

**Interreg**



Co-funded by  
the European Union

**IPA** Croatia – Bosnia and  
Herzegovina – Montenegro

# **Guidelines for Applicants**

## **1st MC meeting**

**29.03.2023., Kotor, Montenegro**





# Programme Priorities and Specific Objectives

Priority axis (PA)	Specific objective (SO)
<p>1. Smart investments in research, innovation and competitive entrepreneurship</p>	<p>1.1. Developing and enhancing research and innovation capacities and the uptake of advanced technologies</p> <p>1.3. Enhancing sustainable growth and competitiveness of SMEs and job creation in SMEs, including by productive investments</p>
<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>2.4. Promoting climate change adaptation and disaster risk prevention, resilience considering eco-system-based approaches</p> <p>2.6. Promoting the transition to a circular and resource efficient economy</p>
<p>3. Accessible and resilient health services</p>	<p>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</p>
<p>4. Sustainable and inclusive tourism and culture</p>	<p>4.6. Enhancing the role of culture and sustainable tourism in economic development, social inclusion and social innovation</p>

Interreg



Co-funded by  
the European Union

IPA Croatia – Bosnia and  
Herzegovina – Montenegro

# Programme Area



Interreg



Co-funded by  
the European Union

IPA Croatia – Bosnia and  
Herzegovina – Montenegro

## Call requirements

- **All project proposals should be jointly developed** and implemented by the partners
- **Projects must involve partners from at least 2 programme countries**
- **Call only for standard (regular) projects**





# Call Requirements

- The overall EU budget for projects is 106.987.000,00 EUR. The programme will allocate 41.095.300,00 EUR of EU funds to 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



# Programme Intervention Logic



To foster smart, green and inclusive development of  
Croatia – Bosnia and Herzegovina – Montenegro cross-border region



**SO 1.1** Developing and enhancing research and innovation capacities and the uptake of advanced technologies  
**SO 1.3** Enhancing sustainable growth and competitiveness of SMEs and job creation in SMEs, including by productive investments

**SO 2.1** Promoting energy efficiency and reducing greenhouse gas emissions  
**SO 2.4** Promoting climate change adaptation and disaster risk prevention, resilience considering eco-system-based approaches  
**SO 2.6** Promoting the transition to a circular and resource efficient economy

**SO 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

**SO 4.6** Enhancing the role of culture and sustainable tourism in economic development, social inclusion and social innovation

Interreg



Co-funded by  
the European Union

IPA Croatia – Bosnia and  
Herzegovina – Montenegro

## Programme Indicators

- **Output indicators** – measuring the specific deliverables of the interventions.
- **Result indicators** – measuring the effects of the interventions supported, with reference to the direct addressees, population targeted or users of infrastructure.





## Specific objective: 1.1. - Developing and enhancing research and innovation capacities and the uptake of advanced technologies

Output indicators	Result indicators
RCO84 Pilot actions developed jointly and implemented in projects (optional)	RCR84 Organizations cooperating across borders after project completion (mandatory)
RCO87 Organizations cooperating across borders (mandatory)	RCR104 Solutions taken up or up scaled by organizations (mandatory)
RCO116 Jointly developed solutions (optinal)	





## Specific objective: 2.1. - Promoting energy efficiency and reducing greenhouse gas emissions

Output indicators	Result indicators
RCO84 Pilot actions developed jointly and implemented in projects (mandatory)	RCR104 Solutions taken up or up scaled by organizations (mandatory)
RCO116 Jointly developed solutions (mandatory)	





## Specific objective: 2.4. - Promoting climate change adaptation and disaster risk prevention, resilience, considering ecosystem-based approaches

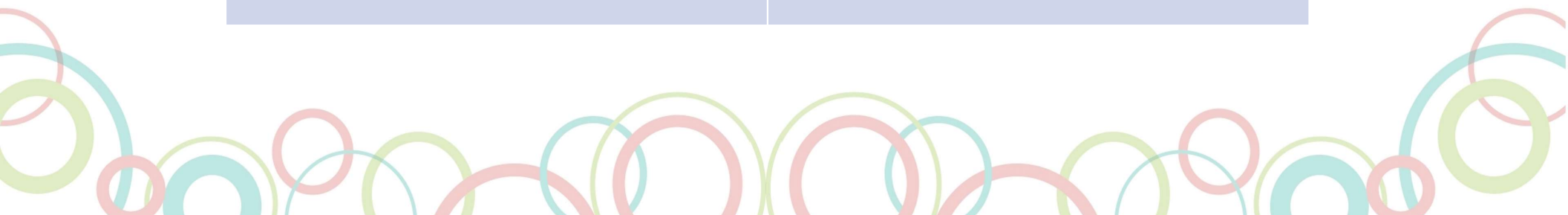
Output indicators	Result indicators
RCO83 Strategies and action plans jointly developed (optional)	RCR79 Joint strategies and action plans taken up by organizations (optional)
RCO84 Pilot actions developed jointly and implemented in projects (mandatory)	RCR104 Solutions taken up or up scaled by organizations (mandatory)
RCO116 Jointly developed solutions (mandatory)	





## Specific objective: 2.6. - Promoting the transition to a circular and resource-efficient economy

Output indicators	Result indicators
RCO84 Pilot actions developed jointly and implemented in projects (mandatory)	RCR81 Completion of joint training schemes (optional)
RCO85 Participations in joint training schemes (optional)	RCR104 Solutions taken up or up scaled by organizations (mandatory)
RCO116 Jointly developed solutions (mandatory)	



## Specific objective: 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

Output indicators	Result indicators
RCO84 Pilot actions developed jointly and implemented in projects (mandatory)	RCR81 Completion of joint training schemes (optional)
RCO85 Participations in joint training schemes (optional)	RCR84 Organizations cooperating across borders after project (mandatory)
RCO87 Organizations cooperating across borders (mandatory)	RCR104 Solutions taken up or up scaled by organizations (mandatory)
RCO116 Jointly developed solutions (optional)	



## Specific objective: 4.6. - Enhancing the role of culture and sustainable tourism in economic development, social inclusion, and social innovation

Output indicators	Result indicators
RCO77 Number of cultural and tourism sites supported (mandatory)	RCR77 Visitors of cultural and tourism sites supported (mandatory)
RCO87 Organizations cooperating across borders (mandatory)	RCR84 Organizations cooperating across borders after project (mandatory)
RCO120 Projects supporting cooperation across borders to develop urban-rural linkages (optional)	

## Rules of the Call

4 cooperation criteria:

- **Joint development**
- **Joint implementation**
- **Joint staffing**
- **Joint financing**
- Each project must fulfill all four (4) cooperation criteria!



**Interreg**



Co-funded by  
the European Union

**IPA** Croatia – Bosnia and  
Herzegovina – Montenegro

# Rules of the Call

Horizontal principles:

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





## Eligibility of partners

Applicant/partner must meet all the following criteria:

- **be a non-profit-making legal person/entity** established by a public or a private law
- **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

PA 1 - Smart investments in research, innovation, and competitive entrepreneurship	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
PA 2 - Green investments in environmental protection and efficient risk management	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  SO 2.4.: Legal personalities that can contribute to planning and implementing climate change adaptation and risk prevention and responses  SO 2.6.: Legal personalities that can contribute to development of sustainable resources management
PA 3 - Accessible and resilient health services	SO 4.5.: Legal personalities that can contribute to improving the access to health care for all
PA 4 - Sustainable and inclusive tourism and culture	SO 4.6.: Legal personalities that can contribute to creating and provisioning the tourist services in tourism and culture



## 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)**

Interreg



Co-funded by  
the European Union

IPA Croatia – Bosnia and  
Herzegovina – Montenegro

# 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







# 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	Innovation and technology transfer primarily in the area of green economy.
2. Green investments in environmental protection and efficient risk management	2.1. Promoting energy efficiency and reducing greenhouse gas emissions	Reducing energy consumption, introduction of innovative technologies in the field of renewable energy sources, ecc.
	2.4. Promoting climate change adaptation and disaster risk prevention, resilience, taking into account ecosystem-based approaches	Joint solutions and development of sustainable systems that will promote disaster prevention and resilience, as well as the climate change adaptation.
	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.
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

Three different levels concerning the eligibility of expenditure applicable to Interreg projects are as follows:

- the European level → EU regulations
  - the Programme level → Programme documents - specific rules decided for the Programme
  - the national level → national legislation - national rules applicable in each Participating country.
- the expenditures have to meet general eligibility criteria – GfA p.44



## 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.



## Eligible cost categories

1. Staff costs,
2. Office and administrative costs,
3. Travel and accommodation costs,
4. External expertise and services costs,
5. Equipment costs,
6. Costs for infrastructure and works.

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).



# 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		



# 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***

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.

## 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.

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



# How to apply

## 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.

Interreg



Co-funded by  
the European Union

IPA Croatia – Bosnia and  
Herzegovina – Montenegro

# How to send Applications

- The Application must be submitted 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, reference letter)



## Other information

- Deadline – **July 2023**
- Information days related to 1st CfP will be held in Croatia, Bosnia and Herzegovina and Montenegro.
- Questions related to 1st CfP - [js-hr-ba-me@mrrfeu.hr](mailto:js-hr-ba-me@mrrfeu.hr)
- Questions and answers will be published and updated regularly on the Programme website.





# Assessment and selection of Applicants

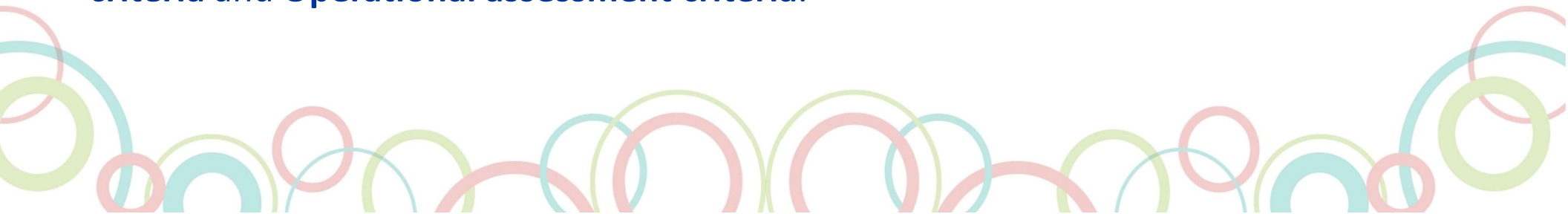
- For 1st CfP, the MC will set up Steering Committee (SC) acting under its responsibility for the selection of operations.
- The assessment process will be conducted in two steps:
  - 1. Admissibility and eligibility check** – done by JS based on checklist
  - 2. Quality assessment** – done by the assessment 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).





# Assessment and selection of Applicants

- The quality of the applications will be assessed using **Quality assessment grid**.
- **The main objectives of Quality Assessment grid are:**
  - to assess the relevance and the feasibility of the project,
  - to use the result of the assessment as a basis for decision-making,
  - to establish common understanding, which is common ground for decision-making,
  - to ensure transparency.
- Quality assessment criteria are divided into two categories – **Strategic assessment criteria** and **Operational assessment criteria**.







# 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><b>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.</b></p>	<p>0-2</p>	<p>N/A</p>





# 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.

Interreg



Co-funded by  
the European Union

IPA Croatia – Bosnia and  
Herzegovina – Montenegro

# 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.



Interreg



Co-funded by  
the European Union

IPA Croatia – Bosnia and  
Herzegovina – Montenegro

# Assessment and selection of Applicants

- The 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 and contracting

## 1. 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.).

## 2. Contracting phase

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



Interreg



Co-funded by  
the European Union

IPA Croatia – Bosnia and  
Herzegovina – Montenegro

## 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.



**Interreg**



Co-funded by  
the European Union

**IPA** Croatia – Bosnia and  
Herzegovina – Montenegro

# Thank you for your attention!

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

Managing Authority: [ma-interreg-ipa@mrrfeu.hr](mailto:ma-interreg-ipa@mrrfeu.hr)

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)

