximum two (2) Operations (projects) within different Priority Axes. If an institutions/orgnization is selected for funding in more than two (2) Operations (projects), only two (2) best-ranked applications regarding the scores obtained may be founded, whereas other applications may be placed on the reserve list.

That means that more than two (2) applications may be submitted by the same Lead Partner.

**Q: Da li sve tri države trebaju biti uključene u implementaciju projekta? Gledala sam Vašu arhivu projekata te sam primijetila da su finansirani projekti u kojima su učestvovala dvije države, npr. Hrvatska i Bosna i Hercegovina?**

**Da li je nephodno u drugom pozivu imati i treću državu kao partnera?**

According to the GfA (Section 2.3.1.), project parntership has to consist of at least two (2) partners from different participating countries out of which one has to be from a Member State. However, Applications that include partners from all three (3) Participating Countries (Croatia, Bosnia and Herzegovina and Montenegro) are highly encouraged, which is reflected in the Quality Assessment Grid (section C1 "Relevance and strategy") in which 4 additional points are directly awarded to the Applications which contain trilateral partnerships.

**Q:**

1) Sukladno uputama za prijavitelje (Guidelines for Applicants) str.38 je li potrebno dostaviti za svakog partnera i nositelja akt o osnivanju (registration act) i statut? Zbunjujuće je jer sukladno Application manual str.67 potrebno je dostaviti oboje, a u Uputama za prijavitelje str.38 u fusnoti 18 navodi se da ukoliko je instuticija osnovana od strane države (public body) mora se predočiti zakon po kojem je osnovana.

2) U kojem obliku se taj zakon predočuje? PDF, link na NN (za HR)? Što je sa BiH i CG? Dodatno je nejasno jer se ovo spominje samo u navedenoj fusnoti. a ne i u Application manualu.

3) Isto tako u Uputama za prijavitelje (Guidelines for Applicants) str.38, fusnota 19 navodi se da umjesto statuta i osnivačkog akta za public body može predočiti samo zakon po kojem je osnovan. Jesu li onda na kraju potrebna dva dokumenta ili jedan?

4) Smatra li se znanstveno istraživačka organizacija da je public body prema Guidelines for Applicants str.38, fusnota 18.

5) Smatra li se i udruga da je public body prema Guidelines for Applicants str.38, fusnota 18.

6) Ukoliko je institucija osnovana isključivo statutom prilažu li se i anexi izmjena ako ih je bilo.

**7) Svi osnivački statuti, akti ili zakoni prilažu se na jezicima programskog područja (HR, BIH, CG). Nije potreban prijevod na engleski? Jer se u Guidelines for Applicants str.38 spominje da se ne mora prevoditi, a u Application manualu str.67 se to uopće ne navodi.**

**8) Isto tako da li se na Partnership preegrement mora stavljati službeni žig institucije, nije nigdje navedeno, Ukoliko da, gdje točno se stavlja žig u odnosu na potpis.**

A: Please keep in mind that the document “Application Manual – Instructions How To Fill In The Application” is a tool for preparation for Application, which means that instructions provided in it are for information purposes only. If there are any discrepancies between that document and the Guidelines for Applicants, the information provided in Guidelines for Applicants prevails, therefore, please note that this answers your sub-questions 1), 3) and 7).

Eligibility of applicants (partners), activities and costs are subject of Assessment and selection process (1. Step) described in 2nd Call for Proposals Guidelines for Applicants (section 4.). Therefore, at this stage, we cannot provide information related to any of the eligibility criteria (your sub-questions 4) and 5)).

Public bodies referred to in the footnotes 18 and 19 in the GfA (Section 3.2., page 38) are those which are established directly by the relevant and applicable law. As it is stated on page 38 of the GfA, in such cases, it suffices that instead of registration act and statutes (or articles of association/decision on establishment), only a direct reference to the relevant law is provided. The form of that reference is not strictly prescribed by the GfA (sub-question 2).

The registration acts (in accordance with the relevant national law) of each partner (supporting documents that should be annexed to the Application - scanned as PDF and uploaded via eMS) should contain ALL the relevant information concerning the Operation, therefore all relevant amendments to registration acts should be annexed to the Application (sub-question 6).

In the Template of the Partnership Preegrement (page 3), it is stated that only the signature of the legal representative of each Project Partners should be provided (sub-question 8).

**Q: Can one or two partners apply for different target groups and final beneficiaries or all three partners need to have the same target groups in their countries? For example, if Montenegro and Bosnia want to apply for support to vulnerable Roma and Egyptians, can Croatia apply for other target group, example disabled persons?**

**Is it obligatory for all three partners to apply for same objective (one joint) or maybe two objectives can be reached, by different partners?**

A: For information related to 2nd Call for Proposals please read carefully documents published on: <http://www.interreg-hr-ba-me2014-2020.eu/calls-for-proposals/2nd-call-for-proposals/>

Eligibility of applicants (partners), activities and costs are subject of Assessment and selection process (1. Step) described in 2nd Call for Proposals Guidelines for Applicants (section 4.). Therefore, at this stage, we cannot provide information related to any of the eligibility criteria.



Further information concerning your question, however, depending on project proposal to be developed with your partners, can be found in the following sections:

- GfA, section 2.3.2. Eligibility of Activities

Apart from that, please keep in mind that according to the GfA (Section 2.1), Interreg IPA Cross-border Cooperation Programme Croatia-Bosnia and Herzegovina-Montenegro 2014-2020 shall support operations, which deliver direct cross-border impact and benefits for the project partners/ target groups /project area /programme area. The Project should clearly demonstrate the importance of the cross-border approach to the topic addressed and demonstrate that the project overall objective and result could not have been achieved without the involvement of the cross-border partners.

**Q: Da li je moguće ugraditi kotlovnicu na OIE u školu u sklopu projektne prijave, za zagrijavanje te iste škole koja je u vlasništvu projektnog partnera s time da bi ta kotlovnica zagrijavala i sportsku dvoranu koja je u vlasništvu druge JLS, a koju škola redovito koristi za potrebe svojih učenika i to u 70% radnog vremena navedene sportske dvorane.**

**Postojeći sustav na lož ulje već funkcionira na taj način, da kotlovnica iz škole grije tu dvoranu, a podjela troška za energent vrši se s obzirom na zabilježenu količinu energije na kalorimetrima.**

A: For information related to 2nd Call for Proposals please read carefully documents published on: <http://www.interreg-hr-ba-me2014-2020.eu/calls-for-proposals/2nd-call-for-proposals/>

Eligibility of applicants (partners), activities and costs are subject of Assessment and selection process (1. Step) described in 2nd Call for Proposals Guidelines for Applicants (section 4.). Therefore, at this stage, we cannot provide information related to any of the eligibility criteria.

Further information concerning your question, however, depending on project proposal to be developed with your partners, can be found in the following section:

- GfA, section 2.3.2. Eligibility of Activities

**Q: Ukoliko je prijavitelj javno poduzeće 100% u vlasništvu županije da li je prihvatljiv i čime dokazuje javni interes**

A: Eligibility of applicants (partners), activities and costs are subject to Assessment and selection process (1. Step) described in 2nd Call for Proposals Guidelines for Applicants (section 4.). Therefore, at this stage, we cannot provide information related to any of the eligibility criteria.

Further information concerning your question, however, depending on project proposal to be developed with your partners, can be found in the following sections:

- GfA, section 2.3.1. Eligibility of Applicants (Lead Partner and Project Partners; please see footnote 12, page 23 GfA).

For more information related to the 2nd Call for Proposals please read carefully documents published on: <http://www.interreg-hr-ba-me2014-2020.eu/calls-for-proposals/2nd-call-for-proposals/>

**Q: Can the Faculty headquartered in Zagreb be the Lead Partner of the project which would be implemented in other county in Croatia?**

A: Eligibility of applicants (partners), activities and costs are subject to Assessment and selection process (1. Step) described in 2nd Call for Proposals Guidelines for Applicants (section 4.). Therefore, at this stage, we cannot provide information related to any of the eligibility criteria.

Further information concerning your question, however, depending on project proposal to be developed with your partners, can be found in the following sections:

- GfA, section 2.3.1. Eligibility of Applicants (Lead Partner and Project Partners)

Please note that according to the above-mentioned Section 2.3.1. of the GfA, the Lead Partner/Project Partner should be established in the respecting participating country (Croatia, Bosnia and Herzegovina and/or Montenegro). Therefore, the Lead Partner/Project Partner may be established outside of programme area of respective Programme countries (please see footnote 13, page 23 GfA).

For more information related to the 2nd Call for Proposals please read carefully documents published on: <http://www.interreg-hr-ba-me2014-2020.eu/calls-for-proposals/2nd-call-for-proposals/>

**Q: VSC planned to apply project as a project partner on the 2nd call for project proposals Interreg IPA CBC Croatia –Bosnia and Herzegovina-Montenegro 2014-2020., and we have a question about the Operation which involved infrastructure, specifically for the legal document of buildings where we are planning to have infrastructure works.**

**Further to that, we want to know is it justified or acceptable that the owner of the building that is planned to carry out infrastructure works, is owned by us and by other institution, that means that we are co-owners of that building. For the needs of the project, the consent of the other owner would be obtained.**

A: Eligibility of applicants (partners), activities and costs are subject of Assessment and selection process (1. Step) described in 2nd Call for Proposals Guidelines for Applicants (section 4.). Therefore, at this stage, we cannot provide information related to any of the eligibility criteria.

Furthermore, please note that according to the section 4.2. of the GfA, for Operations involving infrastructure, the following documents, where relevant, will be required prior to Subsidy Contract signature (contracting phase):

- legal documents specifying any legal right under the real-estate law concerning the land and/or buildings where the works will be carried out (proof of ownership or long term lease (10 years) of the land /assets (if applicable);
- where applicable, necessary permissions for the execution of the works, issued by the national/regional/local relevant authorities, such as: project design (preliminary works design OR detailed works design including indicative bill of quantities), legal permits and all necessary

legal authorizations (e.g. location and construction permits, etc.), environmental impact assessments (if applicable), etc.

Therefore, it is possible to be co-owner of building where infrastructure works are planned to be carried out. However, please bear in mind provisions set in Programme rules on eligibility of expenditures, section 5.3. Durability of the operations.

For more information related to the 2nd Call for Proposals please read carefully documents published on: <http://www.interreg-hr-ba-me2014-2020.eu/calls-for-proposals/2nd-call-for-proposals/>

**Q: We are the Adult Education Institution, which was established as a non-profit corporation under the Law on Institutions in 100% Ownership of a Large Commercial Entity Brodotrogir d.d. - a privately owned joint-stock company.**

**Can our Institution be a leading partner?**

A: Eligibility of applicants (partners), activities and costs are subject of Assessment and selection process (1. Step) described in 2nd Call for Proposals Guidelines for Applicants (section 4.). Therefore, at this stage, we cannot provide information related to any of the eligibility criteria.

Further information concerning your question, however, depending on project proposal to be developed with your partners, can be found in the following section:

- GfA, section 2.3.1. Eligibility of Applicants (Lead Partner and Project Partners)

According to section 2.3.1 and footnote 11 (page 23 of GfA) a non-profit status shall be proven by statute and/or articles of association/decision on establishment of the respective institution in accordance with the relevant law.

For more information related to 2nd Call for Proposals please read carefully documents published on: <http://www.interreg-hr-ba-me2014-2020.eu/calls-for-proposals/2nd-call-for-proposals/>.

**Q: Udruženje porodica i prijatelja nestalih osoba „Suza“, za traženje nestalih sa područja Rogatice, a sa adresom Armaganuša 31. Sarajevo, ovim putem traži Projektnog partnera prema 2-gom Pozivu za prijedloge Interreg IPA Korporativnog Prekograničnog Programa Hrvatska- Bosna i Hercegovina i Crna Gora 2014-2020, u okviru Prioritetne os 3 = Doprinos razvoju turizma i očuvanja kulturne i prirodne baštine čiji minimum granta iznosi 400.000 EUR, a maximum 2.000.000 EUR po Projektu.**

Obzirom da je Vukovar tretirano područje 2-gim Pozivom za dostavljanje Projektnih prijedloga, pozivam slično ili sportsko Udruženje Vukovara da zajedno apliciramo za početak na minimum, odnosno za po 200.000 EUR kako bi doprinijeli Jačanju i diverzificiranosti turističke ponude kroz prekogranične pristupe i uspostavljanju boljeg upravljanja i održivosti kulturnog i prirodnog naslijeđa.

Predsjednica Udruženja porodica i prijatelja nestalih osoba „Suza“, g-đa Maida Ćurevac, inače dipl. Ecc i uposlenica u Federalnom ministarstvu finansija BiH, na poslovima vezanim za Projekte, želi u I

**fazi, na devastiranom placu svoga nestalog oca, a u cilju opšteg dobra, izvršiti Rekonstrukciju i opremanje kampa-radno rehabilitacionog centra i pratećih infrastruktura.**

**Da li je takvo nešto moguće kroz ovaj 2-gi Poziv za dostavljanje prijedloga?**

A: Eligibility of applicants (partners), activities and costs are subject of Assessment and selection process (1. Step) described in 2nd Call for Proposals Guidelines for Applicants (section 4.). Therefore, at this stage, we cannot provide information related to any of the eligibility criteria.

Further information concerning your question, however, depending on project proposal to be developed with your partners, can be found in the following documents:

- Guidelines for Applicants, section 2.3.2. "Eligibility of activities" ([http://www.interreg-hr-ba-me2014-2020.eu/wp-content/uploads/Guidelines-for-Applicants\\_2nd-CfP\\_HR-BA-ME.pdf](http://www.interreg-hr-ba-me2014-2020.eu/wp-content/uploads/Guidelines-for-Applicants_2nd-CfP_HR-BA-ME.pdf))
- Programme Rules on Eligibility of Expenditures, section 4.5.6. "Infrastructure and works expenditure" ([http://www.interreg-hr-ba-me2014-2020.eu/wp-content/uploads/Programme-Rules-on-Eligibility-of-Expenditures\\_HR-BA-ME\\_v2.01.pdf](http://www.interreg-hr-ba-me2014-2020.eu/wp-content/uploads/Programme-Rules-on-Eligibility-of-Expenditures_HR-BA-ME_v2.01.pdf))

If you wish to find partners for your project, please check our virtual Partner Search Forum: <http://www.interreg-hr-ba-me2014-2020.eu/partner-search-2nd-call-for-proposals/>

You can either search through the Forum in order to check whether there is any institution/organization interested in implementing similar activities, or you can publish your own expression of interest there.

**Q: 1. Je li prihvatljivo da Lead partner za projekt koji se namjerava prijaviti bude registriran na području Osječko- baranjske županije (Hrvatska), tj županiji koja ne potpada u prihvatljivo programsko područje, a da partneri budu svi iz prihvatljivog programskog područja?**

**2. Je li prihvatljivo da Lead partner bude podružnica / ispostava koja djeluje na prihvatljivom području, a za pravni subjekt koji nije registriran u prihvatljivom području?**

**3. Razmatra li se prihvatljivost prijavitelja/ partnera obzirom na mjesto njihove registracije (sjedišta) ili prihvatljivost obzirom na teritorijalno djelovanje aktivnosti u projektu neovisno gdje je pravni subjekt (lead partner) registriran?**

A: Eligibility of applicants (partners), activities and costs are subject of Assessment and selection process (1. Step) described in 2nd Call for Proposals Guidelines for Applicants (section 4.). Therefore, at this stage, we cannot provide information related to any of the eligibility criteria.

Further information concerning your question, however, depending on project proposal to be developed with your partners, can be found in the following documents:

- Guidelines for Applicants, section 2.3.1. "Eligibility of applicants (Lead Partner and Project Partners)" ([http://www.interreg-hr-ba-me2014-2020.eu/wp-content/uploads/Guidelines-for-Applicants\\_2nd-CfP\\_HR-BA-ME.pdf](http://www.interreg-hr-ba-me2014-2020.eu/wp-content/uploads/Guidelines-for-Applicants_2nd-CfP_HR-BA-ME.pdf))

Please note that according to the above-mentioned Section 2.3.1. of the Guidelines for Applicants, the Lead Partner/Project Partner should be established in the respecting participating country (Croatia, Bosnia and Herzegovina and/or Montenegro). Therefore, the Lead Partner/Project Partner may be established outside of programme area of respective Programme countries (please see footnote 13, page 23 GfA).

## B. Budget

**Q: Kolika su predviđena minimalna i maksimalna sredstva po projektu za Program prekogranične suradnje Hrvatska-Bosna i Hercegovina-Crna Gora?**

A: Any grant requested under 2<sup>nd</sup> CfP must fall between the following minimum and maximum amount (per each Operation):

| Priority Axis   | Min (in EUR) | Max (in EUR) |
|-----------------|--------------|--------------|
| Priority Axis 1 | 400.000,00   | 1.000.000,00 |
| Priority Axis 2 | 500.000,00   | 2.000.000,00 |
| Priority Axis 3 | 400.000,00   | 2.000.000,00 |
| Priority Axis 4 | 400.000,00   | 1.500.000,00 |

More information on financial allocation and sizes of grants is available in Guidelines for Applicants for 2<sup>nd</sup> CfP, section 1.3. *Financial allocation and sizes of grants*.

**Q: Namjeravamo se prijaviti na aktualni natječaj Interreg Hrvatska-Bosna i Hercegovina-Crna Gora s 3 projektna partnera (2 iz Hrvatske, 1 iz Bosne i Hercegovine). Naš projekt namjeravamo prijaviti na Operativnu os 1. Jedan od naših projektnih partnera (nevladina udruga) uprihodio je 82 tisuće eura 2017. godine. Možete li mi pojasniti rečenicu pod 1.3. *Financial allocation and sizes of grants: Each Partner must have a budget of at least 10% of total Operation budget?* Na koji se iznos misli kad se navodi operativni proračun? Shodno tome, može li naš projektni partner biti prihvatljiv projektni partner za aktualni natječaj?**

A: *Operation budget* is considered to be a total budget of the project (Operation=Project). It means that each partner must have a budget of at least 10% of total operation. Example, if a total operation budget is 1.000.000,00 EUR, the budget of one Project Partner's budget must be at least 100.000,00 EUR (total).

Eligibility of applicants (partners), activities and costs are subject of Assessment and selection process (1. Step) described in 2nd Call for Proposals Guidelines for Applicants (section 4.). Therefore, at this stage, we cannot provide information related to any of the eligibility criteria.

Further information concerning your question, however, depending on project proposal to be developed with your partners, can be found in the following sections:

- GfA, section 2.3.1. Eligibility of Applicants (Lead Partner and Project Partners)
- GfA, section 2.3.2. Eligibility of Activities with special attention to „Activities outside Programme area“ and related limitations.

**Q: Planiramo se prijaviti na PO3 sa Sjemeništem koje se nalazi u Gradu Travniku u BIH.**

**Naime, Katolička Biskupija je osnivač Sjemeništa, Osnovne škole i Gimnazije. Na projektu bi bili partneri, a Grad Pakrac nositelj. Sjemenište nema zaposlenih, no, djelatnici koji su zaposleni u Osnovnoj školi na 4 sata radili bi na projektu i zaposlili bi ih u Sjemeništu na dodatna 4 sata i imali bi punu satnicu. Je li to dozvoljeno? Mogu li oni kao takvi biti prihvatljivi korisnici?**

A: According to the GfA (Section 2.3.3.1.) each Project Partner shall include staff costs as a category of expenditure in its respective budget, which means that each Project Partner has to plan at least one (1) person working on the project.

Furhermore, for the details on how staff may be employed in terms of percentage of work (full time/part time), please see the Section 4.5.1. of the document “Programme Rules on Eligibility of Expenditures”, which is available here: [http://www.interreg-hr-ba-me2014-2020.eu/wp-content/uploads/Programme-Rules-on-Eligibility-of-Expenditures\\_HR-BA-ME\\_v2.01.pdf](http://www.interreg-hr-ba-me2014-2020.eu/wp-content/uploads/Programme-Rules-on-Eligibility-of-Expenditures_HR-BA-ME_v2.01.pdf)

**Q: Na sastanku partnera u prijavi jedno konkretno pitanje vezano uz financije nismo uspjeli detektirati u Smjernicama poziva niti najčešće postavljanim pitanjima pa nas zanima možete li nam dati više informacija o troškovima vezanima uz interim certifikate koji radi FLC nakon svakog izvještaja za prethodno izvještajno razdoblje u projektu.**

**Naime, u Interreg Mediteranu na kojem smo trenutno partner u provođenju, postoji trošak First level controllinga, te nakon svakog pregleda 6-mjesečnog perioda ARR naplaćuje certifikat (mi plaćamo Agenciji 1850 HRK) kojim potvrđuje da je s izvještajem sve u redu. Isto tako, u tom programu postoji mogućnost terenske revizije (koja se naplaćuje). Budući da u prijavi tog projekta, unutar programa Interreg Mediteran nismo planirali te troškove bili smo prisiljeni realocirati sredstva iz drugih budžetnih linija, a kako bismo navedeno platili kao neplanirani trošak, kako ga navodimo u synergie sustavu.**

**Možete li nam reći da je i u Interreg RH-BiH-CG situacija slična, trebamo li planirati troškove za ARR, odnosno naplatu kontrole izvještaja (za 6-mjesečne periode) ili ih u ovom programu nema?**

A: The costs you are mentioning are not stated in the document “Programme Rules On Eligibility of Expenditures” (<http://www.interreg-hr-ba-me2014-2020.eu/wp-content/uploads/Programme-Rules->

[on-Eligibility-of-Expenditures HR-BA-ME v2.01.pdf](#)), which means that they are not eligible in the framework of our Programme. Therefore, such costs should not be planned in partner's budgets.

**Q:**

**1.) In regards to the Partnership Pre-Agreement and the point 1. Subject an scope of the Pre-Agreement "Project partners take responsibility to ensure at least 15% of other financial sources, other than ERDF/IPA, necessary for the implementation of the project", please clarify the methods and documentation to prove of such statement. More specifically, it is not clear, for example, in case of local government authorities or governmental health institutions, how to provide evidence of ensuring 15% of national co-financing, having in mind that the budget planning for 2019 was closed last week. Also, it is not clear how to introduce co-financing and new budgetary lines in local government or hospitals budgets if the project has not been selected and contract has not been approved, budget clearing finished so the exact values of financing are not identified.**

**2.) Please clarify discrepancy on point of 4.5.1 Programme rules on eligibility of expenditures stating that Staff costs are eligible activities but the co-financing of the operation via staff costs is not eligible.**

A: There is no need to provide special evidence of ensuring 15% (or any other eligible percentage) of co-financing. Programme funds will be transferred to Lead Partner on the basis of reimbursement. That means that each Project Partner has to cover 100% of each cost incurred (each cost has to be incurred by the LB/PPs of a grant and paid solely by LB/PPs) in the particular Reporting Period in advance (including the costs of salaries). Each eligible cost under all expenditure categories is reimbursed applying the contracted co-financing rate upon the final approval of the relevant Project Progress Report by the relevant Programme bodies.

Such model of reimbursement of funds excludes the possibility of co-financing of the projects/operations through staff costs, since you have to ensure co-financing of each particular cost incurred in the implementation of your project.

Furthermore, please bear in mind that staff costs are obligatory since each Project Partner shall include staff costs as a category of expenditure in its respective partner budget, meaning that each Project Partner must plan at least one person working on project (GfA, point 2.3.3.1. Eligible expenditure categories).

For more information on the process of reporting and the related reimbursement of funds, please consult the Article 4 of the model Subsidy Contract, which can be found here: [http://www.interreg-hr-ba-me2014-2020.eu/wp-content/uploads/5.-Model\\_of\\_the\\_Subsidy\\_Contract\\_2nd\\_CfP\\_HR-BA-ME.pdf](http://www.interreg-hr-ba-me2014-2020.eu/wp-content/uploads/5.-Model_of_the_Subsidy_Contract_2nd_CfP_HR-BA-ME.pdf)

**Q: Due to the fact that (besides external staff that will be hired ) our staff must work in project implementation (preparation and closure), and thus our staff has overtime work in line with relevant Laws. My question is the following: can we foresee and pay our staff for overtime work in line with relevant local laws and internal books.**

**What is the meaning of the Control body, is it JTS or...some other body , or we have to hire external auditor to certify expenditure for each reporting period (for 24 months it means 5 times certify expenditures), and if yes can we include that cost under budget line 4.**

A: You can check the eligibility of overtime work in the section 4.5.1. of the document “Programme Rules On Eligibility of Expenditures” ([http://www.interreg-hr-ba-me2014-2020.eu/wp-content/uploads/Programme-Rules-on-Eligibility-of-Expenditures\\_HR-BA-ME\\_v2.01.pdf](http://www.interreg-hr-ba-me2014-2020.eu/wp-content/uploads/Programme-Rules-on-Eligibility-of-Expenditures_HR-BA-ME_v2.01.pdf))

Furthermore, according to the section 4.4. of the above-mentioned document “Programme Rules On Eligibility of Expenditures”, costs of audits and evaluations at operation/project level are not eligible. Therefore, you should not plan costs of audits and evaluation, since certifying expenditures is responsibility of the relevant Programme Bodies.

**Q: Is the cost of creating project documentation for the construction of a golf terrain with 18 holes acceptable? This golf terrain will be located next to the already built 6-hole golf terrain. The project has no investment.**

A: Eligibility of applicants (partners), activities and costs are subject of Assessment and selection process (1. Step) described in 2nd Call for Proposals Guidelines for Applicants (section 4.). Therefore, at this stage, we cannot provide information related to any of the eligibility criteria.

Further information concerning your question can be found in the sections 4.5.4. (“External expertise and services costs”) and 4.5.6. (“Infrastructure and works expenditure”) of the document “Programme Rules On Eligibility of Expenditures” ([http://www.interreg-hr-ba-me2014-2020.eu/wp-content/uploads/Programme-Rules-on-Eligibility-of-Expenditures\\_HR-BA-ME\\_v2.01.pdf](http://www.interreg-hr-ba-me2014-2020.eu/wp-content/uploads/Programme-Rules-on-Eligibility-of-Expenditures_HR-BA-ME_v2.01.pdf)).

**Q: Molim Vas informaciju je li u pozivu Interreg IPA Hrvatska-Bosna i Hercegovina – Crna Gora u prioritetoj osi 3 prihvatljiva aktivnost izrada projektne dokumentacije (građevinske).**

A: Eligibility of applicants (partners), activities and costs are subject of Assessment and selection process (1. Step) described in 2nd Call for Proposals Guidelines for Applicants (section 4.). Therefore, at this stage, we cannot provide information related to any of the eligibility criteria.

Further information concerning your question can be found in the sections 4.5.4. (“External expertise and services costs”) and 4.5.6. (“Infrastructure and works expenditure”) of the document “Programme Rules On Eligibility of Expenditures” ([http://www.interreg-hr-ba-me2014-2020.eu/wp-content/uploads/Programme-Rules-on-Eligibility-of-Expenditures\\_HR-BA-ME\\_v2.01.pdf](http://www.interreg-hr-ba-me2014-2020.eu/wp-content/uploads/Programme-Rules-on-Eligibility-of-Expenditures_HR-BA-ME_v2.01.pdf)).

However, please keep in mind that in case your Operation/project involves infrastructure and/or works, the following documents will be required prior to signature of the Subsidy Contract:

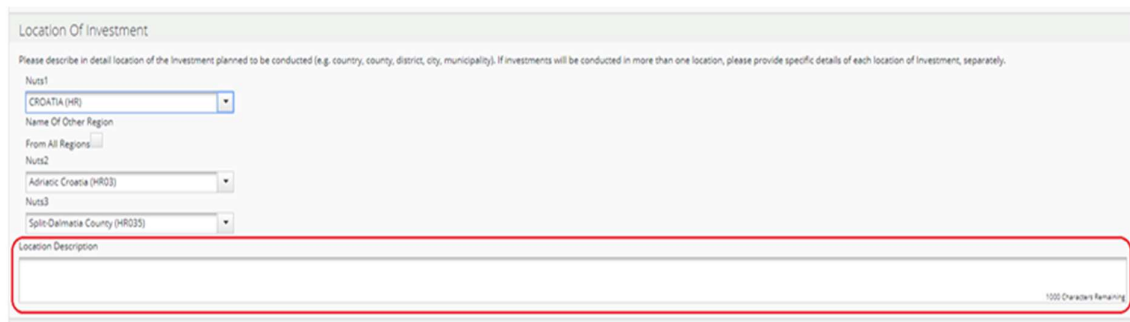
- legal documents specifying any legal right under the real-estate law concerning the land and/or buildings (publically owned) where the works will be carried out;
- where applicable, necessary permissions for the execution of the works, issued by the national/regional/local relevant authorities.



## C. Application

**Q: In Application Manual it is stated that "Only one Workpackage Investment is allowed per Application". Since in eMS there is only one field for definition of the location of the investment, how should we define if we have more investments on different locations, in different countries?**

A: If investments will be conducted in more than one location, please provide specific details of each location of investment (e.g. country, county, district, city, municipality) in the Location Description field of the sub-section Location of Investment in the WP Investment. See below:



Location Of Investment

Please describe in detail location of the Investment planned to be conducted (e.g. country, county, district, city, municipality). If investments will be conducted in more than one location, please provide specific details of each location of Investment, separately.

Nuts1  
CROATIA (HR)

Name Of Other Region  
From All Regions

Nuts2  
Adriatic Croatia (HR03)

Nuts3  
Split-Dalmatia County (HR035)

Location Description

1000 Characters Remaining

**Q: Could you please be so nice and advice me how to register our NGO on your partner list?**

A: You can apply to the 2<sup>nd</sup> Call for Proposal by filling-in Application Form through Electronic Monitoring System (eMS). Your project partnership has to be clearly defined and described in the Application Form.

There is no requirement to register on any additional partner list.

For information related to 2nd Call for Proposals please read carefully documents published on:  
<http://www.interreg-hr-ba-me2014-2020.eu/calls-for-proposals/2nd-call-for-proposals/>

**Q: Javljam se vezano za IPA projekat. Mi smo iz Bara bavimo se tradicionalnom izgradnjom drvenih barki. Mozete nas kontaktirati na naš telefonski broj?**

A: If you wish to find partners for your project, please check our virtual Partner Search Forum:  
<http://www.interreg-hr-ba-me2014-2020.eu/partner-search-2nd-call-for-proposals/>

You can either search through the Forum in order to check whether there is any institution/organization interested in implementing similar activities, or you can publish your own expression of interest there.

**Q: One of obligatory annexes to the application is the Partnership Pre-Agreement. Do all the project partners, including the Lead partner, need to sign a single Partnership Pre-agreement, or it is possible for each partner to send the Partnership Pre-Agreement separately. For example, if there is a Lead partner and 4 project partners, can we send 4 Partnership Pre-agreements (each signed only by one project partner and lead partner), or it has to be one document with 5 signatures at this stage?**

A: It is foreseen that all Project Partners (including Lead Partner) sign the same document, which means that only one copy of that document should be submitted.

**Q: Do all Project Partners need to register in the electronic Monitoring System (eMS) and to fill Legal Entity File (LEF) and Financial Identification Form (FIF)?**

A: The details on the the process of applying to the 2<sup>nd</sup> Call for Proposal (including the mandatory documents) can be found in the section 3. of the Guidelines for Applicants ([http://www.interreg-hr-ba-me2014-2020.eu/wp-content/uploads/Guidelines-for-Applicants\\_2nd-CfP\\_HR-BA-ME.pdf](http://www.interreg-hr-ba-me2014-2020.eu/wp-content/uploads/Guidelines-for-Applicants_2nd-CfP_HR-BA-ME.pdf)). Legal Entity File (LEF) and Financial Identification Form (FIF) are not required accompanying documents, so project partners should not send those documents.

At this stage, it is not mandatory that all project partners register in the electronic Monitoring System (eMS); the application must be submitted by the Lead partner solely through the eMS.

**Q: as regards the 2nd Call for Proposal of the INTERREG IPA CBC HR-BA-ME, I would like to ask a clarification concerning the filling of the Template of Partnership Pre-Agreement and in particular: do partners have to sign on the same Pre-Agreement (one for everyone), or is it also possible that each partner signs its on Pre-Agreement (one for each partner)?**

A: It is foreseen that all Project Partners (including Lead Partner) sign the same document, which means that only one copy of that document should be submitted.

**Q: Pri izradi naše aplikacije u eMS-u, do sada smo naišli na slijedeće nejasnoće odnosno pitanja:**

#### **1. Polje Project Description /PROJECT RISKS:**

U off-line aplikaciji za ovaj Drugi poziv, u poglavlju 3.5 Project Risks (str. 10) prikazana tabela za opis rizika, a u tekstu iznad same tabele stoji "Risk 1, 2, 3, etc", što tumačimo tako da možemo navesti više od tri rizika. I u aplikaciji za prvi poziv smo imali mogućnost navođenja više od tri rizika.

Međutim, u eMSu imamo situaciju da pomoću tipke "Add Risk" u dnu ekrana možemo dodati ukupno 3 rizika. Nakon dodavanja trećeg rizika, ova tipka se gubi i ne možemo dodati četvrti, peti, itd rizik.

U prilogu e-maila priložena su dva PrintScreen-fajla koji ilustruju ovu situaciju.

Naše pitanje je: Da li je broj rizika stvarno ograničen na 3, ili se radi o nekoj grešci u eMSu?

#### **2. Polje WP Investment / LOCATION OF INVESTMENT**

U našoj aplikaciji imamo investicije u dvije države, što ćemo i opisati u polju "Location Description". Međutim, iznad tog polja se nalaze rubrike "Nuts ", "Nuts2" i "Nuts3", u kojima nemamo opciju višestrukog odabira (npr. za "Nuts1": i B&H i Hrvatska", itd). Napominjemo da npr. u BiH imamo investicije u svakoj općini Tuzlanskog kantona (13 ukupno), što se takođe ne može prikazati u ovim Nuts-rubrikama.

U prilogu je PrintScreen koji prikazuje ovu situaciju.

**Naše pitanje: Šta bismo trebali tu upisati, odnosno da li ova polja moramo zanemariti (i upisati bilo šta), jer ne možemo prikazati naše opisano stvarno stanje s lokacijama?**

A: eMS is now in line with the description in the “Offline template of the Application for 2<sup>nd</sup> Call for Proposal”, which means that it enables insertion of up to 5 projects risks.

Regarding the field “Location of investment” in eMS, it is possible to select only one Nuts region. However, please provide specific details of each location of investment (e.g. country, county, district, city, municipality) in the Location Description field of the sub-section Location of Investment in the WP Investment.

**Q: I have question regarding revenue of the project. Is it considered like revenue of the project, revenue which will generate our beneficiaries during and after implementation of the project. For example, if we provide equipment for the partners or final beneficiaries which will help them to produce some products and sell them on the market in order to improve their economic situation and independence, is that considered like revenue of the project? These goods and equipment are intended for persons with developmental disabilities, and would help them like working therapy in one way, and like source of additional income for their independence.**

**Are these revenues of final beneficiaries needed to be calculated in the budget like net income?**

**Final beneficiaries are not profit oriented, these revenues would be used for covering their costs and existence.**

A: According to the Guidelines for Applicants, section 1.7., “Revenues represent cash in-flows directly paid by external users for the goods or services provided by the operation. The most common revenues are entrance fees for events, charges for films, DVDs, books and publications, payments for the use of infrastructure, sale or rent of land or buildings, or payments for services minus any operating costs and replacement costs of short-life equipment incurred during the corresponding period (net revenue).”

Purchasing the equipment does not automatically imply that the project/Operation will generate revenue. However, if your project/Operation foresees revenue paid directly by external users, it should be planned as a separate category within the budget. Revenues and net revenues occurred during implementation and/or within 3 years after the closure of an Operation are not eligible within this Programme and shall be deducted from the eligible EU contribution of the Operation.

For further information regarding the revenues, please consult the above-mentioned section 1.7. of the Guidelines for Applicants ([http://www.interreg-hr-ba-me2014-2020.eu/wp-content/uploads/Guidelines-for-Applicants\\_2nd-CfP\\_HR-BA-ME.pdf](http://www.interreg-hr-ba-me2014-2020.eu/wp-content/uploads/Guidelines-for-Applicants_2nd-CfP_HR-BA-ME.pdf)).

## **Implementation**