



# INFORMATION SEMINAR for applicants of the call for proposals



**LATVIA-RUSSIA**

CROSS-BORDER  
COOPERATION PROGRAMME





# Developing a cross-border cooperation project



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



Iveta Puzo  
TESIM

# COOPERATION ACROSS BORDERS

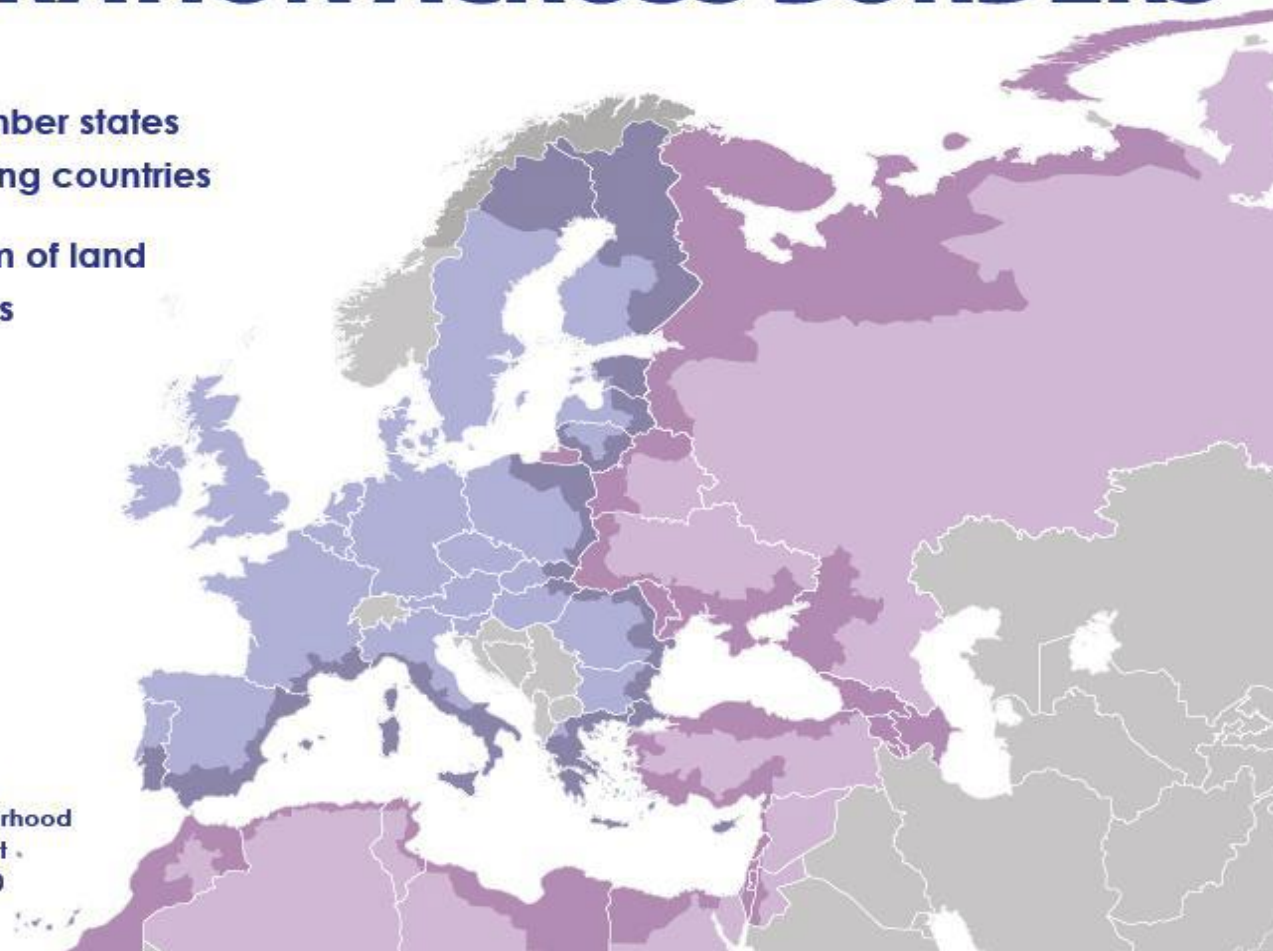
■ over 30 EU member states  
and neighbouring countries

■ thousands of km of land  
and sea borders

■ 1 billion €



European  
Neighbourhood  
Instrument  
2014-2020



CBC added value



# Types of CBC added value

## Solutions to common problems

- e.g. solving a problem that is common to a particular area, like depopulation, unemployment, infrastructure and other challenges that are relevant to a specific border area

## Learning opportunities

- exchange of knowledge in the areas of interest of the participating countries and opportunities for policy learning across borders

## Generating critical mass

- e.g. by agreeing upon common service solutions or creating cross-border clusters of companies and research institutions in order to enhance innovation activities

## Building structure for further cooperation

- both the building of institutional capacity across borders and a focus on physical infrastructure



# Where to look for the CBC added value?

## Project partnership

- getting on and understanding each other and building trust
- increased economic, social and territorial cohesion and cooperation

## Institutional added value

- active involvement of citizens, authorities and social groups
- long-term cross-border cooperation in structures that are capable of working efficiently

## Economic added value

- improvement of cross-border infrastructure (not solely transport)
- participation of economic and social players
- mobilisation of regional potential by strengthening the regional and local levels

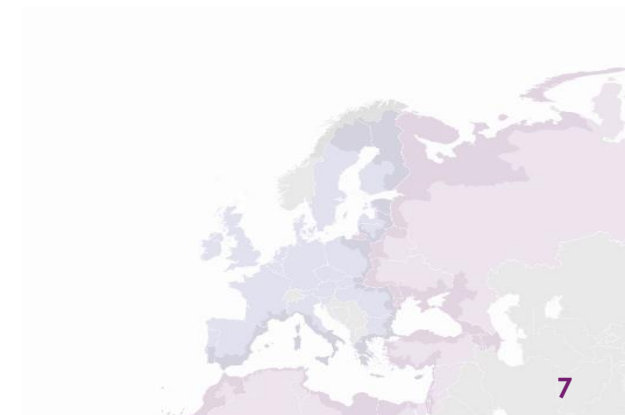
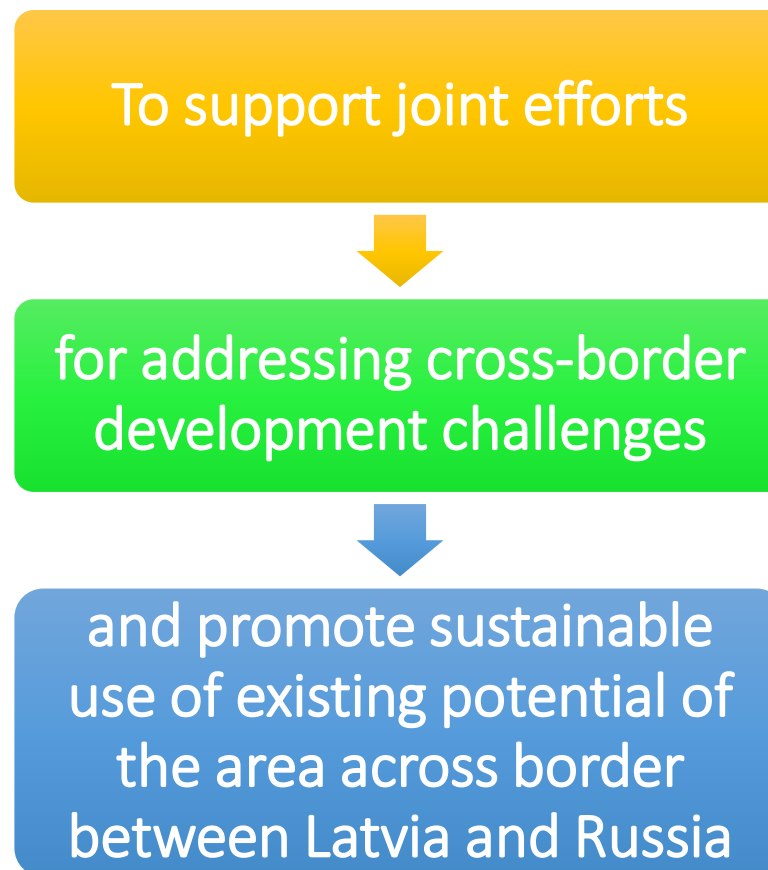
## Socio-cultural added value

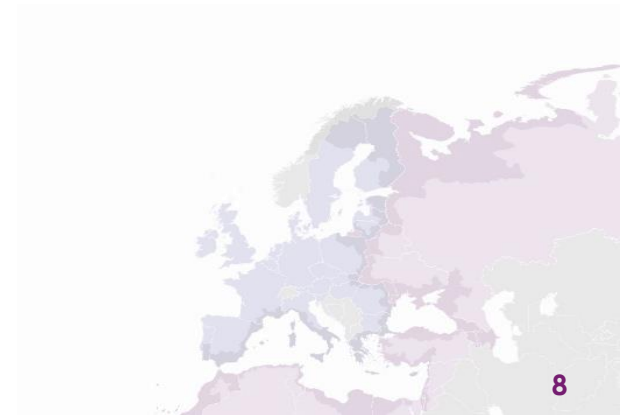
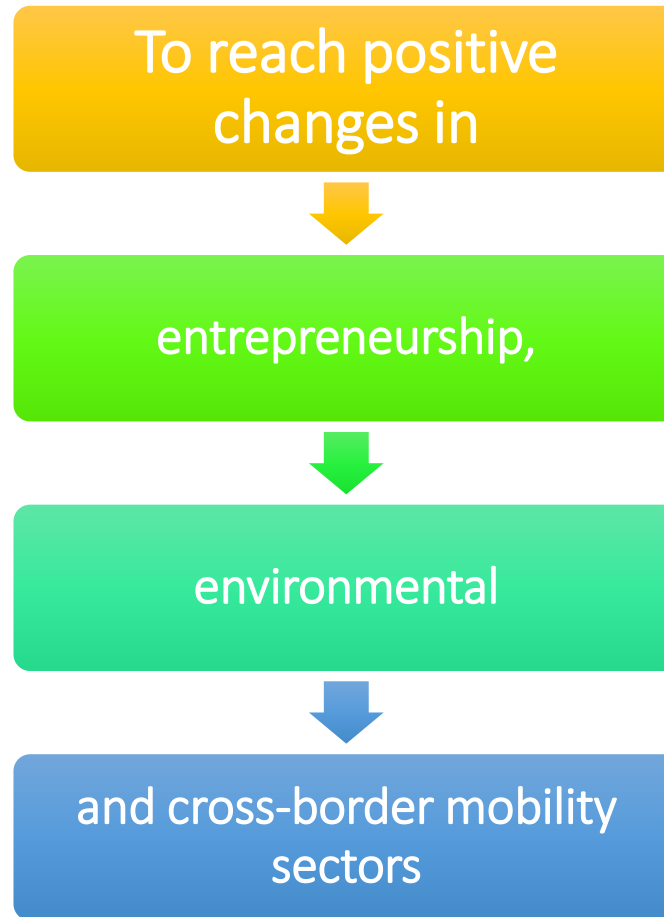
- development of a circle of committed ambassadors, such as schools, youth and authorities, cultural associations, libraries, museums etc.



# Strategic goal of the programme

---





# CBC added value in a project

## Common challenges to be jointly tackled

- The common problems identified can be solved more efficiently jointly, instead of individual regions or countries acting alone

## Solutions to be jointly identified

- Solutions are jointly developed going beyond the results independently achievable in the involved regions/areas

## Real and balanced partnership


- All partners have to actively participate in the project according to their functions and competences
- The project Lead Partner can be from any of the participating countries

## Joint implementation

- The cross border working approach should be reflected in the project activities and results



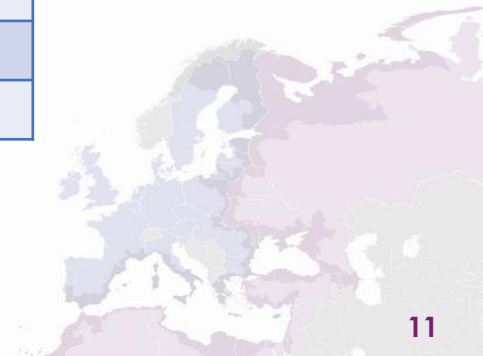
# Types of projects



Integrated  
project

- each beneficiary implements a part of the activities of the project on its own territory

Location of project activities	Both sides of the border
Level of joint activities	Very high
Benefit	On both sides of the border





Symmetrical  
project

- similar activities are implemented in parallel in the participating countries

Location of project activities	Both sides of the border
Level of joint activities	Moderate
Benefit	On both sides of the border



Single-country  
project

- implemented mainly or entirely in one of the participating countries
- for the benefit of the participating countries
- where cross-border impacts and benefits are identified

Location of project activities	Mainly on one side of the border
Level of joint activities	Low
Benefit	On both sides of the border



# Overview of the Programme

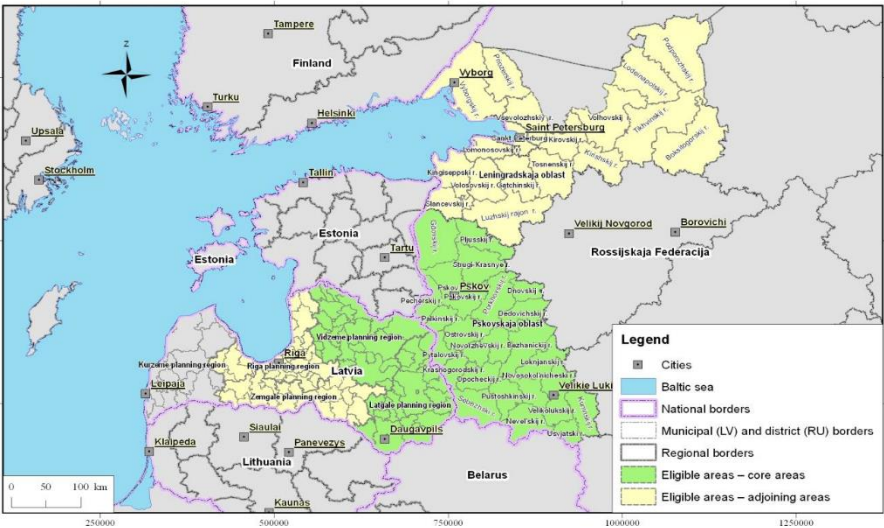


**LATVIA-RUSSIA**  
CROSS-BORDER  
COOPERATION PROGRAMME



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

# 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.

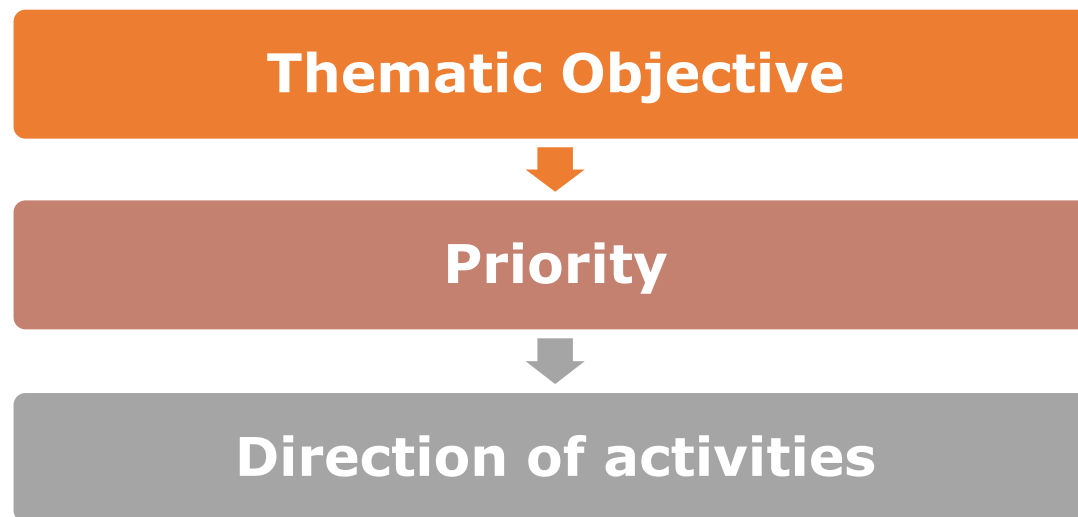
	Russia	Latvia
Core area	Pskov Region	Vidzeme Latgale
Adjoining area	Leningrad Region	Pieriga Zemgale
Major centers	Saint-Petersburg	Riga



# 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**

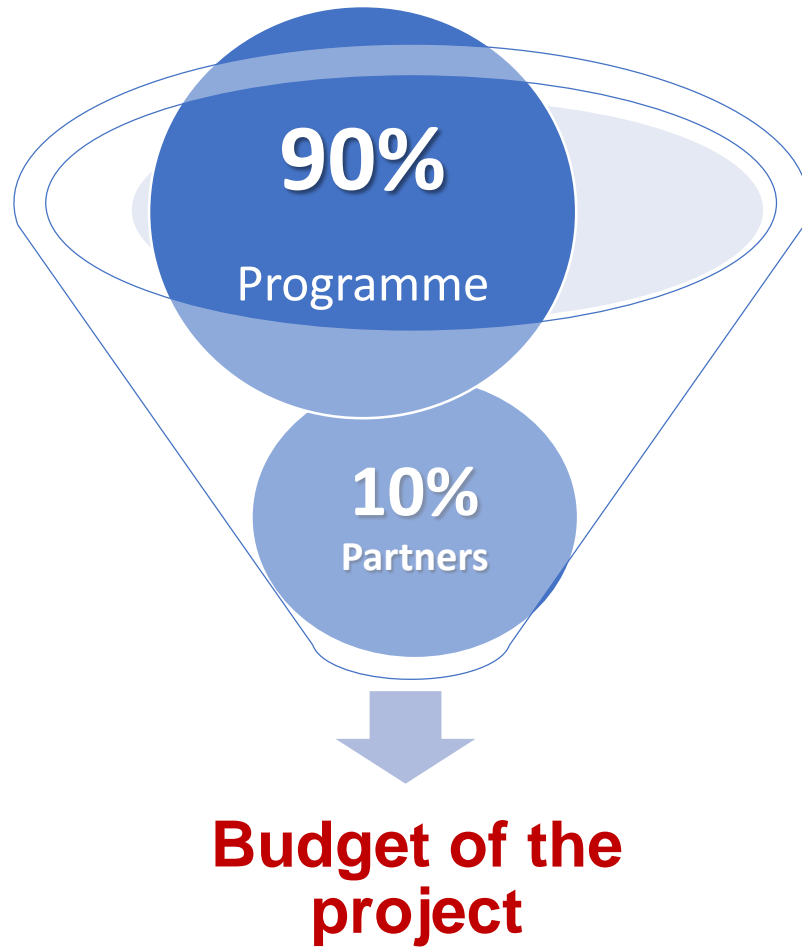


# Call for Proposals – two step approach





# Programme financing



**Budget of Call for  
Proposals**

**EUR 8 691 747,80**

# 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**
- **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](http://www.latruscbc.eu)



**#latruscbc**





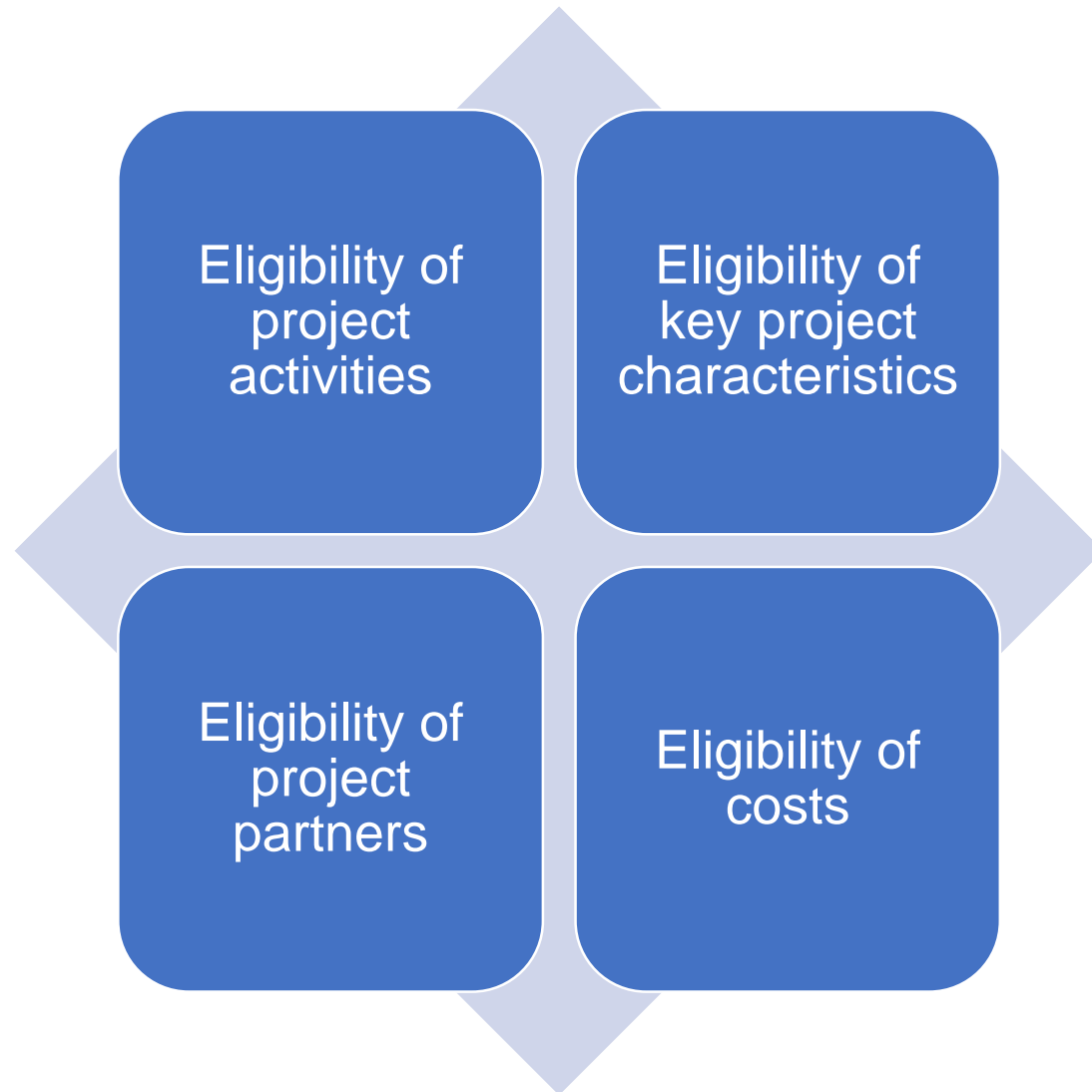
# General eligibility and partnership



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



# What is eligibility?



**Eligibility criteria** shall determine the conditions for participating in a call for proposals. Those criteria shall be established with due regard for the objectives of the action and shall comply with the principles of transparency and non-discrimination.

*EU Financial Regulation, Art. 131*

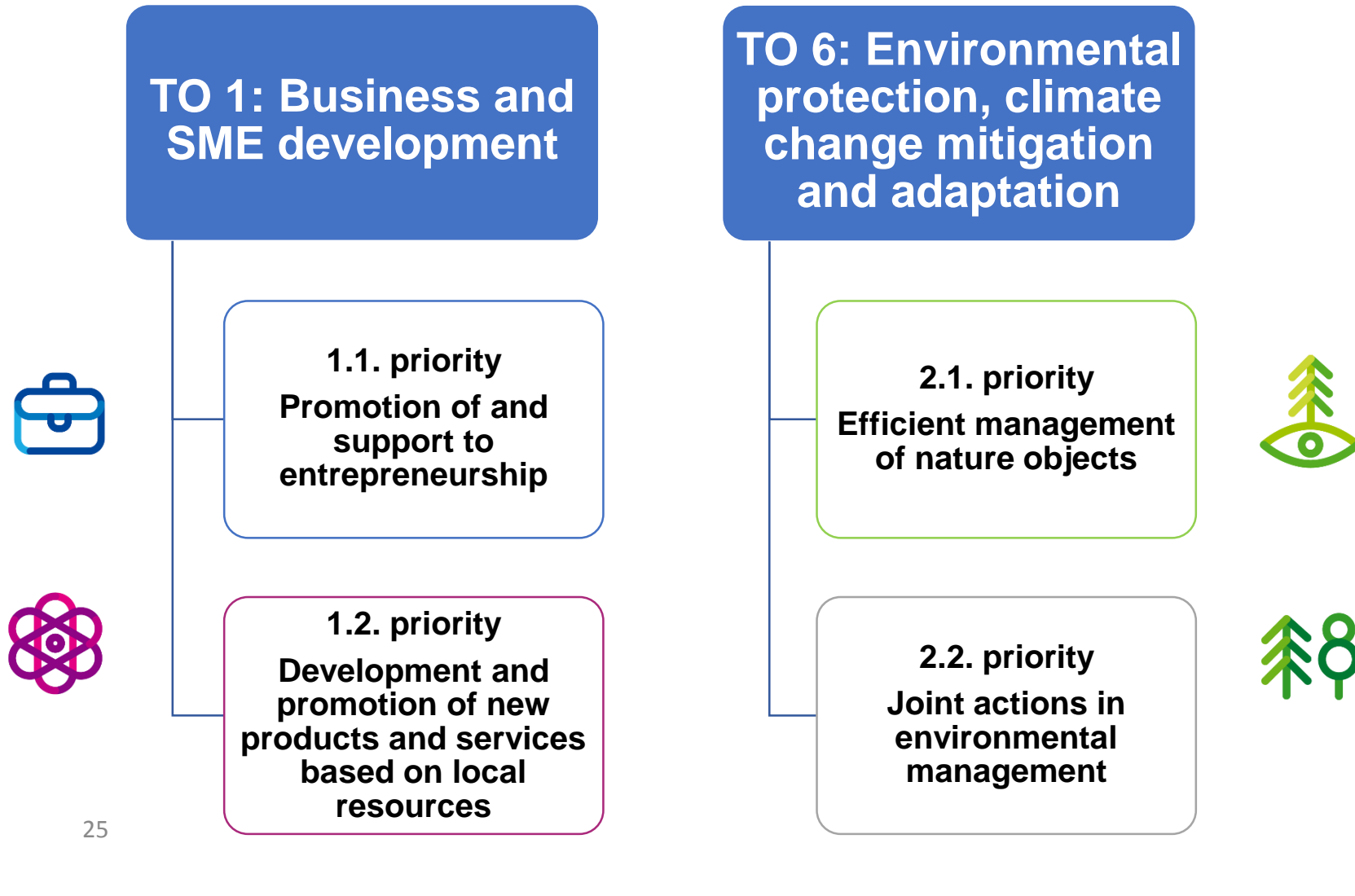


**LATVIA-RUSSIA**  
CROSS-BORDER  
COOPERATION PROGRAMME



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

# Thematic objectives and priorities





# 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, Sec. 2.2, p.13



**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 mo**

## 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 (for Priority 2.2. - 18 months only)

**#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



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

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

# 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



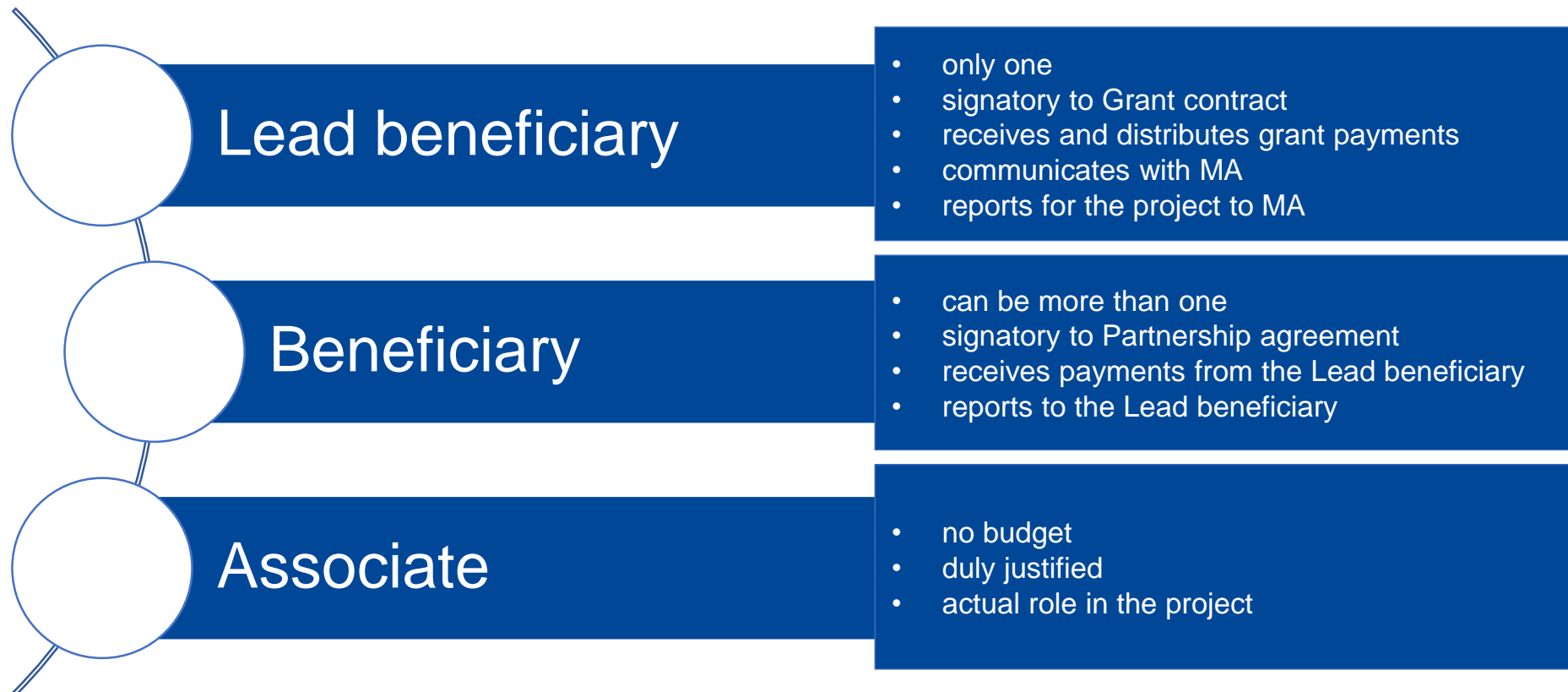
**LATVIA-RUSSIA**  
CROSS-BORDER  
COOPERATION PROGRAMME



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

Please refer: Guidelines for Grant Applicants, Sec. 3.5, pp.14-15

# Project implementation involvement



Please refer: Guidelines for Grant Applicants, Sec. 6.1.2, pp.42-44



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



# Documents defining your partnership



## Programme support:

- Application Pack
- Informative seminars
- Consultations

## Partnership responsibility:

- Partnership statement
  - confirm you agree to participate
- Partnership agreement
  - describe in detail how the partnership is arranged
- Grant contract
  - Identify relationship between the MA and the partnership

Please refer: Guidelines for Grant Applicants, Annexes



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

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

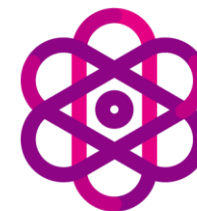


# Thematic Objective 1

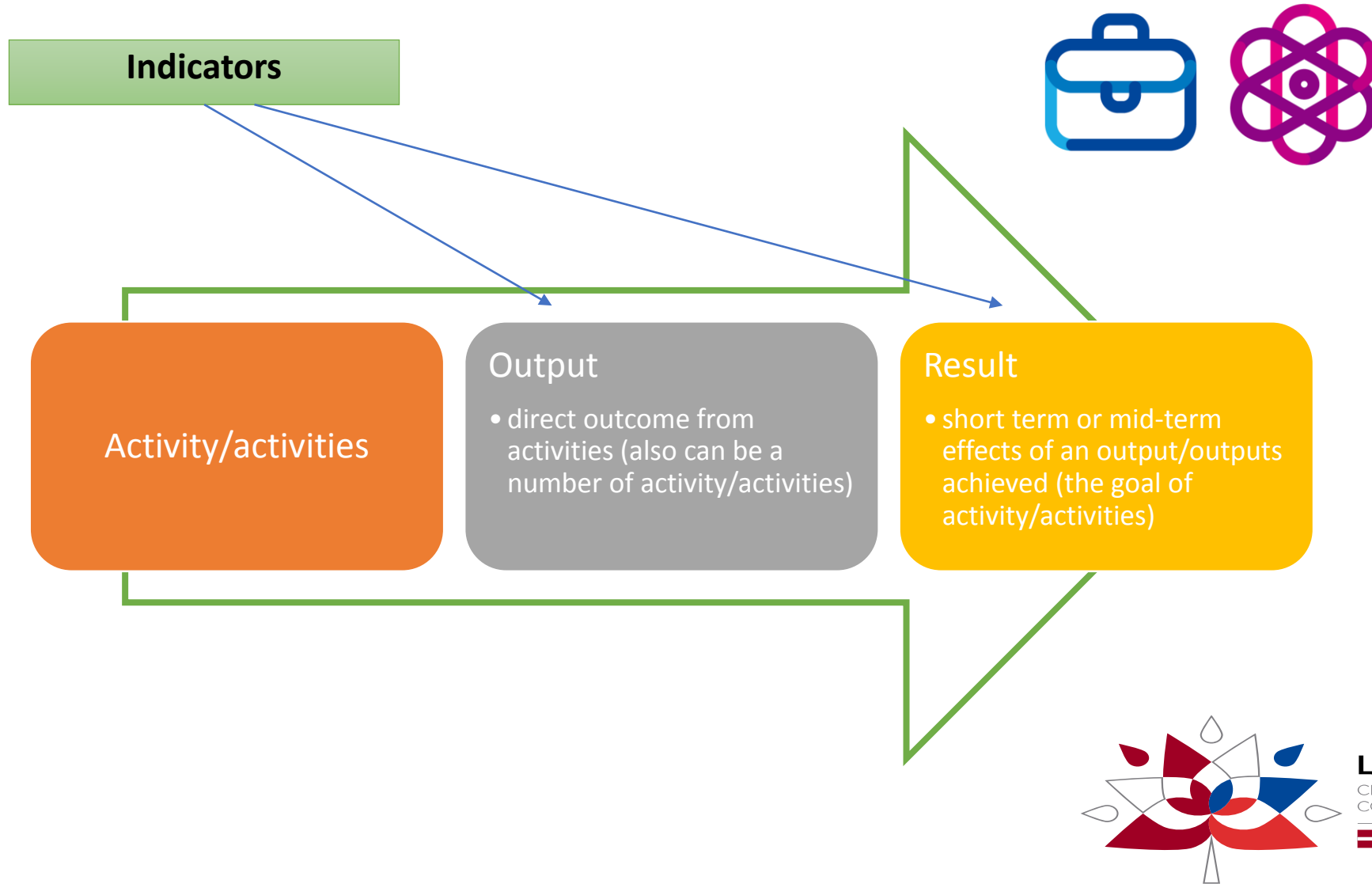
## «Business and SME development»



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

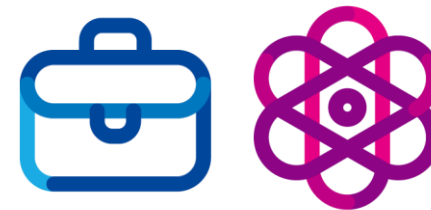
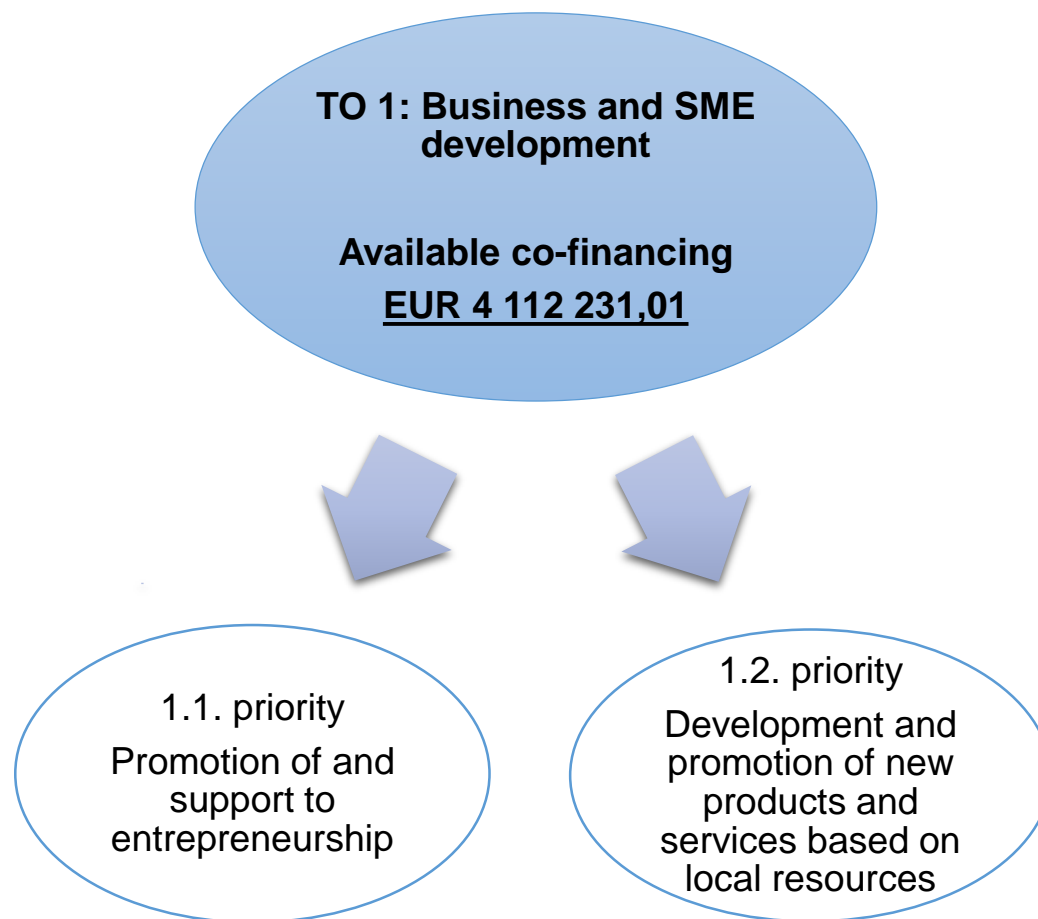


# TO1: Business and SME development





# TO1: Business and SME development





## TO 1: Business and SME development

*Priority 1.1. «Promotion of and support to entrepreneurship»*



**LATVIA-RUSSIA**

CROSS-BORDER  
COOPERATION PROGRAMME

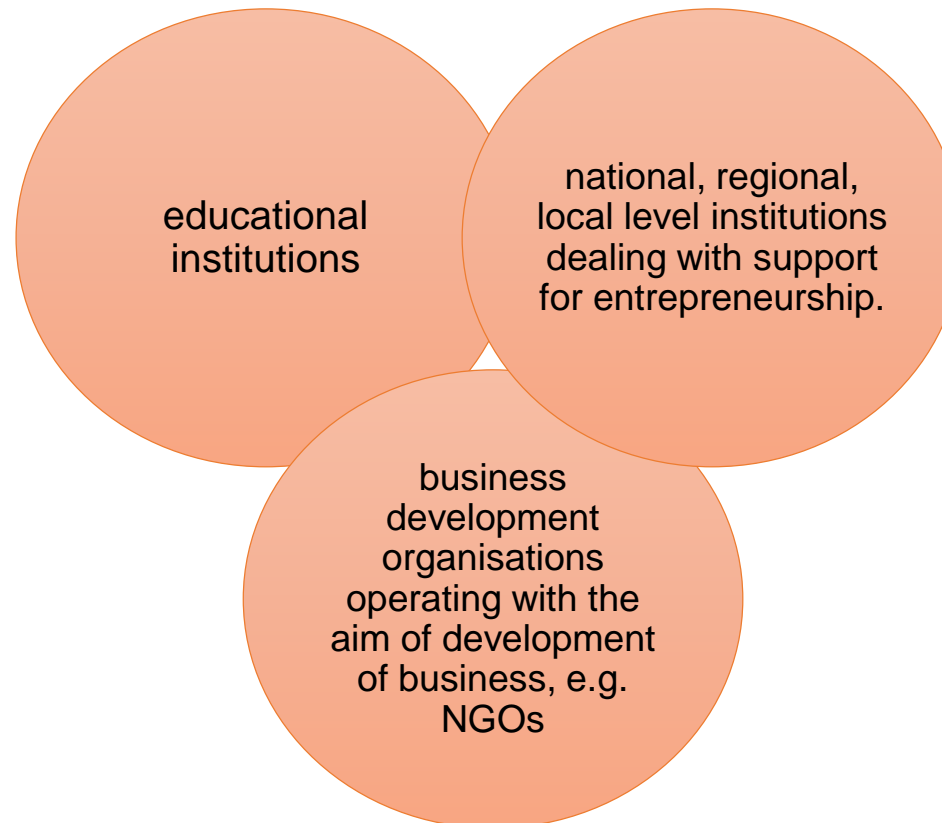


# Priority 1.1. «Promotion of and support to entrepreneurship»



Applicants & project partners

- Each project must include at least two of these types of beneficiaries



# Priority 1.1. «Promotion of and support to entrepreneurship»



## Mandatory action

Each project must include at least one of these actions

strengthening capacities  
of business support  
structures (innovative  
joint activities enabling  
potential local  
entrepreneurs)

actions for raising  
entrepreneurship skills  
and spirit for different  
target groups

promotion of business  
opportunities



# Priority 1.1. «Promotion of and support to entrepreneurship»

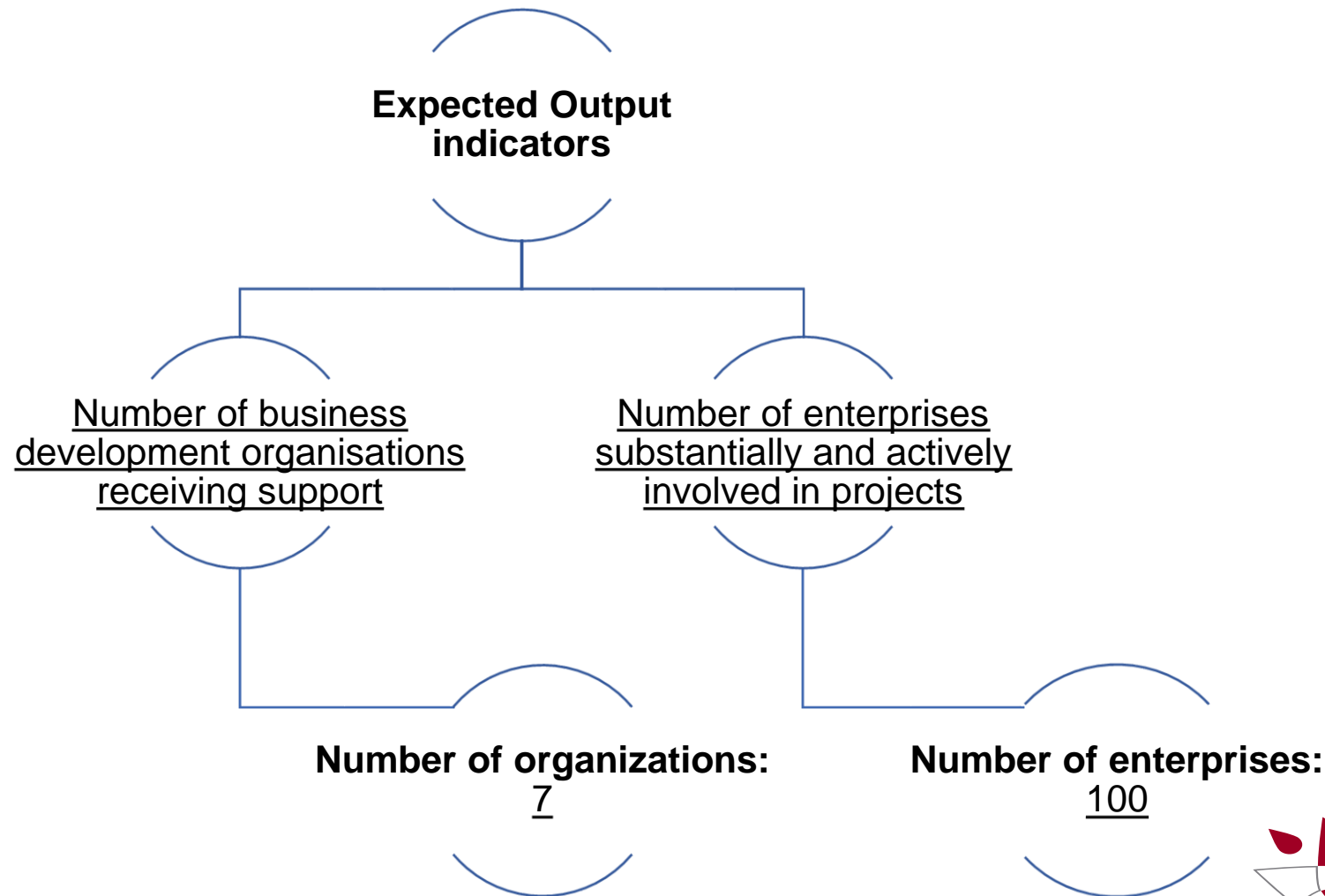


## Overall Result indicator

Increase in number of operating small businesses (+**2045** small businesses by year 2023)



# Priority 1.1. «Promotion of and support to entrepreneurship»



# Priority 1.1. «Promotion of and support to entrepreneurship»



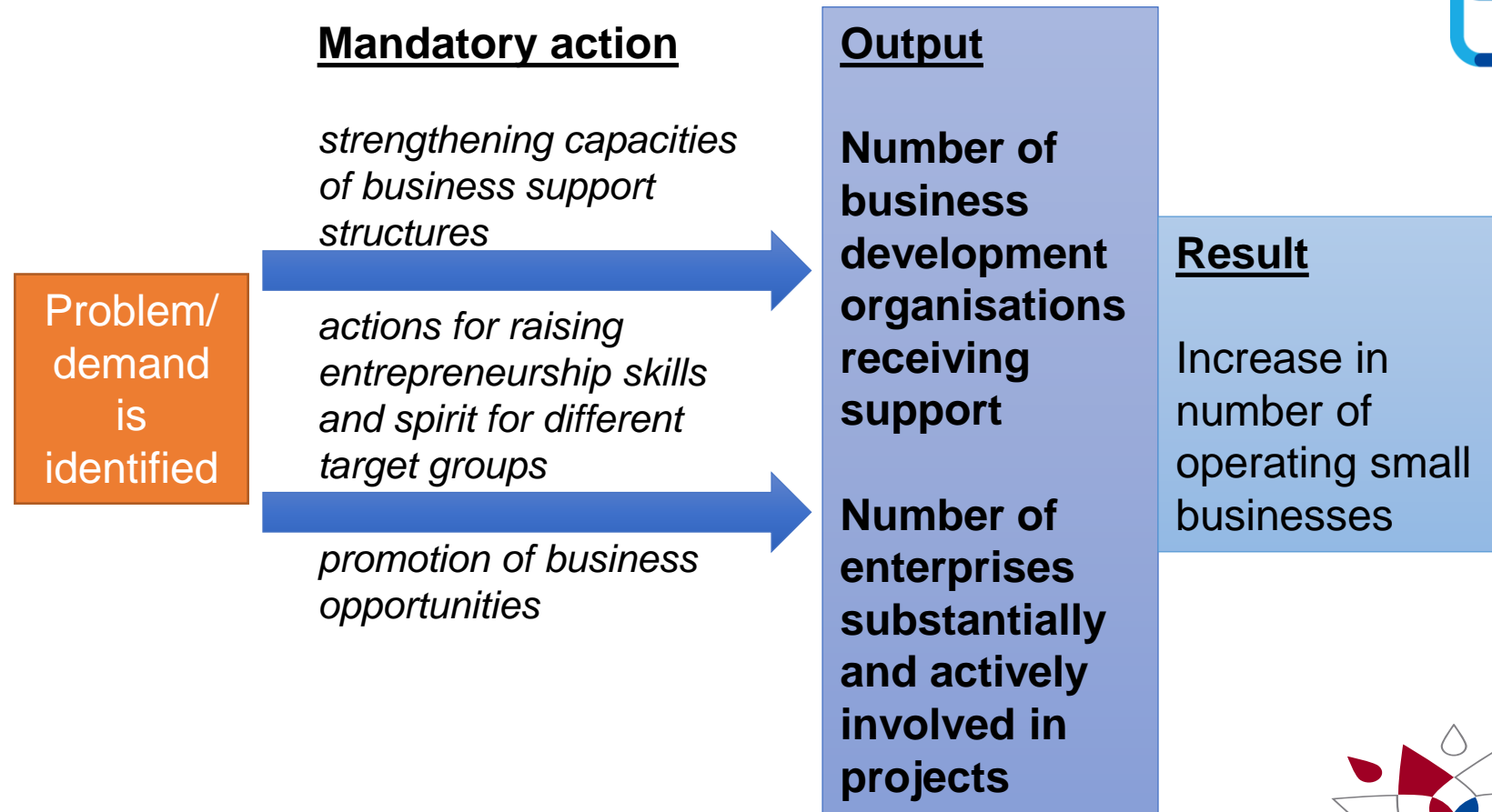
## Additional requirements for projects:

- Each project must contribute to achievement of **result indicator** and **both output** indicators.
- Maximum eligible project budget **250 000 EUR** (*co-financing + 10% partner financing*)
- Maximum duration of project: **24 months**
- In each project in case if investments in infrastructure (planned costs under budget heading “Infrastructure and works”) are **planned maximum average amount for one infrastructure object is 50 000 EUR (total).**



# Priority 1.1. «Promotion of and support to entrepreneurship»

## PROJECT







## TO 1: Business and SME development

*Priority 1.2. «Development and promotion of new products and services based on local resources»*

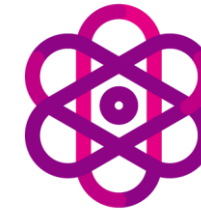
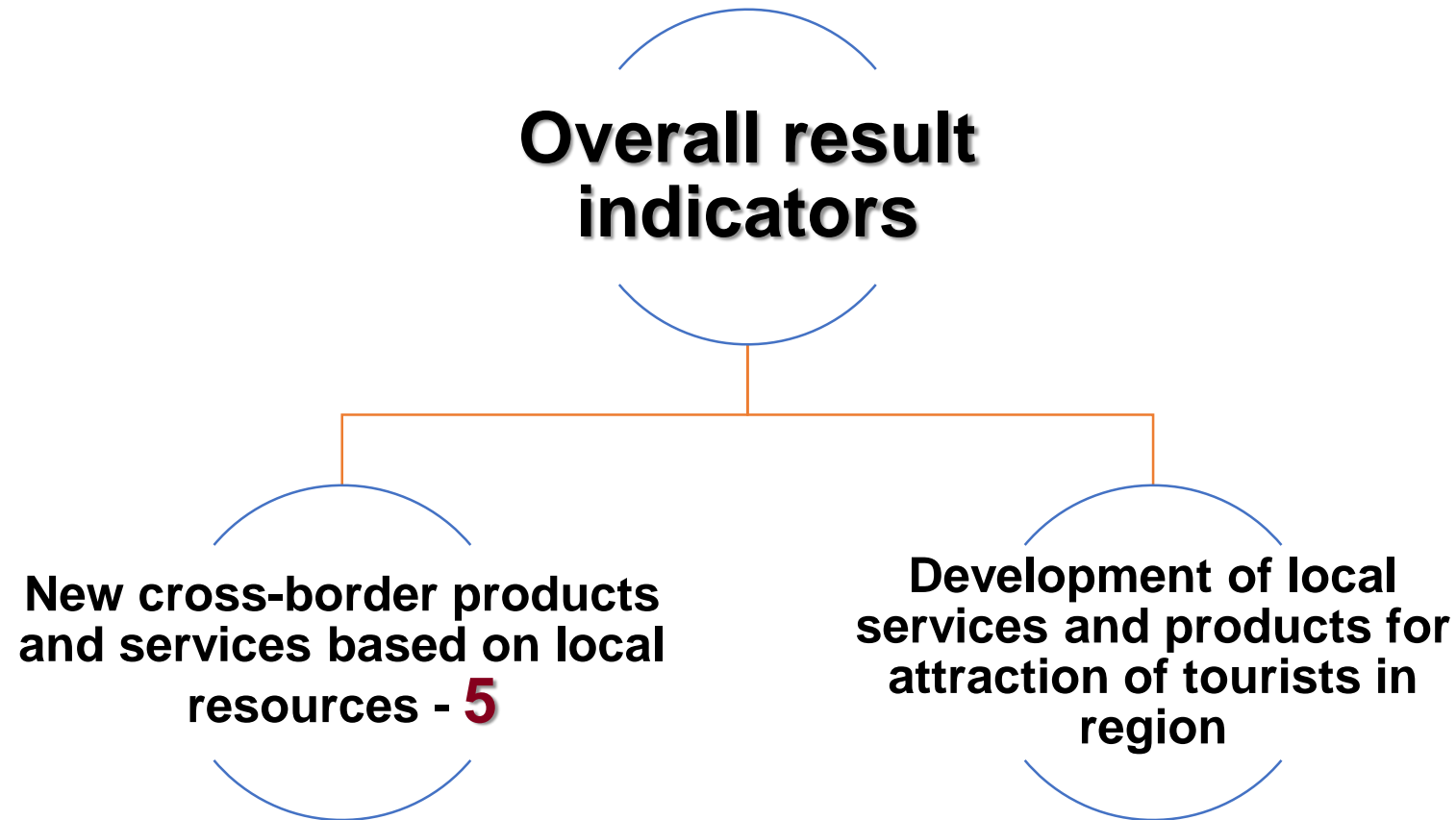


**LATVIA-RUSSIA**

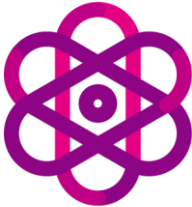
CROSS-BORDER  
COOPERATION PROGRAMME



# Priority 1.2. «Development and promotion of new products and services based on local resources»



# Priority 1.2. «Development and promotion of new products and services based on local resources»

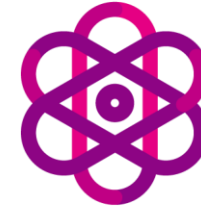


Result indicator	Measurement Unit	Baseline Value (2014)	Target Value (2023)
Development of local services and products for attraction of tourists in region	Number of tourists in objects supported by programme		9% increase of baseline value



# Priority 1.2. «Development and promotion of new products and services based on local resources»

## Output indicators

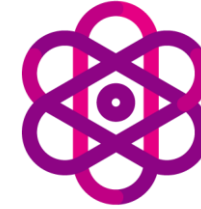


**Number of improved cultural and historical sites for development of local entrepreneurship - 6**

**Number of institutions using Programme support for promoting local culture and preserving historical heritage - 12**



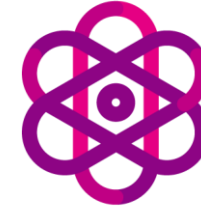
## Priority 1.2. «Development and promotion of new products and services based on local resources»



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



## Priority 1.2. «Development and promotion of new products and services based on local resources»



**Project implementation period –  
24 months**



# Priority 1.2. «Development and promotion of new products and services based on local resources»



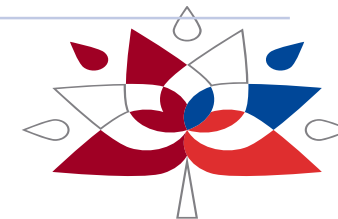
**Maximum  
budget of  
project**

**(Programme co-  
financing + 10%  
partners' own co-  
financing)**

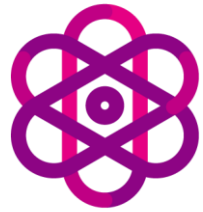
**500 000 EUR** for project  
with 2 partners

**650 000 EUR** for project  
with 3 partners

**800 000 EUR** for project  
with 4 and more partners



# Priority 1.2. «Development and promotion of new products and services based on local resources»



## **NB!** Additional requirements for projects

**If investments in infrastructure planned**

Maximum average amount for 1 infrastructure object is 400 000 EUR

Creation of common tourism product obligatory

**Common marketing activities obligatory**







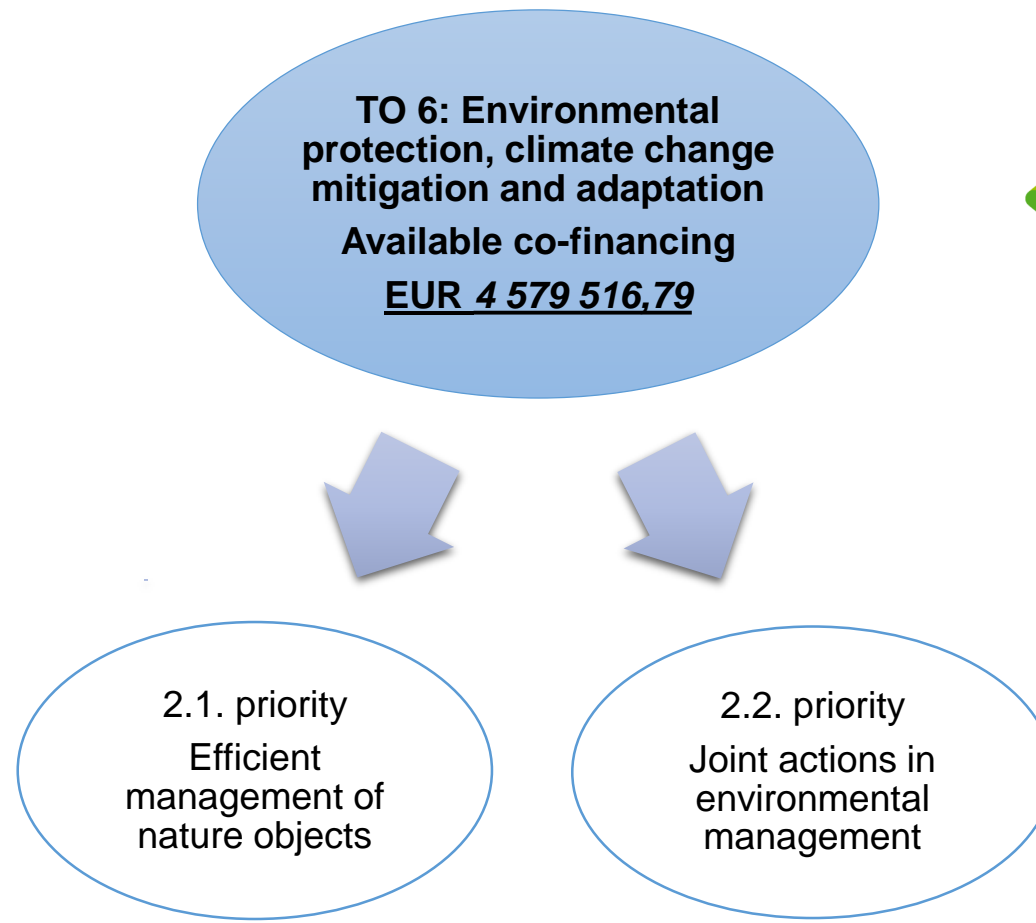
## Thematic Objective 6 «Environmental protection, climate change mitigation and adaptation»



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



# TO6: Environmental protection, climate change mitigation and adaptation





## TO 6: Environmental protection, climate change mitigation and adaptation

*Priority 2.1. «Efficient management of nature objects»*

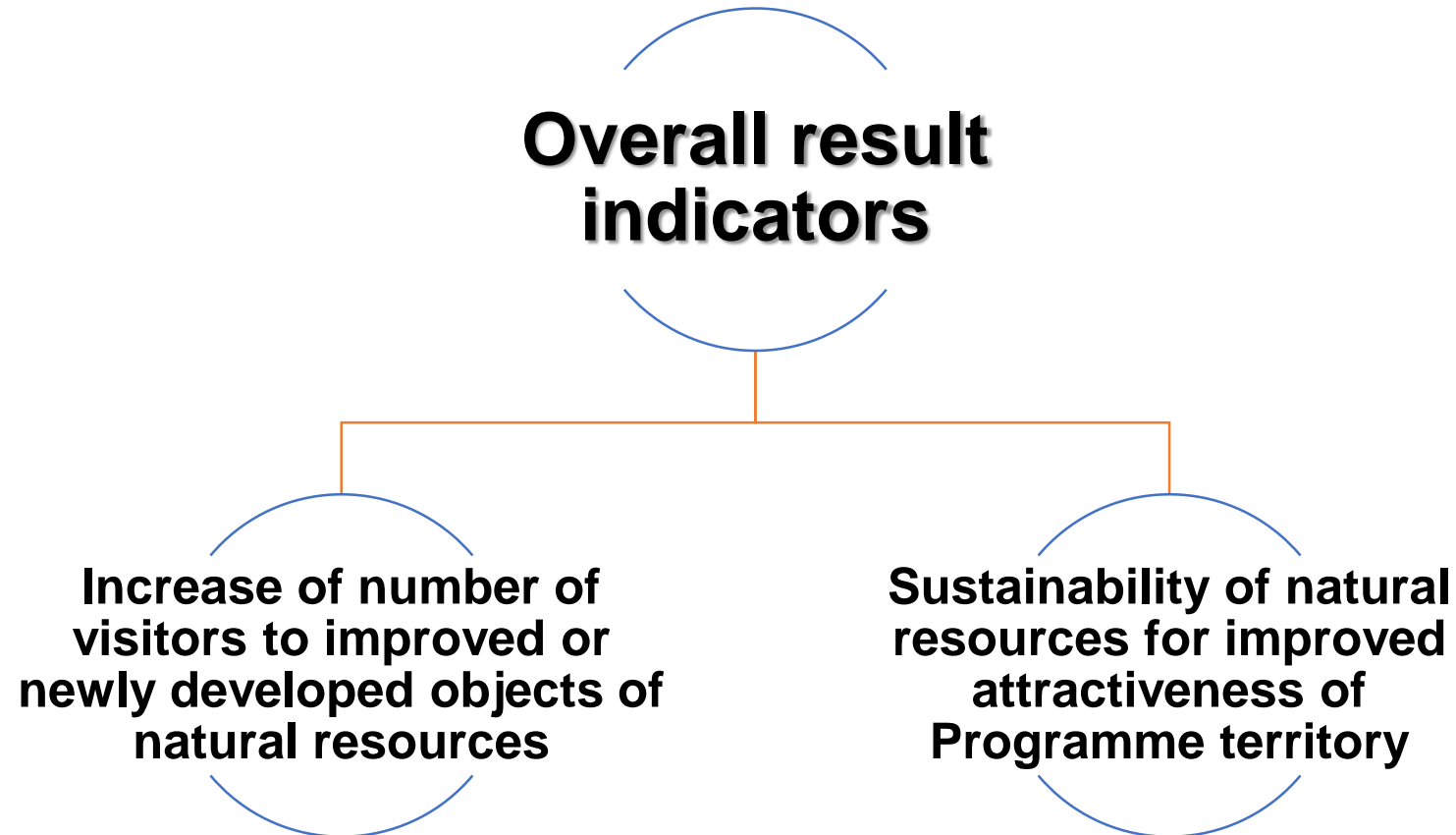


**LATVIA-RUSSIA**

CROSS-BORDER  
COOPERATION PROGRAMME



## 2.1. priority «Efficient management of nature objects»



## 2.1. priority «Efficient management of nature objects»

### Result indicators

Result indicators	Measurement unit	Baseline value (2014)	Target value of project (2023)	Target value of Programme (2023)
Increase of number of visitors to improved or newly developed objects of natural resources	Number of visitors in objects supported by Programme	To be defined after approval of projects based on information provided by beneficiaries	Shall be indicated by the applicant (at least 9% increase)	9% increase
Sustainability of natural resources for improved attractiveness of Programme territory	Attractiveness of the objects supported	0	Not required	Attractiveness is rather high for local inhabitants and tourists (Qualitative survey of selected experts)



## 2.1. priority «Efficient management of nature objects»

### Output indicator

Number of objects of natural resources with improved condition and sustainability  
**(target value – 7)**



## 2.1. priority «Efficient management of nature objects»



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



## 2.1. priority «Efficient management of nature objects»

**Maximum  
budget of  
project**

**700 000 EUR for project**

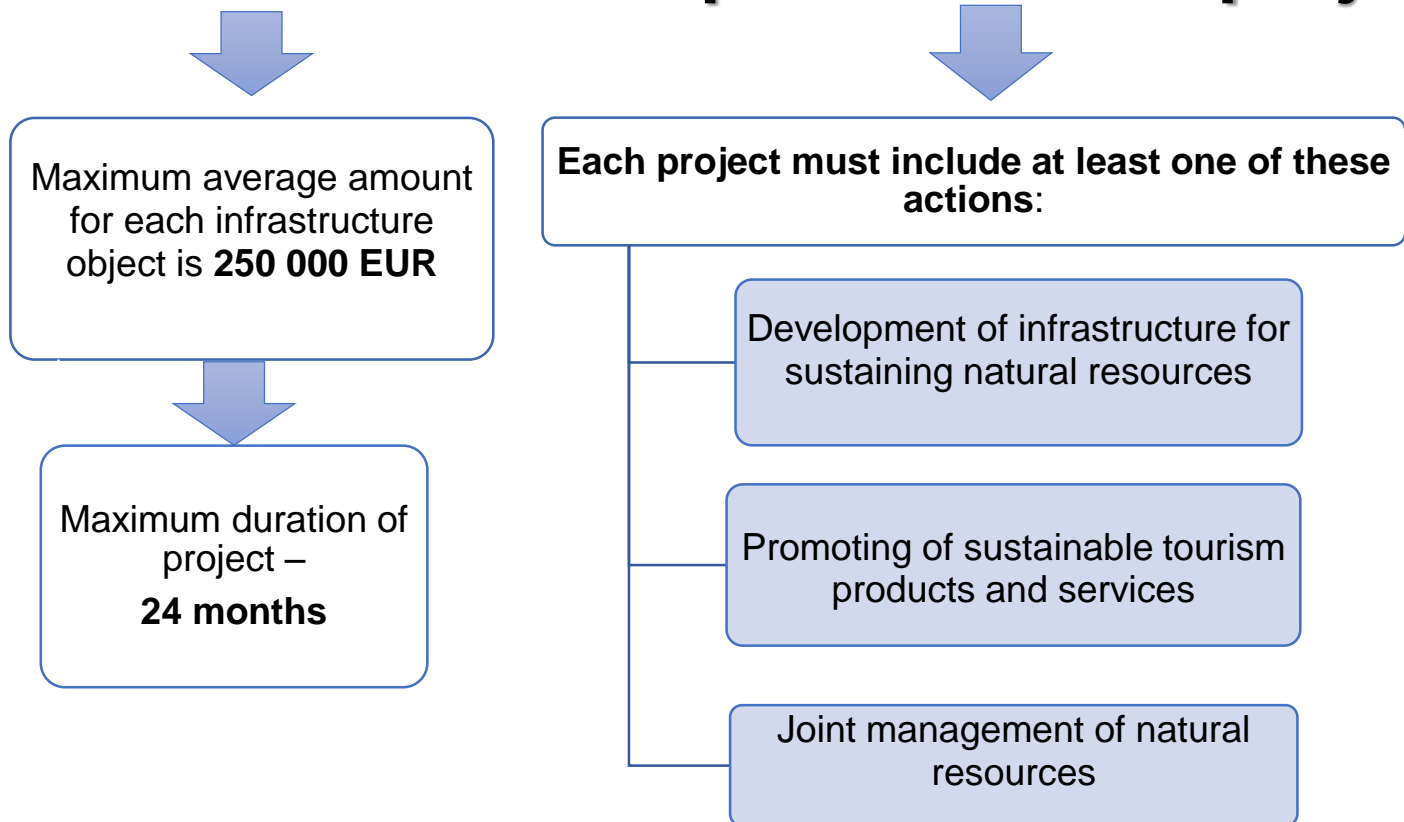
(90% programme co-financing  
+ 10 % partner contribution)





## 2.1. priority «Efficient management of nature objects»

### **NB!** Additional requirements for projects





## TO6: Environmental protection, climate change mitigation and adaptation

*2.2. priority «Joint actions in environmental management»*



**LATVIA-RUSSIA**

CROSS-BORDER  
COOPERATION PROGRAMME



# 2.2. priority «Joint actions in environmental management»

Overall result indicator

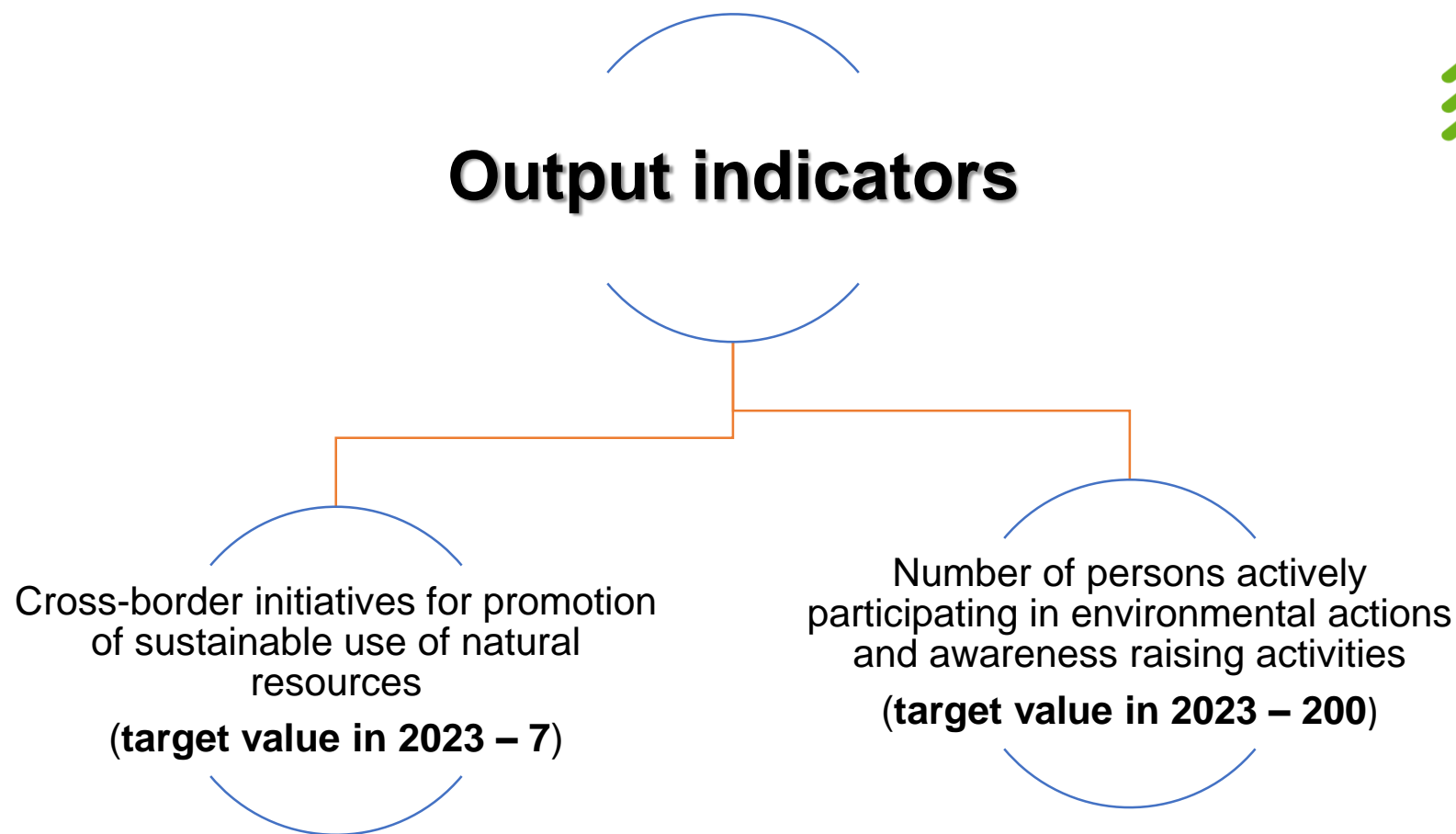
Capacity of relevant stakeholders and general public for sustainable use of natural resources



Result indicators	Measurement unit	Baseline value (2014)	Target value of project (2023)	Target value of Programme (2023)
Capacity of relevant stakeholders and general public for sustainable use of natural resources	Percentage of event participants	Baseline value is 0 (as no project activities are performed).	Shall be indicated by the applicant (at least 48%)	48%



## 2.2. priority «Joint actions in environmental management»



## 2.2. priority «Joint actions in environmental management»



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



## 2.2. priority «Joint actions in environmental management»



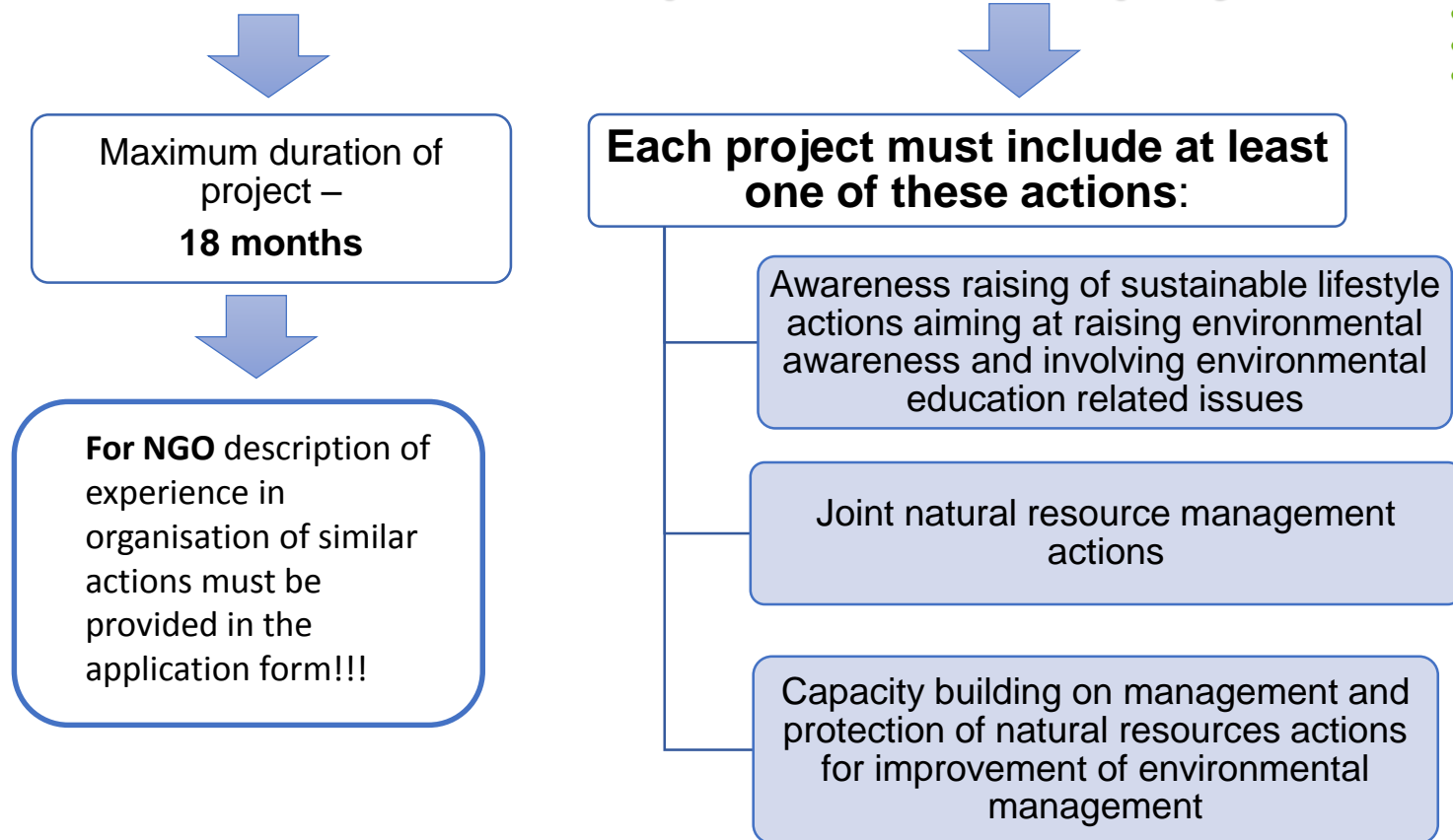
**Maximum  
budget of  
project**

**100 000 EUR for project**



## 2.2. priority «Joint actions in environmental management»

### **NB! Additional requirements for projects**





# Budget of the Project



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





# 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

# Indicative budget of project

## INDICATIVE PROJECT BUDGET

Partner No (indicate each partner)	Involvements in activities (indicate the number of activity (-ies) listed in point 5 of Description of the project)	Programme co-financing	Partner's contribution	Total Budget
Applicant				€ -
Partner 2				€ -
Partner 3				€ -



# Indicative budget of project

Budget heading	Costs EUR
1. Staff costs	€ -
2. Travel costs	€ -
3. Expertise and service costs	€ -
4. Equipment costs	€ -
5. Infrastructure and Works	€ -
6. Retroactive and preparatory costs	€ -
7. Office and administration costs (max 7% of eligible direct costs, excluding costs incurred in relation to the provision of infrastructure)	€ -
<b>Total eligible costs (8+9)</b>	€ -



# Indicative budget of project

**NB!** Total budget indicated in the application form may not vary from the estimated total budget provided in the concept note by more than 10%

# Staff costs

Staff costs must relate to activities which the beneficiary organization would not carry out if the project was not undertaken

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

Staff costs must be supported by time-sheets of employees working part-time for the project

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



# Travel and accommodation costs

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 and accommodation costs of external experts and service providers must be included in respective service contracts under budget heading “External expertise and services costs”





# External expertise and service costs

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



# Equipment costs

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 must not be 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

**NB!** Equipment costs directly related to the installation of infrastructure must be indicated under the budget heading “Infrastructure and works”.



# Infrastructure and works

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

Full costs of investments in infrastructure incurred and paid within the project duration are eligible, i.e. no depreciation is eligible

**NB!** Priority specific limits for maximum amounts for investments in infrastructure must be observed



# Retroactive and preparatory works

## Retroactive costs

- costs for actual works directly related to infrastructure development (up to 7% of relevant infrastructure and works object's costs)

## 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 and flat rate financing within budget headings from 1 to 6 may not exceed EUR 60 000



# Office and administration costs

Calculated as a flat-rate of up to 7% of eligible direct costs, excluding costs incurred in relation to the provision of infrastructure

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



# Payments to project – OPTION 1

**!!!** Projects with maximum duration of 18 months and grant not exceeding 300,000 EUR

## Initial pre-financing instalment

40% of grant amount + retroactive and preparatory costs

## Further pre-financing instalments

Not exceeding 80% of grant

## Balance payment



# Payments to project – OPTION 2

!!! Projects with duration of exceeding 18 months or grant exceeding 300,000 EUR

## Initial pre-financing instalment

40% of forecast budget of first year of project implementation + retroactive and preparatory costs

## Further pre-financing instalments

Not exceeding 80% of grant

## Balance payment



# Use of euro

- Payments to the project will be made in EUR only
- For the reporting of real costs borne in national currencies (other than EUR) the conversion into EUR shall be done at the monthly accounting exchange rate of the EC in the month during which that expenditure was incurred

**NB!** Any exchange losses are not eligible costs and must be covered by the beneficiaries



# Keeping project accounts

Beneficiaries must maintain

- a separate accounting system or
- a suitable accounting code

Accounts and expenditures relating to the project must be easily identifiable and verifiable.

# Other important provisions

- The project co-financed by the Programme may not result in production of profit for any of the beneficiaries of the project.
- No single project and activity may be financed by more than one EU grant.



# Providing information in the concept note



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



# General information


- Use correct template of the concept note
- Respect the space limits for description of the project
- Do not unlock the concept note form


# Description of the project

## Relevance of the project to the Programme priorities and main project objective:

- Does the project address common challenges in the core area of the Programme or joint potential of the Programme area?
- Are project activities, outputs and results clearly linked to a Programme priority expected result?
- Is cross-border cooperation essential for tackling common territorial challenges and does cooperation have an equal, balanced and significant added value for the project partners, target groups, project area and Programme area?
- Will project main outputs and results provide durable solutions?

# Description of the project - target regions

- 
- Explain in what regions the project activities will take place

- 
- Elaborate on how project activities will meet the needs of the particular regions



# Description of the project - target groups

Directly positively affected by the project on the project purpose level

- A target group is a clearly identified audience that has:
  - **an interest** in the project, either directly or indirectly;
  - they **should know** about the project's activities;
  - they **might benefit** from the project outputs and results;
  - their **involvement might even be necessary** to ensure the durability of the project outputs and results.
- A project can target multiple target groups that will each require a different approach, tools and frequency of communication activities.

Do not forget internal target groups as your partners, the programme



# Description of the project – final beneficiaries

**Benefit from the project in the long run at the level of the society or sector at large**

- If your overall objective is:  
*«To promote active and sports tourism, as well as develop socio-economic environment in cross-border areas of X place in Latvia and Y place in Russia...»*
- Then some of your final beneficiaries might be:
  - Inhabitants of those regions
  - Tourism entrepreneurs/operators of the regions
  - Local business sector
  - Tourism sector



# Description of the project

## Contribution to regional priorities:

- Project is relevant for the particular needs and constraints of the target regions
- Project is in line with strategic initiatives and sectoral needs
- Project shows clear impact on development of the border regions and wider Programme area



# Description of the project

## Partnership

Why these partners exactly?



# Application pack: how and what to submit



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



# Why to submit the application pack?

## The Programme:

- **oversees** all aspects of application;
- **verifies eligibility** of application and **commitment** of partners.
- **assesses** application, providing **grounds for JMC decision**

## Applicant and partners:

- confirm they understand the meaning and purpose of documents included into the pack

**Legal basis of the Programme!**

# Partnership Statement

## WHAT?

- **Confirmation of intention** to be an applicant/partner in the project
- **No exceptions** to filling in the partnership statement

## WHERE?

Section 5.2.1, guidelines for applicants

Use the template in the **Applicant's Pack!**

## WHY?

Project applicant/partner

- **confirms** it understands the Programme framework and **commits** to implement the project accordingly;
- is **aware** of the basic **partnership** framework.
- Declares under **point 21** its financial obligations, i.e. **indicates minimum co-financing in the project.**

21. The total indicative budget of our organisation within the Project amounts to EUR <amount>. In the event the mentioned Project is granted funding from the Programme, we hereby declare to participate in the Project and to provide the minimum EUR <amount> as (choose the appropriate) the <beneficiary> <Lead Beneficiary> co-financing to the budget of the Project. In case of change of total costs of the Project, it shall be agreed within the partnership taking into account that total minimum of requested contribution (in percentage) shall be ensured.



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

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

# Applicants and partners from Russia!

Public  
equivalent  
bodies

NGOs

## WHAT?

- ▶ Statutes
- ▶ Registration Certificates
- ▶ VAT payer's registration certificates or equivalent
- ▶ **Statement** from the national tax authority **on absence of tax arrears**

⇒ certified copy

⇒ original

⇒ issued no later than 3 months prior to submission of Concept Note.

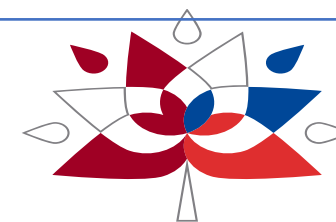
## WHERE?

Section 5.2.1, guidelines for applicants

## WHY?

- ▶ legal capability
- ▶ operational status
- ▶ exclusion of non-eligible situation

Public entities are released from submission of the above documents!



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



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

# Concept Note pack checklist





Concept Note Pack	Format	
	paper	e-version
1. Concept Note	<b>original</b>	*.excel file
2. Partnership Statements	<b>original</b>	-
3. Statement from national tax authority	original	-
4. Statutes	copy	-
5. Registration Certificate	copy	-
6. VAT payer's registration certificate or equivalent	copy	-

**Not required for public entities of Russia  
and all Latvian partners**

**!!! Stamp, sign, date**



# How to submit a Concept Note pack?

SUBMIT	concept note + supporting documents		e-copy of concept note
WHAT	<b>Paper original</b> in the envelope bearing <ul style="list-style-type: none"> <li>➤ full name and address of the applicant,</li> <li>➤ inscription indicated in the guidelines.</li> </ul>		Scanned file in PDF
WHERE	<ul style="list-style-type: none"> <li>➤ regular mail</li> <li>➤ courier service</li> <li>➤ hand delivery</li> </ul>	TO EITHER <ul style="list-style-type: none"> <li>➤ JTS in Riga</li> <li>➤ BO in Pskov</li> <li>➤ BO in St Petersburg</li> </ul>	<a href="mailto:LAT-RUS.CBC@varam.gov.lv">LAT-RUS.CBC@varam.gov.lv</a>
<b>DEADLINE – 28 September 2017</b>			
WHEN	hand delivery post/courier	16:00 local time dispatch date – 28.09.17	23:59 LV local time  <b>LATVIA-RUSSIA</b> CROSS-BORDER COOPERATION PROGRAMME    <small>Cofinanced by the European Union, the Republic of Latvia and the Russian Federation</small>





# Concept Notes: assessment process

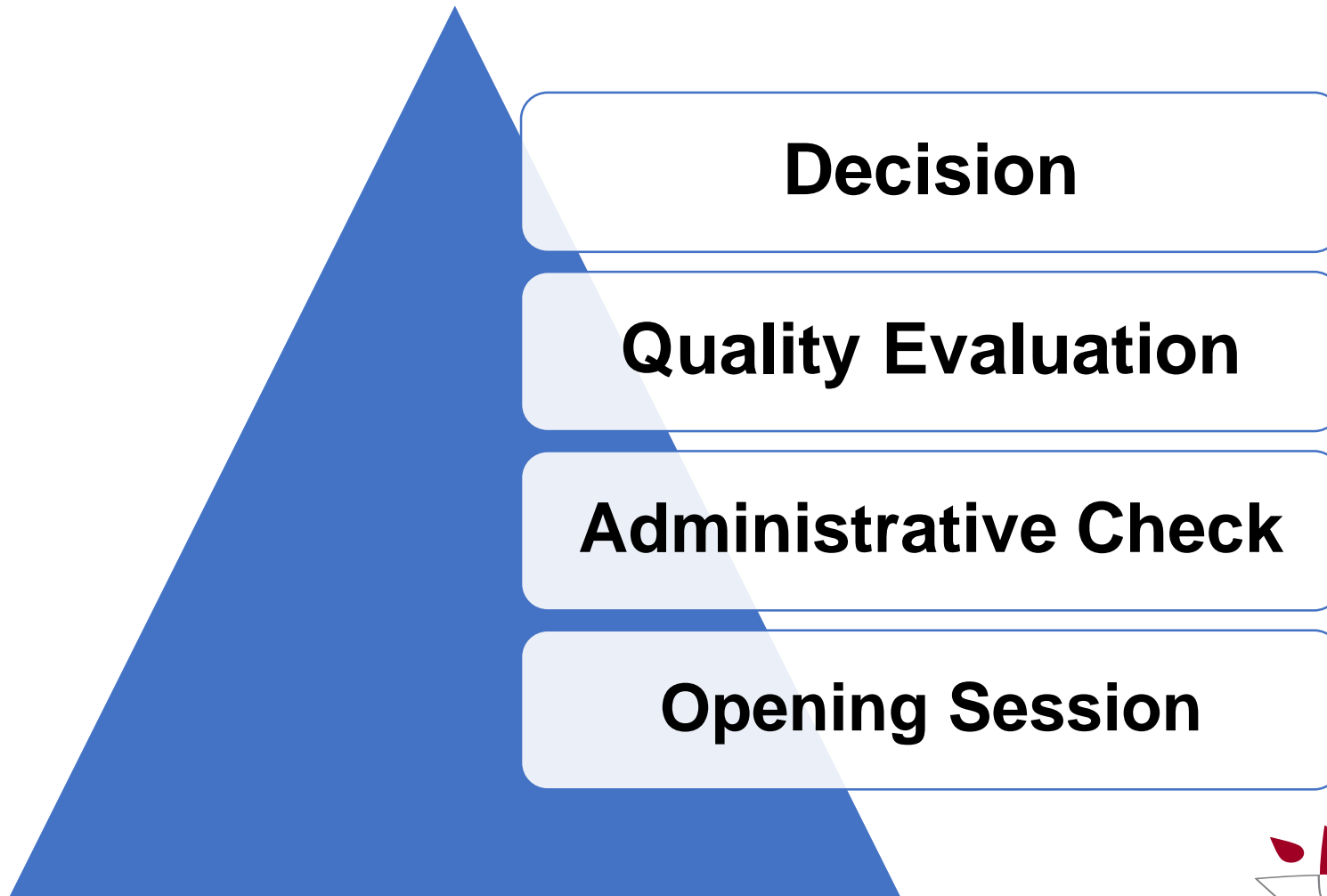


**LATVIA-RUSSIA**

CROSS-BORDER  
COOPERATION PROGRAMME



# Assessment structure



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



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

# Opening Session

**All** concept notes will be

- ▶ opened
- ▶ registered
- ▶ attributed with reference number

Before deadline	After deadline
paper original <b>and</b> e-copy	paper original <b>or</b> e-copy



# Administrative Check

Use  
Administrative  
Check criteria for  
self-check!

## WHAT IT DOES?

- ▶ Verifies compliance with **ALL** Administrative Check criteria

Single “NO”



# Administrative Check Criteria

For criteria check...  
**Guidelines for Applicants**  
**Section 5.2.2. (page 27)**



The concept note (original and electronic copy) is submitted until the closing date of the call for proposals, is dated and duly signed by an authorised person

All required fields of concept note are filled in in English (except for dates, project partners' original names and summary of project)

The Applicant and partners are eligible according to section 3 of these Guidelines

There are partners from both countries - Latvia and Russia

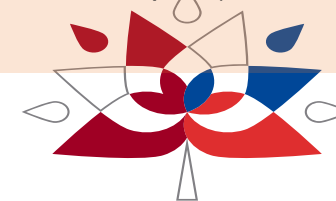
The project involves at least 2 project partners

The proposed indicative budget is in correspondence with Programme requirements, described in the section 1.6. of Guidelines, and co-financing rate complies with provisions of section 3.1. of Guidelines

Project duration complies with provisions set in section 3.2. of Guidelines

The partnership statements by the applicant and all project partners have been filled in, signed by an authorised person, dated, stamped (if available) and submitted until the closing date of the call according to section 5.2 of Guidelines

All other supporting documents have been submitted according to section 5.2.1 of Guidelines



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

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

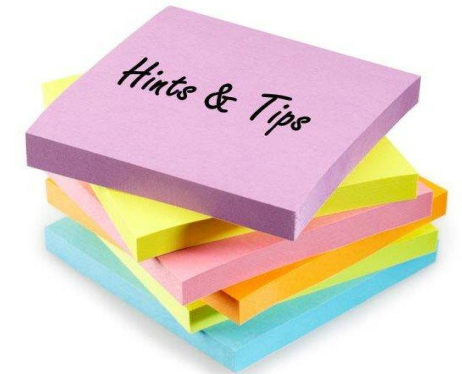
# Administrative Check Clarifications

- ...only requested to **conclude the administrative check**
- ... only **initiated with respect to technical issues**, related to supporting documents:
  - if supporting documents are missing
  - if a copy is submitted instead of original



# Quality Evaluation

- Every application is evaluated by **at least two assessors**.
- **Assessment result** = sum of % for each criteria



- ▶ Focus on criteria
- ▶ Cross-check with criteria questions (see p. 27, Guidelines)
- ▶ Do not brush off the how-to tips in the concept note form



# Quality Evaluation

Assessment criteria	Weight
Project idea contribution to programme objectives and indicators and cross-border relevance and added value of project (incl. durability and sustainability)	40%
Regional relevance	40%
Relevance of the partnership	10%
Budget	10%

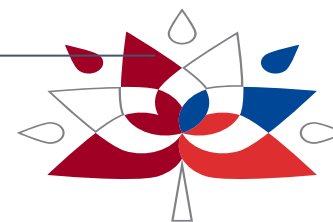
If total scoring of application is...

**60% and over**

- placed in the ranking list
- may be recommended for shortlisting
- conditions may apply

**Less than 60%**

- not recommended for shortlisting



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





# Quality Evaluation

	Criterion	Max Weight	Score (points)	Score weight (%)
Project idea contribution to programme objectives and indicators and cross-border relevance and added value of the project (incl. durability and sustainability)		40%	5	40%
			4	32%
			3	24%
			2	16%
			1	8%

**INSUFFICIENT or WEAK**  
for criterion “*Project idea contribution...*”

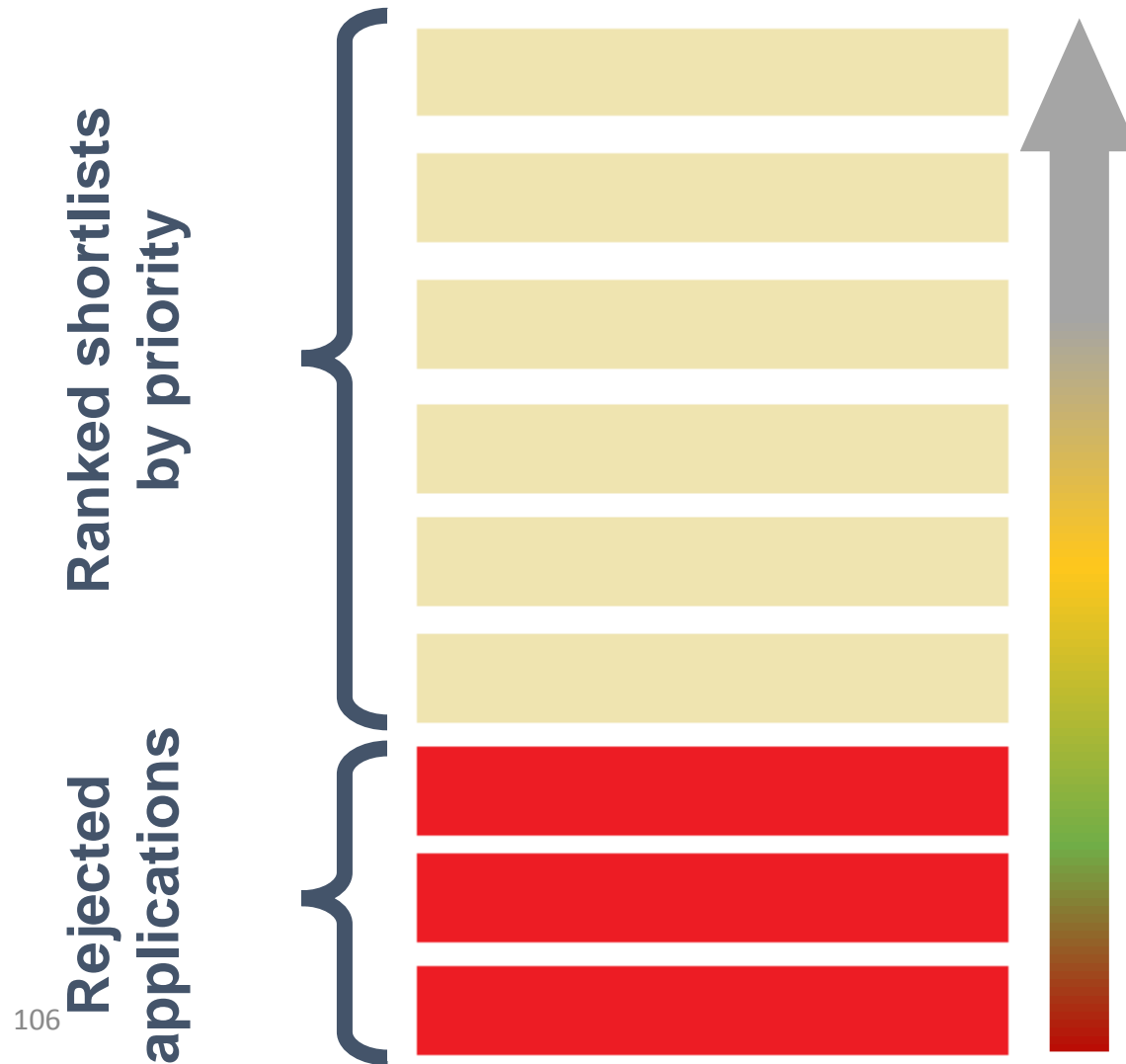
means application is recommended for rejection



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

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

# Decision making



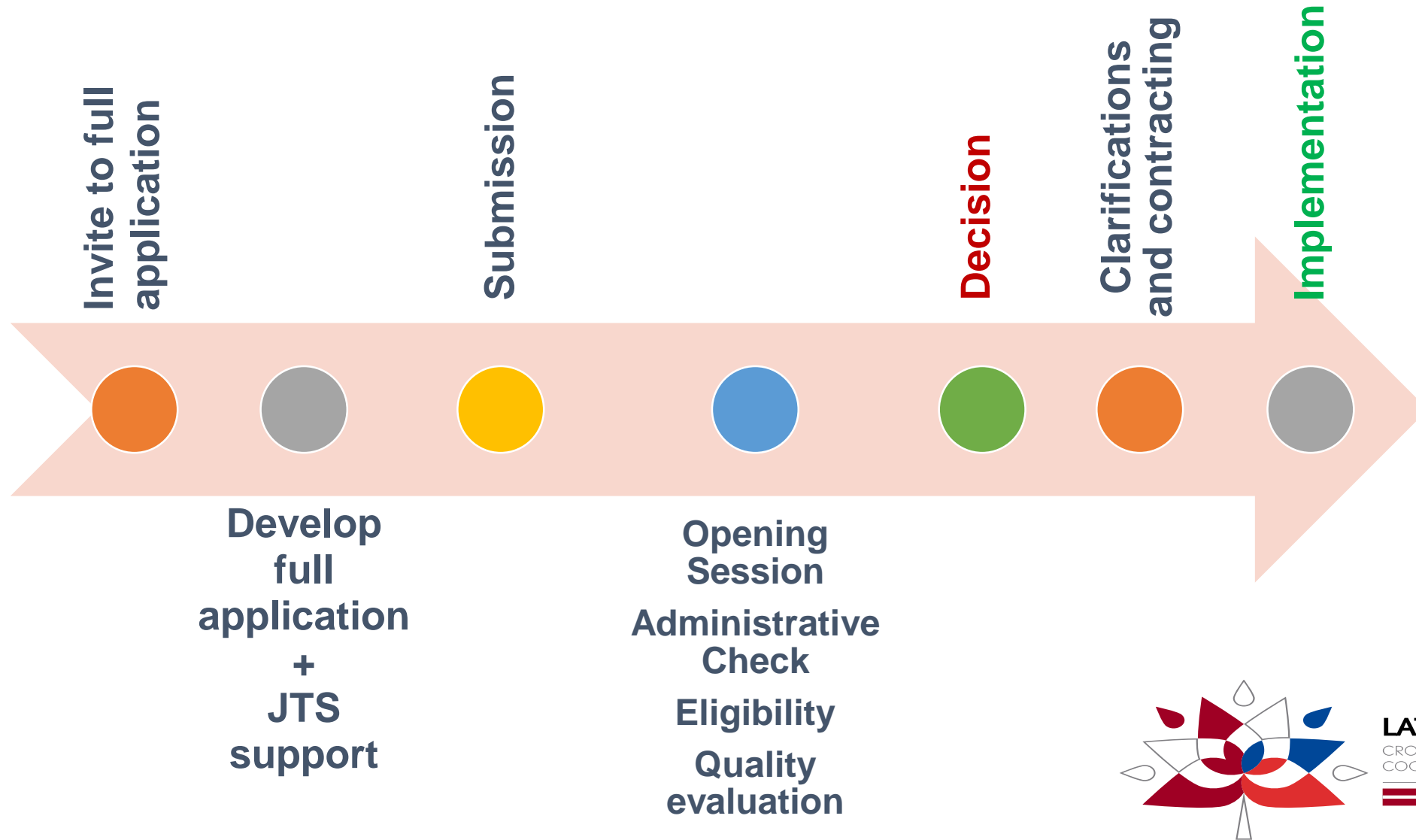
- With all other factors held equal, **criterion “Project idea contribution...” prevails**
- **Conditions may apply** (e.g.):
  - decrease of the total project budget
  - clarification/removal/adding of an activity
  - removal/replacement of partner
  - confirmation of non-duplication of activities with other projects/donors
  - etc.



# Decision making



# Next steps.... Full application





Thank You!

Follow us on Facebook and Twitter  
#latruscbc

[www.latruscbc.eu](http://www.latruscbc.eu)