



# INFORMATION SEMINAR

## on submission of full applications & 2<sup>nd</sup> Call for proposals (Priority 2.2)



**LATVIA-RUSSIA**  
CROSS-BORDER  
COOPERATION PROGRAMME



Co-funded by the European Union,  
the Republic of Latvia and  
the Russian Federation



# Full application form development & submission - key elements of the full application form



**LATVIA-RUSSIA**

CROSS-BORDER  
COOPERATION PROGRAMME



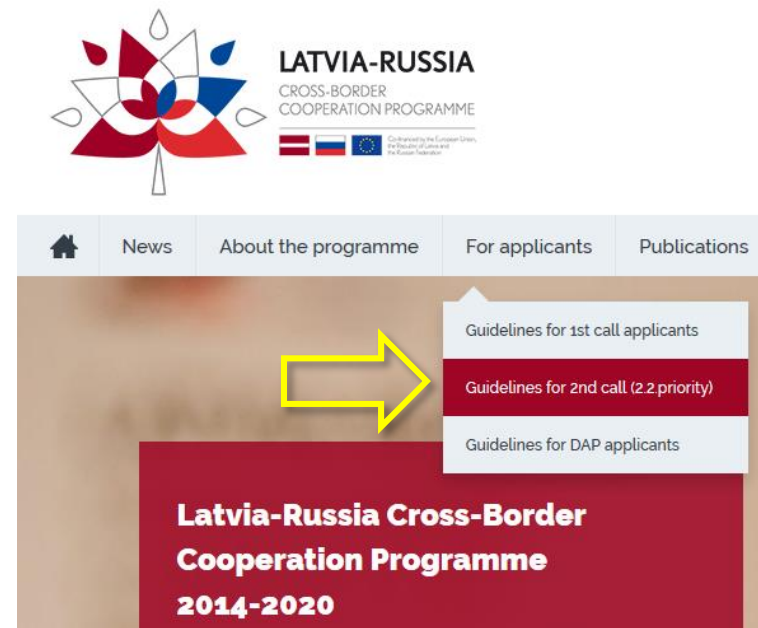
Cofinanced by the European Union,  
the Republic of Latvia and  
the Russian Federation

**Ilze Skrebele-Stikāne**

Ministry of Environmental Protection and  
Regional Development of the Republic of Latvia  
Senior expert, Development Instruments Department

# General remarks about filling in the full application form

- Use the correct template downloaded from [www.latruscbc.eu](http://www.latruscbc.eu)



# General remarks about filling in the full application form



## Note to applicants of 1<sup>st</sup> Call for proposals!

- Project's main objective, idea and contribution to achievement of Programme's output and result indicators as presented in the concept note **must** be maintained.
- Ensure that information provided in the full application form covers **all conditions** provided in the decision letters about shortlisting project for submission of full applications.

# Content of application form

Worksheet I	Title
Worksheet II	Description
Worksheet III	Relevance
Worksheets IV-VIII	Activity packages
Worksheet IX	Time plan
Worksheet X	Partners
Worksheet XI	Associates
Worksheet XII	Logical framework
Worksheet XIII	Budget per partners
Worksheet XIV	Total budget
Worksheet XV	Declaration



# General requirements for project's budget

- ▶ Applicant and each project partner must contribute not less than **10%** of its total eligible costs to financing of the project.
- ▶ Contribution by the applicant and project partners must derive from their own resources or from sources other than the EU budget.

# General requirements for project's budget

**realistic**

**in line with principles of  
economy, efficiency and  
effectiveness**

**includes all project costs**

**developed with input from all  
project partners**



# General provisions for eligibility of expenditure

- incurred during the implementation period of the project (except retroactive costs, preparatory costs and costs related to preparation of final report)
- indicated in the project's budget
- necessary for the project implementation
- identifiable and verifiable
- comply with the requirements of applicable tax and social legislation
- reasonable, justified and comply
- supported by invoices or documents of equivalent value



# Non-eligible costs

- ▶ debts and debt service charges (interest)
- ▶ provisions for losses or liabilities
- ▶ costs declared by the beneficiary and already financed by the European Union budget or Programme budget and other international financial instruments
- ▶ purchases of land or buildings exceeding 10% of eligible expenditure of projects
- ▶ exchange-rate losses
- ▶ duties, taxes and charges, including VAT, except where non-recoverable under the relevant national tax legislation
- ▶ loans to third parties
- ▶ fines, financial penalties and expenses of litigation
- ▶ contributions in kind

# Worksheet XIII – Budget per partners

## Budget heading 1 Staff costs

Costs	All partners TOTAL (in EUR)	Unit	Applicant (Partner 1)		
			Number of units	Unit rate (in EUR)	TOTAL Costs (in EUR)
<b>1. Staff costs</b>	<b>45 120,00</b>				<b>45 120,00</b>
Project manager	28 800,00	Per month	24,00	1 200,00	28 800,00
Financial manager	14 400,00	Per month	12,00	1 200,00	14 400,00
Assistant	1 920,00	Per month	2,40	800,00	1 920,00
	0,00				0,00

- Gross employment costs in line with work/employment contract (full-time or part-time)
- Cover real costs paid out based on a payslip or an equivalent document

**NB!** Staff working for the project and remunerated from staff costs cannot conclude any service contracts that are financed within the same project

# Worksheet XIII – Budget per partners

## Budget heading 2 Travel and accommodation costs

Costs	All partners TOTAL (in EUR)	Unit	Applicant (Partner 1)		
			Number of units	Unit rate (in EUR)	TOTAL Costs (in EUR)
<b>2. Travel and accommodation costs</b>	<b>414,00</b>				<b>414,00</b>
Daily allowance of P1 staff business trip to Pskov	174,00	Per day	6,00	29,00	174,00
Accommodation costs in Pskov	120,00	Per trip	1,00	120,00	120,00
Travel costs of P1 to Pskov (rent of vehicle)	120,00	Per day	2,00	60,00	120,00
	0,00				0,00
Travel costs of activities outside the Programme area (specify the destination)					
	0,00				0,00
	0,00				0,00

- ▶ Travel costs, accommodation costs, visa costs and daily allowances are eligible
- ▶ Travel and accommodation costs of associated partners and in justified cases guests/target group of events, members of project steering group and drivers of partner organizations

**NB!** Travel outside Programme territory to be indicated separately

# Worksheet XIII – Budget per partners

## Budget heading 3 External expertise and service costs

Costs	All partners TOTAL (in EUR)	Unit	Applicant (Partner 1)		
			Number of units	Unit rate (in EUR)	TOTAL Costs (in EUR)
<b>3. External expertise and service costs</b>	<b>1 490,00</b>				<b>1 490,00</b>
Expenditure verification for partner from Russia	700,00	Per agreement	1,00	700,00	700,00
Design of project brochure	150,00	Per agreement	1,00	150,00	150,00
Rent of premises for seminars	640,00	Per event	4,00	160,00	640,00

- External expertise and services must be essential to the project
- All costs are subject to applicable public procurement rules
- Subcontracting other project beneficiary organizations or their employees working for project is not allowed

# Worksheet XIII – Budget per partners

## Budget heading 4 Equipment costs

Costs	All partners TOTAL (in EUR)	Unit	Applicant (Partner 1)		
			Number of units	Unit rate (in EUR)	TOTAL Costs (in EUR)
<b>4. Equipment costs</b>	<b>2 050,00</b>				<b>2 050,00</b>
Laptop	1 200,00	Per item	1,00	1 200,00	1 200,00
Furniture for training class	850,00	Per contract	1,00	850,00	850,00

- Purchases or rent of equipment (new or used) is eligible only in case such equipment is necessary for reaching project results and guaranteeing their durability
- Equipment has not been supported from any EU funds or by other international, national, regional and/or local funds
- All costs are subject to applicable public procurement rules
- Equipment cannot be purchased or rented from another project beneficiary

# Worksheet XIII – Budget per partners

## Budget heading 5 Infrastructure and works

Costs	All partners TOTAL (in EUR)	Unit	Applicant (Partner 1)		
			Number of units	Unit rate (in EUR)	TOTAL Costs (in EUR)
<b>5. Infrastructure and Works</b>	<b>353 200,00</b>				<b>353 200,00</b>
Reconstruction of object x	350 000,00	Per contract	1,00	350 000,00	350 000,00
Supervision costs	3 200,00	Per contract	1,00	3 200,00	3 200,00

- Costs related to investments in infrastructure (site preparation, delivery of materials, handling, installation, renovation, (re)construction and their supervision a.o.)

# Worksheet XIII – Budget per partners

## Budget heading 7 Retroactive and preparatory works

Costs	All partners TOTAL (in EUR)	Unit	Applicant (Partner 1)		
			Number of units	Unit rate (in EUR)	TOTAL Costs (in EUR)
7. Retroactive and preparatory costs	0,00				0,00
	0,00				0,00
	0,00				0,00

- Retroactive costs - costs for actual works directly related to infrastructure development (up to 7% of relevant infrastructure and works object's costs). **Retroactive costs are eligible only if payments are made no earlier than 18 December 2015 and not later than one day before the approval of full application by the JMC.**
- Preparatory costs - travel and subsistence costs of staff and other persons taking part in the project not exceeding EUR 2000

**NB!** total amount of financing on the basis of lump sums, unit costs and flat rate financing within budget headings from 1 to 6 may not exceed EUR 60 000

# Worksheet XIII – Budget per partners

## Budget heading 9 Office and administration costs

Costs	All partners TOTAL (in EUR)	Unit	Applicant (Partner 1)		
			Number of units	Unit rate (in EUR)	TOTAL Costs (in EUR)
9. Office and administration costs (max 7% of eligible costs, excluding costs incurred in relation to the provision of infrastructure)	0,00				

- Calculated as a flat-rate of up to 7% of eligible direct costs, excluding costs incurred in relation to the provision of infrastructure.
- Partners with administrative costs planned in the budget have to submit also **description of calculation of administrative costs.**

**NB!** Indirect costs declared under this budget heading cannot be declared under any other budget heading



# Worksheet XII – Total budget

Costs	Total for all years Costs EUR	Year 1 Costs EUR
1. Staff costs	0,00	
2. Travel and accommodation costs	0,00	
3. External expertise and service costs	0,00	
4. Equipment costs	0,00	
5. Infrastructure and Works	0,00	
6. Subtotal direct eligible costs of the Project (1-5)	0,00	0,00
7. Retroactive and preparatory costs	0,00	
8. Subtotal (6+7)	0,00	0,00
9. Office and administration costs (max 7% of eligible costs, excluding costs incurred in relation to the provision of	0,00	
10. Total eligible costs (8+9)	0,00	0,00

► The initial pre-financing instalment will be **40%** of grant part of the forecast budget for the first year of the project implementation for projects with duration of more than 18 months and grant exceeding EUR 300 000.



# Documents to be submitted and submission deadline



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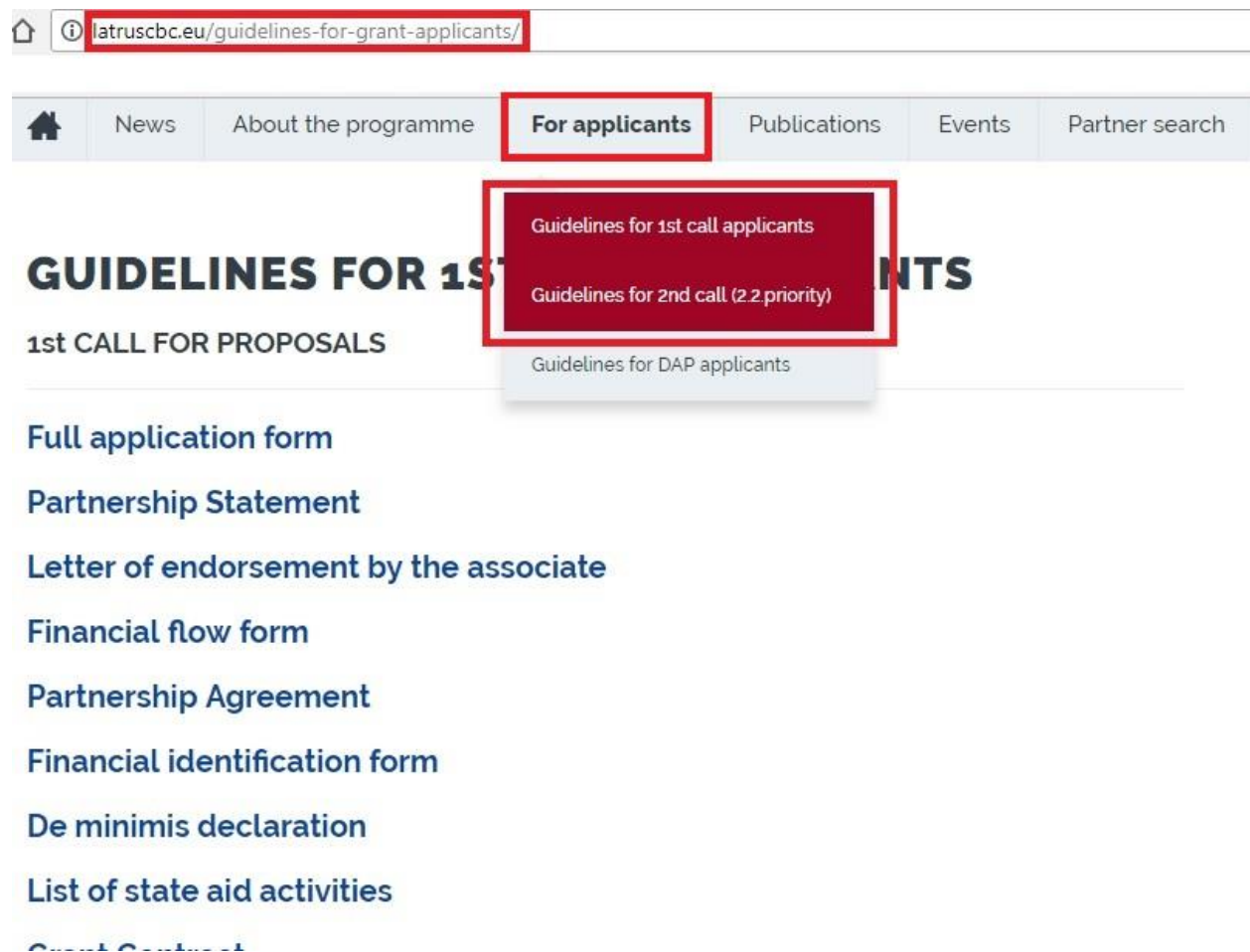


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the Republic of Latvia and  
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**Lauris Šēls**

Ministry of Environmental Protection and  
Regional Development of the Republic of Latvia  
Senior expert, Development Instruments Department

# Location of documents



The screenshot shows the website [latruscbc.eu/guidelines-for-grant-applicants/](http://latruscbc.eu/guidelines-for-grant-applicants/). The navigation bar includes links for Home, News, About the programme, **For applicants**, Publications, Events, and Partner search. A dropdown menu for 'For applicants' is open, showing three options: **Guidelines for 1st call applicants**, **Guidelines for 2nd call (2.2 priority)**, and Guidelines for DAP applicants. Below the navigation bar, the main heading is 'GUIDELINES FOR 1ST CALL APPLICANTS' with the subtitle '1st CALL FOR PROPOSALS'. A list of documents is provided:

- Full application form
- Partnership Statement
- Letter of endorsement by the associate
- Financial flow form
- Partnership Agreement
- Financial identification form
- De minimis declaration
- List of state aid activities
- Grant Contract

# Full application pack

- 1) Application form
- 2) Partnership statements
- 3) Letters of endorsement by the associates (if applicable)
- 4) Financial Flow form (for the whole budget of the project)
- 5) Description of calculation of Administrative costs (if applicable)
- 6) Statutes of partners (only if changes are made in statutes)
- 7) Registration certificate (only if new partner is added or changed)
- 8) VAT payer's registration certificate (only if new partner is added or changed)
- 9) Statement from national Tax Authority on absence of Tax arrears

**For Russian  
Public  
equivalent  
bodies and  
NGOs only**

- 10) List of State Aid activities

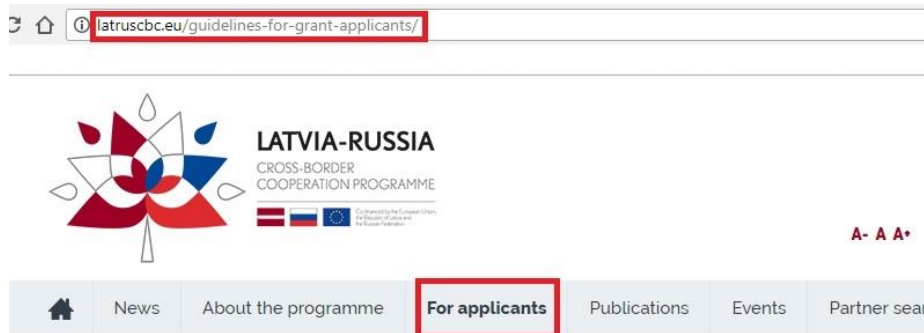
**Only for Latvian partners, if applicable**

+ Documentation related to infrastructure according to Section 5.3.1. of the Guidelines for Grant Applicants



# Partnership statements

- Partnership statements must be submitted by every partner and also applicant.



## GUIDELINES FOR 1ST CALL APPLICANTS

### 1st CALL FOR PROPOSALS

#### Full application form

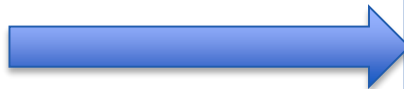
#### Partnership Statement

#### Letter of endorsement by the associate

#### Financial flow form

#### Partnership Agreement

#### Financial identification form



*<Official letterhead of organisation, if applicable>*  
*(To be filled in by **ALL** partners, including the project Applicant!)*

**PARTNERSHIP STATEMENT**

<b>Title and short title of the Project</b>	
<b>Name of the legal entity applying for funding as a partner in original and English languages</b>	
<b>Partner's number in the application form</b>	

By signing this partnership statement, the above named legal entity applying for funding from the Latvia-Russia Cross-Border Cooperation Programme 2014-2020 as a partner (hereinafter referred to as the "organisation") by agreeing to the principles of good partnership practice set out below hereby declares:

1. Our organisation meets the conditions stated in Section 6.3.2 of the Joint Operational Programme of the Latvia-Russia Cross-Border Cooperation Programme 2014-2020, Articles 45.1, 45.2, 45.3(a) of Commission Implementing Regulation (EU) No. 897/2014, and Articles 106(1) and 107 of Regulation (EU, Euratom) No. 966/2012. Furthermore, we recognise and accept that if we participate in spite of not conforming to the conditions, we may be excluded from participation in the Project.
2. Our organisation has read the application form and understood our role in the project before the application form was submitted to the Managing Authority. Our organisation commits to fulfil the obligations and responsibilities for implementation of the project as stated in the application form.
3. Our organisation is acquainted with the Joint Operational Programme and all applicable legal framework, has read the Guidelines for Grant Applicants and the grant contract, we understand and accept our obligations under the grant contract and we commit to implement project activities in accordance with the provisions of the mentioned

# Letters of endorsement by the associates

latruscbc.eu/guidelines-for-grant-applicants/



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## GUIDELINES FOR 1ST CALL FOR PROPOSALS

### 1st CALL FOR PROPOSALS

Full application form

Partnership Statement

Letter of endorsement by the associate

Financial flow form

Partnership Agreement

Financial identification form

De minimis declaration

List of state aid activities

Grant Contract

Guidelines for Grant Applicants\_1st call for proposals

Guidelines for 1st call applicants

Guidelines for 2nd call (2.2 priority)

Guidelines for DAP applicants

<To be filled on the official letterhead of the organisation (if applicable),  
~~delete this line after filling~~>

### LETTER OF ENDORSEMENT BY THE ASSOCIATE


I the undersigned, as a representative of the <Official name of the organisation> participating in the capacity of the Associate in the project <Title and short title of the project>, which is submitted for the funding of the Latvia - Russia Cross-border Cooperation Programme 2014-2020 (hereinafter referred to as the "Programme"), hereby declare:

1. I have read the Full Application Form and understood the nature of the Project.
2. I have acquainted myself with the Programme documents and its conditions, and I fully understand my responsibilities and limits of Project within the scope of the Programme.
3. I will contribute to the Project by participating in the following activities carrying the respective responsibilities/tasks:
  - 3.1. <Name the activities according to the Full Application Form and describe your responsibilities/tasks>
  - 3.2. <Name the activities according to the Full Application Form and describe your responsibilities/tasks>
  - 3.3. Etc.

Signed on a behalf of the Associate:



# Financial flow form (for the whole budget of the project)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																Annex X
2																
3																
4	Project (Title of the project) planned cash-flow															
5																
6		Total		Application preparation stage	1st Year of the project implementation				2nd Year of the project implementation				3rd Year of the project implementation			
7		Per project			I Q	II Q	III Q	IV Q	I Q	II Q	III Q	IV Q	I Q	II Q	III Q	IV Q
8		EUR	%													
9	Starting cash position				0	0	0	0	0	0	0	0	0	0	0	0
10	<b>Income</b>															
11	EU contribution (pre-financing, further installments)		#DIV/0!													
12	Contribution from third parties (e.g. state budget)		#DIV/0!													
13	Projects own contribution		#DIV/0!													
14	Revenues (e.g. registration fee)		#DIV/0!													
15	Interest generated by pre-financing received		#DIV/0!													
16	Other resources		#DIV/0!													
17	<b>Income in Total</b>	0	#DIV/0!	0	0	0	0	0	0	0	0	0	0	0	0	
18																
19	<b>Expenses</b>															
20	Staff costs		#DIV/0!													
21	Travel and accomodation costs		#DIV/0!													
22	External expertise and service costs		#DIV/0!													
23	Equipment costs		#DIV/0!													
24	Infrastructure and Works		#DIV/0!													
25	Office and adminisatration costs		#DIV/0!													
26	Retroactive and preparatory costs		#DIV/0!													
27	<b>Total expenses</b>	0	#DIV/0!	0	0	0	0	0	0	0	0	0	0	0	0	
28	<b>Balance</b>	0		0	0	0	0	0	0	0	0	0	0	0	0	
29																

# Description of calculation of administrative costs (if applicable)

- Up to **7%** of eligible direct costs (excluding infrastructure & retroactive costs)
- Every partner with administrative costs planned in the budget must provide description of calculation of administrative costs.

## Example for partner of project «LV-RU-XXX»

<b><i>Partner's total budget in the project (EUR)</i></b>	70 000,00
<b><i>Partner's infrastructure and retroactive costs (EUR)</i></b>	20 000,00
<b><i>Eligible direct costs (EUR)</i></b>	50 000,00
<b><i>Maximum administrative costs available for partner</i></b>	3 500,00





# Description of calculation of administrative costs - example

No	Item (in accordance with Section 4.2.7. of Guidelines for Grant Applicants)	Cost of item (per whole project implementation period)	Calculation and justification of costs
1	Office rent	1 200,00	Total office space - 50 m2, total number of employees - 4, monthly costs of office rent - 100 EUR. 2 of the employees working full time in the project occupy half of the office space. <u>Calculation of costs eligible for project:</u> 50 EUR (half of the office rent) x 24 (project implementation in months) = 1200 EUR
2	Communication (telephone, internet)	1 512,00	Monthly cost of internet services for the whole office - 30 EUR, average monthly costs of mobile phone services per person - 24 EUR. <u>Calculation of costs eligible for project:</u> (15 EUR (internet costs for 2 employees in the project) + 48 EUR (monthly mobile phone costs of 2 people)) x 24 (project implementation in months) = 1512 EUR
3	...	...	...
<b>TOTAL in EUR</b>		<b>2 712,00</b>	
<b>% of eligible direct costs</b>		<b>5,43</b>	



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# Statement from national Tax Authority (for Russian partners only)

- Original statement from national tax authority issued according to national law
- Statement is submitted to MA/JTS by every project partner who is a public equivalent body or NGO from Russia
- Statement is signed by respective representative of Tax authority and also stamped
- Issued no later than 3 months prior the submission of full application (April 30 – July 31)
- Clearly stated that organization does not have («не имеет») tax arrears

**NB! The JTS verifies absence of tax arrears of Latvian partners in the data base of national tax authority.**

# State aid activities (applicable for Latvian partners)

- ▶ State aid rules are applied only when any person (private or legal) that provides services or products in market gain benefits from aid activities (it can be even NGO or non-profit organizations, and also local municipalities).
- ▶ Only if all 4 following principles are fulfilled then support to economic activity qualifies as State aid to economic activity (commercial activity):
  - ▶ **Public resources** (grants, interest and tax reliefs, guarantees, direct payments from state or municipal budget).
  - ▶ **Economic advantage** (advantages to person provided neglecting market prices or unequal treatment – better conditions from state, access to particular infrastructure etc.).
  - ▶ **Selectivity** (exclusive rights assigned to person to carry out particular service or grant access to particular state or municipal resources without proper price corresponding to market situation).
  - ▶ **Impact on commercial activities and competition** (distorted competition and trade also in EU level due to assigned rights or financing from state to particular person to carry out economic activities in specific industry)

# List of State aid activities

- Evaluate the activities planned in project according to State aid guidelines to identify the presence or absence of State aid in your activities.
- Additional source to identify State aid:  
[https://www.fm.gov.lv/lv/sadalas/komercdarbibas\\_atbalsta\\_kontrole/s/](https://www.fm.gov.lv/lv/sadalas/komercdarbibas_atbalsta_kontrole/s/)
- State aid guidelines (in Latvian):  
<https://www.fm.gov.lv/files/files/06.10.2016%20preciz%20FINAL%20Valsts%20atbalsta%20VADLINIJAS.pdf>
- If state aid relevant activities will be identified for a **partner**, Programme co-financing will be granted under the *de minimis* aid. An organisation can receive support (all kinds of support whether from national or EU sources) **up to EUR 200 000** for a period of three fiscal years. Each organisation receiving *de minimis* aid should follow the ceiling of EUR 200 000 and make sure that it is not exceeded.

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**LIST OF STATE AID RELEVANT ACTIVITIES  
WITH INDICATED BUDGET<sup>1</sup>**

Project title	
Project acronym	
Project number	

I, the undersigned, as the authorised representative of the organisation listed below, acting as applicant in the above mentioned project hereby certify that the following activities are state aid relevant:

Title of activity	Planned costs		
	Title of Activity Package	Budget Heading	Amount, EUR
1.			
2.			
...			

Official title of the organisation in English	
Official title of the organisation in national language	
Legal status in English	
Legal status in national language	

# Additional documents (for projects with investments in infrastructure)

1. *Evidence of ownership or access to the land/building*
2. *Feasibility study (up to 5 pages)*
3. *Cost estimations for (re)construction works (tāmes/сметы)*
4. *Full set of valid building/technical documentation*
5. *Acceptance of building/technical documents by local or national construction/building boards*

# Feasibility study

- Section 5.2.1. of the Guidelines for Grant Applicants **(for projects with infrastructure component)**
- Feasibility study is needed only when information provided on infrastructure in full application form is not sufficient and additional space is needed.
- Make sure that justification why infrastructure works are needed are included in description of full application or in feasibility study.

Responsible partner:

Involved target group:

Description (Maximum 3000 characters)  
Error! Please provide description!

List of planned activities

Error! Please provide description!

Activity	Amount of activity	Description

◀ ▶ ... V AP2 **VI AP3** VII AP4 VIII AP5 IX Time Plan ▶

# Full set of valid building /technical documentation

- ▶ Those **project partners/applicant** which have infrastructure component must maintain that the documents are in stage of readiness in order to procure constructor immediately after the approval of project.
- ▶ Check the scope of planned infrastructure works within your project.
- ▶ Compare the conditions of national law for infrastructure works you have planned in order to start procurement procedure.
- ▶ Obtain necessary documentation that is required by national law for respective scope of planned infrastructure works.
- ▶ **The last issue date of these documents has to be no later than the last day of the closing date of the call (31st July).**

# Documents to be submitted as originals

**Originals** (must also be sent **electronically to e-mail [LAT-RUS.CBC@varam.gov.lv](mailto:LAT-RUS.CBC@varam.gov.lv)**)

Document	Format to be sent to Programme e-mail	Who has to submit the document
<b><i>Application Form</i></b>	MS Excel	Applicant
<b><i>Partnership statements</i></b>	PDF	Applicant and each partner
<b><i>Letters of endorsement for associated partners</i></b>	PDF	Each associated partner (if applicable)
<b><i>Statement from National authority on absence of Tax arrears</i></b>	PDF	Russian applicants and partners which are public equivalent bodies or NGOs
<b><i>List of State aid activities</i></b>	PDF	Latvian applicants and partners (if applicable)



# Documents to be submitted as copies

Paper copies of below mentioned documents also must be put into data carrier device (e.g. USB), if allowed by the legislation of the respective partner's country.

1. Statutes (for Russian Public equivalent bodies and NGOs)
2. Registration certificate (for Russian Public equivalent bodies and NGOs)
3. VAT payer's registration certificate (for Russian Public equivalent bodies and NGOs)
4. Financial flow form (for whole project)
5. Description of calculation of administrative costs

## For projects with infrastructure

1. Evidence of ownership or access to land/buildings
2. Feasibility study
3. Cost estimations for (re)construction works (tāmes/сметы)
4. Full set of valid building/technical documentation
5. Acceptance of building/technical documents

# Submission deadline

▶ **31 July 2018**

Date will be evidenced by:

- *postal stamp*
- *courier document*
- *certificate of receipt (in case of hand delivery)*

▶ **For hand deliveries: 16:00 local time**

▶ **Electronic copies to be sent by 23:59 (Latvian local time)**

▶ **Paper originals sent by post must arrive no later than one month after the submission deadline and dispatch date shall be no later than the deadline for submission**



# Where to submit full application?

## ► Main office:

Peldu Street 25, Riga, LV-1494,  
Latvia

## ► Branch office in Pskov:

60a Sovetskaya Street, entrance 3,  
3rd floor, office room 44, Pskov,  
180000, Russia

## ► Branch office in St.Petersburg:

14 Izmailovsky Prospect, office 314A,  
St.Petersburg, 198005, Russia.

Please indicate on the envelope «Санкт-Петербургский Фонд развития бизнеса»

*“Application for Latvia-Russia CBC Programme 2014-2020. **Call for proposals:** application form **LV-RU-00...** Not to be opened before the opening session”* together with the full name and address of the applicant.

**OR**

*“Application for Latvia-Russia CBC Programme 2014-2020. **Second call for proposals for joint actions in environmental management:** application form <project title>. Not to be opened before the opening session”* together with the full name and address of the applicant.



# Evaluation criteria & Timeline



**LATVIA-RUSSIA**  
CROSS-BORDER  
COOPERATION PROGRAMME



**Agnese Marnauza**

Ministry of Environmental Protection and  
Regional Development of the Republic of Latvia  
Development Instruments Department  
Head of Latvia – Russia Programme Division

# Evaluation of full applications

**Technical  
assessment**

**Quality  
assessment**

**JMC  
Decision**

► **Opening session and  
administrative check**

► **Eligibility verification**



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# What's important about...

## ...OPENING SESSION

- ▶ meet the deadline!
- ▶ submit BOTH original paper and electronic copy of full application and supporting documents

## ...ADMINISTRATIVE CHECK

- ▶ use Guidelines as a checklist
- ▶ single “NO” in any criterion leads to withdrawal of application
- ▶ take clarifications seriously and be quick (5 working days)

Completeness of application pack (paper & electronic)

Correct templates, language, stamps/signatures

Adequate supporting documents (consult with JTS!)



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The Russian Federation

# What's important about...

## ...VERIFICATION OF TECHNICAL ELIGIBILITY

- No clarifications asked
- single “NO” in any criterion leads to withdrawal of application
- Checks compliance with cornerstone rules for the Call

**1. eligibility of partners (type and territory)**

**2. partners are from Russia AND Latvia**

**3. at least 2 partners in the project**

**4. eligible project duration**

**5. eligible financial limits of project**

**6. eligible co-financing rates **1<sup>st</sup> call only!!!****

**7. activities outside Programme area (max. 20% of total project budget)**



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# Quality Assessment (1)



Assessment criteria	Max weight	Score = Score weight
<i>Project context and contribution to Programme</i>	<b>20%</b>	5 pts = 20%
		4 pts = 16%
		3 pts = 12%
<i>Budget</i>	<b>20%</b>	2 pts = 8%
		1 pts = 4%
<i>Strategic regional relevance</i>	<b>30%</b>	5 pts = 30%
		4 pts = 24%
		3 pts = 18%
<i>Methodology/approach and activities, partnership and cooperation intensity</i>	<b>30%</b>	2 pts = 12%
		1 pts = 6%



# Quality Assessment (2) – 1<sup>st</sup> CALL

► **Assessment result** = sum of % for each criteria

Ranked within priorities

Min. 3 points for EACH evaluation criterion

Priority to higher score in “Project context and contribution to Programme”

Conditions may be applied!

Any criterion scored less than 3 points



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# Quality Assessment (2) – 2<sup>nd</sup> CALL

► **Assessment result** = sum of % for each criteria

Ranked within priorities

At least 3 points for criterion in “Project context and contribution to Programme”

**AND**

Min. 60% as a total score

Priority to higher score in criterion “Project context...”

Conditions may apply!

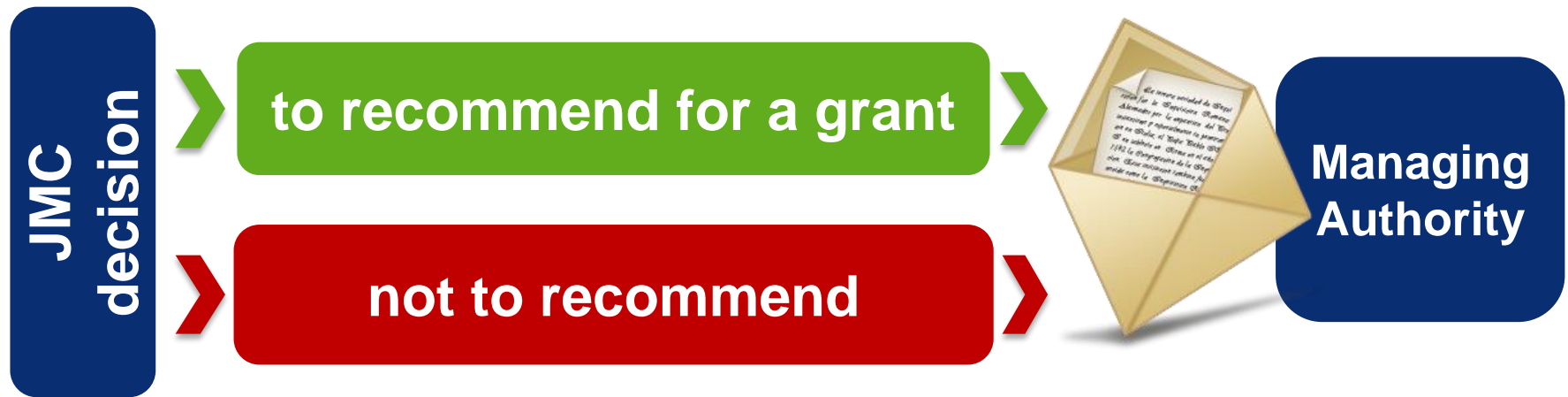
- Less than 60% - for rejection
- Less than 3 points for Criterion “Project context...”



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# Decision making



# Timeline

JMC decision  
on grant award  
**End 2018 –  
JAN 2019**

Signing of  
Grant  
Contract



Submission  
deadline for full  
applications  
**31 JUL 2018**

**Partnership  
Agreement!**

Fulfilment of clarifications  
(if relevant)





# Common shortcomings of submitted documents



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Natalja Menailova

Ministry of Environmental Protection and  
Regional Development of the Republic of Latvia  
Senior expert, Development Instruments Department

# Types of shortcomings

- ▶ Common conditions of Guidelines not properly observed
- ▶ Shortcomings of the submitted documents

# Common conditions of Guidelines not properly observed

1) All documents indicated in the Guidelines not submitted

*Example: partnership statements, original of statement from national tax authority on absence of tax areas*

► NB! Check content of full application in accordance with section 5.3.1. (5.2.1. for 2nd call) of Guidelines for Grant Applicants

2) Incorrect legal status of partners



result: missing documents

*Example: partner is «public equivalent body», but indicated as «public entity» as a result the statutes, registration certificates and other related documents not added to the document pack*

► NB! Check legal status of project partners and content of the document pack

# Common conditions of Guidelines not properly observed

3) Non-governmental organizations are established less than 2 years prior to closing of the call

► NB! Check date of establishing of non-governmental organization involved in the project

4) Documents submitted only electronically not as paper originals

► NB! Check or documents are submitted in paper format – for example via post



# Shortcomings of the submitted documents

## ► Partnership statements

- Statement points related to granting co-financing for the project from partner's own resources deleted
- Incorrect points for the applicant or partners chosen
- Amounts of applicant's/ partner's budget do not match with budget provided in the application form
- Check whether organization is not entitled to recover any paid Value Added Tax (VAT)

## ► Original statement from national tax authority on absence of tax arrears not submitted

### ► NB!

- Statement should show clear information on absence of tax arrears

# Shortcomings of the submitted documents

## ► Application form

- Summary of the project provided only in English
- Content of text of summary provided in English, Russian and Latvian does not match
- Not all relevant fields of the application form filled in

## ► NB!

- Summary should be provided in English, Latvian and Russian and should correspond in all languages
- Check all fields of the application form

# Shortcomings of the submitted documents – notes for full application form

## ► Description of project

- Lack of project idea's correlation with Programme expected results
- Insufficient justification of common challenge to be addressed and the real need of cross-border cooperation
- Insufficient justification of project's impact on Programme territory and durability and sustainability of project results
- Vague link among project overall objective, specific objective(s), activities, deliverables, outputs and results and general approach to project's methodology

# Shortcomings of the submitted documents – notes for full application form

## ► Result Indicator

- Contribution to achievement of target value is lower than indicated in the Guidelines for Grant Applicants
- Baseline value not indicated
- Section not filled in at all

## ► Budget

- Total budget of project exceeds the sum allowed by the Programme
- Amount of retroactive and preparatory costs is higher than Programme allows
- Amount of office and administrative costs exceeds 7% of the eligible direct project costs
- Division of project's budget among budget headings or activities not justified



# Thank You!

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