



INFORMATION SEMINAR for applicants on the 2nd call for proposals (Priority 2.2)



LATVIA-RUSSIA

CROSS-BORDER
COOPERATION PROGRAMME





Overview of the Programme requirements



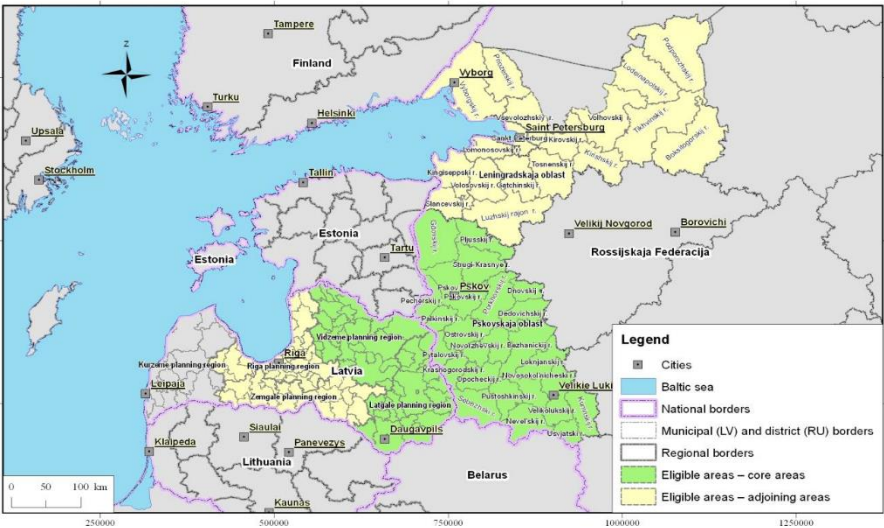
LATVIA-RUSSIA
CROSS-BORDER
COOPERATION PROGRAMME



Elena Makarova

Information Manager
JTS Branch Office in St. Petersburg and Leningrad Region

Programme Territory



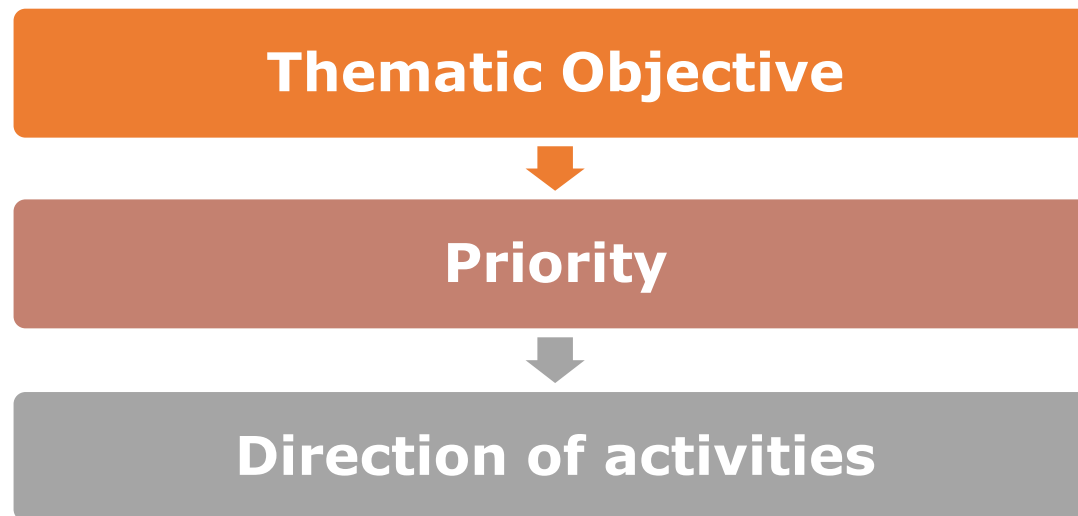
Adjoining areas and **Major centers** participate in the Programme **under same conditions** as the Core area, yet, their participation should **bring substantial added value for the core area** and it is essential for achieving cross-border cooperation impact in the core area.

	Russia	Latvia
Core area	Pskov Region	Vidzeme Latgale
Adjoining area	Leningrad Region	Pieriga Zemgale
Major centers	Saint-Petersburg	Riga

Strategic goal and thematic structure

Strategic goal of the Programme:

Support joint efforts for addressing cross-border development challenges and promote sustainable use of existing potential of the area across border between Latvia and Russia.



Thematic objectives and priorities

TO 1: Business and SME development



1.1. priority
Promotion of and support to entrepreneurship



1.2. priority
Development and promotion of new products and services based on local resources

TO 6: Environmental protection, climate change mitigation and adaptation

2.1. priority
Efficient management of nature objects



2.2. priority
Joint actions in environmental



Programme management structure

Joint Monitoring Committee

Managing Authority

Audit Authority

National Authorities

Joint Technical Secretariat

- Main office in Riga
- Branch Office in Pskov
- Branch Office in St. Petersburg

Control Contact Point

in the Russian Federation and
the Republic of Latvia



LATVIA-RUSSIA
CROSS-BORDER
COOPERATION PROGRAMME



Programme key framework documents

- **Guidelines for Grant Applicants for 2nd call for proposals**
- **Joint Operational Programme** of the Latvia-Russia Cross-border Cooperation Programme 2014-2020
- **Financing Agreement** between the European Union, the Republic of Latvia and the Russian Federation
- **Implementing Rules of Cross-Border Cooperation Programmes** (Commission Implementing Regulation No 897/2014, 18.08.14)
- **European Neighborhood Instrument Regulation** (Regulation No 232/2014 of the European Parliament and of the Council, 11.03.14)
- **Regulation laying down common rules and procedures for the implementation of the Union's instruments for financing external action** (Regulation No 236/2014 of the European Parliament and of the Council, 11.03.14)
- **Programming document for EU support to ENI Cross-Border Cooperation (2014-2020)**

Programme communication channels



www.latruscbc.eu



#latruscbc





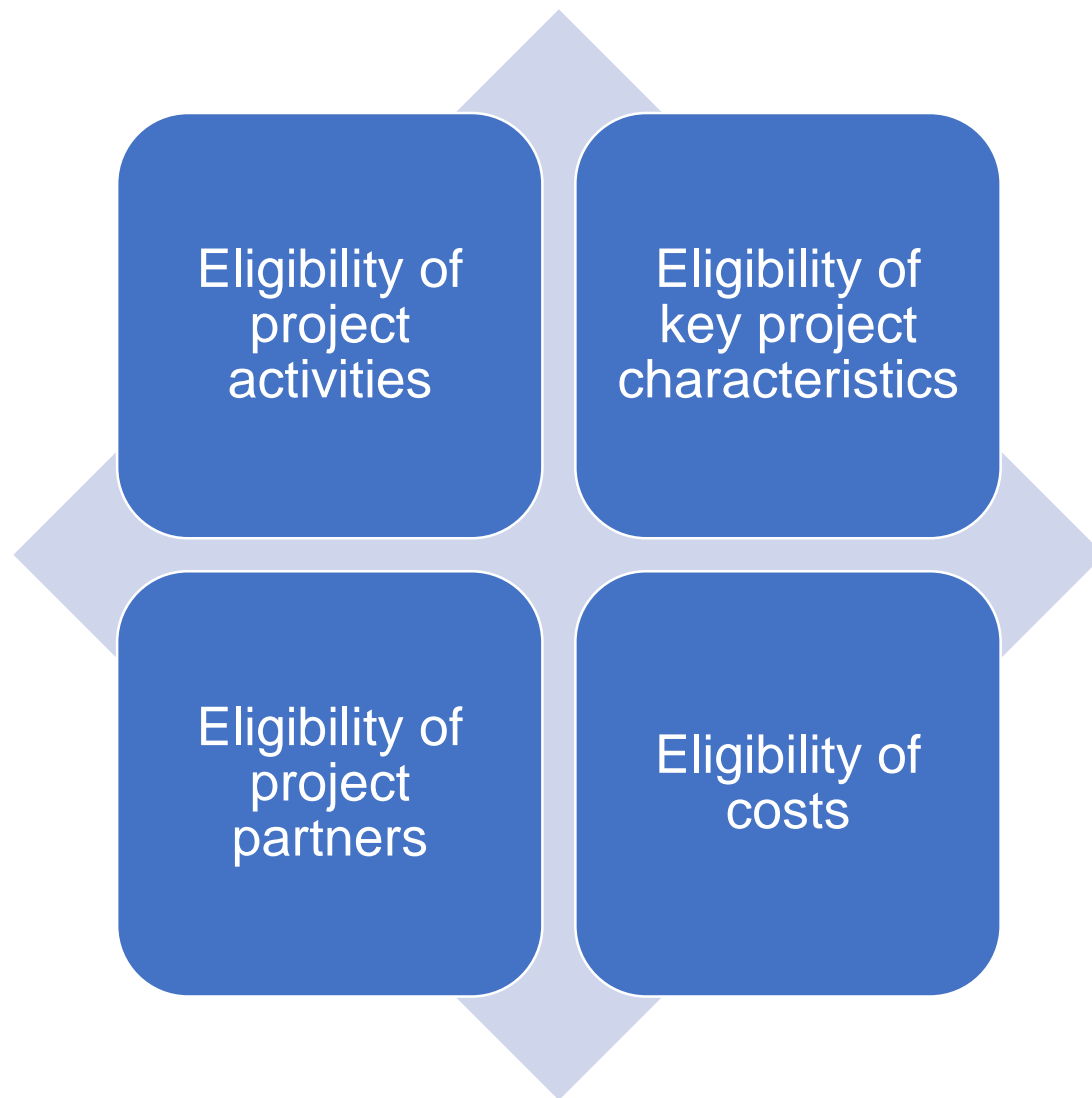
General eligibility and partnership



LATVIA-RUSSIA
CROSS-BORDER
COOPERATION PROGRAMME



What is eligibility?



LATVIA-RUSSIA
CROSS-BORDER
COOPERATION PROGRAMME



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

Eligibility of project activities



- individual sponsorships for participation in workshops, seminars, conferences, congresses
- individual scholarships for studies or training courses
- immediate objective is commercial or profit-making
- political, ideological or religious activities
- pure academic and research-oriented activities without direct applicability to the Programme area
- double-financing
- sub-granting

Please refer: Guidelines for Grant Applicants for 2nd call for proposals, sec. 2.1.



LATVIA-RUSSIA
CROSS-BORDER
COOPERATION PROGRAMME



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

Eligibility of key project characteristics

1/10

Co-financing rate

applicant and each project partner must contribute not less than 10% of its total eligible costs

24 month

Project duration

grant contracts shall be signed before 31 December, 2021
all project activities shall end latest on 31 December, 2022
maximum project duration is 24 months

#latruscbc

Location

core area: Vidzeme and Latgale regions; Pskov region
adjoining area: Zemgale and Pieriga regions and Riga; Leningrad region and St. Petersburg (*conditions apply*)

2

Number of partners

at least two
at least one from the Programme area of the Republic of Latvia
at least one from the Programme area in the Russian Federation

Please refer: Guidelines for Grant Applicants for 2nd call for proposals,
Sec. 3.1-3.3





LATVIA-RUSSIA
CROSS-BORDER
COOPERATION PROGRAMME



Eligibility of project partners



public authorities / public entities

-  national institutions, regional and local authorities
-  federal, regional or local authorities



public equivalent bodies

- any legal body governed by public or private law
- established for the specific purpose of meeting needs for the general interest and not having industrial or commercial character
- having legal personality
- financed or supervised by bodies governed by public law



non-governmental organisations

- established for the specific purpose of meeting needs for the general interest and not having an industrial or commercial character
- having legal personality
- established at least 2 years prior to closing of the Call



- profit-making
- intermediary
- bankrupt
- professional conduct offence
- grave professional misconduct
- social security and tax arrears
- illegal activity detrimental to EU financial interests
- conflict of interests
- misinformation to MA
- serious breach by contractors

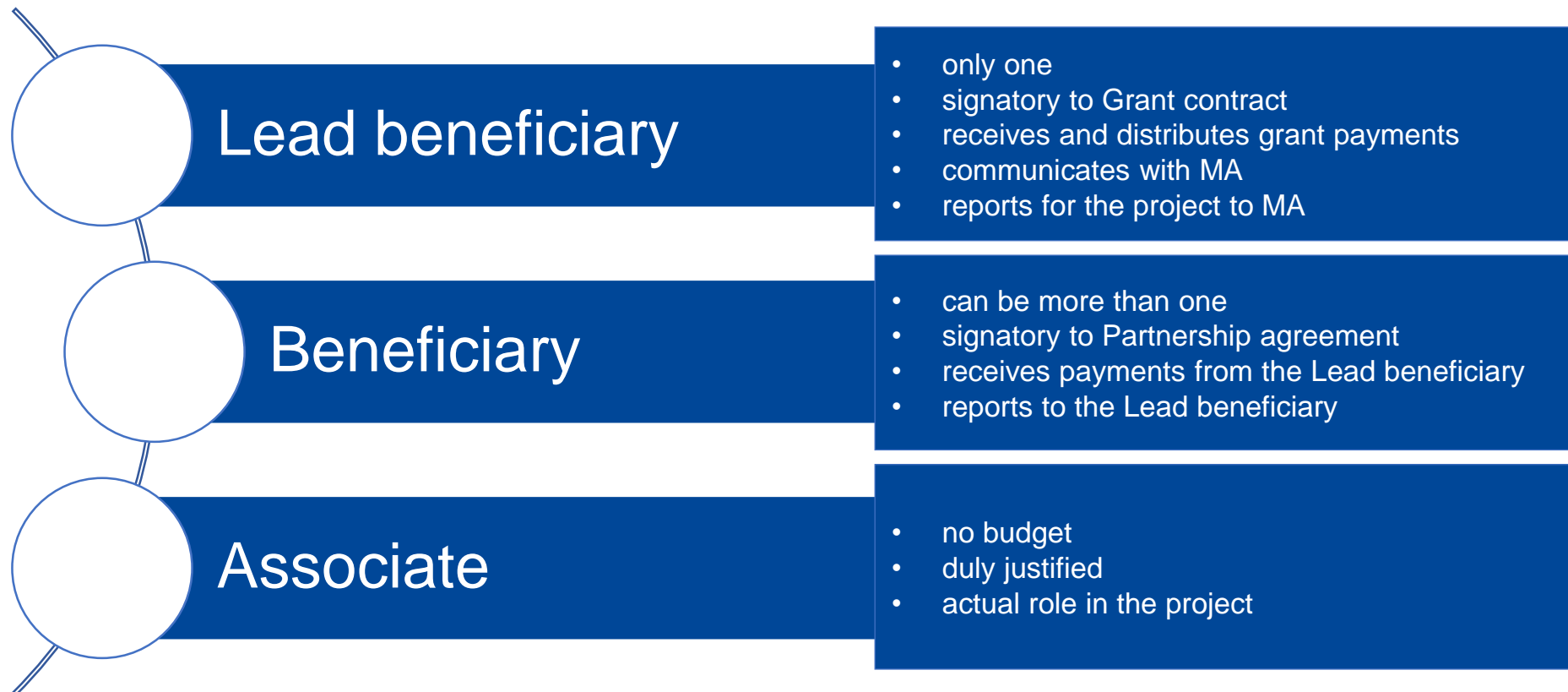
Please refer: **Guidelines for Grant Applicants for 2nd call for proposals, Sec. 3.5**



LATVIA-RUSSIA
CROSS-BORDER
COOPERATION PROGRAMME

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

Project implementation involvement



Please refer: Guidelines for Grant Applicants for 2nd Call, Sec. 6.1.2



LATVIA-RUSSIA
CROSS-BORDER
COOPERATION PROGRAMME





TO6: Environmental protection, climate change mitigation and adaptation

2.2. priority «Joint actions in environmental management»



LATVIA-RUSSIA

CROSS-BORDER
COOPERATION PROGRAMME



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

Natālija Kulakova

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

2.2. priority «Joint actions in environmental management»

Expected overall result of the Priority



Increase capacity of the relevant stakeholders and the general public on issues related to sustainable use of natural resources



2.2. priority «Joint actions in environmental management»



Output indicators



Cross-border initiatives for promotion
of sustainable use of natural
resources
(target value in 2023 – 7)

Number of persons actively
participating in environmental actions
and awareness raising activities
(target value in 2023 – 200)



2.2. priority «Joint actions in environmental management»

NB! Each project is advised to select different types of cross-border initiatives for promotion of sustainable use of natural resources, e.g.



Awareness raising of sustainable lifestyle actions aiming at raising environmental awareness

Examples: information campaign/ public events/ publications about sustainable use of natural resources, waste management, energy efficiency or renewable energy resources

Actions involving environmental knowledge related issues for promotion of sustainable use of natural resources

Examples: establishment of new or increase of capacity of existing nature education centres and other organizations dealing with issues of environmental awareness, development of relevant educational programmes



2.2. priority «Joint actions in environmental management»

NB! Each project is advised to select different types of cross-border initiatives for promotion of sustainable use of natural resources, e.g.



Joint natural resource management actions

Capacity building on management and protection of natural resources actions for improvement of environmental management

Examples: joint development plans of natural resources (e.g. lakes, rivers, forests, plants management plans), exchange of experience and best practice about issues related to environmental management, developing joint monitoring and early warning tools



2.2. priority «Joint actions in environmental management»

Result indicators	Baseline value (2014)	Target value of project (2023)
Capacity of relevant stakeholders and general public for sustainable use of natural resources	0	48%



Target value

- At least 48% of respondents participated at project events whose knowledge has increased and potentially resulted in durable impact action during the events of supported projects
- The level of knowledge will be measured using short questionnaire after each capacity building event of the project approved by the Programme
- The template of the questionnaire will be provided by the Programme



2.2. priority «Joint actions in environmental management»

NB! Each project must fully contribute to result and both output indicators!



In the application form it shall be clearly explained which are at least 7 cross-border initiatives for promotion of sustainable use of natural resources and who are at least 200 persons actively participating in environmental actions and awareness raising activities.



2.2. priority «Joint actions in environmental management»



**Maximum
budget of a
project**

650 000 EUR for project

**Maximum
Programme co-
financing to the
project**

585 000 EUR for project



2.2. priority «Joint actions in environmental management»

NB! Additional requirements for projects



↓

Cross-border aspect of the initiatives has to be minded

↓

Maximum duration of project –
24 months

↓

Project activities should be aimed at wider Programme area, including Programme core area and adjoining area regions

↓

For NGO description of experience in organization of similar actions must be provided in the application form

Project activities may include infrastructure activities to increase of sustainable use of natural resources, e.g. establishment of nature education centers





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



LATVIA-RUSSIA
CROSS-BORDER
COOPERATION PROGRAMME

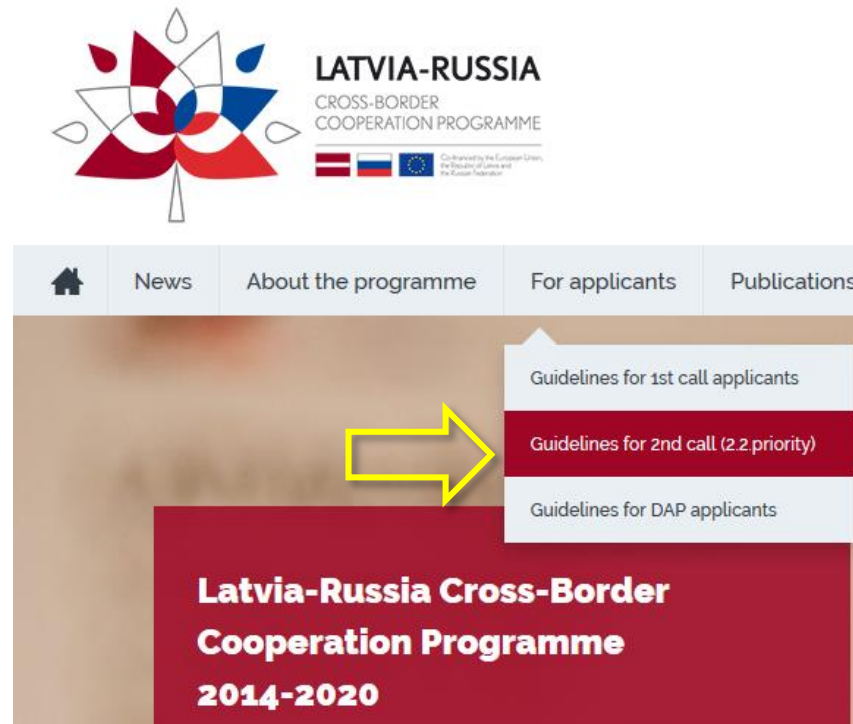


Natalja Meņailova

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



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)
1. Staff costs	45 120,00				45 120,00
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)
2. Travel and accommodation costs	414,00				414,00
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)
3. External expertise and service costs	1 490,00				1 490,00
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)
4. Equipment costs	2 050,00				2 050,00
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)
5. Infrastructure and Works	353 200,00				353 200,00
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.)



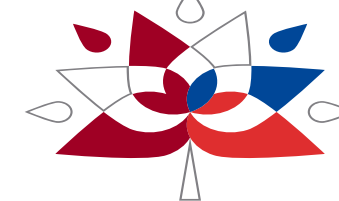
Worksheet XIII – Budget per partners

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



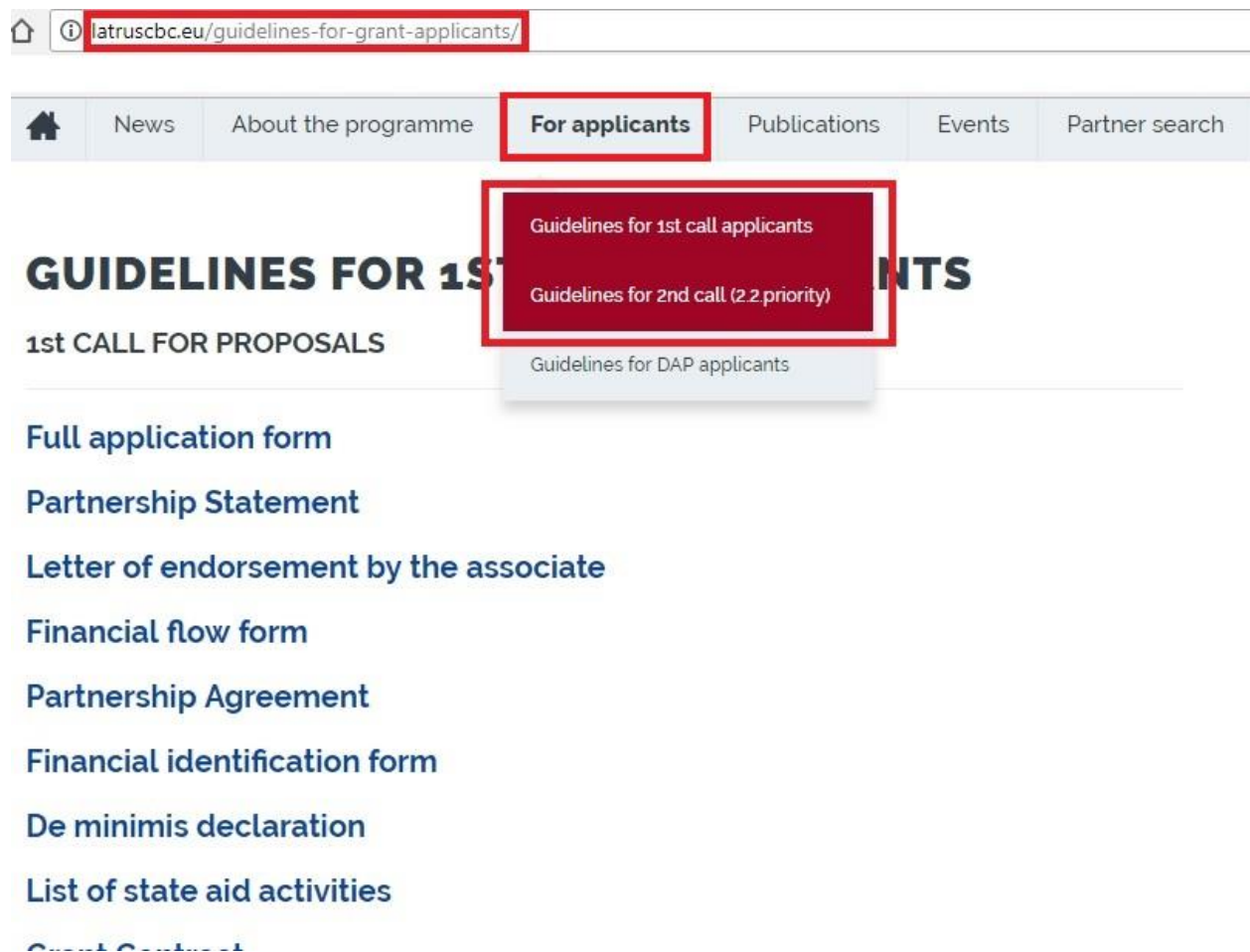
LATVIA-RUSSIA
CROSS-BORDER
COOPERATION PROGRAMME



Natalja Meņailova

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/. The navigation menu includes 'News', 'About the programme', 'For applicants', 'Publications', 'Events', and 'Partner search'. The 'For applicants' menu is open, showing options: 'Guidelines for 1st call applicants', 'Guidelines for 2nd call (2.2 priority)', and 'Guidelines for DAP applicants'. Below the menu, the page title is 'GUIDELINES FOR 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

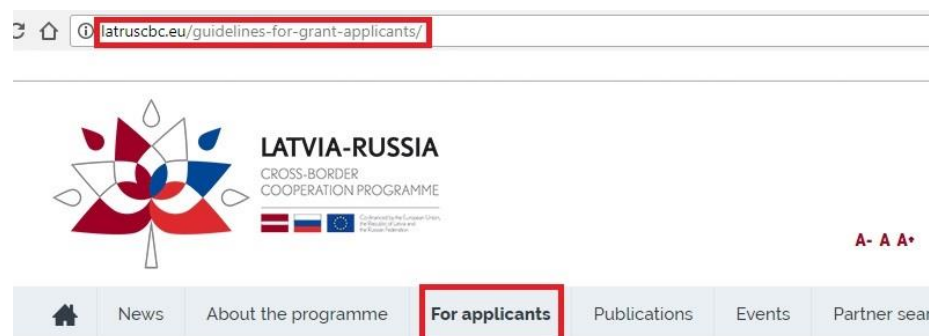
Full application pack

- 1) Application form
 - 2) Partnership statements
 - 3) Letters of endorsement by the associates (if applicable)
 - 4) Financial Flow form (for whole project)
 - 5) Description of calculation of Administrative costs (if applicable)
 - 6) Statutes of partners
 - 7) Registration certificate
 - 8) VAT payer's registration certificate
 - 9) Statement from national Tax Authority on absence of Tax arrears
 - 10) List of State Aid activities
- For Russian Public equivalent bodies and NGOs only**
- For Latvian partners only**



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

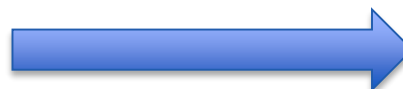
Partnership Statement

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

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

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/



A- A A• Sitemap



News

About the programme

For applicants

Publications

Events

Partner search

Go

Guidelines for 1st call applicants

Guidelines for 2nd call (2.2.priority)

Guidelines for DAP applicants

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

De minimis declaration

List of state aid activities

Grant Contract

Guidelines for Grant Applicants_1st call for proposals

<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:



LATVIA-RUSSIA
CROSS-BORDER
COOPERATION PROGRAMME

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

Financial flow form (for whole project)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	 LATVIA-RUSSIA <small>CROSS-BORDER COOPERATION PROGRAMME</small>																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	0	
10	Income																
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	Income in Total		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
18																	
19	Expenses																
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	Total expenses		0	0	0	0	0	0	0	0	0	0	0	0	0	0	
28	Balance		0	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»

<i>Partner's total budget in the project (EUR)</i>	70 000,00
<i>Partner's infrastructure and retroactive costs (EUR)</i>	20 000,00
<i>Eligible direct costs (EUR)</i>	50 000,00
<i>Maximum administrative costs available for partner</i>	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
TOTAL in EUR		2 712,00	
% of eligible direct costs		5,43	



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.



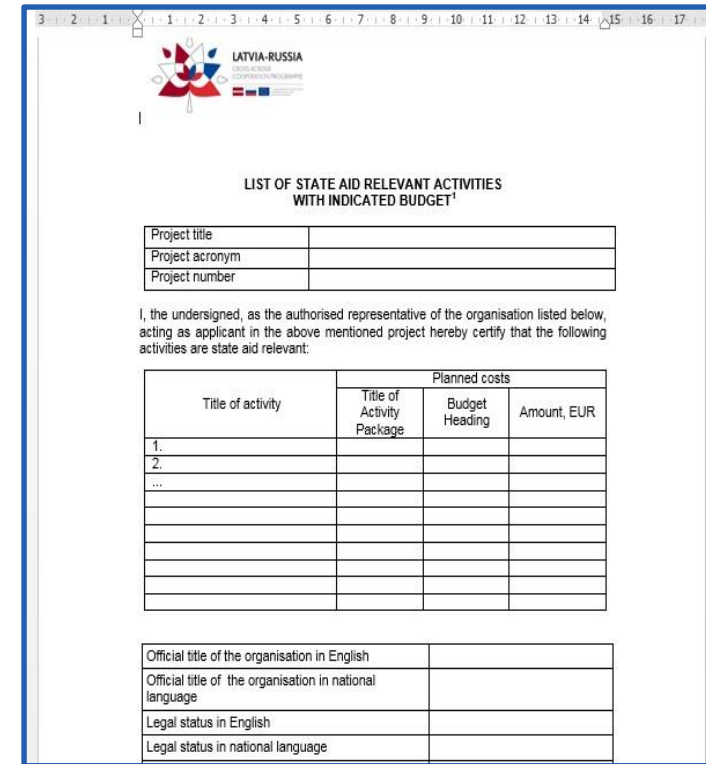
State aid activities (applicable for Latvian partners)

- ▶ 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/
- 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.



LATVIA-RUSSIA
CROSS-BORDER COOPERATION PROGRAMME

LIST OF STATE AID RELEVANT ACTIVITIES WITH INDICATED BUDGET¹

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 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.

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**)

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





Common shortcomings of submitted documents



LATVIA-RUSSIA

CROSS-BORDER
COOPERATION PROGRAMME



Natalja Meņailova

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 5.2.1. of Guidelines for Grant Applicants for 2nd Call

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 for 2nd Call



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



Evaluation criteria & Timeline

2nd Call for Proposals



LATVIA-RUSSIA
CROSS-BORDER
COOPERATION PROGRAMME



Elena Makarova

Information Manager
JTS Branch Office in St. Petersburg and Leningrad Region

Evaluation of full applications

**Technical
assessment**

**Quality
assessment**

**JMC
Decision**

► **Opening session and
administrative check**

► **Eligibility verification**



LATVIA-RUSSIA
CROSS-BORDER
COOPERATION PROGRAMME



What's important about...

...OPENING SESSION

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

...ADMINISTRATIVE CHECK

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

Completeness of application pack (paper & electronic)

Correct templates, language, stamps/signatures

Adequate supporting documents (consult with JTS!)



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. activities outside Programme area



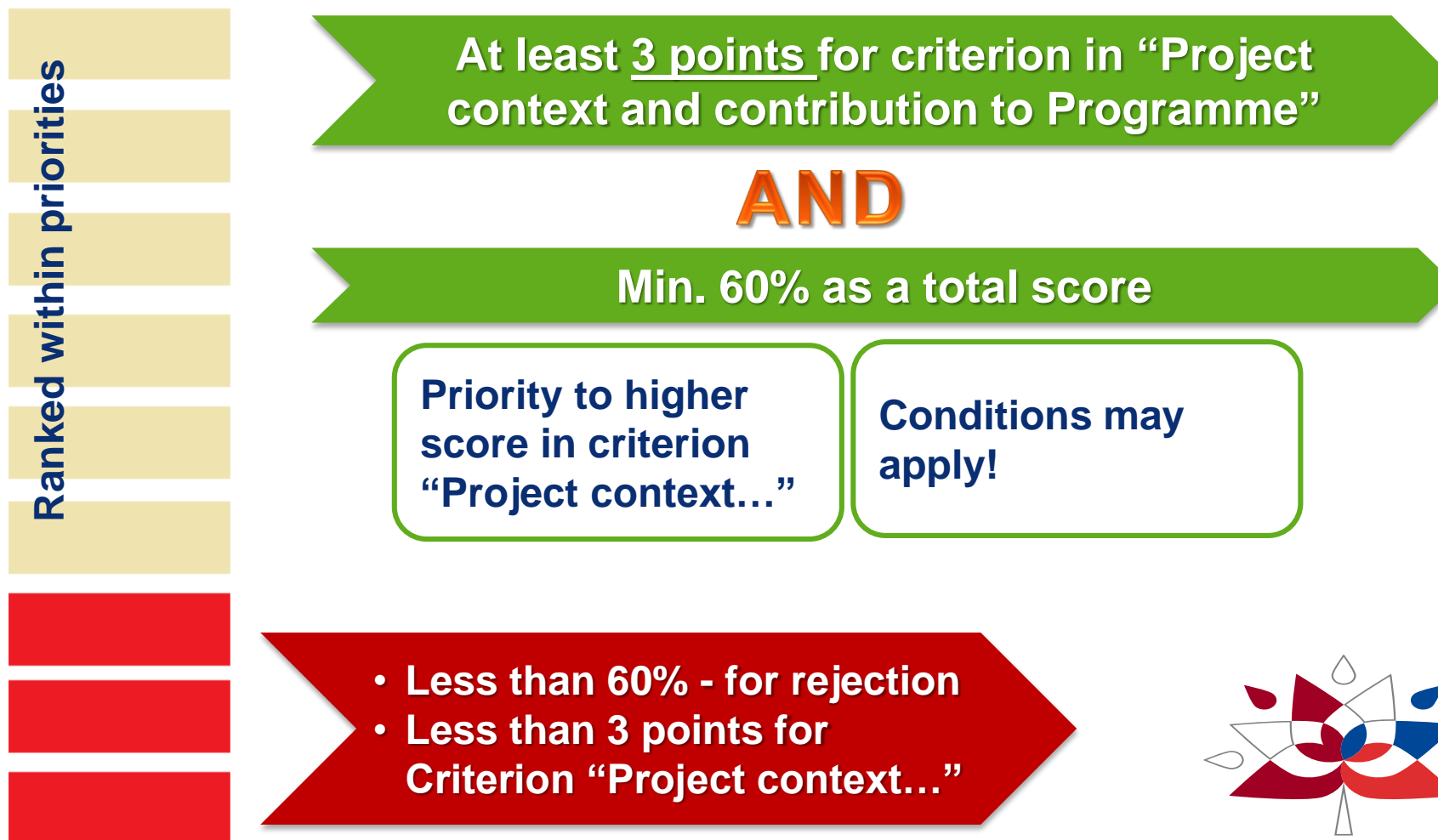
Quality Assessment (1)



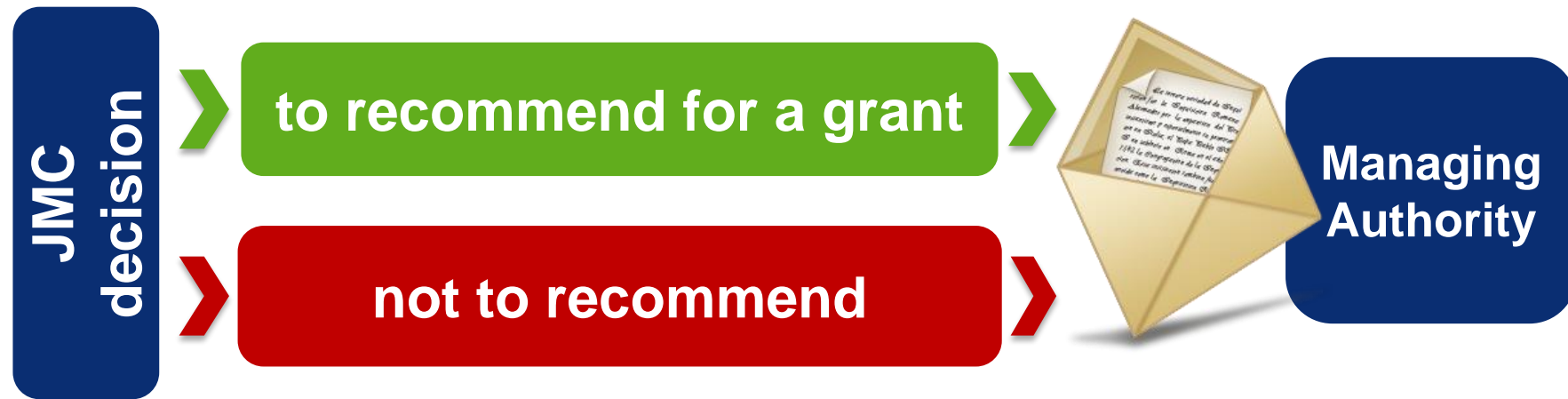
Assessment criteria	Max weight	Score = Score weight
<i>Project context and contribution to Programme</i>	20%	5 pts = 20%
		4 pts = 16%
		3 pts = 12%
<i>Budget</i>	20%	2 pts = 8%
		1 pts = 4%
<i>Strategic regional relevance</i>	30%	5 pts = 30%
		4 pts = 24%
		3 pts = 18%
<i>Methodology/approach and activities,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

Quality Assessment (2)

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



Decision making



Timeline





Thank You!

Follow us on Facebook and Twitter
#latruscbc

www.latruscbc.eu