



# About the Application package

## (Guidelines for Applicants and annexes)



# 1st Call for Proposals Guidelines for Applicants

- Aims to provide practical information to the applicants for the successful submission of the applications
- GfA is part of the “Application package” available for applicants of Standard projects
- The Application package is available on the Programme web site:  
<https://interreg-hr-ba-me.eu>

# Call requirements

- All project proposals should be jointly developed and implemented by the partners
- Projects must involve partners from at least 2 programme countries (one must be from Member State - Croatia)
- Cross-border dimension of projects is crucial!

# Call requirements

- The overall EU budget for projects is 106.987.000,00 EUR.
- There is **41.095.300,00 EUR of EU funds available within the 1<sup>st</sup> CfP.**
- The EU funding allocated for the 1<sup>st</sup>CfP is broken down per Specific Objective as follows:

Specific objective	Available EU budget (EUR)
SO 1.1.	5.416.000,00
SO 2.1.	5.751.250,00
SO 2.4.	9.202.000,00
SO 2.6.	5.751.250,00
SO 4.5.	7.700.000,00
SO 4.6.	7.274.800,00
<b>TOTAL:</b>	<b>41.095.300,00</b>

# Call requirements

- The EU co-financing rate is max 85%.
- Each Partner must have a budget of at least 10% of total Operation budget.
- Advance payment in an amount of max 25% of the total cost of the project is eligible.
- Each grant must fall between 20% and 85% of the eligible expenditures of the project.

# Call requirements

The financial size of the grant requested:

Specific objective	Minimum grant (EU budget) in EUR	Maximum grant (EU budget) in EUR
SO 1.1.	400.000	1.5 mil.
SO 2.1.	500.000	2 mil.
SO 2.4.	500.000	2.5 mil.
SO 2.6.	500.000	2 mil.
SO 4.5.	400.000	2 mil.
SO 4.6.	400.000	2 mil.

# Call requirements

The duration of the projects must fall within the following ranges depending on the Specific Objective:

Specific objective	Duration of project (months)
SO 1.1.	18 - 30
SO 2.1.	18 - 30
SO 2.4.	18 - 36
SO 2.6.	18 - 30
SO 4.5.	18 - 30
SO 4.6.	18 - 30

## 4 cooperation criteria:

- Joint development
- Joint implementation
- Joint staffing
- Joint financing

 Each project must fulfill **all** four (4) cooperation criteria!



## Horizontal principles:

- Non-discrimination
- Gender equality
- Environmental sustainability
- Other elements of the EU Charter of Fundamental Rights



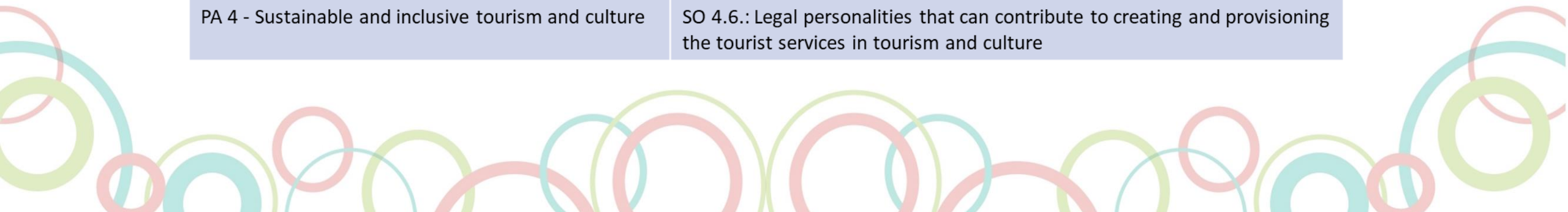
Applicant/partner must meet all the following criteria:

- **be a non-profit-making legal person/entity** established by a public or a private law
- **profit-making companies are not eligible** -unless established and 100% owned by state, regional/local government units
- **be established under the national law** in the respective participating country
- **be registered at least 12 months prior to the deadline** for the submission of applications.
- **private partner must reach certain minimal annual income** in the last two closed financial years

# Eligibility of partners

## List of potential applicants

<p>PA 1 - Smart investments in research, innovation, and competitive entrepreneurship</p>	<p>SO 1.1: Legal personalities that can contribute to developing and enhancing research and innovation capacities and the uptake of advanced technologies in the Programme area</p>
<p>PA 2 - Green investments in environmental protection and efficient risk management</p>	<p>SO 2.1.: Legal personalities that can contribute to encouraging beneficial models and practices in energy efficiency and reduction of greenhouse emissions with end users through supporting the public sector institutions that can educate end users and service providers, as well as initiate, plan and promote energy efficiency</p> <p>SO 2.4.: Legal personalities that can contribute to planning and implementing climate change adaptation and risk prevention and responses</p> <p>SO 2.6.: Legal personalities that can contribute to development of sustainable resources management</p>
<p>PA 3 - Accessible and resilient health services</p>	<p>SO 4.5.: Legal personalities that can contribute to improving the access to health care for all</p>
<p>PA 4 - Sustainable and inclusive tourism and culture</p>	<p>SO 4.6.: Legal personalities that can contribute to creating and provisioning the tourist services in tourism and culture</p>



# Partnership requirements

- **For each Application a Lead Partner (LP) must be appointed** among all the Project Partners
- **Partnership = at least 2 partners from different participating countries out of which one must be from Member State (Croatia). The maximum number of partners is 6.**
- **One institution/organization can be selected for funding in a maximum of 5 Operations** (max. 3 as a Project partner and max. 2 as a Lead Partner)
- **Applications with trilateral partnership are highly encouraged (2 additional points)**

# Non-eligibility and exclusion of Applicants

- There is a set of situations in which Applicants are not eligible to participate in the Call for Proposal.
- The Lead Partner and Project Partners will declare in signed Statements (LP Statement and PP Statement) that they are not in any of above-mentioned situations.
- Unprofessional conduct / breaching the stipulations of the Subsidy Contract from previously financed projects may be considered during assessment process by Steering and/or Monitoring Committee.

# Eligibility of activities

Priority axis	Specific objectives	Eligible actions/activities
1. Smart investments in research, innovation and competitive entrepreneurship	1.1. Developing and enhancing research and innovation capacities and the uptake of advanced technologies	<ul style="list-style-type: none"><li>- innovation and technology transfer primarily in the area of green economy;</li><li>- establishing connections and long-term cooperation between research institution to businesses;</li><li>- developing and/or implementing new services/products, using ICT and new technologies; etc.</li></ul>

# Eligibility of activities

Priority axis	Specific objectives	Eligible actions/activities
<p>2. Green investments in environmental protection and efficient risk management</p>	<p>2.1. Promoting energy efficiency and reducing greenhouse gas emissions</p>	<p>Reducing energy consumption, introduction of innovative technologies in the field of renewable energy sources, etc.</p>
	<p>2.4. Promoting climate change adaptation and disaster risk prevention, resilience, taking into account ecosystem-based approaches</p>	<p>Joint solutions and development of sustainable systems that will promote disaster prevention and resilience, as well as the climate change adaptation.</p>

# Eligibility of activities

Priority axis	Specific objectives	Eligible actions/activities
2. Green investments in environmental protection and efficient risk management	2.6. Promoting the transition to a circular and resource efficient economy	Transition into the green economy and substantially increasing the efficiency in the management of resources, reduction and re-use of waste, especially by introducing innovative and up-to-date technologies.



# Eligibility of activities

Priority axis	Specific objectives	Eligible actions/activities
3. Accessible and resilient health services	4.5. Ensuring equal access to health care and fostering resilience of health systems, including primary care, and promoting the transition from institutional to family-based and community-based care	Transition from institutional and hospital-centred model to family based and community-based care and support primary and integrated health care models.

# Eligibility of activities

Priority axis	Specific objectives	Eligible actions/activities
4. Sustainable and inclusive tourism and culture	4.6. Enhancing the role of culture and sustainable tourism in economic development, social inclusion and social innovation	Specific, innovative, sustainable, green, digital and smart forms of tourism and culture (including new and existing sustainable tourism/cultural sites) that develops the advantage for the local communities and economies.

# Eligibility of expenditures

- **Programme Manual on Eligibility** sets Programme rules on eligibility and provides guidance for the beneficiaries requesting IPA III co-funding and for Programme bodies (available at Programme web)
- All expenditures have to meet general eligibility criteria (GfA page 44)
- **Ineligible costs**
  - In line with Article 64 of CPR
  - In line with Article 38(3) of Interreg Regulation
  - Other expenditures defined by the Programme

# Eligibility of expenditures

- Any ineligible costs which are detected will be deducted from the total project costs during budget optimization process, reducing the requested EU contribution accordingly.
- Final eligible costs will be calculated based on reported eligible expenditures after adequate controls by the relevant Programme bodies (FLC, JS and MA) have been performed.
- Costs which are not eligible according to the applicable eligibility rules cannot be claimed even if they are included in the approved project budget.

# Simplified cost option

Option 1		Option 2	
Cost category	Form of reimbursement	Cost category	Form of reimbursement
Staff costs	up to 20 % flat rate of direct costs (real costs)	Staff costs	Real costs
Office and administrative costs	up to 15 % flat rate of staff costs	Other costs	up to 40 % flat rate of staff costs for all other costs
Travel and accomodation costs	up to 15% flat rate of staff costs		
External expertise and service costs	Real costs		
Equipment costs	Real costs		
Costs of infrastructure and works	Real costs		

- Staff costs
- Office and administrative costs
- Travel and accommodation costs
- External expertise and service costs
- Equipment costs
- Costs of infrastructure and works

## Eligible cost categories

Please note that each Partner shall include staff costs as a cost category in its respective partner budget, meaning that each Partner must plan at least one person working on project.

Each Partner shall ensure that at least one person is working on a project during the entire implementation of a project (internal project staff), regardless which budgeting option is applied for Staff costs category (real cost or flat rate).

# Preparatory, contracting and closure costs



## Preparatory and contracting costs

- Costs incurred by the partnership for preparing and submitting their application as well as for revising/adapting their application to conditions set forth by the MC and during optimization phase.
- The total cost for the preparation and contracting is 8.000,00 EUR. The actual lump sum paid to the LP will depend on EU co-financing rate applicable to the specific LP claiming the lump sum



## Closure costs

- Closure costs are incurred by the partnership for preparing and submitting the final project progress report and other project closure requirements.
- The total costs for the closure amounts to 4.000,00 EUR. The actual lump sum paid to the LP will depend on EU co-financing rate applicable to the specific LP claiming the lump sum.

# In house contracting

- In house contracting is considered as contracting of the bodies governed by public law (in house provider), which are controlled by the contracting authority (beneficiary) for the purchase of goods, services and works.
- Expenditure referring to tasks contracted with the in-house provider by the beneficiary shall be planned under external expertise and services expenditure category if the following conditions are met:
  - costs incurred by the in-house provider are charged on a real costs basis without any profit margin;
  - the contracting of the in-house provider complies with national public procurement rules.

Please note that the intention of in-house contracting must be indicated in the Application.



# State aid and de minimis

## ✓ State aid

- Aid given to an economic undertaking that is seen as distorting or threatening to distort competition in the internal market.
- Criteria: ***Existence of state resources, Selectivity, Economic advantage, Effect on competition and trade***

## ✓ De minimis

- Ceiling under which the aid has a negligible impact on trade and competition. The maximum amount of aid granted to a single recipient (undertaking) should not exceed 200,000.00 EUR over a period of three fiscal years.

All applicants are obliged to declare the State aid relevance in LP Statement and PP Statement/s in order to assess whether the operation activities represent State Aid.

The applicants must report any de-minimis support granted over the past three fiscal years within the LP Statement and PP Statement/s.

# Other requirements

✓ Visibility

✓ Horizontal principles

✓ Sustainable development  
- DNSH principle  
- Strategic Environmental Assessment

✓ Equal opportunities and non-discrimination

✓ Gender equality



## The content of Application Package

Guidelines for Applicants (GfA) and the following annexes:

1. Template of the Lead Partner Statement
2. Template of the Project Partner Statement
3. Template of the Partnership Pre-Agreement
4. Model of the Subsidy Contract

Applications MUST be filled in and submitted only through the online submission system – Jems. Applications shall be filled in accordance with Application Manual: instructions how to fill in the Application (including budget) and submitted in accordance with the Guidelines for Applicants.

# How to send Applications?

- The Application must be submitted in **Jems** by the Lead Partner (LP).
- Documents that will be assessed:
  1. Application (including budget),
  2. Annexes for administrative compliance check (LP Statement, PP Statement, Partnership Pre-Agreement)
  3. Supporting documents for eligibility check (The registration acts and/or decision on establishment and/or statute, additional documents for private partners for check of financial capacity – balance sheet, bank reference letter).

# Assessment and selection of Applicants

- The assessment process will be conducted in two steps:
  - 1. Admissibility and eligibility check** – done by JS based on checklist
  - 2. Quality assessment** – done by the assessment team (2 assessors) under the responsibility of the SC and with the support of MA
- The quality assessment check consists of two criteria: **Strategic criteria** (relevance of applications) and **Operational criteria** (implementation).
- The quality of the applications will be assessed using **Quality assessment grid**.

# Assessment and selection of Applicants

ASSESSMENT CRITERIA	MAXIMUM SCORE
Strategic Criteria	67
Operational criteria	50
TOTAL	117

To be considered for funding, both conditions must be fulfilled:

1. **at least 45** points for Strategic assessment criteria.
2. **at least 75** points in total.

Applications with the assessment score of less than 45 points for Strategic assessment criteria will not be further assessed. Applications with less than 75 points in total will be rejected.

# Assessment and selection of Applicants

<p><i>Have partner organisations proven experience and competence in the thematic field concerned, as well as the necessary operational capacities to implement the project (technical capacities, human resources, etc.)?</i></p>	<p>0-1-2-3-4-5</p>	<p>B.1.6</p>
<p><i>Only trilateral projects (including relevant partners from all 3 countries) which received at least 3,5 points (average points awarded from two assessors) on the question above will receive additional 2 points from Steering Committee.</i></p>	<p>0-2</p>	<p>N/A</p>



# Assessment and selection of Applicants

- Six (6) ranking lists will be established, one per each Specific objective
- The ranking lists will also contain a **reserve list of proposals** to be considered for funding if additional funds become available
- The Steering Committee (SC) will present these lists to the Monitoring Committee (MC) for final decision.



# Assessment and selection of Applicants

## Monitoring Committee (MC) reserves the right:

- not to use all available funds allocated under this CfP due to low quality of project proposals
- to contract more funds than available under this CfP (over contracting) to finance additional high-quality project proposals
- to approve a certain project/s under conditions (e.g. to include and/or exclude certain activity/ies, to exclude certain partner/s, to change LP)
- to replace any selected application that fails to sign the Subsidy Contract

## ✓ Pre-contracting phase (negotiation phase)

- Administrative compliance check will be done only for selected project proposals (LP Statement, PP Statement, Partnership Pre-Agreement).
- MC has a right to issue a conditional approval of project proposal (e.g. modification of certain activities, deliverables, outputs, budget, partnership, infrastructural investments etc.).

## ✓ Contracting phase

- After the pre-contracting phase is successfully finished the Subsidy Contract may be signed between the LP and MA.

# Resolution of complaints

- The Lead Applicant, on behalf the partnership, has the right to file a complaint in case a failure affecting the MC funding decision is suspected during the selection process.
- Complaints against the project proposal selection process have to be submitted to the MA within 14 calendar days after the notification on the MC decision regarding the CfP.
- In case the Lead Applicant is not satisfied with the received additional information from the MA, it may decide to submit a formal complaint to the MA.

- Deadline for submission of Application via Jems – **28 July 2023 at 15:00h**
- Questions related to 1st CfP: [js-hr-ba-me@mrrfeu.hr](mailto:js-hr-ba-me@mrrfeu.hr)  
(no later than 10 days before the deadline)
- Questions and answers will be published and updated regularly on the Programme website.



# Thank you for your attention!

Website: <https://interreg-hr-ba-me.eu>

Joint Secretariat: [js-hr-ba-me@mrrfeu.hr](mailto:js-hr-ba-me@mrrfeu.hr)

Joint electronic monitoring system (Jems): [jems-interreg-ipa@mrrfeu.hr](mailto:jems-interreg-ipa@mrrfeu.hr)