

Guidelines for Applicants 2nd Call for Proposals

4th MC meeting

04.03.2025., Zagreb, Croatia



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 29.926.000,00 EUR of EU funds to the 2nd CfP.
- The EU funding allocated for the 2nd CfP is broken down per Specific Objective as follows:

Specific objective	Available EU budget (EUR)
SO 1.1.	3.324.000,00
SO 2.1.	5.489.000,00
SO 2.6.	6.575.000,00
SO 4.5.	5.066.000,00
SO 4.6.	9.472.000,00
TOTAL:	29.926.000,00

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 50% 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 mil.
SO 2.1.	400.000	1.5 mil.
SO 2.6.	400.000	1.5 mil.
SO 4.5.	400.000	1.5 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 - 24
SO 2.1.	18 - 24
SO 2.6.	18 - 24
SO 4.5.	18 - 24
SO 4.6.	18 - 24

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

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

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

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**

If one or more cooperation criteria is not fulfilled, application will be automatically assessed with NO GO!

Eligibility of partners

Applicant/partner must meet all the following criteria:

- be a legal person established under the national law in the respecting participating country (HR, BA, ME) and registered at least 12 months prior to the deadline for the submission of applications;
- be non-profit making; (If registered as a profit-making organization, a non-profit status must be proven from registration act / statute (if according to statute profit is reinvested and not distributed to owners).
- be directly responsible for the preparation and management of the proposed project activities both from a professional and financial point of view and must not act as intermediaries.

Eligibility of partners

In general, the following organisations are eligible to apply for the EU contribution allocated to the Programme:

1) National, regional and local public bodies: legal entities established and governed by public law, assigned with special competencies and performing tasks in public interest ; or

2) Bodies governed by public law: organizations established for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character, having legal personality, and – which are either - financed, for the most part, by the state, regional or local authorities or by other bodies governed by public law; or - subject to management supervision by those bodies; or - have an administrative, managerial or supervisory board, with at least half of the members appointed by the state, regional or local authorities or by other bodies governed by public law; or

3) Non-profit organizations governed by private law, established for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character

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 3 Operations** (max. 2 as a Project partner and max. 1 as a Lead Partner)
- **Applications with trilateral partnership are highly encouraged**

Eligibility of activities

- Eligible actions/activities are listed in GfA (per SO)
- **Each project MUST be developed around at least one action listed under selected PA/SO**



Eligibility of expenditures

- Three different levels concerning the eligibility of expenditure applicable to Interreg projects are as follows: European level / Programme level / national level
- Expenditures have to meet general eligibility criteria – GfA 4.3.3. Eligibility of expenditures
- Any ineligible costs detected will be deducted 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 (NC, 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).

Specific provisions for each cost category - Programme Manual on Eligibility (PME)

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 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

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.

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 (registration acts and/or decision on establishment and statute)
 4. Additional documents for check of financial capacity for non-profit organizations governed by private law – balance sheet, reference letter.

Other information

- Deadline – 6 June 2025
- Information days related to 2nd CfP will be held in Croatia, Bosnia and Herzegovina and Montenegro
- Questions related to 2nd CfP - 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 2nd 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 teams (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

<i>Have partner organizations 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>	0-1-2-3-4-5	B.1.6
<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>	0-2	N/A

Assessment and selection of Applicants

ASSESSMENT CRITERIA	MAXIMUM SCORE
Strategic Criteria	GO / NO GO
Operational criteria	67
TOTAL	67

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

1. assessed with GO for Strategic assessment criteria
2. at least 35 points for Operational assessment criteria

Applications assessed with NO GO for Strategic assessment criteria will not be further assessed
Applications with less than 35 points for Operational assessment criteria will be rejected

Assessment and selection of Applicants

- Five (5) 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 JS/MA will present these lists to the Monitoring Committee (MC) for final decision



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



Thank you for your attention!

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

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