

Interreg



Co-funded by
the European Union

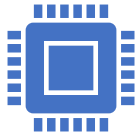
IPA Croatia - Bosnia and
Herzegovina - Montenegro

How to prepare a project proposal (including budget) and submit it via Jems

Information session



What is JEMS?



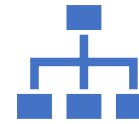
Jems, the Joint Electronic Monitoring System, is a Programme monitoring system



Allows the Programme to **collect and store** all necessary project and Programme **information**



Enables **communication** between beneficiaries and programme bodies



Enables the **creating, filling-in and submitting of project proposals**



A web application, which can be accessed with most common browsers (e.g. Chrome, MS Edge, Firefox)



The project proposals must be created and submitted **solely through the Jems – offline templates are not accepted.**

Instructions for Applicants

- Application Manual - Instructions how to fill in the Application
- Guidelines for Applicants
- Programme Manual on Eligibility
- (Interreg VI-A) IPA CBC Croatia - Bosnia and Herzegovina – Montenegro Programme

All documents can be found on the program website


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

Access and Registration

The Jems system is accessible at the following address:

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

Click “Create a new account” to register and get your personal account

 In case of technical difficulties, contact: jems-interreg-ipa@mrrfeu.hr

Welcome to the monitoring system of (Interreg VI-A) IPA CBC Croatia - Bosnia and Herzegovina - Montenegro!

Here you can find our latest calls and manage your applications. Just login or create a new account and get started!

Jems – Login

*  Email

Username should not be empty.

*  Password

Password should not be empty.

By logging in, I agree to the [Terms of service, privacy policy and cookies usage policy.](#)

Login

Create a new account.

[Forgot password.](#)

Jems is partially compliant with WCAG 2.1 AA Web Accessibility Standard. [Please follow this link for our full accessibility statement.](#)

Jems is a project of

To create your Application Form, click on “Apply” under the section “Open calls” of your dashboard.

Dashboard

Welcome Test Applicant to (Interreg VI-A) IPA CBC Croatia - Bosnia and Herzegovina - Montenegro!

My applications

No projects submitted.

Call list

Items per page: 25 1 - 1 of 1

ID	Name	Status	Started	Ends	Actions
1	1st Call for Proposals (Standard)	Published	05/03/2023 2:00 PM	07/28/2023 3:00 PM	Apply →

Creating Application

Dashboard / Applications / Apply

Create a new project application

Call: 1 – 1st Call for Proposals (Standard)

Start date	05/03/2023
End date	Ends 07/28/2023. Time left: 85 days, 23 hours and 53 minutes.
	View detailed call information

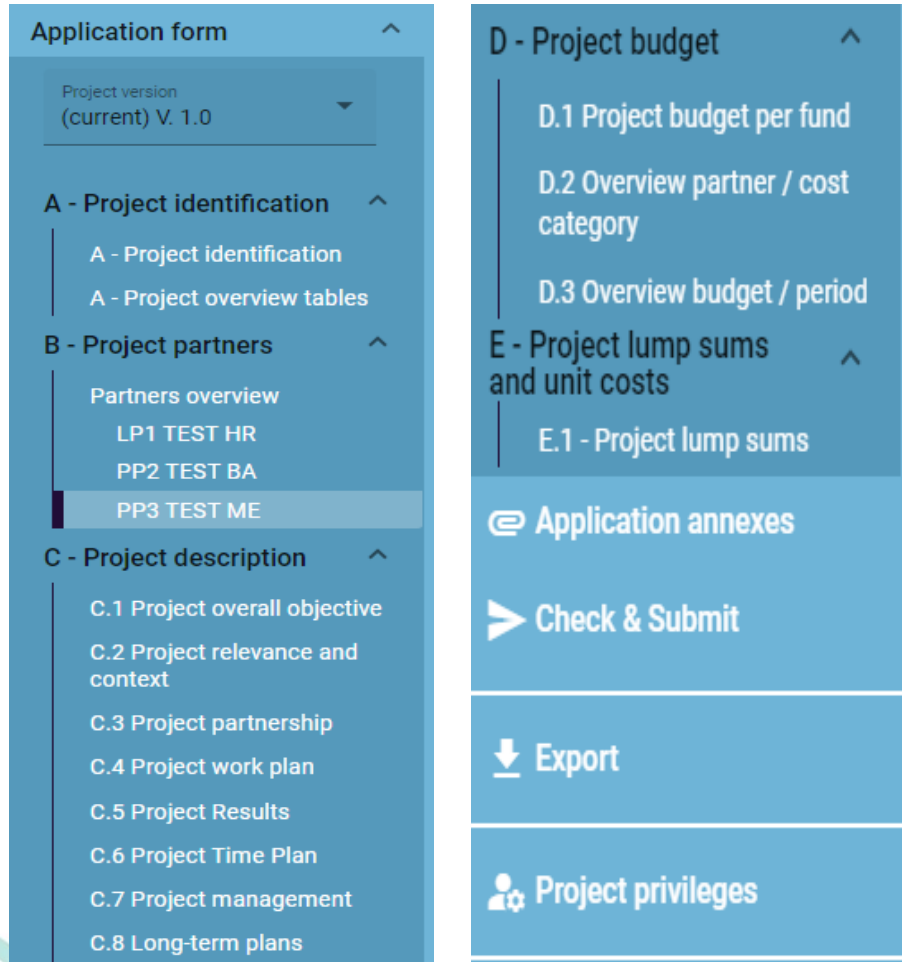
Hint: all project data can be changed before submission.

* Project acronym
@Test_HrBaMe

[Cancel](#) [Create project application →](#)

Insert the acronym of your project (which can always be modified afterwards) and click “Create project application”.

Filling in the Application



The screenshot displays the application form interface. On the left is a vertical menu bar with the following sections:

- Application form (Project version (current) V. 1.0)
- A - Project identification
 - A - Project identification
 - A - Project overview tables
- B - Project partners
 - Partners overview
 - LP1 TEST HR
 - PP2 TEST BA
 - PP3 TEST ME (highlighted)
- C - Project description
 - C.1 Project overall objective
 - C.2 Project relevance and context
 - C.3 Project partnership
 - C.4 Project work plan
 - C.5 Project Results
 - C.6 Project Time Plan
 - C.7 Project management
 - C.8 Long-term plans

The main content area on the right shows the selected section, B - Project partners, with the following sub-sections:

- D - Project budget
 - D.1 Project budget per fund
 - D.2 Overview partner / cost category
 - D.3 Overview budget / period
- E - Project lump sums and unit costs
 - E.1 - Project lump sums
- Application annexes
- Check & Submit
- Export
- Project privileges

Left menu bar (main menu)

- ✓ Click on the chapters to navigate through the application form
- ✓ Click “Application annexes” to access to the file upload section
- ✓ Click “Check & Submit” to run pre-submission checks and to submit a project application
- ✓ Click “Export” to export the application form as pdf file and the partners budgets as Excel sheet
- ✓ Click “Project privileges” to give other users access rights (view/edit/manage) to project application

The screenshot shows the 'Project overview' page for application form IA-3300084. The left sidebar contains a menu with 'Project privileges' highlighted in a red box. The main content area shows the 'Project privileges' section with a warning message: 'Users working at the same time in the same page may lead to unexpected loss of data (users overwrite other users content). Please make sure a project is properly reviewed before submission.' Below this, there is a table of users with columns for 'Jems username', 'view', 'edit', 'manage', and a trash icon. Two users are listed: 'application.user@jems.eu' and 'applicant@jems.eu'. A red arrow points to a '+' button below the table, indicating the option to add a new user. At the bottom, there are 'Discard changes' and 'Save changes' buttons.

User Management

Users can be granted either:

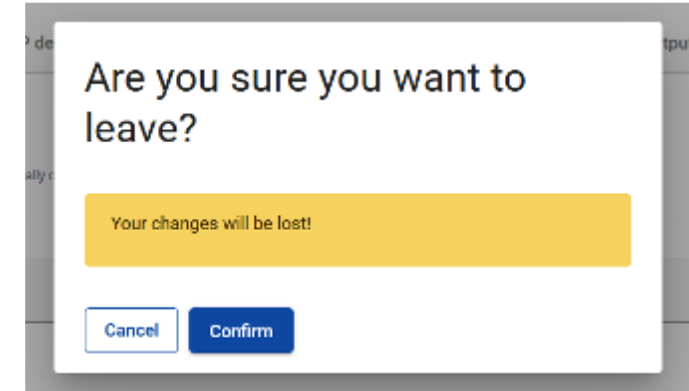
- “view” – read-only rights; an user can access all the AF sections without being in the position of making any change
- “edit” – an user can modify/fill in all the AF sections (**for Project Partners**)
- “manage” – an user has both edit rights, but also access to the management of the “Project privileges” section. **This should be only reserved for Lead applicant**

Usability Features

Mandatory fields are indicated by an “*” in the system

A page cannot be saved unless all mandatory fields are filled in.

Upon hovering over the icon “i” further explanation is provided on what to fill in the field or how a field is calculated.



Changes made can be saved or discarded. If the user leaves the page without saving, a warning message is displayed

Please note that certain text fields have a limited number of characters. If you input a longer text into field, warning message to reduce the length of input will appear

Once the application is submitted editing of input fields is not possible any longer

In this section basic information related to the project needs to be provided:

Project acronym

an abbreviation or short name that helps identify the project. It can be modified at any time before submitting application

Project title

short and straightforward with a clear idea of what the project is about (recommended: no more than 15 characters)

Project duration

calculated by dividing the project duration by the period length as defined by the Programme, **which is set in 6 months.**

Project axis and Specific objective

only one Priority axis and Specific objective can be chosen

Project Summary

brief description of the project

Part A - Project identification

A.1 Project identification

* Asterisks indicate information required for saving.

Please be aware there may be gaps in the numbering of sections, due to the programme's configuration of application form for this call.

Project id (automatically created)
HR-BA-ME00001

Name of the lead partner organisation
Test HR institucija

Name of the lead partner organisation in English
Test HR institution

Project acronym
Test Project HR-BA-ME

Project title
Test project - Tourism&Culture

* Programme priority
2 - Green investments in environmental protection and efficient risk management

* Specific objectives:

- RS02.1: Promoting energy efficiency and reducing greenhouse gas emissions
- RS02.4: Promoting climate change adaptation and disaster risk prevention, resilience, taking into account eco-system based approaches
- RS02.6: Promoting the transition to a circular and resource efficient economy

A.2 Project summary

Please give a short overview of the project and describe:

- the common challenge of the programme area you are jointly tackling in your project;
- the overall objective of the project and the expected change your project will make to the current situation;
- the main outputs you will produce and those who will benefit from them;
- the approach you plan to take and why a cross-border/transnational/inter-regional approach is needed;
- what is new/original about the project.

Summary

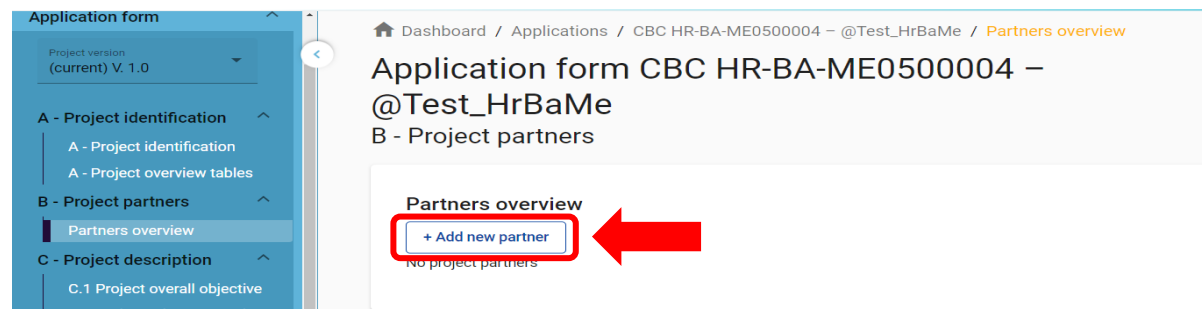
The project is the cross-border project involving 6 partners from three countries, the various partners are cooperating in the project to investigate and evaluate typical lighting situations in the respective municipalities. The project will develop parameters for lighting control that reflect the social needs and demands of the user. These parameters will then be implemented across six pilot installations across project area. This will help in combining the technical aspects of lighting with the urban planning concerns in order to fully exploit the technological possibilities. At the core of these activities lie the aim to optimize the lighting design of public spaces by means of dynamic light to create liveable and usable urban spaces whilst reducing energy consumption, limiting light pollution and supporting a sustainable public space.

To create a new Project Partner (PP) click on “+ Add new partner”.

Each partner’s section contains the following sub-sections per each partner:

- ✓ Identity (B.1.1)
- ✓ Address (B.1.2)
- ✓ Contact (B.1.4 and B.1.5)
- ✓ Motivation (B.1.6)
- ✓ Budget
- ✓ Co-financing

Part B - Project Partners



Lead partner TEST HR

Identity Address Contact Motivation Budget Co-financing

B.1.1 Partner identity

* Partner role

Partner Lead partner

* Abbreviated name of the organisation
TEST HR

Name of the organisation in original language
Test HR institucija

Name of the organisation in english
Test HR institution

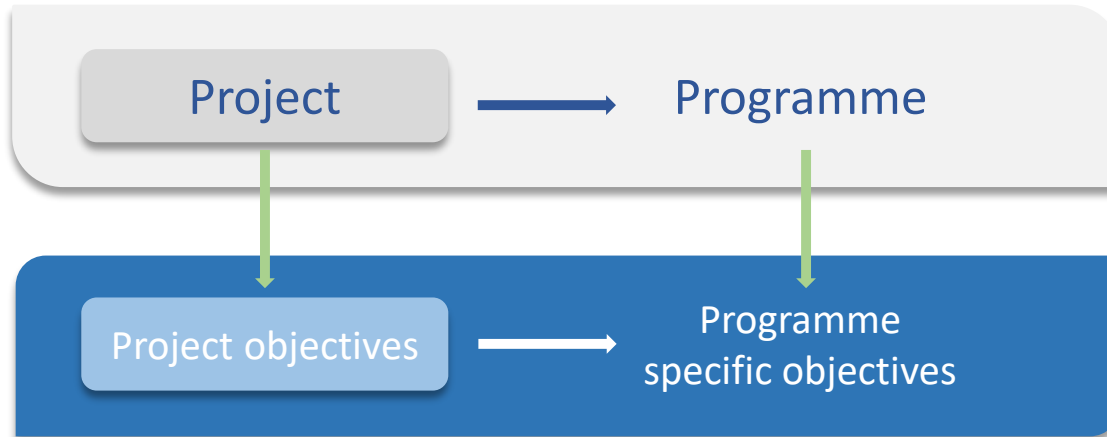
Department / unit / division

Legal and financial information

Type of partner
Local public authority

Describe your project's contribution to the Programme

C.1 Project overall objective



- Choose the right programme specific objective in your priority
- Precise and explicit objective
- Cross-border cooperation as key element
- Feasible and realistic within the project's lifetime

Project relevance and context

Territorial Challenge	Specify the initial situation, detected problems, challenges in project targeted area
Project Approach	How will the project tackle the challenges and/or opportunities and/or joint assets; description of new solutions
Cross-border Cooperation	Why is it needed to achieve the project's objectives and results; what is the added value for the project partners and target groups
Target groups	Relevant to the project intervention logic and to the communication approach
Wider strategies and policies contribution	Contribution to EU Strategy for the Adriatic and Ionian Region, EU Strategy for the Danube Region, other relevant strategies
Synergies with other EU projects or initiatives	List past or current projects or initiatives (EU or other) you will make use of and further clarify the synergy with your project
Experiences/lessons learned and available knowledge	Describe how the project makes use of available knowledge and builds on existing results taking into account capitalisation of previous projects

PARTNERSHIP

- Experience / competence in the field addressed
- Defined role and added-value of each PP
- Reach-out to target groups / stakeholders
- Policy role / capacity to impact on policy making

Recommendation:

- involvement and main tasks in the activities to be clearly mentioned
- PP budget required to be proportionate with its role
- only information pertaining to the partnership as a whole should be entered here.

Project work plan

- To add a new WP click “Add new work package”.
- WPs are numbered automatically. To fill in the contents of a WP, click on in corresponding row.

Application form CBC HR-BA-ME0500004 –
@Test_HrBaMe
C - Project description

C.4 Project work plan

+ Add new work package

No work packages



Each project specific objective has a work plan (work package). This means that the project will have as many work packages as it will have specific objectives defined.



Only thematic work packages will be used. **WP Management** is not a work package anymore – instead, questions about project management are **in C.7**.



Communication activities also don't have a separate WP – instead, they are **embedded in the thematic work packages**.



There are also **no separate investment work packages**. The applicants will need to provide additional information about investments that **in the thematic work packages**.

Each work package contains the following tabs:

- Objectives
- Investments
- Activities
- Outputs

WORK PACKAGE

- **A maximum of 3 work packages should be created within one project!!!**
- Specific objectives should be **realistic** and **achievable** by the end of the project, **specific** (who needs project outputs delivered in this work package, and in which territory) and **measurable**
- How is it **linked** to other work packages?
- Clear structure and **coherence** of thematic activities within the project
- Remember to include communication objectives and target audience, if applicable

Project work plan

C - Project description

Work package1

Objectives

Investments

Activities

Outputs

Work package

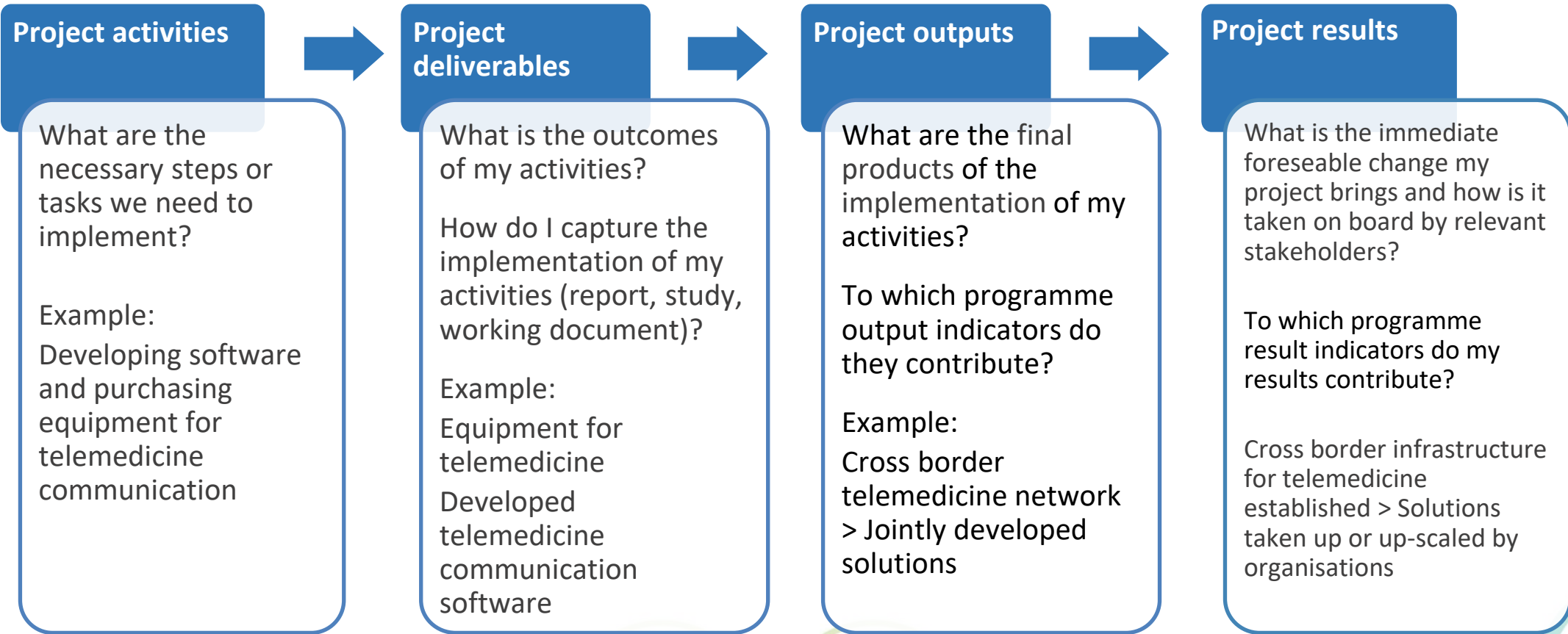
Work package number (automatically created)

1

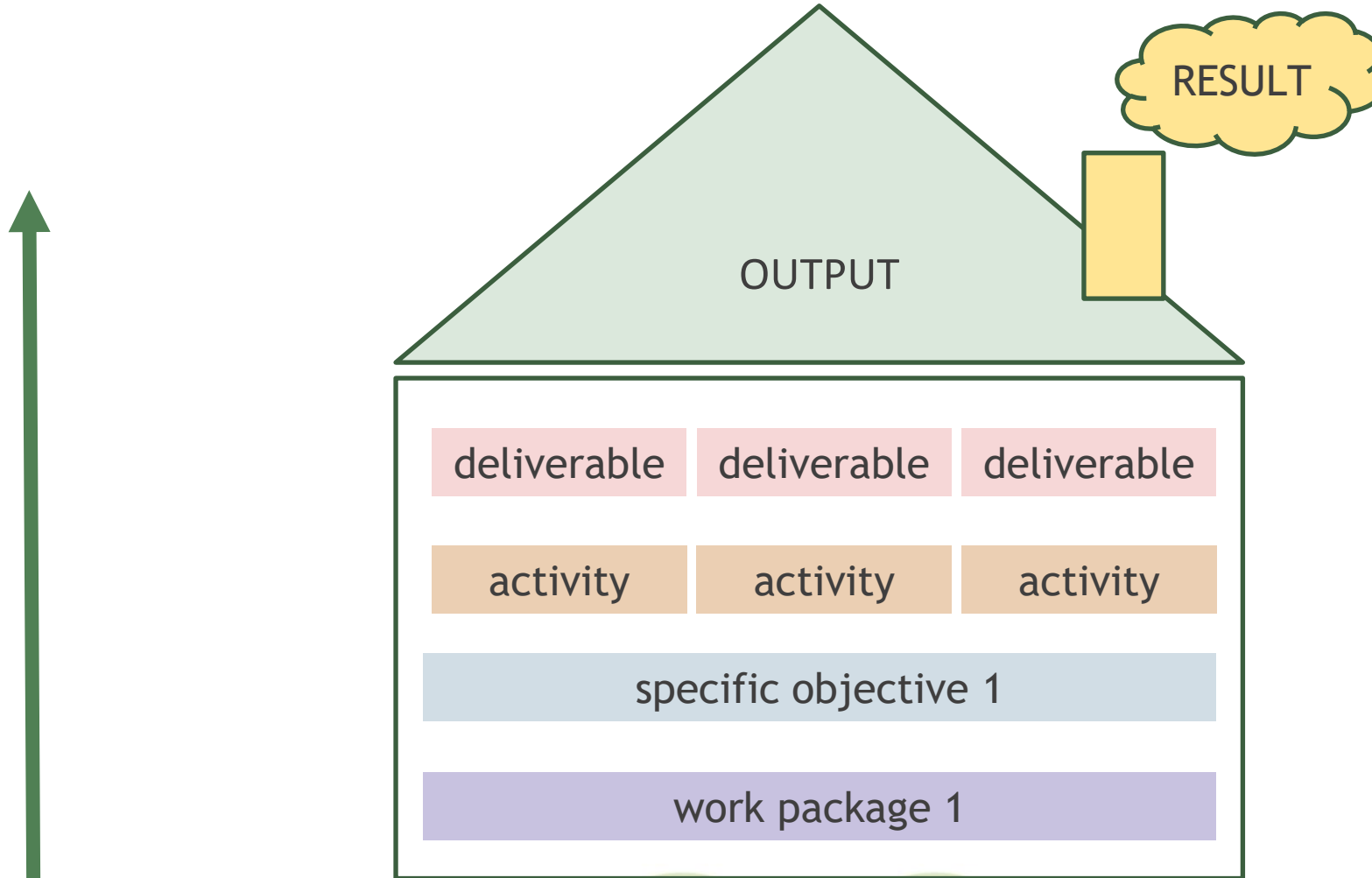
Recommendations:

- Cross-border purpose = guiding principle
- limited number of deliverables and outputs: quality vs. quantity
- a WP does not necessarily need to have an output
- create the right output in the right WP
- check the coherence of the timeline between WP, activities, and the delivery of outputs and deliverables
- plan the delivery of outputs early enough (dissemination/transferability)

Project work plan



Project work plan





Investment part of WP(s) is not mandatory. Investment is to be filled in by the applicants only if the project foresees investment(s) and only in relevant WP(s).

- ✓ Location of the investment must be in the Programme area
- ✓ More than one investment can be added to the relevant WP
- ✓ It should clearly contribute to the project objectives and expected results; and show clear benefit for target groups
- ✓ It is not necessary to obtain required investment documentation when submitting AF, only prior to contracting

Investment number
1.1

Investment title
Investment 1

Expected delivery period
Period 2, month 7 - 12

Justification

Please explain why this investment is needed.

Enter text here
Test text

Please clearly describe the cross-border/transnational relevance of the investment.

Enter text here
Test text

Please describe who is benefiting (e.g. partners, regions, end-users, etc.) from this investment, and in what way.

Enter text here
Test text

- Outputs can be created within a specific work package. To create a new output, click “+ Add output”. Outputs are automatically numbered.

List of outputs

Based on the activities you need to implement to achieve the specific objective in this work package, please list below the outputs that will be delivered during the implementation.

Output 1.1	Output 1	
Output Title Output 1		
Programme Output Indicator RCO84-2.1: Pilot actions developed jointly and implemented in projects		
Measurement Unit pilot actions	Target Value 1,00	
Delivery Period Period 4, month 19 - 24		
Output Description 0/ 500 characters		

+ Add Output



Project output and Programme output indicator need to have the same measurement unit to be able to aggregate them.



Once the Programme output indicator is chosen by the user, the measurement unit is automatically filled in. The Target value is by default 1 and can be increased by the applicant.



Please consult **Guidelines for Applicants** for more information on obligatory and / or optional output indicators.


Results

- ✓ Change achieved jointly
- ✓ The effects of the project need to be long-term
- ✓ Contribute to programme results
- ✓ Need to start to be achieved within the project lifetime
- ✓ Need to be measurable

Project Results

C.5 Project Results

What do you expect to change because of the activities you plan to implement and the outputs you plan to deliver? Please take a look at the programme result indicators and select those that you will contribute to.


Result 1 

Programme result indicator
RCR104-2.1: Solutions taken up or up-scaled by organisations

Measurement unit solutions

Baseline	<input type="text" value="0,00"/>	Target value	<input type="text" value="3,00"/>	Delivery period	<input type="text" value="Period 4, month 19 - 24"/>
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Result description
Opis projektnog rezultata

 Result indicators need to be consistent with the output indicators defined for the WPs.

Project Management

- Not a separate work package anymore
- Instead, applicants need to explain:
 - ⊘ (C.7.1) Day to day project management and coordination
 - ⊙ (C.7.2) Qualitative project management planning
 - ⊘ (C.7.3) Communication approach
 - ⊙ (C.7.4) Financial management

C.7.5 Cooperation criteria – all 4 criteria must be selected and described

C.7.6 Horizontal principles - Sustainable development, Equal opportunities and non-discrimination and Gender equality

C.7 Project management

In addition to the thematic work you will do in your project, you will need time and resources for coordination and internal communication. Please describe below how you plan to organise yourself to ensure the project work runs smoothly.

C.7.1 How will you coordinate your project?

Who will be responsible for coordination? Will you have any other management structures (e.g., thematic groups, WP managers)? How will the internal communication work?

Enter text here

C.7.2 Which measures will you take to ensure quality in your project?

Describe specific approaches and processes and responsible partners.

Enter text here

C.7.3 What will be the general approach you will follow to communicate about your project?

Who will coordinate project communication and how will he/she ensure the involvement of all partners? How will the communication function contribute to transfer your project results? Please

- Communication activities **don't have a separate WP** – instead, they must be **included in the thematic work packages**
- Communication objectives must be **linked** to the specific project objective
- Every project must have **at least one** communication objective
- Not all work packages need to have communication objectives and one work package can have more communication objectives
- Communication objectives aim at **changes** in a **target audience's behaviour, knowledge or belief**



DURABILITY AND TRANSFERABILITY

- ✓ Concrete measures to achieve **sustainable results**
- ✓ Link to the target groups
- ✓ Link to your communication strategy

Long-term Plans

C.8 Long-term plans

As a programme, we would like to support projects that have a long-lasting effect in the territory and those who will benefit from them. Please describe below what you will do to ensure this.

C.8.1 Ownership

Please describe who will ensure the financial and institutional support for the outputs/deliverables developed by the project (e.g., tools), and explain how these outputs/deliverables will be integrated in the work of the institutions.

Enter text here

C.8.2 Durability

Some outputs/deliverables should be used by relevant groups (project partners or others) after the project's lifetime, in order to have a lasting effect on the territory and the population. For example, new practices in urban transport need to be used by local authorities to have cleaner air in the city, and the whole population will benefit from this. Please describe how your outputs/deliverables will be used after the project ends and by whom.

Enter text here

C.8.3 Transferability

Some outputs/deliverables that you will deliver could be adapted or further developed to be used by other target groups or in other territories. What will you do to make sure that relevant groups are aware of your outputs/deliverables and are able to use them?

How to prepare and submit budget via Jems



Programme Manual on Eligibility



- rules on eligibility and guidance for the beneficiaries requesting IPA III co-funding and for Programme bodies including FLC.
- rules apply to all projects approved and expenditures declared under this Programme.
- In accordance with **EU regulations, Programme documents and national legislation.**

Eligibility of expenditures

Basic conditions of the eligibility of expenditure

General requirements:

- indicated in the estimated overall budget of the operation
- necessary for the implementation of the operation
- costs incurred during the implementation period (except preparatory / closure costs)
- incurred by the LP/PPs of a grant and paid solely by LP/PPs
- they are identifiable, verifiable and documented
- costs that comply with the applicable tax and social security legislation
- not listed as an ineligible expenditure, not double funded
- etc.



- Before contracting, during **budget optimisation process**, the expenditures included in the Application shall be verified by JS/MA!

Eligibility of expenditures

Geographical eligibility

➤ Operations have to be located in **Programme area**

- **Exception:**

Article 37(1) of Interreg Regulation - an operation is implemented **outside the Programme area** (all or part of an operation) when:

- a) the operation contributes to the Programme objectives;
- b) justification is provided within the Application.



Eligibility of expenditures

Eligibility period

Preparatory and contracting period

- preparatory and contracting costs
- reimbursement of preparatory and contracting costs in the form of a **lump sum in the total amount of 8,000.00 EUR**

Implementation period

- costs are eligible from its start date until its end date as set in the Subsidy Contract.
- payment of costs incurred in the last reporting period must take place within 1 month after the operation implementation end date (**Final Partner Progress Report**)

Closure period

- reimbursement of their closure costs in the form of a **lump sum in the total amount of 4,000.00 EUR**
- conditions to be fulfilled for reimbursement:
 1. The LP has submitted the Final Project Progress Report;
 2. The report has been approved by the JS/MA.

➤ On Programme level - expenditures are eligible from 1 January 2021 until 31 December 2029

Expenditures **not eligible for funding** under the Programme:

- **In line with Article 64 of CPR:** interest on debt; VAT except when the total cost of operation is below EUR 5,000,000.00; the purchase of land exceeding 10% of the total eligible expenditure for the operation concerned. For derelict sites and for sites formerly in industrial use which comprise buildings, this limit shall be increased to 15%.
- **In line with Article 38(3) of Interreg Regulation:** Fines, financial penalties and expenditure on legal disputes and litigation, costs of gifts, costs related to fluctuation of foreign exchange rate.
- **Other ineligible expenditures as defined by the Programme:** consultant fees between partners for services and work carried out within the operation; contracting of employees (staff) of the beneficiary and partner organisations as external experts (e.g. as freelancers, translators, IT experts, etc.); unjustified ad-hoc salary bonuses that are not directly linked to operation activities, ecc.



Other financial provisions



VAT

In line with Article 64 of CPR, VAT shall not be supported by the Programme, except:

- a) For operations the total cost of which is below EUR 5,000,000.00 (including VAT);
- b) For operations the total cost of which is at least EUR 5,000,000.00 (including VAT) and VAT is non-recoverable under national legislation;
- c) For SPFs and investments made by final recipients in the context of SPFs.



Exchange rate

- All expenditure reported in the Progress Reports must be denominated in Euro

Simplified cost options

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 accommodation costs	up to 15% flat rate of staff costs		
External expertise and services costs	Real costs		
Equipment costs	Real costs		
Costs of infrastructure and works	Real costs		

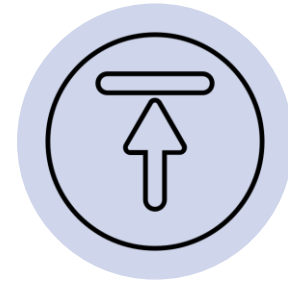
➤ Each partner within one project may choose between these two options!

Option 1 in Jems

Partner Budget Options

- Staff costs flat rate
- Office and administrative costs flat rate based on direct staff costs i
- Travel and accommodation flat rate
- Other costs Flat Rate

%



✕ Discard changes


💾 Save changes

Simplified cost options

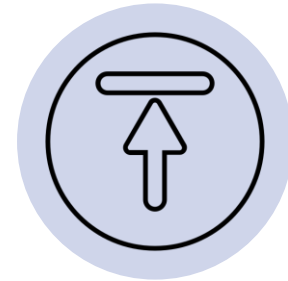
Option 2 in Jems

Partner Budget Options

- Staff costs flat rate
- Office and administrative costs flat rate based on direct staff costs
- Travel and accommodation flat rate

Other costs Flat Rate 40 % of Staff costs 

%



 Discard changes

 Save changes

1. STAFF COST

- gross employment costs of staff employed by the beneficiary, who are **formally engaged to work on the operation**. Staff can either be already employed by the beneficiary or employed specifically for the operation in line with national legislation and internal rules of the beneficiary institution.

Forms of reimbursement

1. as a **flat rate of up to 20% of direct costs** other than staff costs – **no audit trail!**
2. **on a real cost basis** (proven by the employment document and payslips) – **audit trail needed!**

Real costs

- a) staff working full-time on the operation (100%)
- b) real costs for staff working part-time with a fixed percentage of time worked per month on the operation

- **Co-financing of the operation via staff costs is not eligible under this Programme.**

Eligible cost categories

1. STAFF COST

If Project partner selected **Option 2**, only **real cost for cost category Staff costs** should be added – **a) working Full time**

Partner budget i

Staff costs

Staff function	Comments	Unit type	No. of units	Price per unit	Total	Period 1
Project Manager	Project Manager will be eng	Month	24,00	1.500,00	36.000,00	6.000,00
<div style="background-color: #ccc; padding: 2px;">Project Manager will be engaged full time (100%) on project activities. (72/250)</div>					36.000,00	6.000,00

Staff costs

Please update the budget table: The sum of the amounts per period must match the budget item total. x

Staff function	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Gap
Project Manager	6.000,00	6.000,00	6.000,00	6.000,00	6.000,00	0,00	6.000,00
+	6.000,00	6.000,00	6.000,00	6.000,00	6.000,00	0,00	

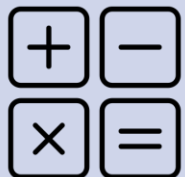
- No. Of units**
 - total duration of project in months
- Price per unit**
 - gross employment cost

1. STAFF COST

If Project partner selected **Option 2**, only **real cost for cost category Staff costs** should be added - **b) working Part-time with fixed percentage**

Staff costs

Staff function	Comments	Unit type	No. of units	Price per unit	Total	Period 1	Pe
Financial Manager	Financial Manager will be en	Month	6,00	1.500,00	9.000,00	1.500,00	1.50
+	Financial Manager will be engaged part time with fixed percentage (25% of working hours per month). (101/250)				9.000,00	1.500,00	1.5



➤ How to calculate No.of units?

Total project duration in months = 24

Fixed percentage = 25% (per month)

No.of units = fixed percentage (25%) * 24 = 6

2. OFFICE AND ADMINISTRATIVE COSTS

- cover operating and administrative costs of the beneficiary organization necessary for the implementation of the operation.

Forms of reimbursement

- flat rate basis of up to 15% of eligible staff costs- calculated as flat rate regardless of the form of reimbursement applied under the staff costs category – no audit trail!
- In case the beneficiary is using **the Option 2 (40 % flat rate** of the eligible staff costs for the calculation of all other costs), it is not possible to plan/report office and administrative costs as flat rate since those costs are already included in cost category “other costs”).
- In case that staff costs used as calculation basis for determining office and administrative costs are **found to be ineligible**, the determined amount of office and administrative costs **will be re-calculated and reduced accordingly**.

3. TRAVEL AND ACCOMMODATION COSTS

- refer to the expenditure on travel and accommodation of the staff of the beneficiary organization for missions necessary for the implementation of the operation.

Forms of reimbursement

- **flat rate regardless of the form of reimbursement** applied under the staff costs category
 - Flat rate of up to 15 % of the direct staff cost of that beneficiary institution
 - no audit trail!
-
- In case the beneficiary is using the **Option 2 (40 % flat rate** of the eligible staff costs for the calculation of all other costs), it is not possible to plan/report travel and accommodation costs as flat rate since those costs are already included in cost category “other costs”).
 - In case that staff costs used as calculation basis for determining travel and accommodation costs are **found to be ineligible**, the determined amount of travel and accommodation costs **will be re-calculated and reduced accordingly**.

Eligible cost categories

Option 1 in Jems – FLAT RATES

Project overview

Application form

Project version (current) V. 1.0

A - Project identification

- A - Project identification
- A - Project overview tables

B - Project partners

- Partners overview
- LP1 TEST HR
- PP2 TEST BA**
- PP3 TEST ME

C - Project description

- C.1 Project overall objective
- C.2 Project relevance and context
- C.3 Project partnership
- C.4 Project work plan
- C.5 Project Results
- C.6 Project Time Plan
- C.7 Project management
- C.8 Long-term plans

Dashboard / Applications / HR-BA-ME00001 – Test Project HR-BA-ME / Partners overview / PP2 TEST BA

Partner budget i

Staff costs flat rate

Total Staff costs flat rate is calculated by applying the rate (%) to the sum of direct costs under the cost category travel and accommodation (if not a flat rate), external expertise and services, equipment and infrastructure and works

Flat rate for Staff costs	Total
	117.000,00

Office and administrative costs

Total Office and administrative costs flat rate is calculated by applying the rate (%) to the total Staff costs

Flat rate for Office and administrative costs	Total
	17.550,00

Travel and accommodation flat rate

Total Travel and accommodation flat rate is calculated by applying the rate (%) to the total Staff costs

Travel and accommodation flat rate	Total
	17.550,00

Eligible cost categories

Option 2 in Jems –Other costs FLAT RATE

Project overview

Application form

Project version (current) V. 1.0

A - Project identification

- A - Project identification
- A - Project overview tables

B - Project partners

- Partners overview
- LP1 TEST HR**
- PP2 TEST BA
- PP3 TEST ME

C - Project description

- C.1 Project overall objective
- C.2 Project relevance and context
- C.3 Project partnership
- C.4 Project work plan
- WP1
- WP2

Dashboard / Applications / HR-BA-ME00001 – Test Project HR-BA-ME / Partners overview / LP1 TEST HR

Partner budget

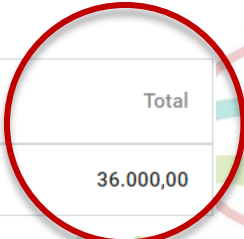
Staff costs

Staff function	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Gap
Financial Manager	1.500,00	1.500,00	1.500,00	1.500,00	1.500,00	4.500,00	0,00
Project Manager	2.000,00	2.000,00	2.000,00	6.000,00	18.000,00	18.000,00	0,00
Communication manager	3.000,00	3.000,00	3.000,00	3.000,00	6.000,00	12.000,00	0,00
+	6.500,00	6.500,00	6.500,00	10.500,00	25.500,00	34.500,00	

Other costs flat rate

Total Other costs flat rate is calculated by applying the rate (%) to the total Staff costs.

Flat rate for Other costs	
	Total
	36.000,00



4. EXTERNAL EXPERTISE AND SERVICES COSTS

- costs provided by a public or private body or a natural person outside of the beneficiary organization; paid on the basis of contracts and against invoices/requests for reimbursement to external experts and service providers contracted to carry out certain tasks or activities linked to the implementation of the operation.

Forms of reimbursement

- **On real cost basis** – audit trail!

- In case the beneficiary is using the **Option 2 (40 % flat rate of the eligible staff costs** for the calculation of all other costs), it is not possible to plan/report external expertise and services costs on a real cost basis since those costs are already included in cost category “other costs”).

Eligible cost categories

4. EXTERNAL EXPERTISE AND SERVICES COSTS

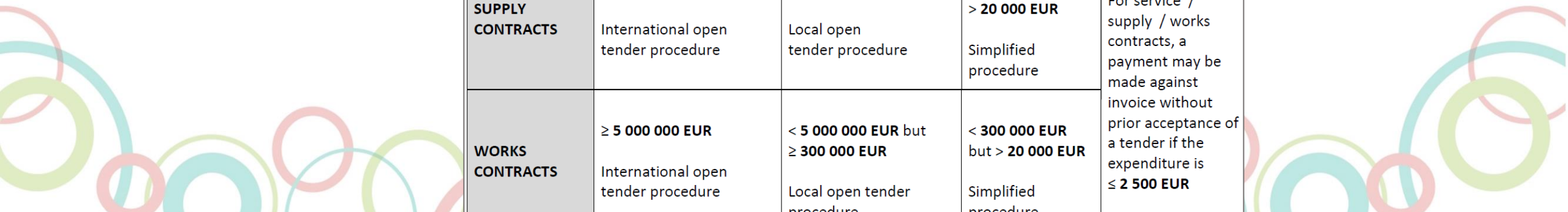
External expertise and services

Description	Comments	Award procedures	Investment	Unit type	No. of units	Price per unit	Total	Period 1
Media campaign	8 billboards, 4 promotional i	Single tender procedure	N/A	Per service	1,00	18.000,00	18.000,00	0,00
	8 billboards, 4 promotional radio shows; approx. 150 radio commercials and 6 posts on social media; approx. 13 sponsored articles on internet portals and approx. 30 TV commercials, 5 announcements in regional/national newspapers. (229/250)		N/A		1,00	0,00	0,00	0,00
			N/A		1,00	0,00	0,00	0,00
			N/A		1,00	0,00	0,00	0,00



	≥ 300 000 EUR	< 300 000 EUR but > 20 000 EUR	≤ 20 000 EUR
SERVICE CONTRACTS	International open tender procedure	Simplified procedure ³⁹	Single tender procedure
SUPPLY CONTRACTS	International open tender procedure	Local open tender procedure	For service / supply / works contracts, a payment may be made against invoice without prior acceptance of a tender if the expenditure is ≤ 2 500 EUR
WORKS CONTRACTS	International open tender procedure	Local open tender procedure	

0,00



Eligible cost categories

4. EXTERNAL EXPERTISE AND SERVICES COSTS

- **Article 58 of Interreg Regulation and/or Articles 178 and 179** (and points 36 to 41 of Chapter 3 of Annex I) of the **Regulation (EU, Euratom) 2018/1046** of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union and **Annex II** Public procurement of Financing Agreement
- The detailed rules on public procurement procedures to be applied by the beneficiaries are described in **PIM** - available at Programme website <https://www.interreg-hr-ba-me.eu/>

➤ **PPs in the Republic of Croatia** that are obligees of the National Public Procurement law
 ➤ **National procurement procedures for procurement of all values.**
 ➤ **In Jems - Award procedure:** National public procurement (ZJN)

Description	Comments	Award procedures	Investment	Unit type	No. of units	Price per unit	Total	Period 1
Media campaign	8 billboards, 4 promotional i	National Public Procurement	N/A	Per service	1,00	18.000,00	18.000,00	0,00

5. EQUIPMENT COSTS

- refers to expenditure for the financing of equipment purchased, rented or leased by the beneficiary of the operation other than those covered by the cost category office and administrative expenditure, which is necessary for the implementation of the operation.

Forms of reimbursement

- On real cost basis – audit trail!
- In case the beneficiary is using the **Option 2 (40 % flat rate of the eligible staff costs** for the calculation of all other costs), it is not possible to plan/report equipment costs on a real cost basis since those costs are already included in cost category “other costs”).
 - Full purchase cost of equipment is eligible.
 - Cost of purchase of second-hand equipment may be eligible!

Eligible cost categories

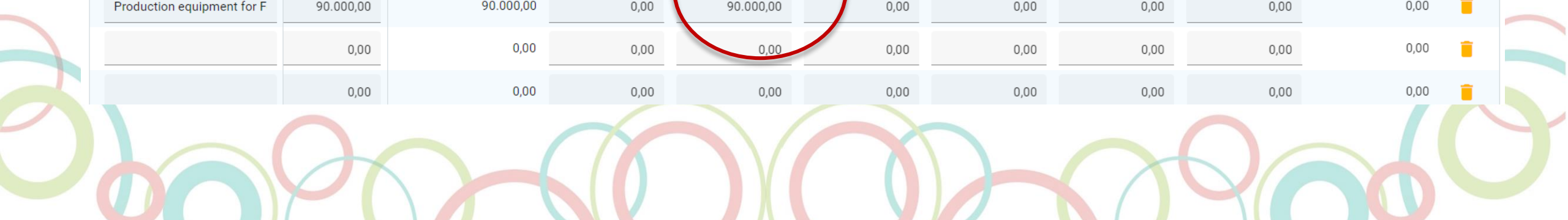
5. EQUIPMENT COSTS

Equipment

Description	Comments	Award procedures	Investment	Unit type	No. of units	Price per unit	Total	Period 1	
Production equipment for F	Production equipment to be	Simplified procedure	I1.1	Per contract	1,00	90.000,00	90.000,00	0,00	
	Production equipment to be purchased includes: audio equipment, microphones for artist instruments, orchestra and dancing ensemble; mixing console for audio equipment; light console for mixing the lights; cables and stands, etc. (229/250)		N/A		1,00	0,00	0,00	0,00	
			N/A		1,00	0,00	0,00	0,00	
			N/A		1,00	0,00	0,00	0,00	
			N/A		1,00	0,00	0,00	0,00	

Equipment

Description	Price per unit	Total	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Gap	
Production equipment for F	90.000,00	90.000,00	0,00	90.000,00	0,00	0,00	0,00	0,00	0,00	
	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	
	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	



6. COSTS OF INFRASTRUCTURE AND WORKS

- cover costs related to investments in infrastructure that do not fall into the scope of other cost categories. These investments may either refer to an object (e.g. a building) that will be set up ex-novo or to the adaptation of an already existing infrastructure

Forms of reimbursement

- On real cost basis – audit trail!

- In case the beneficiary is using the **Option 2 (40 % flat rate of the eligible staff costs** for the calculation of all other costs), it is not possible to plan/report costs for infrastructure and works on a real cost basis since those costs are already included in cost category “other costs”).
- Prior to signature of SC – legal documents specifying any legal right under the real-estate law + necessary permissions (if applicable) will be requested.

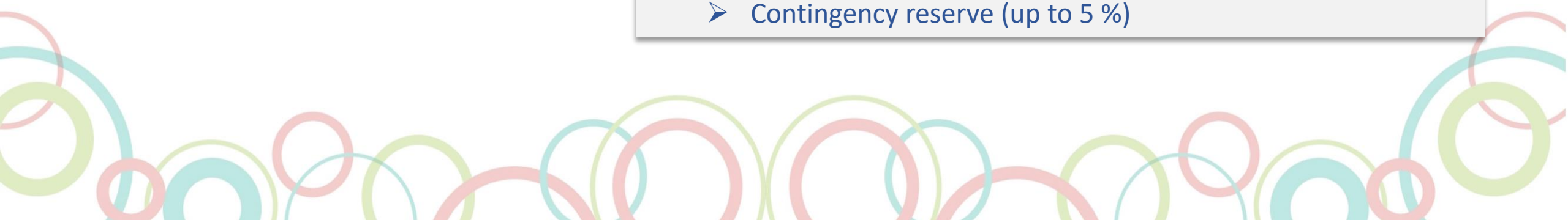
Eligible cost categories

6. COSTS OF INFRASTRUCTURE AND WORKS

Infrastructure and works

Description	Comments	Award procedures	Investment	Unit type	No. of units	Total
Arrangement of access to F	The construction of a stairw	Local open procedure	11.1	Per contract	1,00	350.000,00
<div style="background-color: #ccc; padding: 5px;"> + The construction of a stairway to the northern entrance of the Fortress. The stairway, approx. 6m wide and 200 m long will be made of stone treads, with parapets in white concrete. (181/250) </div>						350.000,00

- Supervision of works (External expertise and services costs)
- Contingency reserve (up to 5 %)



Co-financing

Co-financing

In this table you can define your co-financing. In order to see amounts, please, define your partner budget first in the section budget.

➤ If this section is filled in and the **budget is updated**, this section should also be updated. If not, a yellow warning message appears!

Source	Amount	Percentage
* Co-financing source	0,00	0,00 %
Partner contribution	583.380,00	100,00 %
Partner total eligible budget	583.380,00	100,00 %

Origin of partner contribution

Please update the partner contribution, the total origin of contribution must match the total partner contribution. ✕

Source of contribution	Legal status of contribution	Amount	% of total partner budget
TEST BA	* Legal status	0,00	0,00 %



Co-financing

Co-financing

In this table you can define your co-financing. In order to see amounts, please, define your partner budget first in the section budget.

Source	Amount	Percentage
IPA III CBC	495.873,00	85,00 %
Partner contribution	87.507,00	15,00 %
Partner total eligible budget	583.380,00	100,00 %

Origin of partner contribution

Source of contribution	Legal status of contribution	Amount	% of total partner budget
TEST BA	Public	87.507,00	15,00 %
+ Add new contribution origin			
Sub-total public contribution		87.507,00	15,00 %

✔ Co-financing and partner contributions saved successfully

Project lump sums and unit costs

C - Project description

- C.1 Project overall objective
- C.2 Project relevance and context
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- C.8 Long-term plans

D - Project budget

- D.1 Project budget per fund
- D.2 Overview partner / cost category
- D.3 Overview budget / period

E - Project lump sums and unit costs

- E.1 - Project lump sums**

Dashboard / Applications / HR-BA-ME00001 – Test Project HR-BA-ME / Lump Sums

Project lump sums table

In this table you can define your project lump sums. Please choose the applicable lump sums from the dropdown and allocate the lump sum cost to project partner(s).

Please update the lump sum table: The sum of the amounts per partner must match the total lump sum costs.

Please update the lump sum table: A period must be selected for each lump sum.

Programme lump sum	Period	Split up	Costs	LP1 TEST HR	PP2 TEST BA	PP3 TEST ME	Sum	Gap
Preparatory ...	Period	No	8.000,00	8.000,00	0,00	0,00	8.000,00	0,00
Closure costs	Period	No	4.000,00	0,00	0,00	0,00	0,00	4.000,00
				8.000,00	0,00	0,00	8.000,00	

➤ The applicable lump sums can be allocated only to one Partner, preferably to the **Lead Partner**.

Partner budget overview

- D – Project budget - Automatically generated table indicating:**
- D.1 co-financing section of each partner (Part B – Cofinancing)
 - D.2 overview of partner budget and cost category/flat rate/lump sums
 - D.3 overview of budget per periods

- C - Project description
 - C.1 Project overall objective
 - C.2 Project relevance and context
 - C.3 Project partnership
 - C.4 Project work plan
 - WP1
 - WP2
 - C.5 Project Results
 - C.6 Project Time Plan
 - C.7 Project management
 - C.8 Long-term plans
- D - Project budget**
 - D.1 Project budget per fund**
 - D.2 Overview partner / cost category
 - D.3 Overview budget / period
- E - Project lump sums and unit costs

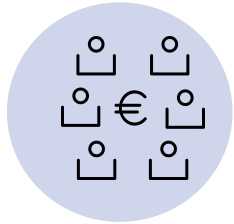
Dashboard / Applications / HR-BA-ME00001 – Test Project HR-BA-ME / Project budget

Application form HR-BA-ME00001 – Test Project HR-BA-ME

D - Project budget

D.1 Project budget per co-financing source (fund) - breakdown per partner

Partner	Organisation abbreviation	Country	IPA III CBC	IPA III CBC % Rate	Public Contribution	Auto Public Contribution	Private Contribution	Total partner contribution	Total eligible budget	% of Total eligible budget
LP1	TEST HR		0,00	0,00 %	0,00	0,00	0,00	0,00	12.600,00	2,11 %
PP2	TEST BA		495.873,00 100 % of total	85,00 %	87.507,00	0,00	0,00	87.507,00	583.380,00	97,89 %
PP3	TEST ME		0,00	0,00 %	0,00	0,00	0,00	0,00	0,00	0,00 %
Total			495.873,00	83,20 %	87.507,00	0,00	0,00	87.507,00	595.980,00	100,00 %



- **Each Partner must have a budget of at least 10% of total Operation budget!**

E.g. If a total Operation budget is 1.000.000,00 EUR, one Project Partner's budget must be at least 100.000,00 EUR.

Please note that this % may be changed during negotiation phase (budget optimization) and/or implementation phase.

Application Annexes

Attachments

Application attachments

Partners

LP1 TEST HR

PP2 TEST BA

PP3 TEST ME

Investment documentation

I1.1

There are no files uploaded.

Upload file

- The document “**Partnership Pre-Agreement**” should be uploaded in the general Application attachments section
- **Lead Partner/Project Partner Statement** and eligibility check documents must be uploaded in connection with a specific partner
- **Investment documentation** (not mandatory) can be uploaded by selecting the investment and then clicking “Upload file”



It is strongly recommended that the title of the uploaded document clearly indicate the content of that document (e.g. Lead Partner Statement).



Please ensure your file does not exceed the file size limit of 50 MB. Jems supports various data format, however .pdf and .zip is preferred

Application form HR-BA-ME00001 – Test Project HR-BA-ME

Check & Submit

You are about to officially submit your project application: HR-BA-ME00001 – Test Project HR-BA-ME

Make sure to submit your project in time before the call end date. Further information on the deadline can be found in the call information and in the project overview. Please be aware that after submission, changes to the application form are no longer possible.

Pre-submission check

Before you can submit your application form, the presubmission-check needs to be valid. The check will provide you with an overview of missing or inconsistent data. Results do not update automatically. Run the check again after changes to your application form.



Run pre-submission check Submit project application

1

To submit this application, all conditions of the pre-submission must be met.



A successful pre-submission check is no guarantee that an application is fully complete and formally compliant!

Check & Submit

Pre-submission check

Before you can submit your application form, the presubmission-check needs to be valid. The check will provide you with an overview of missing or inconsistent data. Results do not update automatically. Run the check again after changes to your application form.

Run pre-submission check Submit project application

- A - Project identification** 2 Issue(s) ^
 - Project title is missing
 - Summary in language other than EN is missing
- B - Project partners** 50 Issue(s) v
- C - Project description** 29 Issue(s) v
- E.1 - Project lump sums**

Application form CBC HR-BA-ME0500004 – @Test_HrBaMe

Check & Submit

You are about to officially submit your project application: CBC HR-BA-ME0500004 – @Test_HrBaMe

Make sure to submit your project in time before the call end date. Further information on the deadline can be found in the call information and in the project overview. Please be aware that after submission, changes to the application form are no longer possible.

Pre-submission check

Before you can submit your application form, the presubmission-check needs to be valid. The check will provide you with an overview of missing or inconsistent data. Results do not update automatically. Run the check again after changes to your application form.

Run pre-submission check **Submit project application**

- A - Project identification** 0 Issue(s) v
- B - Project partners** 0 Issue(s) v
- C - Project description** 0 Issue(s) v
- E.1 - Project lump sums**

2



For any technical difficulties or problems, you might experience with the Jems, please contact the programme Jems expert in charge of the Jems at:

jems-interreg-ipa@mrrfeu.hr





THANK YOU FOR YOUR ATTENTION!

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

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