



**IMPLEMENTATION MANUAL FOR
BENEFICIARIES**

**PART 3:
APPLICATION AND ASSESSMENT**

Cooperation Programme
Interreg V-A Slovenia-Croatia
for the programme period 2014–2020
Version 3, June 2017

Implementation Manual for Beneficiaries

PART 3: APPLICATION AND ASSESSMENT

PART 3: APPLICATION AND ASSESSMENT

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PART 3: APPLICATION AND ASSESSMENT

1. HOW TO APPLY?

1.1 Application procedure

Submission of applications is running on an “open basis”, which means that Applications can be submitted on-going during the Open Call till all the funds are committed. Nevertheless, dates for submission of Applications to be discussed on the next MC meeting will be published on the website.

It is recommended to make use of individual consultations offered by the Joint Secretariat and National Authorities before the submission of the Application.

1.2 Application pack

The Application pack for the Open call can be downloaded from the programme website (www.si-hr.eu) and consists of the following documents:

- Open Call
- Implementation Manual for Beneficiaries for non-strategic projects, divided in more thematic parts
- Sample of the Partnership Agreement
- Sample of the Subsidy Contract
- Template of the Lead Partner Statement
- Template of the Project Partner Statement
- Frequently Asked Questions and Methodology for monitoring of programme indicators
- Cooperation Programme Interreg V-A Slovenia-Croatia approved by the EC as of 30 September 2015

The application **must be submitted by the Lead Partner solely through the online eMS system (electronic Monitoring System)**. The submitted application must contain all the required data and the required accompanying documents, which are considered as annexes to the Application Form, have to be uploaded as scanned documents (signed by the legal representative of the Lead or Project Partners organisation) in the online submission system (see Chapter 3.3 of this Manual).

1.3 Online submission (eMS) of the Application

This part of the Manual contains key technical information on the operation and use of the eMS of the CP Interreg SI-HR.

The applicants are requested to complete and submit their Application Form (AF) via the eMS system. It is therefore highly recommended to read this chapter carefully before starting to use the eMS.

When filling in the Application Form:

- ✓ focus on answering the questions precisely;
- ✓ write clearly and simply;
- ✓ respect the maximum length of text when so requested;
- ✓ provide answers to all of the questions in the Application Form.

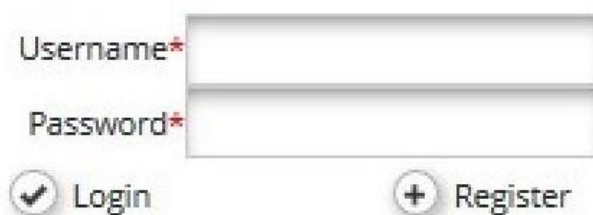
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1.3.1 Technical information and system requirements

The eMS is a web application, which can be accessed with recent versions of most common browsers (e.g. Internet Explorer 11, Firefox 35, Chrome 39)¹. The functionality of the system follows the common standards of web applications for entering and submitting data.

1.3.2 Access and registration

The eMS can be accessed at the following link <https://ems.si-hr.eu/ems>.


 A screenshot of the login and registration interface. It features two input fields: 'Username*' and 'Password*'. Below these fields are two buttons: 'Login' (with a checkmark icon) and 'Register' (with a plus icon).

To use the eMS, applicants must first register by clicking on “Register” on the homepage of the eMS where they can create their username and password and provide the following information:


 A screenshot of the registration form. The title 'Registration' is at the top. The form includes the following fields: 'Description', 'Username', 'Email *', 'Password *', 'Password Again *', 'Firstname *', 'Lastname *', 'Title', and 'Language' (with a dropdown menu showing 'EN'). At the bottom of the form is a 'Register' button with a plus icon.

- **Username:** used to log in and submit the Applications; it can be freely chosen by the Applicant.

¹ When working with Internet Explorer, the option “display all websites in compatibility view” should be de-selected in the compatibility view settings of the browser (to access Internet Explorer preferences for compatibility view you can press Alt + T + B).

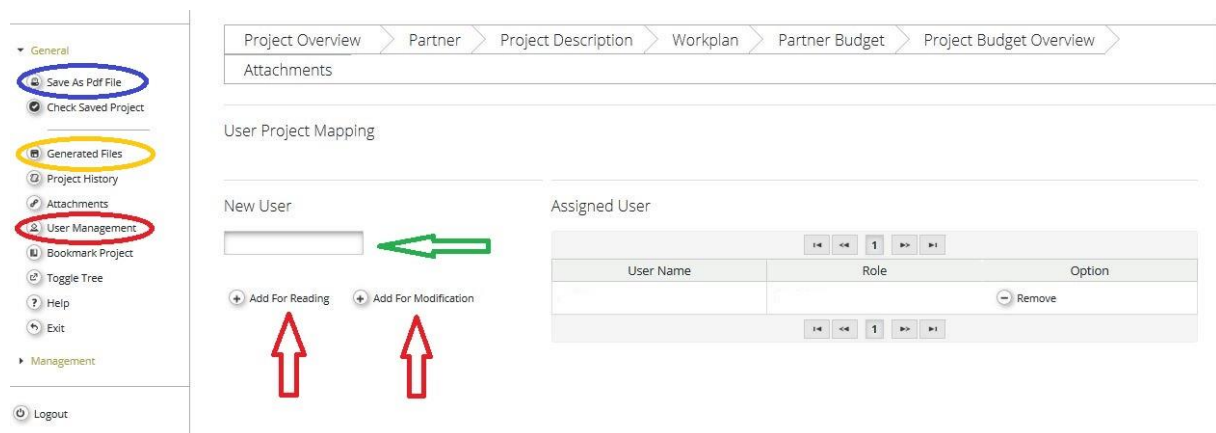
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- **Email:** the email address of the Applicant.
- **Password:** password used to access the eMS²; it can be freely chosen by the Applicant.
- **First name / Last name / Title:** personal information of the Lead Applicant's contact person.
- **Language:** English is pre-defined. It can be changed to Slovene and Croatian with the drop down button. The eMS will open in the language chosen at the registration

A confirmation message will be sent to the email address provided in the registration form. Only after confirmation, the Applicant will be able to log in to the eMS and create an Application Form (AF).

1.3.3 Filling in and submitting the Application Form

For the creation and final submission of the AF only Applicant functioning as Lead Partner of the project will have to register. The Lead Partner can give editing rights to some sections of the Application Form to other users (namely the Project Partners). These have to be registered in the system before and provide the Lead Applicant with their username. The Lead partner can then add new users in the section "User Management" under the field "New User" (marked with a green arrow in the print screen). Users can be granted either read only rights by clicking on "Add For Reading", or edit and add data rights by clicking on "Add For Modification" (marked with a red arrows in the print screen).



The screenshot displays the eMS interface. On the left, a sidebar menu includes 'General' (with 'Save As Pdf File' and 'Check Saved Project' highlighted in blue and yellow respectively) and 'Management' (with 'User Management' highlighted in red). The main content area is titled 'User Project Mapping'. It features a 'New User' section with a text input field (indicated by a green arrow) and two buttons: 'Add For Reading' and 'Add For Modification' (both indicated by red arrows). To the right, the 'Assigned User' section shows a table with columns 'User Name', 'Role', and 'Option'. The table has a header row and a data row, with a 'Remove' button in the 'Option' column.

The user accounts created to draft and submit the application will be available until the end of the set deadline within the call. In case the project is selected for funding, a new set of credentials will be created for every Project Partner.

To a certain extent, it is possible for different users to work in parallel (at the same time) on the same AF. When working in parallel, users have to make sure though that they are not working in the same section or sub-section (in case that the section is divided).

Please note that you can create a pdf file of the AF at any time of its development by clicking the "Save As Pdf File" button (marked blue in the screen shot). You will find the created pdf file(s) in the in the section "Generated Files" (marked yellow in the screen

² In case the password is forgotten, please contact the helpdesk (JS) during office hours to get a new password.

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shot). Please take note that the saving of the pdf document in the section “Generated Files” might take several minutes.

How to fill in and submit an Application Form:

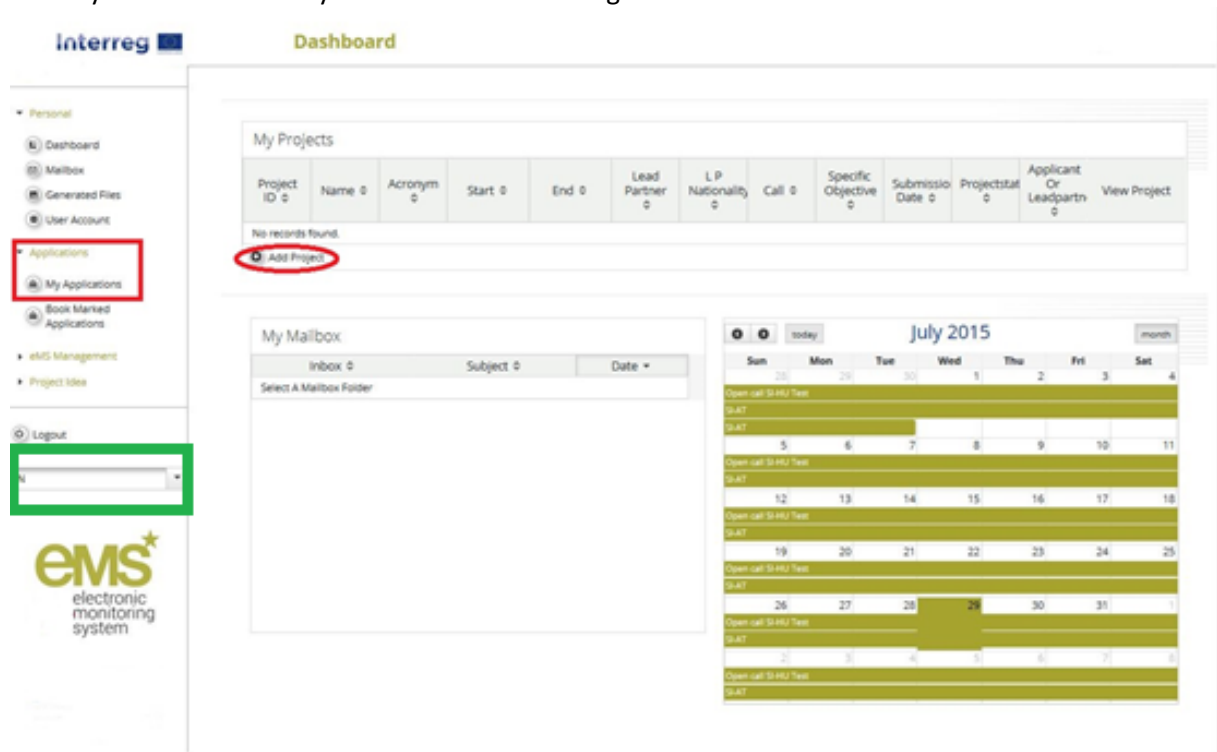
In the Application Form all essential information about the project must be presented. Before filling in the Application Form take following notes:

Remember to SAVE

The following important aspects have to be remembered when filling in the Application Form:

- *The eMS does not automatically save the entered data and it does not provide any warning or request of confirmation before leaving a section of the Application Form or before logging out. Always remember to save the data before leaving a section in the Application Form (Save button on upper left corner), otherwise data will be lost!*
- *When filling in longer sections, please remember to regularly save data, in order to avoid losing data in case of interruptions of the internet connection or other technical issues.*
- *Do not use the “Enter” key in the forms as it may lead to unexpected results.*

When you enter the eMS you will see the following screen:



The screenshot shows the Interreg eMS Dashboard. On the left is a navigation sidebar with a red box around 'My Applications' and a green box around the 'Logout' button. The main content area is divided into three sections: 'My Projects' (showing a table with columns for Project ID, Name, Acronym, Start, End, Lead Partner, L.P. Nationality, Call, Specific Objective, Submission Date, Projectstat, Applicant Or Leadpartn, and View Project; a red circle highlights the 'Add Project' button below the table), 'My Mailbox' (showing an 'Inbox' and a 'Select A Mailbox Folder' dropdown), and a 'Calendar' for July 2015 (showing dates 1 through 31 with event bars for each day).

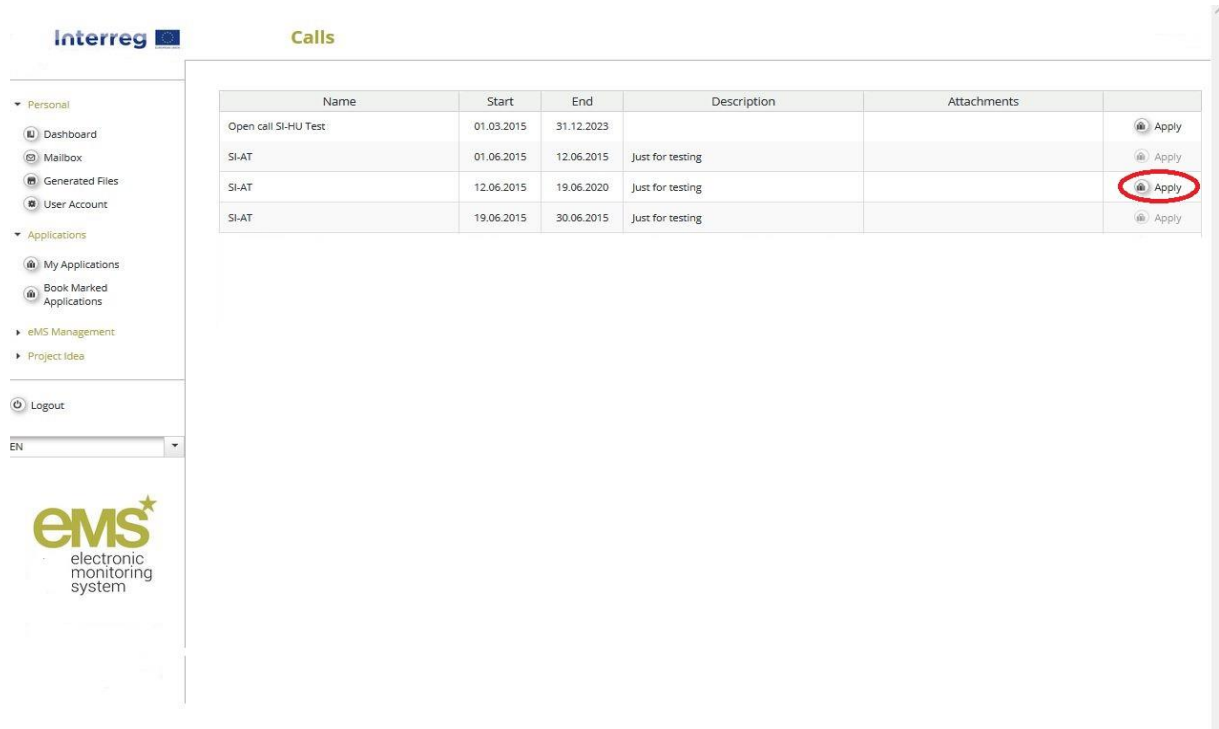
On the left is the navigation sector, on the right side are the Project overview, the Mailbox and a Calendar.

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WARNING: For filling in the Application Form use either Slovenian or Croatian interface (green rectangle), the English interface is not applicable. When filling in the texts, use only fields marked with Slovenian and Croatian flag while typing hyphen (-) into the field with English flag.

With a click on “Applications” you can see your Applications.

To create a new Application Form you have to click “Add Project” then you will get the next screen:

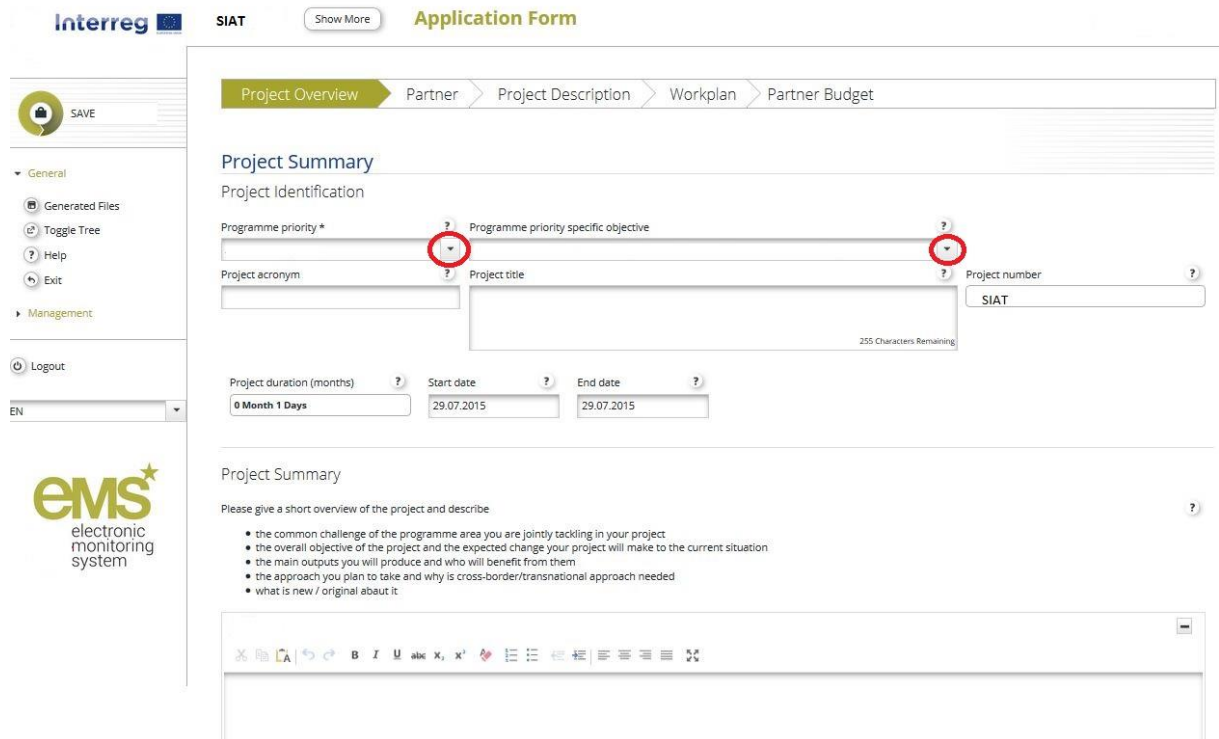


Name	Start	End	Description	Attachments	Apply
Open call SI-HU Test	01.03.2015	31.12.2023			Apply
SI-AT	01.06.2015	12.06.2015	Just for testing		Apply
SI-AT	12.06.2015	19.06.2020	Just for testing		Apply
SI-AT	19.06.2015	30.06.2015	Just for testing		Apply

PART A – Project overview

You have to click on “Apply” and the next screen will appear which includes the project identification, such as project title, acronym, number, duration and selection of programme priority axis and specific objective:

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The Application Form can only target one priority axis and one programme specific objective of the Interreg Slovenia-Croatia. In the fields “Programme priority” and “Programme priority specific objective” they can be selected from the drop-down menu. The “Project title” and “Project acronym” should be short and straightforward since, if selected for funding, this will be the official name of the project during the whole implementation. You can define project duration in the fields “Start date” and “End date”. The field “Project duration” will be filled in automatically. When defining the project duration have in mind that only within the project duration the expenditures are eligible (except for preparation costs and the expenditure incurred in the last reporting period, which must be paid within 30 days from the end date of the project). The field “Project number” will be filled in automatically, when you click the save button.

Remember to SAVE

The field “Project summary” can be filled in later. Please give a short overview of the project (in Slovene, Croatian and English language) and describe:

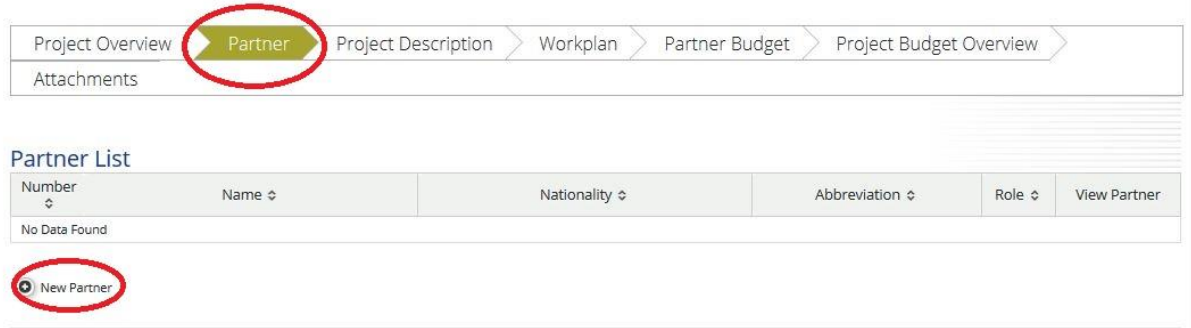
- the common challenge of the programme area you are jointly tackling in your project;
- the overall objective of the project and the expected change your project will make to the current situation;
- the main outputs you will produce and who will benefit from them;
- the approach you plan to take and why is cross-border approach needed;
- what is new/original about it.

Project abstract is the only part of the application that has to be provided in the English language in addition to the Slovenian and Croatian.

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PART B – Project partners

The next step is to fill in the “Partner section”. Therefore you have to click on the button “Partner” as appears on the following print screen:



Project Overview **Partner** Project Description Workplan Partner Budget Project Budget Overview

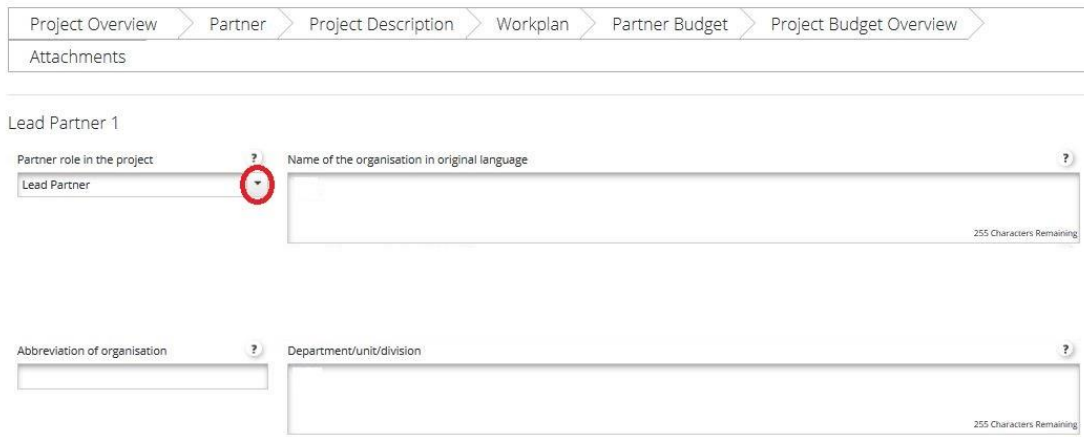
Attachments

Partner List

Number	Name	Nationality	Abbreviation	Role	View Partner
No Data Found					

New Partner

Click “New Partner” to add a new project partner. This section contains information about the project partner.



Project Overview Partner Project Description Workplan Partner Budget Project Budget Overview

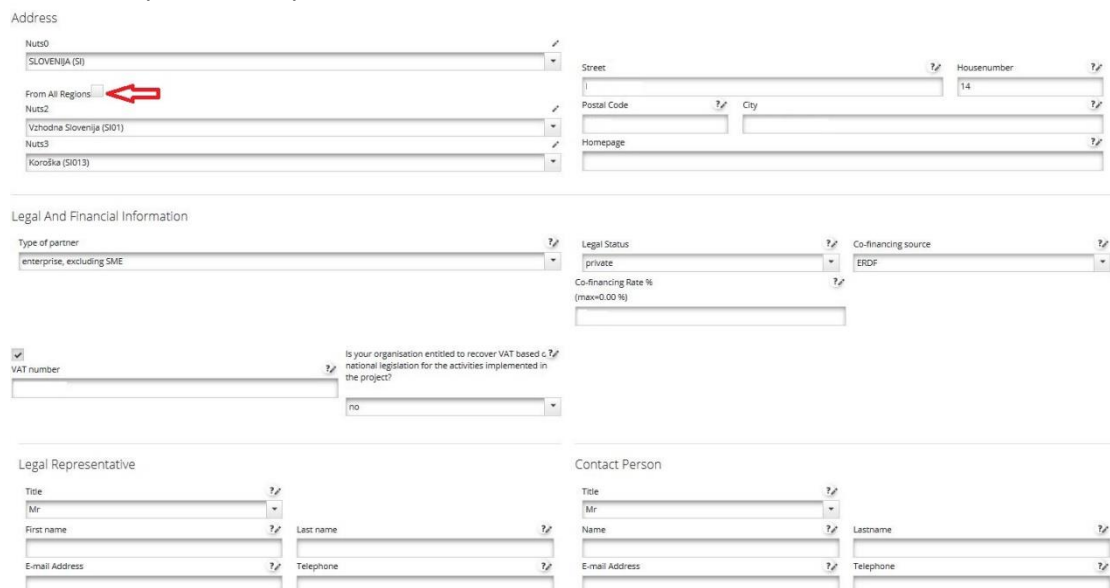
Attachments

Lead Partner 1

Partner role in the project: **Lead Partner** Name of the organisation in original language: 255 Characters Remaining

Abbreviation of organisation: Department/unit/division: 255 Characters Remaining

For each Project Partner, you can define the role in the project (either Lead Partner or Project Partner) with the drop-down list. The field “Department/unit/division” has to be filled in only if necessary.



Address

Nuts0: SLOVENIJA (SI) Street: House number:

From All Regions: **Vzhodna Slovenija (SI01)** Postal Code: City:

Nuts2: Vzhodna Slovenija (SI01) Homepage:

Nuts3: Koroška (SI013)

Legal And Financial Information

Type of partner: enterprise, excluding SME Legal Status: private Co-financing source: ERDF

Co-financing Rate % (max=0.00 %):

VAT number: Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project? **no**

Legal Representative

Title: Mr First name: Last name:

E-mail Address: Telephone:

Contact Person

Title: Mr Name: Last name:

E-mail Address: Telephone:

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The data needed for the fields “NUTS regions”, “Type of partner”, “Recover VAT”, “Small or Medium Enterprise”, “Co-financing source” and “Legal status” can be selected from the drop-down lists. All other fields have to be filled in or they are filled in automatically. Abbreviation of organization has to be entered for every project partner, whether it has an official abbreviation or not, as it will be used for project purposes.

To add a project partner outside the programme area click the box marked with a red arrow in the print screen above.

Experiences Of Partner		Benefit	
Competences and experiences	?	Benefit	?

Other international projects

If applicable, describe the organisation's experience in participating in and/or managing EU co-financed projects or other international projects.

?

In the field “Experiences of Partner” has to be written which are the organisation’s thematic competences, jurisdiction and experiences relevant for the project, in the field “Benefit” has to be written what is the benefit for the organisation from participating in the project and also if a partner comes from outside the eligible area, justify his participation in the project. In the field “Other international projects” the organisation’s experience in participating in and/or managing EU co-financed projects or other international projects has to be described.

Remember to SAVE

To create an additional new partner press again the button “Partner” and then “New Partner” and repeat the procedure explained above. To add an associated partner choose button “Partner” and then “New Associated Partner”. All fields have to be filled in and, with special attention given to defining the role of associated partners under “Partners role In The Project” and benefits from participating in the project under “Benefit Description”.

PART C – Project description

The applicants have to provide information on how well the project contributes to the objectives of the Interreg SI-HR. The project description includes following sections: “Project Relevance”, “Project Focus”, “Project Context” and “Horizontal Principles”. To get to this sections go on the field “Project Description” and select one of them. The same process is valid for “Associated Partners”.

Project Overview	Partner	Project Description	Workplan	Partner Budget	Project Budget Overview
Attachments	○ Project Relevance ○ Project Focus ○ Project Context ○ Horizontal Principles				
Project Relevance					

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PART C.1 – Project Relevance:

Territorial Challenge – The Applicants should explain the common territorial challenges that will be tackled by the project. The description should include a specific challenge tackled by the project through its activities, not generally known facts. Area description and SWOT analysis, available in the Cooperation Programme, can be of help. The applicants may also list the results of studies or analyses that prove the existence of the challenge tackled by the project. Please describe the relevance of the project for the programme area in terms of common challenges and/or opportunities addressed. This part should not include project's approach to solving the addressed challenge.

Project Approach – The Applicants should answer, how does the project tackle the identified common challenges and/or opportunities and what is new about the project approach. Please describe new solutions that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime and in what way the approach goes beyond existing practice in the sector/programme area/Participating Countries.

Cooperation Reason – The Applicants should answer, why is cross-border cooperation needed to achieve the project's objectives and results. Please explain why the project objectives cannot be efficiently reached acting only on a national/regional/local level and/or describe what benefits the project partners/target groups/ project area/programme area gain in taking a cross-border approach.

Cooperation Criteria – in order for the project to be eligible for funding at least three out of four cooperation criteria have to be fulfilled. Mandatory criteria are joint planning, joint implementation and joint financing. Tick the corresponding box in the eMS and describe how the individual criterion will be fulfilled. Cooperation criteria are described in the Implementation Manual for Beneficiaries (Part 2, Chapter 1.5).

Fulfilling Guiding Principles – the Applicants must reply with YES or NO whether the project fulfils all required guiding principles under its chosen specific objective as listed in the CP Interreg SI-HR or the Implementation Manual for Beneficiaries (Part 1, Chapter 1.3).

Remember to SAVE

PART C.2 – Project Focus:

The section "Project Focus" presents a part of the project intervention logic which is composed of the following elements:

- Project overall objective
- Project main results
- Project specific objectives

In this Section the Applicant has to define the project objectives (main objective and specific objectives) as well as the expected project results. When filling in this part of the application form the applicants should bear in mind the explanation of intervention logic (Implementation Manual for Beneficiaries, Part 2, chapter 2.2) and the Methodology for monitoring of programme indicators (programme webpage).

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Project Focus

Programme Priority Specific Objective:

Project overall objective

Programme result

Select one programme result indicator your project will contribute to.

Project main result

What are the project results and how do they link to the programme result indicator?
Specify one or more project results and describe their contribution to the programme result indicator.

Project specific objectives

Which are the specific objectives the project will be working towards?
Define max. 3 project specific objectives.

Project Specific Objective 1

Title of specific objective

Please provide a short explanation on the defined specific objectives

Remove Project Specific Objective

The field “Programme Priority Specific Objective” is filled in automatically from section A. It has to be ensured that the project overall objective is fully consistent with the selected specific objective. For the field “Programme result” select one programme result indicator your project will contribute to..

In the field “Project overall objective” has to be defined the overall context for what the project aims to achieve. It describes the long term objective the project seeks to support and relates to the strategic aspects of the project. It has to be in line with programme specific objective and result. In the field “Project main result” has to be written, what are the project results and how do they link to the programme result indicator. Specify one or more project results and describe their contribution to the programme result indicator.

The Project specific objective describes the immediate objective sought by the project, which can be realistically achieved within the project lifetime through development of the project outputs. The field “Please provide a short explanation on the defined specific objectives” should include a description of how it will contribute to project overall objective and its connection with one or more project main outputs for each project specific objective. In the eMS it is possible to define maximum 3 project specific objectives with the title of specific objective and an explanation on the defined specific objective.

In the eMS the sustainability and transferability of project main outputs and results are included under the section “Project focus”:

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Durability And Transferability Of Main Outputs

How will the project ensure that project outputs and result/s have a lasting effect beyond project duration?

Please describe concrete measures (including institutional structures, financial resources, etc.) taken during and after project implementation to ensure and/or strengthen the durability of the project outputs and results. If relevant, explain who will be responsible and/or who will be the owner of results and outputs.

How will the project ensure that project outputs and results are applicable and replicable by other organisations/regions/countries outside of the current partnership?
Please describe to what extent it will be possible to transfer the outputs and results to other organisations/regions/countries outside of the current partnership.

In these two fields the Applicant has to describe, how the project will ensure that project outputs and results have a lasting effect beyond project duration. Please describe concrete measures (including institutional structures, financial resources etc.) taken during and after project implementation to ensure and/or strengthen the durability of the project outputs and results. If relevant, explain who will be responsible and/or who will be the owner of results and outputs. And also, how the project will ensure that project outputs and results are applicable and replicable by other organisations/regions/countries outside of the current partnership. Please describe to what extent it will be possible to transfer the outputs and results to other organisations/regions/countries outside of the current partnership. More on the importance of durability is available in the Implementation Manual for Beneficiaries, Part 1, Chapter 3.4.

Remember to SAVE

PART C.3 – Project Context:

Project Context

How does the project contribute wider strategies and policies?

Please describe the project's contribution to wider strategies and policies; in particular, those concerning the project or programme area.

Synergies

What are the synergies with other past or current EU and other - projects or initiatives the project makes use of?

Knowledge

How does the project build on available knowledge?

Please describe the experiences/lessons learned the project draws on, and other available knowledge the project capitalises on.

In the field “Project Context” the project’s contribution to relevant strategies and policies has to be described; in particular those concerning the project or programme area (e.g. EU Strategy for the Danube Region and EU Strategy for the Alpine Region). The eMS may allow 5000 characters in this section but in accordance with the instructions only 1000 characters should be inserted as the excess text will not be considered in the assessment.

In the field “Synergies” it has to be written, what are the synergies with past or current EU and other projects or initiatives the project makes use of. It is not enough to only list the projects, the field has to include the definitions of types of synergies (e.g. the outputs and knowledge on which the project builds on, cooperation with a project under implementation

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in order to reach a larger target group...). The eMS may allow 5000 characters in this section but in accordance with the instructions only 1000 characters should be inserted as the excess text will not be considered in the assessment.

In the field “Knowledge” the experiences/lessons learned the project draws on and other available knowledge the project capitalises on have to be described. In this field the Applicants also describe in what way the project fulfils **the guiding principles of individual specific objective** – by replying to the questions relating to the specific objective the project is applying to, one by one in the order of questions. The Applicants must provide answers to all questions under individual specific objective. The field “Knowledge” should include the information on the knowledge on which the project builds on as well as fulfilment of related guiding principles (up to 1000 characters on knowledge and up to 4000 characters on guiding principles).

Remember to SAVE

PART C.4 – Horizontal Principles:

Applicants have to indicate how the project will contribute to the following horizontal principles of the programme, by characterising the type of possible effects:

- Sustainable development (environment)
- Equal opportunity and non-discrimination
- Equality between men and women

Horizontal Principles

Please indicate which type of contribution to horizontal principles applies to the project, and justify the choice.

Sustainable development (environment)

neutral

neutral

negative

positive

Equal opportunity and non-discrimination

neutral

Equality between men and women

neutral

In the Application Form a self-assessment on the respect of the above principles have to be performed. The contribution can be neutral, positive or negative and it has to be justified

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with direct project measures. More on horizontal principles is written in the Cooperation Programme and the Implementation Manual for Beneficiaries, Part 1, Chapter 3.5.

Remember to SAVE

PART D – Work plan

PART D.1 – Work Package List

The project work plan describes the activities which will be performed by the project in order to deliver the outputs necessary for achieving the project specific objectives. The work plan is composed of a set of work packages. WPs Management and Communication are defined in advance, others are to be defined by the Applicants.

In general, a work package is characterised by the following:

- ✓ Work package objective
- ✓ Clear roles and responsibilities of project partners
- ✓ Composed by a number of activities (recommended range of not more than 3-5 activities per work package)
- ✓ Must produce at least one output (only applicable to thematic work packages)
- ✓ Defined by a start and end date
- ✓ Logical linkage with other work packages

When filling in the work plan the applicants have to keep in mind the definitions of terms and project intervention logic as described in the Implementation Manual for Beneficiaries, Part 2. Chapter 2.2. The definitions of project outputs, project activities and project deliverables:

Project main outputs - Are tangible outcomes of the project contributing to the achievement of project results. Outputs are obtained through the implementation of project activities of the individual work package and therefore have to be defined on the work package level. Outputs are typically measured in physical units and have to be numerically defined in the application form. Every work package has to include at least one project main output.

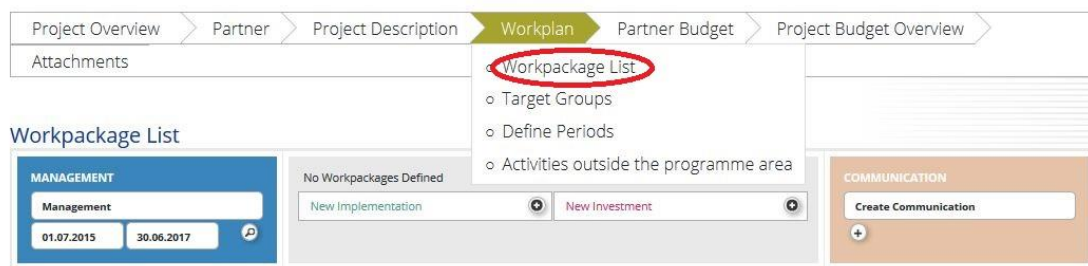
Project activities - Each work package is divided into activities (ideally not more than 3-5 activities per work package). All work package activities have to lead to the development of one or more project outputs. For each activity the start and the end month as well as the indicative cost must be specified.

Project deliverables - Each activity should include one or more that contribute to the achievement of project outputs. All small steps of a single activity, such as stakeholder meeting documentations, working groups etc., do not need to be listed as separate deliverables, but should be aggregated into one deliverable, e.g. a qualitative report describing the stakeholder involvement.

Types of work packages:

The programme foresees five different types of work packages (Preparation, Management, Communication, Implementation and Infrastructure work package. To get to the work package section, you have to press the button “Workpackage List” and you get a work package overview list.

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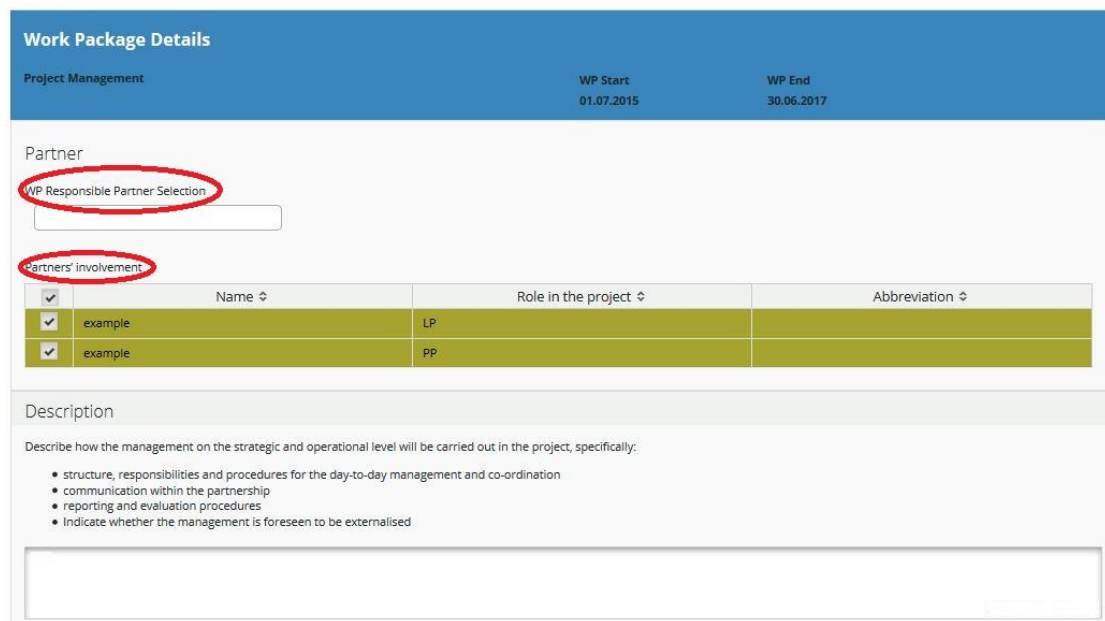
The **“Preparation work package”** is pre-defined and you cannot change the name of this work package. The responsible partner for this work package is always the Lead Partner, but the partnership has the opportunity to add all Project Partners to be involved in this work package. Only costs from category of “External experts and services” are eligible in this work package:

- ✓ Translation of the Application,
- ✓ Engagement of external experts for the preparation of the Application,
- ✓ Technical investment documentation (plans, feasibility studies and permits),
- ✓ Other professional studies.

This list is exhaustive (for more information regarding the eligibility of preparation costs see Part 4, Chapter 2.3).

The **“Management work package”** is pre-defined and you cannot change the name of this work package. The responsible partner for this work package is always the Lead Partner, but the partnership has the opportunity to add all Project Partners to be involved in this work package.

Management M



Work Package Details														
Project Management	WP Start 01.07.2015	WP End 30.06.2017												
Partner WP Responsible Partner Selection 														
Partners' involvement <table border="1"> <thead> <tr> <th></th> <th>Name</th> <th>Role in the project</th> <th>Abbreviation</th> </tr> </thead> <tbody> <tr> <td>✓</td> <td>example</td> <td>LP</td> <td></td> </tr> <tr> <td>✓</td> <td>example</td> <td>PP</td> <td></td> </tr> </tbody> </table>				Name	Role in the project	Abbreviation	✓	example	LP		✓	example	PP	
	Name	Role in the project	Abbreviation											
✓	example	LP												
✓	example	PP												
Description Describe how the management on the strategic and operational level will be carried out in the project, specifically: • structure, responsibilities and procedures for the day-to-day management and co-ordination • communication within the partnership • reporting and evaluation procedures • Indicate whether the management is foreseen to be externalised														

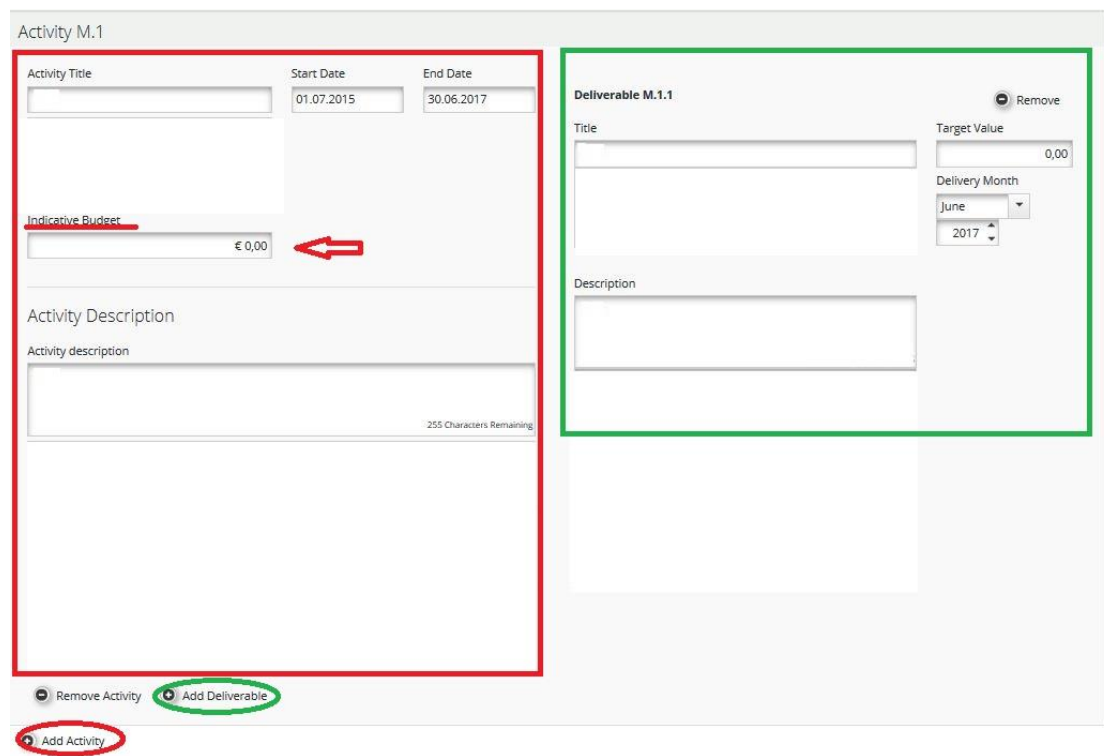
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In the field “Description” it has to be described how the management on the strategic and operational level will be carried out in the project, specifically:

- ✓ structure, responsibilities and procedures for the day-to-day management and coordination;
- ✓ communication within the partnership;
- ✓ reporting and evaluation procedures;
- ✓ risk and quality management;
- ✓ indicate, whether the management is foreseen to be externalised.

The next step is to define an activity (marked red in the below print screen). For each activity the respective deliverables have to be defined (marked green in the below print screen). One activity can have more deliverables and can be added with the button “Add Deliverable”. For each deliverable its target value, reached by the end of project implementation, has to be determined.

Please have in mind that within the management work package no outputs are to be foreseen. Project outputs are related only to implementation achievements and are therefore only to be included in the “Implementation” work packages. More activities can be added with the button “Add Activity”.



The screenshot displays two forms side-by-side. The left form, titled 'Activity M.1', is enclosed in a red border. It contains fields for 'Activity Title', 'Start Date' (01.07.2015), 'End Date' (30.06.2017), 'Indicative Budget' (€ 0,00), and 'Activity Description'. A red arrow points to the 'Indicative Budget' field. The right form, titled 'Deliverable M.1.1', is enclosed in a green border. It contains fields for 'Title', 'Target Value' (0,00), 'Delivery Month' (June), and 'Description'. At the bottom of the interface, there are three buttons: 'Remove Activity', 'Add Deliverable', and 'Add Activity'. The 'Add Activity' button is circled in red, and the 'Add Deliverable' button is circled in green.

In the field “Indicative Budget” you put the expected value of total cost for each activity for the whole project partnership.

Remember to SAVE

The next obligatory work package is the “Communication work package”.

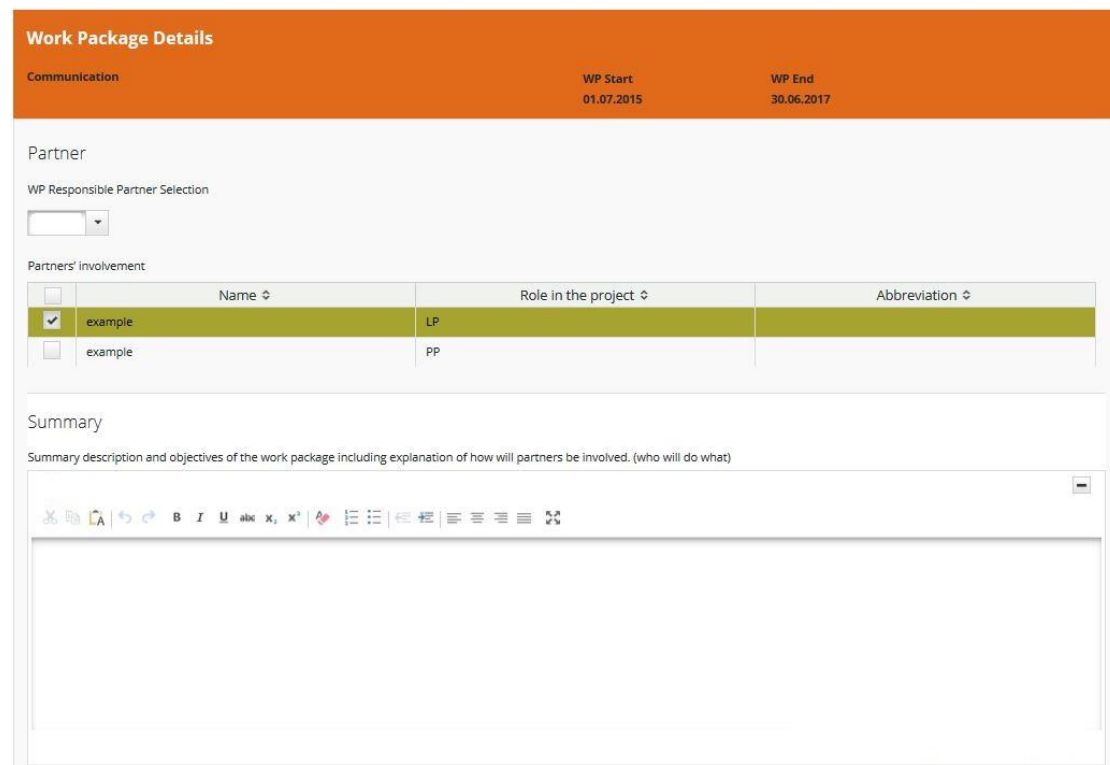
The “Communication work package” is pre-defined and you cannot change the name of this work package. The project partnership must select the responsible partner for this work

PART 3: APPLICATION AND ASSESSMENT

package and has the opportunity to add all Project Partners to be involved in this work package.

In the field “Summary” a summary description and objectives of the work package have to be written, including explanation of how will partners be involved of activities carried out and contribution of each partner.

Communication C



The next step is to define the communication objectives for each “Project specific objective” (which is filled in automatically from the section C.2). Communication objectives, approaches and activities are described below.

Communication objectives: What can communications do to reach a specific project objective? The first step is to determine what a project would like to achieve by communicating. To facilitate the choice of communication objectives for the projects, the programme has pre-defined four basic objectives:

- ✓ Raise awareness
- ✓ Increase knowledge
- ✓ Influence attitude
- ✓ Change behaviour

For each specific project objective one or two of the above communication objectives might be chosen. Attention: At least one activity and deliverable have to be entered into the eMS before the system allows the applicant to chose Communication objectives!

For each communication objective the approach has to be further specified in the next step.

Under the field “Approach/Strategy” it has to be described, how communication objectives can be reached in view of a specific audience. This field should also include a draft

PART 3: APPLICATION AND ASSESSMENT

description of project's communication strategy and main communication tools used to reach individual target groups.

Objectives

Project specific objectives	Communication objectives	Approach Tactics
	Raise awareness Raise awareness Influence attitude Increase knowledge Change behaviour	
	+ Add communication objective - Remove Communication Objective	

Communication activities - With which concrete tools and activities can an approach be best implemented? Activities and tools come at the very end of the planning process. The project should think creatively about specific kinds of events, digital measures or any other communication activity that helps you to implement the approach you defined. The chosen communication tools should be logical, oriented and adapted to the needs of different target groups.

To facilitate the choice of communication activities for the projects, the programme has pre-defined clusters of basic activities (marked red in the below print screen) from which the projects have to choose in the first step:

- **Start-up activities** include the preparation of a communication strategy at the project kick-off phase. Furthermore, basic communication tools, including the project website as well as office materials (event materials, etc.), will have to be implemented according to a binding project design manual provided by the programme.
- **Publications** include any kind of print and digital product, such as leaflets, brochures, books and studies, which carry information about the project and its outputs. Publications should only be printed if necessary for the target groups' needs.
- **Public events** include any kind of conference, campaign, road show or other larger- scale event activity, which communicate the project and its outputs to wider audiences.
- **Promotional materials** should be clearly linked to awareness-raising on the project's overall objective and have to be listed under deliverables.
- **Digital activities** include any kind of social media and multimedia activity (e.g. videos, animations, the project website etc.).

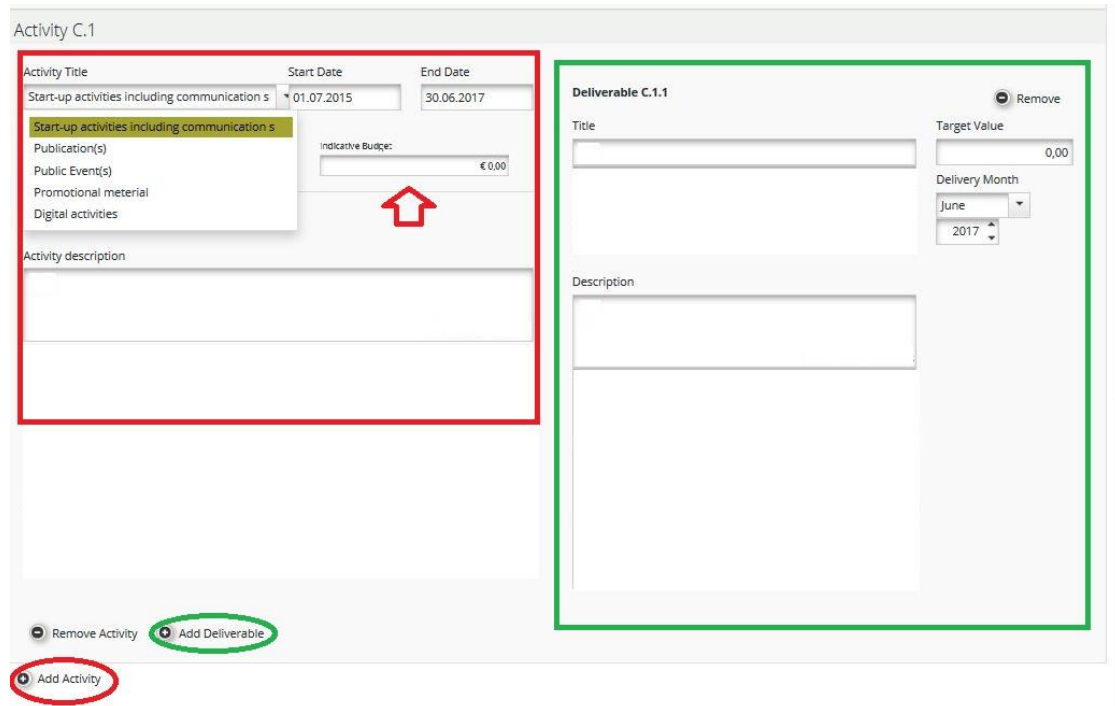
For each activity the respective deliverables have to be defined (marked green in the below print screen), for example the cluster "Publications" could be broken down into "Studies", "Leaflets", "Infographics" or other fitting deliverables. It is important to quantify these specific deliverables and to briefly describe them. Please indicate also to which communication objective a specific deliverable will contribute.

One activity can have more deliverables and can be added with the button "Add Deliverable". Please have in mind that within the communication work package no outputs

PART 3: APPLICATION AND ASSESSMENT

are to be foreseen. Project outputs are related only to implementation achievements and are therefore only to be included in the "Implementation" work packages. More activities can be added with the button "Add Activity".

In the Activity and/or Deliverable Description define the role and responsibilities of involved project partners.



In the field "Indicative Budget" you put the expected value of total cost for each activity for the whole project partnership.

Remember to SAVE

Implementation work packages describe core "thematic" activities carried out within the project and the related outputs. "Implementation" work packages must be limited to a maximum of five. The work package title should reflect the strategic cross-border focus and the intended results of the work package rather than the planned activities. The project partnership must select the responsible partner for this work package and has the opportunity to add all Project Partners to be involved in this work package.

In the field "Summary" a summary description and objectives of the work package have to be written, including explanation of how partners will be involved in the activities carried out and contribution of each partner.

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Implementation T1

Work Package Details

Title

WP Start

01.07.2015

WP End

30.06.2017

Partner

WP Responsible Partner Selection

Partners' Involvement

	Name	Role in the project	Abbreviation
☒	example	LP	
☐	example	PP	

Summary

Summary description and objectives of the work package including explanation of how will partners be involved. (who will do what)

The next step is to describe project main outputs that will be delivered based on the activities carried out in this work package. For each project main output a programme output indicator should be chosen (drop-down list – marked green). Please note that they need to have the same measurement unit.

Main outputs

Please describe project **main outputs** that will be delivered based on the activities carried out in this work package. For each project main output a programme output indicator should be chosen.
Please note that they need to have the same measurement unit.

Project main output T1.1

Title

Describe your project main output

Choose a programme output indicator to which the project main output will contribute.

Delivery date

June

2017

Quantify your contribution

0,00 Number

Add output indicator

Add output

Each implementation work package must have at least one project main output, with the button “Add Output” you can add more project main outputs. One project main output can be related to max. 2 programme output indicators and can be added with the button “Add output indicator”.

Attention should be paid to how outputs can be used by the target groups addressed, as well as to their durability and transferability in order to achieve the intended results.

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Target Groups

Who will use the main outputs?

Target groups per main outputs 

Targetgroupinvolvement

The target groups can be selected from the drop-down list and described, how they (and other shareholders) will be involved in the development of project main outputs

The next step is to define an activity (marked red in the below print screen). For each activity the respective deliverables have to be defined (marked green in the below print screen). One activity can have more deliverables and can be added with the button "Add Deliverable". More activities can be added with the button "Add Activity".

Activity T1.1

Activity Title

Start Date End Date

Indicative Budget 

Activity Description

Activity description

Deliverable T1.1.1 Remove

Title

Target Value

Delivery Month

2017

Description

Remove Activity Add Deliverable

Add Activity 

Remove Workpackage

For each deliverable its target value, reached by the end of project implementation, has to be determined.

In the Activity and/or Deliverable Description define the role and responsibilities of involved project partners.

In the field "Indicative Budget" you put the expected value of total cost for each activity for the whole project partnership.

To remove a work package, press the button "Remove Workpackage".

Remember to SAVE

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“Infrastructure” work packages – valid only for investment under the budget line “Infrastructure and works”. Other investments (equipment) should be described in the implementation work packages and linked to a deliverable. Every “Infrastructure” work package has to be contextually placed into project concept and linked to other work packages with clear contribution to project objectives.

All other costs concerning an investment, but belonging to other budget lines, should be included under the “Implementation” work package to which the investment is linked. Within the infrastructure specification the realisation of the investment is to be defined as output. All activities and deliverables linked to the investment (e.g. feasibility study, preparatory analysis etc.) have to be included solely in the “Implementation” work package to which the investment is linked to and not under the infrastructure specification.

Investment I1

Work Package Details

Title	WP Start	WP End
	01.07.2015	30.06.2017

Partner

WP Responsible Partner Selection

example ▼

Partners' involvement

☐	Name ↕	Role in the project ↕	Abbreviation ↕
☒	example	LP	
☐	example	PP	

Summary

Summary description and objectives of the work package including explanation of how will partners be involved. (who will do what)

EN

The project partnership must select the responsible partner for this work package and has the opportunity to add all Project Partners to be involved in this work package. In the field “Summary” a summary description and objectives of the work package have to be written, including explanation of how partners will be involved in the activities carried out and contribution of each partner.

The next step is to fill in the “Justification”, explaining the need for investment in infrastructure to achieve project objectives and results. Clearly describe the cross-border relevance of the investment. Describe who is benefiting (e.g. partners, regions, end-users etc.) from this investment and in what way. In case the project plans restoration activities and/or small-scale investments in visitor infrastructure in the frame of specific objective 2.1 the application should include heritage ID number from the relevant natural and cultural heritage register. In case of pilot investment in infrastructure, please clarify which problem it

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tackles, which findings you expect from it, how it can be replicated and how the experience coming from it will be used for the benefit of the programme area.

Justification

Explain the need for investment to achieve project objectives and results.
 Describe clearly the cross-border relevance of the investment.
 Describe who is benefiting (e.g. partners, regions, end-users etc.) from this investment and in what way.

In case of pilot investment, please clarify which problem it tackles, which findings you expect from it, how it can be replicated and how the experience coming from it will be used for the benefit of the programme area.

Location of investment

Location of the physical investment

Nuts0

From All Regions ☐

Nuts2

Nuts3



In the fields “Location of investment” choose from the drop down lists the NUTS regions. The exact location of the investment (address – if available) has to be filled in the marked (red arrow) field.

It is also important to give some information about the risk associated with investment in infrastructure (including potential negative effects on the environment and mitigation measures), list the required and acquired investment documentation and ownership information.

Risk Associated With The Investment

Description of the risks associated with the investment, go/no-go decisions, etc. (if any)

Investment Documentation

Please list all technical requirements and permissions (e.g. building permits) required for the investment according to the respective national legislation. In case they are already available attach them to this application form, otherwise indicate when do you expect them to be available.

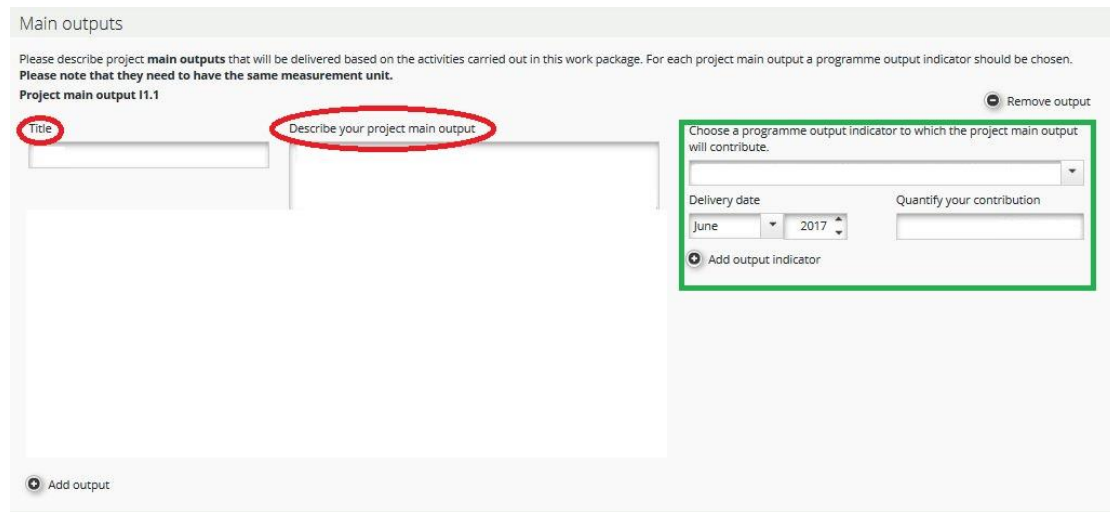
Ownership

Who owns the site where the investment is located?
 Who will retain ownership of the investment at the end of the project?
 Who will take care of maintenance of the investment? How will this be done?

The next step is to describe project main outputs that will be delivered based on the activities carried out in this work package. For each project main output a programme output indicator should be chosen (drop-down list – marked green). Please note that they need to have the same measurement unit.

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Each “Infrastructure” work package must have at least one project main output, with the button “Add Output” you can add more outputs. One output can be related to max. 2 programme output indicators and can be added with the button “Add output indicator”.



Main outputs

Please describe project **main outputs** that will be delivered based on the activities carried out in this work package. For each project main output a programme output indicator should be chosen.
Please note that they need to have the same measurement unit.

Project main output I1.1 Remove output

Title

Describe your project main output

Choose a programme output indicator to which the project main output will contribute.

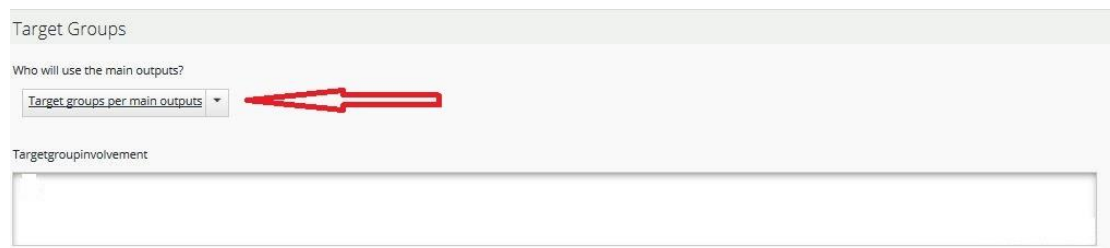
Delivery date: June 2017

Quantify your contribution

☐ Add output indicator

☐ Add output

Attention should be paid to how outputs can be used by the target groups addressed, as well as to their durability and transferability in order to achieve the intended results.



Target Groups

Who will use the main outputs?

Target groups per main outputs

Target group involvement

The target groups can be selected from the drop-down list and described, how you will involve target groups (and other shareholders) in the development of the project main outputs.

The next step is to define an activity (marked red in the below print screen). For each activity the respective deliverables have to be defined (marked green in the below print screen). One activity can have more deliverables and can be added with the button “Add Deliverable”. More activities can be added with the button “Add Activity”.

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Activity I1.1

Activity Title

Start Date
 01.07.2015

End Date
 30.06.2017

Indicative Budget

Activity Description
 Activity description

Deliverable I1.1.1 Remove

Title

Target Value

Delivery Month
 June
 2017

Description

Remove Activity
Add Deliverable

Add Activity
Remove Workpackage

For each deliverable its target value, reached by the end of project implementation, has to be determined.

In the field “Indicative Budget” you put the expected value of total cost for each activity for the whole project partnership.

To remove a work package, press the button “Remove Workpackage”.

Remember to SAVE

PART D.2 – Target Groups

To get to this section you have to click the button “Target Groups”.

Project Overview
Partner
Project Description
Workplan
Partner Budget
Project Budget Overview

Attachments

Workpackage List
 Target Groups
 Define Periods
 Activities outside the programme area

Target Value: Please indicate the size of the target group you will reach.

Target Groups

Target groups (automatically inserted from work plan)

Please further specify the target group (environmental experts, etc.).

Target Value: Please indicate the size of the target group you will reach.

This section provides an aggregation of target groups which have been specified within the “Implementation” and “Infrastructure” work packages for the outputs obtained in these.

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A list of the target groups, which were chosen within the "Implementation" and "Infrastructure" work packages, is automatically displayed. All those target groups should be further specified at the level of the entire project, including also an estimation of the target value. The target value should only reflect an active involvement of target groups, e.g. interviews, workshops, testing of tools, implementation of pilot activities, participation on trainings etc.

Remember to SAVE

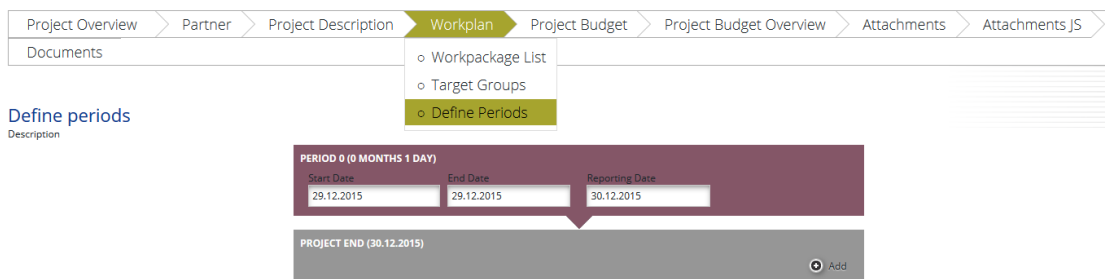
PART D.3 – Define Periods

Out of technical reasons, in order to be able to fill-in Section E/F "Budget" you have to firstly open Section D.3. To get to this Section you have to click the button "Define Periods". To add a period you have to click on the button "Add".

The reporting period has to be 6 month. The reporting date should be 5 month after the end date of the reporting period. Each project will have its individual reporting periods and dates, depending on its start and end date.

The following procedure to define reporting periods in the eMS is recommended:

- first create the corresponding number of reporting periods;
- change the end dates of reporting periods using the in-app calendar which will ensure the correct date format (number of days in a month, correct use of punctuation, number forms...). The start dates will be automatically changed as well;
- in the end define the reporting dates by using the in-app calendar.



Remember to SAVE

PART E/F – Project Budget

The starting point for the project budget section is section E "Project Budget". In order to fill in the budget section the applicants **first** have to fill in the following sections of the application form:

- Section B "Project partners" (at least the organisation data),
- Section D "Workplan" (at least project work packages and reporting periods must be defined).

The descriptions and titles of budgetlines and subbudgetlines have to be bilingual. There are no special flag-marked fields in the eMS, therefore both language versions have to be entered into one field, separated by slash (/) or in another distinctive manner.

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Project Overview > Partner > Project Description > Workplan > **Project Budget** > Project Budget Overview > Attachments

Partner List

Number	Name	Nationality	Abbreviation	Role	Budget
1	Budget	SLOVENIJA		LP	<input checked="" type="button" value="Define Budget"/> Define Contribution
2	budget	ÖSTERREICH		PP	Define Budget Define Contribution

To enter the budget of the partner click on “Define Budget” for the selected partner for which you want to enter the budget.

At first, you have to choose the Budget flat rates (click the box marked with the red arrow). In accordance with eligibility regulations from Part 4 of the Implementation Manual for Beneficiaries the “Office and administration” costs can be only reimbursed according to a flat rate of 15 % of eligible “Staff costs” (in the eMS tick “Budget Flatrate” and choose 15,00 % under “Flatrate Office” as indicated by red and blue arrow below). The other option is to not include “Office and administration” costs into the budget plan (do not tick any box). Any other mode of entering “Office and administration” costs is incorrect. It is also important to choose whether the concerned partner organisation will charge staff costs to the project according to real costs or flat rate. Project partners who want to use the flat rate for “Staff costs” have to click the box marked with the green arrow. The applicable flat rate is either 20 or 10 % of project partner’s direct costs, depending on whether the respective partner has planned expenses under “Infrastructure and works”. More information on flat rate for “Staff costs” is available in Part 4 of the Implementation Manual for Beneficiaries. Please note that, after the submission of the application form, **the partner will not have the possibility to change this choice anymore.**

The budget of each partner is broken down per budget line, work package and reporting period. All three tables will be automatically displayed on the screen. The project partner can enter the partner budget only in the first table. The other two tables will be automatically updated once budget data are entered.

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Budget Flatrates

Budget Flatrate
☒ 
 Flatrate Staff
☐ 
 Flatrate Office
☒ 15.00% 

Budgetline	Subbudgetline	WP M - Management	WP T1 -	WP C - Communication	Sum
Staff costs	 Sum	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Office and administration	Office and administration	€ 0,00	€ 0,00	€ 0,00	€ 0,00
	Sum	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Travel and accomodation	 Sum	€ 0,00	€ 0,00	€ 0,00	€ 0,00
External expertise and services	 Sum	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Equipment	 Sum	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Infrastructure and works	 Sum	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Net Revenue	 Sum	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Sum		€ 0,00	€ 0,00	€ 0,00	€ 0,00

Budgetline	Subbudgetline	Sum
Staff costs	 Sum	€ 0,00
Office and administration	Office and administration	€ 0,00
	Sum	€ 0,00
Travel and accomodation	 Sum	€ 0,00
External expertise and services	 Sum	€ 0,00
Equipment	 Sum	€ 0,00
Infrastructure and works	 Sum	€ 0,00
Net Revenue	 Sum	€ 0,00
Sum		€ 0,00

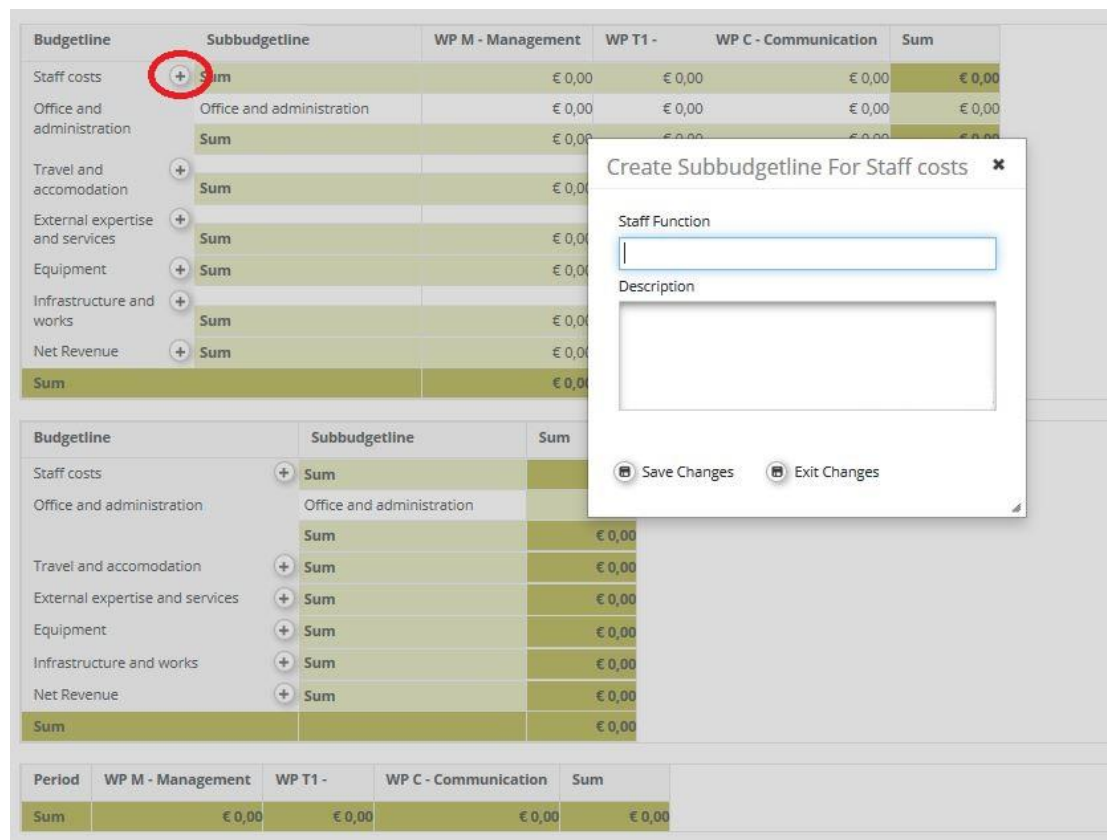
Period	WP M - Management	WP T1 -	WP C - Communication	Sum
Sum	€ 0,00	€ 0,00	€ 0,00	€ 0,00

How to fill in the Budget lines?

Budget line “Staff costs”: By clicking on the “Add” button (marked red in the bellow print screen) a pop-up window will open, where the applicant can define the staff function and give a short description.

Remember to SAVE

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Budgetline	Subbudgetline	WP M - Management	WP T1 -	WP C - Communication	Sum
Staff costs	+	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Office and administration		€ 0,00	€ 0,00	€ 0,00	€ 0,00
Travel and accomodation	+	€ 0,00			
External expertise and services	+	€ 0,00			
Equipment	+	€ 0,00			
Infrastructure and works	+	€ 0,00			
Net Revenue	+	€ 0,00			
Sum		€ 0,00			

Budgetline	Subbudgetline	Sum
Staff costs	+	
Office and administration		
Travel and accomodation	+	€ 0,00
External expertise and services	+	€ 0,00
Equipment	+	€ 0,00
Infrastructure and works	+	€ 0,00
Net Revenue	+	€ 0,00
Sum		€ 0,00

Period	WP M - Management	WP T1 -	WP C - Communication	Sum
Sum	€ 0,00	€ 0,00	€ 0,00	€ 0,00

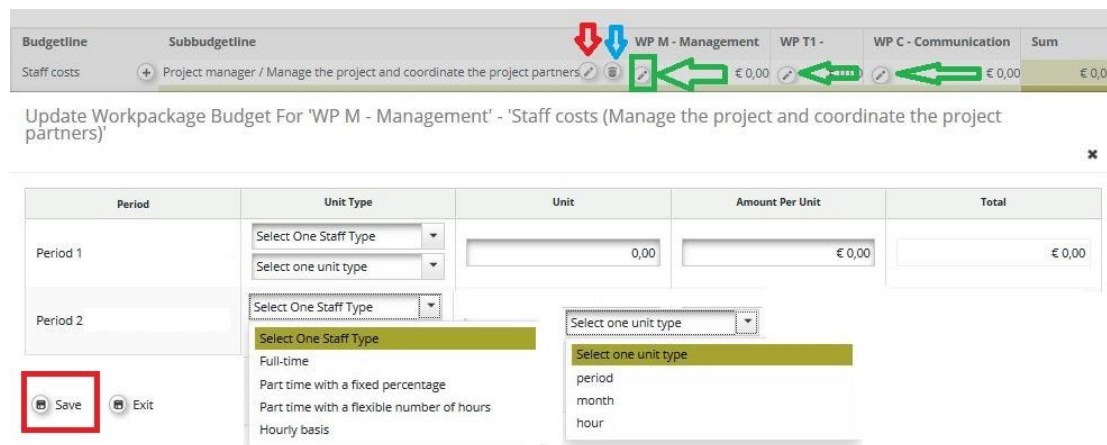
Create Subbudgetline For Staff costs

Staff Function

Description

To edit the staff function click on the “Edit” button (marked with a red arrow). It is also possible to remove a staff function with the “Remove” button (marked with a blue arrow). To enter the costs click on the “Edit” button marked with the green arrow. For each staff function the “Staff Type” (see also Part 4, Chapter 2.2.1) and the “Unit Type” has to be defined. The fields “Unit” and “Amount Per Unit” have to be also filled in, the field “Total” is calculated automatically. You have to repeat this procedure for all reporting periods and work packages for each staff function. Period 0 applies to “Preparation” work package and corresponding preparation costs, therefore no costs can be planned under this category and period.

Remember to SAVE



Budgetline	Subbudgetline	WP M - Management	WP T1 -	WP C - Communication	Sum
Staff costs	+	Project manager / Manage the project and coordinate the project partners	€ 0,00	€ 0,00	€ 0,00

Update Workpackage Budget For 'WP M - Management' - 'Staff costs (Manage the project and coordinate the project partners)'

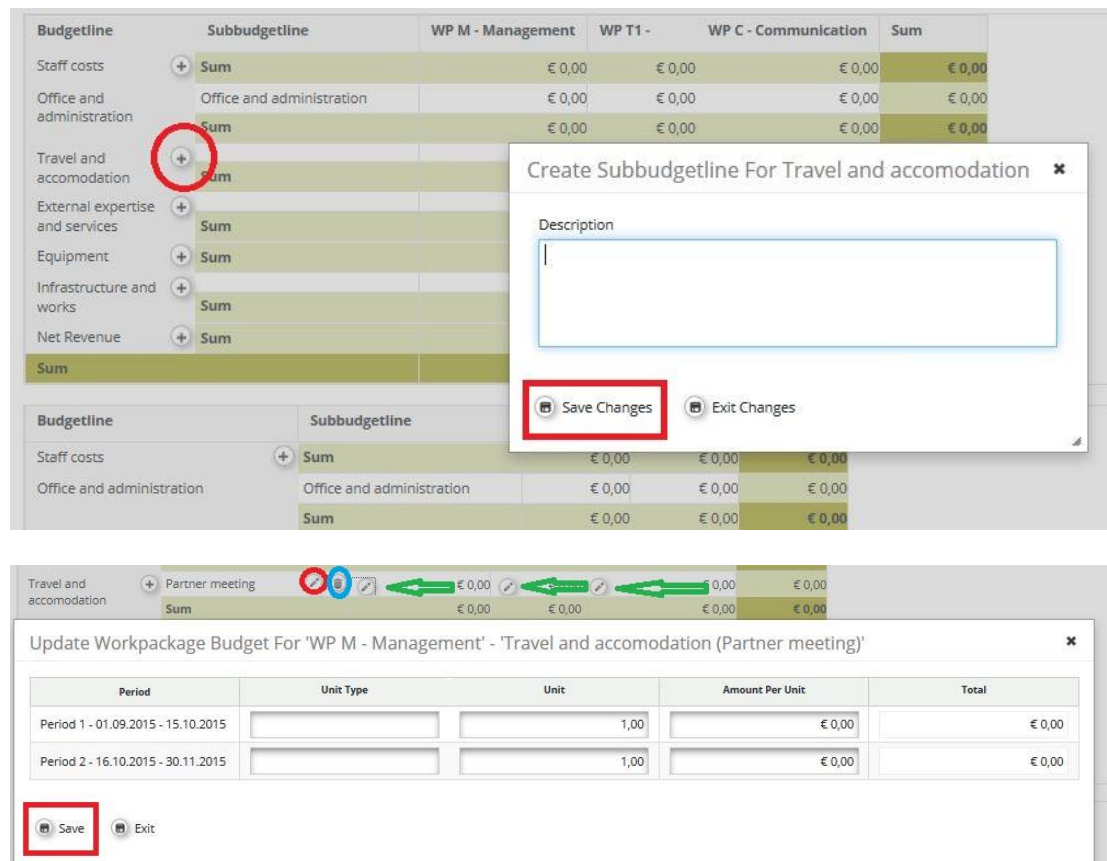
Period	Unit Type	Unit	Amount Per Unit	Total
Period 1	Select One Staff Type	0,00	€ 0,00	€ 0,00
Period 2	Select One Staff Type			

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Partner institutions choosing the flat rate option for reimbursement of staff costs cannot enter data, since the budget allocated to this budget line is automatically calculated.

Budget line “Office and administration”: Data cannot be entered since the budget allocated to this budget line is automatically calculated. Any other mode of entering these costs (e.g. entering the costs directly into the EMS) is incorrect!

Budget line “Travel and accommodation costs”: By clicking on the “Add” button (marked red in the below print screen) a pop-up window will open, where the applicant can give a short description of the “Travel and accommodation” Sub-budget line.



Budgetline	Subbudgetline	WP M - Management	WP T1 -	WP C - Communication	Sum
Staff costs	+ Sum	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Office and administration	Office and administration	€ 0,00	€ 0,00	€ 0,00	€ 0,00
	Sum	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Travel and accommodation	+ Sum				
External expertise and services	+ Sum				
Equipment	+ Sum				
Infrastructure and works	+ Sum				
Net Revenue	+ Sum				
Sum					

Period	Unit Type	Unit	Amount Per Unit	Total
Period 1 - 01.09.2015 - 15.10.2015		1,00	€ 0,00	€ 0,00
Period 2 - 16.10.2015 - 30.11.2015		1,00	€ 0,00	€ 0,00

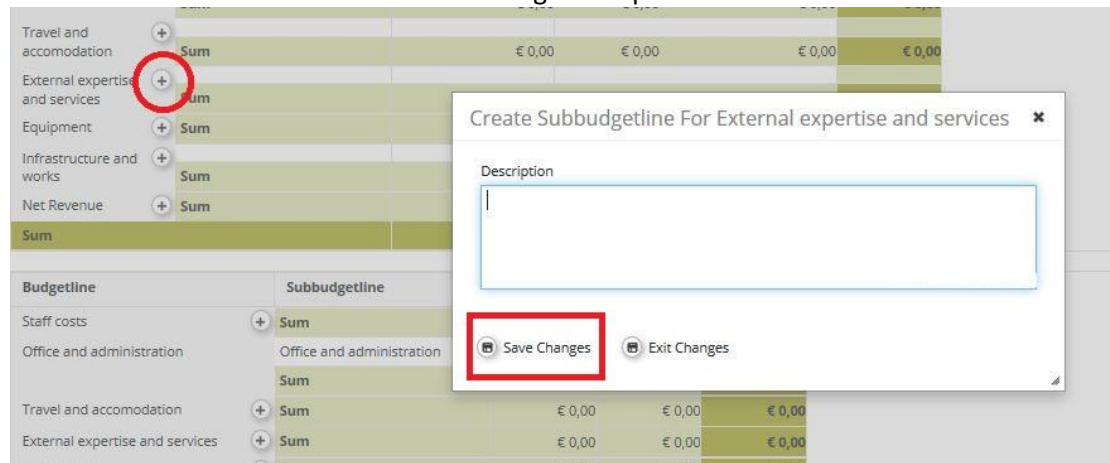
To edit the “Travel and accommodation” Sub-budget line click on the “Edit” button (marked red). It is also possible to remove a “Travel and accommodation” Sub-budget line with the “Remove” button (marked blue). To enter the costs click on the “Edit” button marked with the green arrow. The applicant has to fill in the fields “Unit Type”, “Unit” and “Amount Per Unit”. The field “Total” is calculated automatically. You have to repeat this procedure for all reporting periods and work packages for each “Travel and accommodation” Sub-budget line. Period 0 applies to “Preparation” work package and corresponding preparation costs, therefore no costs can be planned under this category and period.

Remember to SAVE

Budget line “External expertise and services”: By clicking on the “Add” button (marked red in the below print screen) a pop-up window will open, where the applicant can give a short description of the “External expertise and services” Sub-budget line. Please note that the

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Lead Partner's "External expertise and services" budget line should include preparation costs if these should be claimed within the 1st Progress Report.



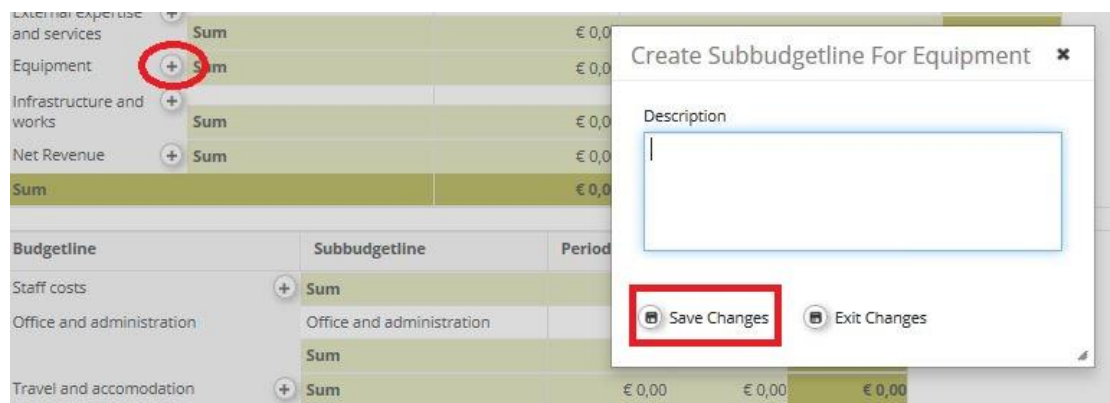

Update Workpackage Budget For 'WP M - Management' - 'External expertise and services (Translating)'

Period	Unit Type	Unit	Amount Per Unit	Total
Period 1 - 01.09.2015 - 15.10.2015		1,00	€ 0,00	€ 0,00
Period 2 - 16.10.2015 - 30.11.2015		1,00	€ 0,00	€ 0,00

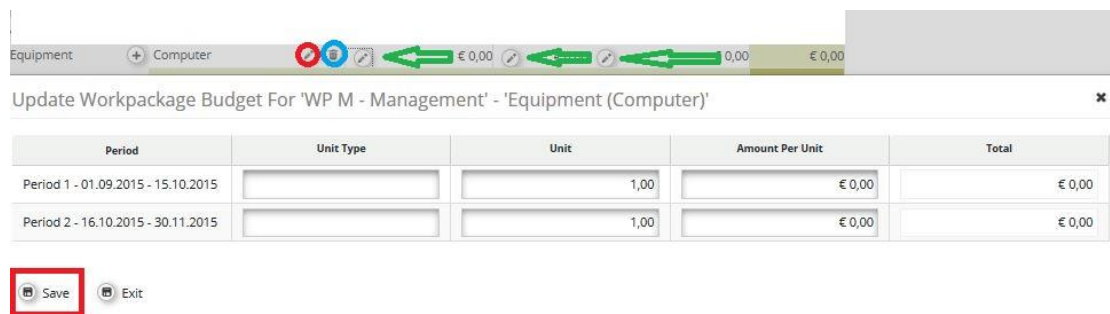
To edit the "External expertise and services" Sub-budget line click on the "Edit" button (marked red). It is also possible to remove an "External expertise and services" Sub-budget line with the "Remove" button (marked blue). To enter the costs click on the "Edit" button marked with the green arrow. The applicant has to fill in the fields "Unit Type", "Unit" and "Amount Per Unit". The field "Total" is calculated automatically. You have to repeat this procedure for all reporting periods and work packages for each "External expertise and services" Sub-budget line. Period 0 applies to "Preparation" work package and corresponding eligible preparation costs.

Remember to SAVE

Budget line "Equipment": By clicking on the "Add" button (marked red in the bellow print screen) a pop-up window will open, where the applicant can give a short description of the "Equipment" Sub-budget line.



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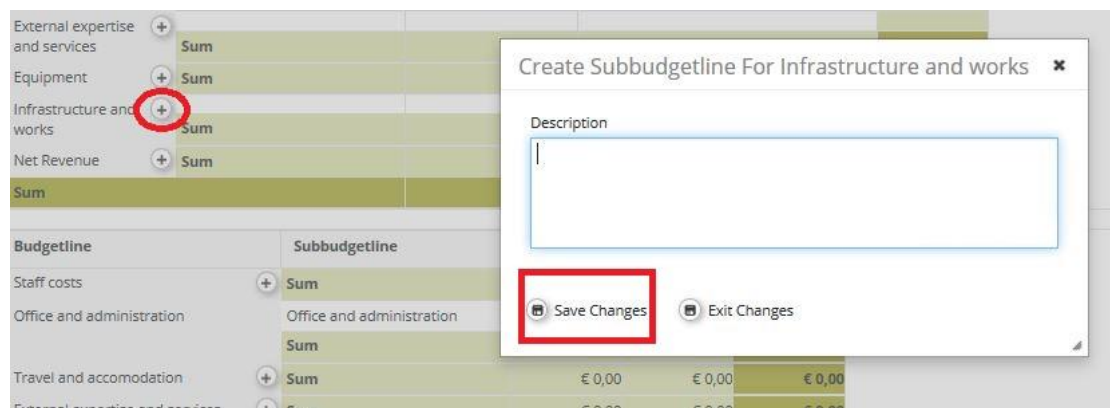
Period	Unit Type	Unit	Amount Per Unit	Total
Period 1 - 01.09.2015 - 15.10.2015		1,00	€ 0,00	€ 0,00
Period 2 - 16.10.2015 - 30.11.2015		1,00	€ 0,00	€ 0,00

At the bottom left, there are buttons for 'Save' (highlighted with a red box) and 'Exit'.

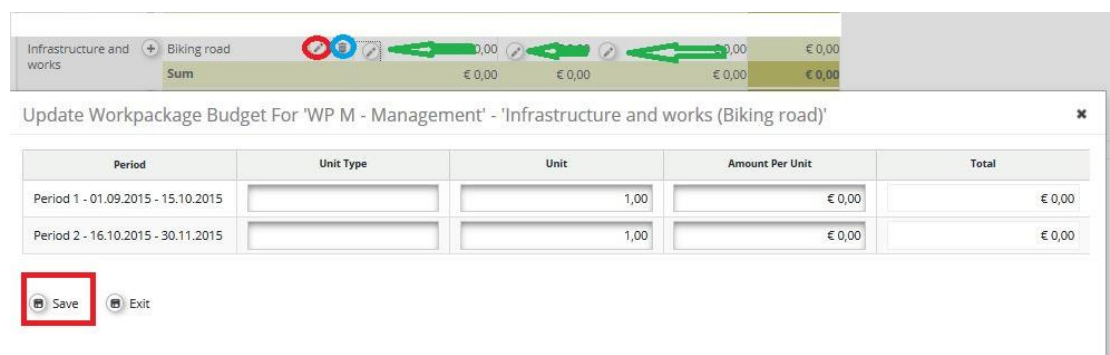
To edit the “Equipment” Sub-budget line click on the “Edit” button (marked red). It is also possible to remove an “Equipment” Sub-budget line with the “Remove” button (marked blue). To enter the costs click on the “Edit” button marked with the green arrow. The applicant has to fill in the fields “Unit Type”, “Unit” and “Amount Per Unit”. The field “Total” is calculated automatically. You have to repeat this procedure for all reporting periods and work packages for each “Equipment” Sub-budget line. Period 0 applies to “Preparation” work package and corresponding preparation costs, therefore no costs can be planned under this category and period.

Remember to SAVE

Budget line “Infrastructure and works”: By clicking on the “Add” button (marked red in the bellow print screen) a pop-up window will open, where the applicant can give a short description of the “Infrastructure and works” Sub-budget line.



The pop-up window contains a text area for 'Description' and two buttons at the bottom: 'Save Changes' (highlighted with a red box) and 'Exit Changes'.



Period	Unit Type	Unit	Amount Per Unit	Total
Period 1 - 01.09.2015 - 15.10.2015		1,00	€ 0,00	€ 0,00
Period 2 - 16.10.2015 - 30.11.2015		1,00	€ 0,00	€ 0,00

At the bottom left, there are buttons for 'Save' (highlighted with a red box) and 'Exit'.

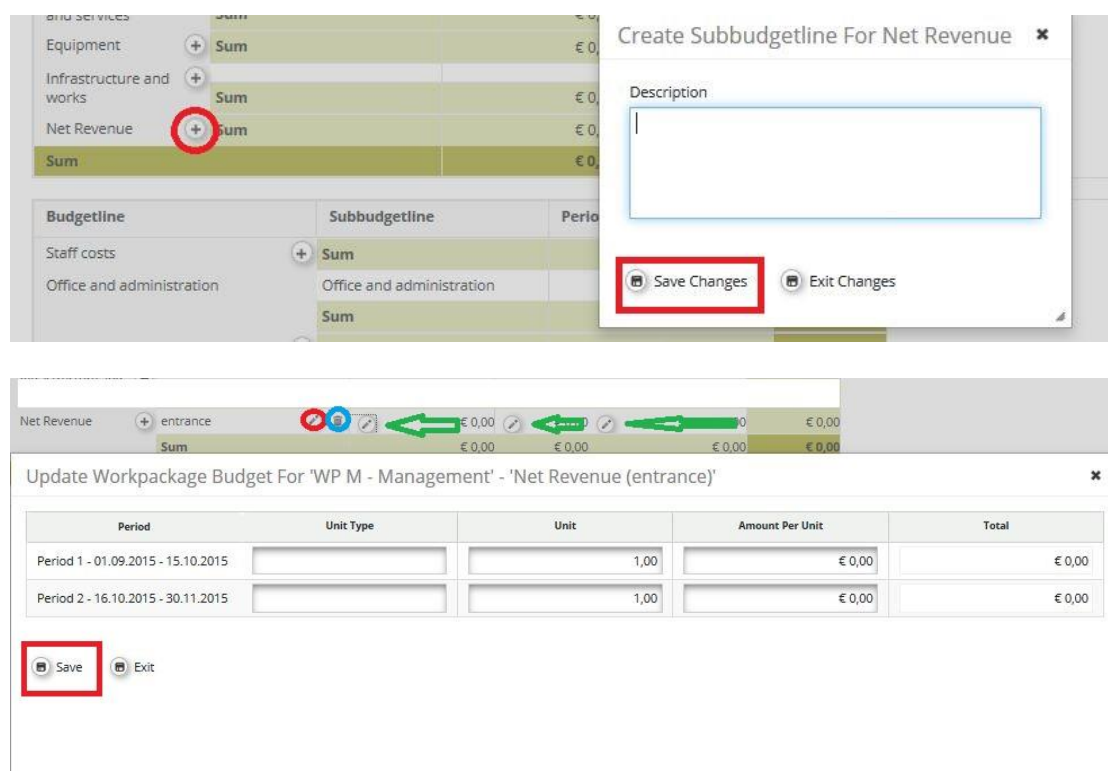
To edit the “Infrastructure and works” Sub-budget line click on the “Edit” button (marked red). It is also possible to remove an “Infrastructure and works” Sub-budget line with the “Remove” button (marked blue). To enter the costs click on the “Edit” button marked with

PART 3: APPLICATION AND ASSESSMENT

the green arrow. The applicant has to fill in the fields “Unit Type”, “Unit” and “Amount Per Unit”. The field “Total” is calculated automatically. You have to repeat this procedure for all reporting periods and work packages for each “Infrastructure and works” Sub-budget line. Period 0 applies to “Preparation” work package and corresponding preparation costs, therefore no costs can be planned under this category and period.

Remember to SAVE

Net Revenue: In case that the project proposal is expected to generate revenues (see also Part 4, Chapter 2.3.3), the expected net revenues must be included in the relevant category in the budget table. By clicking on the “Add” button (marked red in the below print screen) a pop-up window will open, where the applicant can give a short description of the “Net Revenue” Sub-budget line.



The screenshot shows two parts of the application interface. The top part displays a 'Create Subbudgetline For Net Revenue' pop-up window with a 'Description' text area and 'Save Changes' and 'Exit Changes' buttons. The 'Save Changes' button is highlighted with a red box. The bottom part shows the 'Update Workpackage Budget For 'WP M - Management' - 'Net Revenue (entrance)'' window, which contains a table for budgeting across different periods and units.

Period	Unit Type	Unit	Amount Per Unit	Total
Period 1 - 01.09.2015 - 15.10.2015		1,00	€ 0,00	€ 0,00
Period 2 - 16.10.2015 - 30.11.2015		1,00	€ 0,00	€ 0,00

Below the table, there are 'Save' and 'Exit' buttons, with the 'Save' button highlighted by a red box.

To edit the “Net Revenue” Sub-budget line click on the “Edit” button (marked red). It is also possible to remove a “Net Revenue” Sub-budget line with the “Remove” button (marked blue). To enter the costs click on the “Edit” button marked with the green arrow. The applicant has to fill in the fields “Unit Type”, “Unit” and “Amount Per Unit”. The field “Total” is calculated automatically. You have to repeat this procedure for all reporting periods and work packages for each “Net Revenue” Sub-budget line.

Remember to SAVE

Once the partner budget is inserted, information on other co-financing type and source is to be included by clicking the “Define Contribution” button (marked red in the below print screen).

PART 3: APPLICATION AND ASSESSMENT

Project Overview > Partner > Project Description > Workplan > **Project Budget** > Project Budget Overview > Attachments

Partner List

Number	Name	Nationality	Abbreviation	Role	Budget
1	Budget	SLOVENIJA		LP	Define Budget Define Contribution
2	budget	ÖSTERREICH		PP	Define Budget Define Contribution

Under this section two tables are available. The first one (marked in the red box) presents the overall co-financing of the partner according to the applicable co-financing rate and it is automatically filled in by the system (marked with the red arrow). The second one (marked in the green box) refers to the partner co-financing sources and is to be filled in by the applicant. In the table on partner co-financing sources, the system by default includes the partner's own resources as co-financing source. To add other co-financing sources the applicant has to click on the "Add" button (marked green) under "Options" and fill in information on the type of source ("Source of Contribution"), the "Legal status" of the co-financing institution and amount. Check carefully the consistency of the total amount of co-financing manually entered ("Total") with the amount automatically calculated ("Total Target Value"). **The amounts must be the same** (both rows marked with a green arrow).

Partner Contribution

Partner Contribution Rate

	Amount	Cofinancing Rate
Program cofinancing	€ 97.750,00	85,00 %
Partner contribution	€ 17.250,00	
Partner Total Eligible Budget	€ 115.000,00	

Source Of Contribution

Source Of Contribution	Legal Status	% of total partner contribution	Amount	Options
Budget	public		€ 0,00	+
Sub Total Public Contribution		0,00 %	€ 0,00	
Sub Total Automatic Public Contribution		0,00 %	€ 0,00	
Sub Total Private Contribution		0,00 %	€ 0,00	
Total			€ 0,00	
Total Target Value			€ 17.250,00	
Total Public Expenditure			€ 97.750,00	

[Return To Partner List](#)

Remember to SAVE

PART E.2 – Activities outside the programme area

To get to this section you have to click the button "Activities outside the programme area". In case activities are foreseen to be carried out outside the programme area (EU or third countries), those activities should be described and justified providing information on the following:

- What are the benefits for the regions of the programme area?

PART 3: APPLICATION AND ASSESSMENT

- Why are those activities essential for the implementation of the project?

The indicative ERDF allocated to such activities within the project shall also be indicated under this section.

Project Overview	Partner	Project Description	Workplan	Project Budget	Project Budget Overview	Attachments	Attachments JS
Documents				- o Partner Budget o Activities Outside - o Purchase Of Land			

Project Spheres

Remember to SAVE

PART F – Project Budget

The overall project budget coming from data entered at partner level can be seen in section F “Project Budget Overview”. Each budget table under section F is calculated automatically and can also be exported as an Excel file.

Project Overview	Partner	Project Description	Workplan	Project Budget	Project Budget Overview	Attachments
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Project Budget Overview

Project budget summary ERDF

Partner	Partner Abbreviation	Country	Programme Co-financing			Contribution			Private Contribution	Total Contribution	Total Eligible
			ERDF	ERDF Co-Financing(%)	Percentage Of Total ERDF	Automatic Public Contribution	Other Contribution	Total Public Contribution			
1 - Budget		SLOVENIJA	€ 97.750,00	85,00 %	100,00 %	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 115.000,00
2 - budget		ÖSTERREICH	€ 0,00	0,00 %	0,00 %	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Sub-total For Partners Inside			€ 97.750,00	--	100,00 %	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 115.000,00
Sub-total For Partners Outside			€ 0,00	--	0,00 %	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Total			€ 97.750,00	--	100,00 %	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 115.000,00

[Export](#)

Project Budget Overview - Partner/Budget line

Partner	Co-financing Source	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Infrastructure and works	Total Budget	Net Revenue	Total Eligible
1 - Budget	ERDF	€ 100.000,00	€ 15.000,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 115.000,00	€ 0,00	€ 115.000,00
2 - budget	ERDF	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00
Total		€ 100.000,00	€ 15.000,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 115.000,00	€ 0,00	€ 115.000,00
Percentage Of Total Budget		86,96 %	13,04 %	0,00 %	0,00 %	0,00 %	0,00 %	100,00 %	0,00 % Of Total Budget	100,00 % Of Total Budget

[Export](#)

Project Budget Overview - Co-financing/Budget line

Co-financing Source	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Infrastructure and works	Sum Financed Budget	Decreasing Net Revenue	Total Financed Budget
ERDF	€ 85.000,00	€ 12.750,00	€ 0,00	€ 0,00	€ 0,00	€ 0,00	€ 97.750,00	€ 0,00	€ 97.750,00

[Export](#)

PART G – Attachments

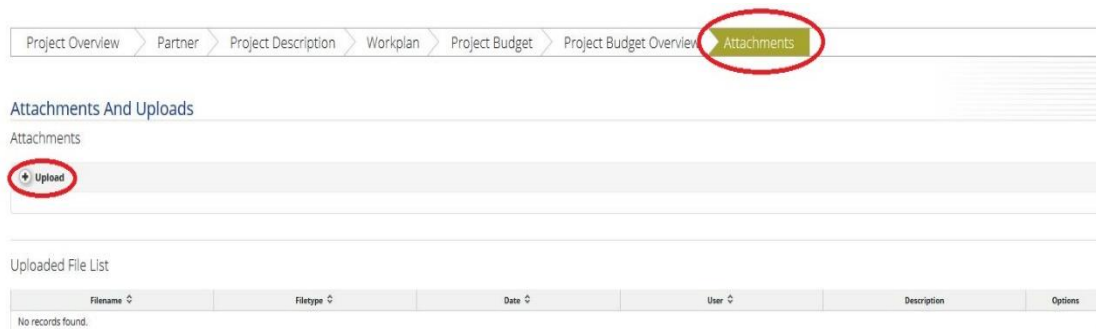
For each project the Lead Partner has to upload following mandatory Annexes to the Application Form:

- Lead Partner Statement
- Project Partner Statement (for all project partners as well as lead partner)
- Partnership Agreement

The Applicant can do this in the section G “Attachments”. With the button “Upload” the Lead Partner can upload the required Annexes. The size of files to be uploaded into the eMS is limited to 5MB therefore it is recommended to use the “compact PDF” mode to reduce file size. Attention: the data in the scanned files (especially stamps and signatures) must be clearly visible and readable.

It is not allowed to attach any other annexes and will also not be taken into consideration.

PART 3: APPLICATION AND ASSESSMENT



Project Overview > Partner > Project Description > Workplan > Project Budget > Project Budget Overview > **Attachments**

Attachments And Uploads

Attachments

Upload

Uploaded File List

Filename	Filetype	Date	User	Description	Options
No records found.					

How to submit the Application form

After all necessary fields are filled in, the data have to be checked. Click on the button “Check Saved Project”. **Every applicant is responsible for a thorough check of the application (if all fields in the application form and annexes are filled in, if all translations have been entered, the consistency of data in the application form and annexes, the consistency with the call documentation) before its submission.** The Applicants should dedicate sufficient time for a thorough check of the application before submitting it. Then a new button will appear “Submit Checked Project”. To submit the Application form click on this button. After submission the application cannot be modified. In case several applications with the same project acronym and lead partner will be submitted the last submitted application will be considered.



General

- Save As Pdf File
- Check Saved Project**
- Generated Files
- Project History
- Attachments
- Modification Request
- User Management
- Bookmark Project
- Toggle Tree
- Contacts
- Help
- Exit

Management



General

- Save As Pdf File
- Submit Checked Project**
- Generated Files
- Project History
- Revert To SAVED
- Attachments
- Modification Request
- User Management
- Bookmark Project
- Toggle Tree
- Contacts
- Help
- Exit

Management

PART 3: APPLICATION AND ASSESSMENT

1.4 Filling in and submitting the annexes to the Application Form

1.4.1 *Lead Partner Statement*

Lead Partner Statement is to be signed by the statutory representative of the Lead Partner and stamped (if stamp is provided). Before signing the statement, read carefully the content and make sure the requirements and conditions concerning the Lead Partner are fulfilled. This form may not be altered or amended in any way.

1.4.2 *Project Partner Statement*

Each Project Partner stated in the Application Form has to fill in the Project Partner Statement, also the Lead Partner. Statement is to be signed by the statutory representative of the Project Partner and stamped (if stamp is provided). Before signing the statement, read carefully the content and make sure the requirements and conditions concerning the Project Partner are fulfilled.

This form may not be altered or amended in any way. All fields in the statement have to be duly completed.

Please take note that:

- ✓ In Point 2a) sources of contribution for the implementation of the foreseen activities (besides the requested ERDF) need to be specified. In the provided table the amount of minimum 15% of the total costs has to be divided between own contribution of the Project Partner and other funding where the co-financing institution/s have to be mentioned.
- ✓ In Point 5a) Project Partner Declaration about investments in infrastructure serves as the evidence about necessary investment documentation and administrative permit/s of the Project Partner according to the type of investment in infrastructure specified in the Application Form. Partners planning “Infrastructure and works” costs in their budget plan have to tick here “YES”. By the submission of the Application Form no investment documentation or administrative permits shall be enclosed.
- ✓ Point 6 relating to small-scale conservation, restoration and preservation of heritage and/or small-scale investments in visitor infrastructure and/or equipment is relevant only for project partners applying to the Specific objective 2.1 Active heritage preservation through sustainable tourism. Partners planning small-scale conservation, restoration and preservation activities and/or small-scale investments in visitor infrastructure and/or equipment have to tick here “YES”. A detailed definition is available in the Cooperation Programme Interreg V-A Slovenia – Croatia in Chapter 2.A.2.6.1, point 1, the first two indents for Investment priority 6c. Small-scale investments in visitor infrastructure and/or equipment can take place in a location/area spatially or contextually closely connected to the area/location of the registered cultural and/or natural heritage.

1.4.3 *Partnership Agreement*

Partnership Agreement is the written and legal contract between the Lead Partner and all Project Partners involved in the project and stated in the Application Form. Please note that

PART 3: APPLICATION AND ASSESSMENT

the provided Partnership Agreement serves only as the template and can be amended in every article, if the involved parties agree on the additional amendments.

Partnership Agreement is to be signed by the statutory representative of the Lead Partner and each Project Partner. Before signing it, each party must read the content carefully and make sure the requested conditions are fulfilled. Partnership Agreement also has to be stamped (if stamp is provided).

1.5 Project assessment and contracting

1.5.1 Assessment and selection procedure

The assessment of received Applications consists of several steps following a standardised procedure safeguarding the principles of equal treatment and transparency.

In the tables below, you will find the conditions and criteria under which the project will be checked and assessed. Examine them carefully and consider them when preparing the application.

1.5.1.1 Administrative and eligibility check

All administrative and eligibility criteria have to be answered with **YES** or **NA** (not applicable). In case of missing or unsuitable translation in **one field** of the Application Form covered in the administrative criteria A4, meaning if the text is inserted in one language and the translation is missing or the text is inserted twice in the same required language, the Lead Applicant will be requested for supplement of the Application Form via eMS mailbox. Concerning all other administrative and eligibility criteria no supplements of the Application are possible. The Lead Applicant may supplement the Application within 5 calendar days. If only one field will be answered with **NO**, after the received supplement or passed 5 calendar days, the project has to be rejected. The project will not be further assessed regarding the quality.

If there are some discrepancies or some documents are missing or are not appropriate according to the administrative and eligibility check, the Application will be rejected in the eMS system as administrative not eligible. The applicants have the possibility to submit the revised Application again till one of the next deadlines.

Table 1: Administrative and eligibility criteria

Nr	Criteria	Description	Yes / No / NA
A	Administrative criteria	<i>Only valid is the Application Form submitted via eMS.</i>	
A1	Time frame	<i>Application is submitted in due time</i>	
A2	Completeness	<i>Application is completely filled in</i>	
A3	All obligatory annexes are submitted.	<i>Obligatory annexes must be signed by the authorised signatory, scanned and attached to the electronic AF and be submitted by the deadline.</i> <i>Obligatory annexes³:</i> <i>✓ signed Partnership Agreement</i>	

³ Given under criminal and financial responsibility

PART 3: APPLICATION AND ASSESSMENT

	✓ <i>Lead Partner Statement</i> ✓ <i>Project Partner Statement</i>	
A4	The Application Package is compiled in the required language(s). <i>The following documents must be bilingual (Slovenian and Croatian):</i> ✓ <i>Application Form (all fields need to be filled in bilingually, summary needs to be provided</i>	
	✓ ✓ <i>also in English),</i> ✓ <i>signed Partnership Agreement</i> ✓ <i>Lead Partner Statement</i> ✓ <i>Project Partner Statement</i>	
A5	Administrative and formal data in the application package is consistent. <i>Information presented in the application package documents (Application Form and annexes) is consistent⁴.</i>	
B Eligibility criteria		
B1	The project fulfils minimum requirements for partnership. <i>At least one Slovenian and one Croatian partner or an EGTC (registered in one of the participating countries, consisting of members from both Member States)</i>	
B2	The project fulfils minimum requirements for cooperation criteria <i>At least 3 cooperation criteria are fulfilled: joint development (mandatory), joint implementation (mandatory), joint financing (mandatory) and joint staffing</i>	
B3	The Lead Partner is eligible organisation. <i>The Lead Partner is:</i> <i>1. national, regional or local public body (including EGTCs in the meaning of Article 2(16) EGTC Regulation), public equivalent body, non-profit organisation or other institution which on project level acts in public interest or private institution, including private companies, having legal personality.</i> <i>2. The Lead Partner must be located in the programme area.</i>	
B4	All Project Partners are eligible organisations. <i>The partners are:</i> <i>1. national, regional and local public bodies (including EGTCs in the meaning of Article 2(16) EGTC Regulation), public equivalent bodies, non-profit organisations or other institutions which on project level act in public interest or private institutions, including private companies, having legal personality.</i> <i>2. Partners are located in the programme area.</i>	

⁴ The information is consistent with the Open Call requirements

PART 3: APPLICATION AND ASSESSMENT

<i>If partners are located outside the programme area⁵: a justification is given in the Application Form.</i>		
B5	Time limits are respected. <i>Earliest project start date: date of the project MC approval. Project end date: in line with the call but no later than 30.11.2022.</i>	
B6	Project is assigned to programme priority and its specific objective. <i>Thematically, project fits into the programme, one priority axis/investment priority and specific objective within the programme</i>	
B7	There is no evidence of double funding of activities. <i>See declaration included in the Project Partner Statement.</i>	
B8	Minimum and maximum budget requirements are respected. <i>1. ERDF does not exceed 85% of total eligible costs, national⁶ counterpart is secured (declaration about other contribution is enclosed) 2. Min. (100.000€) and max. amount (2,5 mio. for PA2 and 1 mio. for PA3) of ERDF is respected.</i>	
B9	Required guiding principles under specific objective (relevant just for 6c and 11) <i>Required guiding principles stated in CP under specific objective (investment priority 6c⁷ or 11⁸) are fulfilled</i>	

Those project Applications that fully comply with the administrative and eligibility criteria will be subject to quality assessment.

⁵ Organisations located outside the programme area but inside the European Union can become Project Partners only in duly justified cases. Please note that, in case of project approval, the effective participation of partners from EU regions outside the programme area is subject to the condition that the Member States where they are located accept of all implementing provisions in relation to management, control and audit.

⁶ The national counterpart is the sum of national public funding and national private funding.

⁷ Required guiding principles for IP 6c:

- Any heritage site or small-scale investment action receiving programme support should be publicly accessible after project is completed.
- The private profit Lead Partner shall be asked to provide, before the signature of the Subsidy Contract, proof that the financial guarantee is in force.

⁸ Required guiding principle under IP 11: Each cross-border cooperation structure shall address at least one of the priority fields: i) public health and health-care, ii) social care services, iii) safety (civil protection, emergency and rescue services), iv) cross-border public transport and sustainable mobility services.

PART 3: APPLICATION AND ASSESSMENT

1.5.1.2 Quality assessment criteria

The quality assessment criteria measure the relevance and feasibility of the project. This is reflected in two types of assessment criteria (strategic and operational). The strategic assessment criteria will be split in two parts.

Strategic assessment

- ✓ **Strategic assessment** criteria are meant to determine the extent of the project's contribution to the achievement of the programme objectives. A strong focus is given to the result orientation of a project with the demand for visible outputs and concrete results.
- ✓ **Cooperation assessment** reviews if at least three cooperation criteria are fulfilled: joint development (mandatory), joint implementation (mandatory), joint financing (mandatory) or joint staffing. Cooperation assessment reviews also the importance of the cross-border cooperation approach in respect to the results that cannot be achieved without cooperation or the cooperation has a significant added value for Project Partners. It shall outline that there is a clear benefit from cooperation between Project Partners, target groups and programme area and that the cross-border effect is demonstrated

Operational assessment criteria review the viability and feasibility of the proposed project, as well as its value for money in terms of resources used versus results delivered.

As an overall approach it is stated that only projects within one priority will be compared among themselves. This means that for each priority a different ranking list will be generated. Each project will be assessed by at least two JS members. The right and responsibility to reach the final decision about project approval/rejection/postponement/reserve list is the sole responsibility of the MC. Projects will be assessed according to the criteria in the tables 3-6.

Criteria C13 – C14 and C20 – C22, referring to Guiding Principles of individual investment priority, are knock-out criteria. The corresponding sections in the AF should be carefully filled in, providing the necessary information on the project and its activities, results and outputs.

The assessment grid is structured according to the concerned assessment criteria, which are appraised using the following scale:

Table 2: The quality assessment scale

excellent	3 or 6	<i>The application fulfils the given criterion to an excellent level and the provided information is sufficient, clear and coherent for assessing the criterion</i>
sufficient	2 or 4	<i>The application fulfils the given criterion to a sufficient level, however, some aspects of the given criterion have not been met fully or not explained in full clarity or detail.</i>
low	1 or 2	<i>The application has serious shortcomings in fulfilling the given criterion and/or the provided information is of low quality.</i>
insufficient	0	<i>The application does not fulfil the given criterion or information required is missing.</i>

The quality assessment will be performed according the following **selection criteria**:

PART 3: APPLICATION AND ASSESSMENT

Table 3: Strategic assessment criteria

Assessment questions	Nr.	Guiding principles for assessment	Scores	Section in AF
Relevance and strategy	C1	The project addresses common territorial challenges of the programme or a joint asset of the programme area – there is a real need for the project (well justified, reasonable, well explained)	0-2-4-6	C.1.1.
	C2	The project makes use of available knowledge and builds on existing results and practices	0-1-2-3	C.3.2. C.3.3.
Project's contribution to programme's objectives expected results and outputs	C3	The project overall objective clearly links to a programme priority specific objective	0-1-2-3	C.2.1
	C4	The project results clearly link to a programme specific result indicator	0-2-4-6	C.2.1.
	C5	The project main outputs clearly link to the project specific objectives	0-1-2-3	C.2.1.
	C6	The project main outputs clearly link to programme output indicators	0-2-4-6	C.2.1.
	C7	Results and main outputs are specified (concretely defined and measurable) and realistic (it is possible to achieve them with given resources)	0-1-2-3	C.2.1., D
	C8	Project main outputs are durable (the proposal is expected to provide a significant and durable contribution to solving the challenges targeted) – if not, it is justified.	0-2-4-6	C.2.3.
Overall principles	C9	The project makes a positive contribution to equal opportunities and non-discrimination or	0-1	C.4.
		the project makes a positive contribution to equality between men and women or	0-1	C.4.
		the project makes a positive contribution to sustainable development	0-1	C.4.

Maximum Score is 39 Points per IP (C1 – C9)Table 4: Specific guiding principles for the IP⁹

Assessment questions	Nr.	Guiding principles for assessment	Scores	Section in AF
6c	C10	The project ✓ contributes to smart balance between preservation and sustainable use of natural and cultural resources; ✓ supports concepts of active preservation, bottom-up and integrated approach; ✓ considers appropriate visitor management and carrying capacity of particular heritage site	0-1-2-3	C.3.3
6c	C11	The project integrates cultural and natural heritage with relevant tourism stakeholders (businesses, tourism management organisations, etc.) into unique cross-border tourism products or destinations.	0-1-2-3	C.3.3
6c	C12	The project	0-1-2-	C.3.3

⁹ The specific guiding principles are defined in Section 2 of the Cooperation Programme Interreg V-A Slovenia-Croatia.

PART 3: APPLICATION AND ASSESSMENT

		✓ demonstrates enhancement, networking and upgrading of the existing initiative to achieve higher attractiveness, visibility and long-term sustainability ✓ applies three CP cross-cutting issues (R&D, Capacity Building or ICT) as an added value of the project.	3	
6c	C13	The project follows the principles of sustainable tourism.	0-1-2-3	C.3.3
6d	C14	The project implements practical demonstration actions in nature aiming at improving conditions and protection of different habitat types and species ¹⁰ .	0-1-2-3	C.3.3
6d	C15	The project focuses on preservation of biodiversity that has a positive effect on: ✓ degree of conservation status of Natura 2000 species and habitat types which can be found on both sides of the programme area or ✓ Natura 2000 sites which border to each other such as borderrivers Mura, Drava, Sotla/Sutla, Kolpa/Kupa, Dragonja, etc.; CB forest areas of Gorjanci/Žumberak, Kočevsko/Snežnik/Snježnik/Gorski Kotar, etc.; or cross-border karst areas (e.g. Kras/Čičarija).	0-2-4-6	C.3.3
6d	C16	The project applies three CP cross-cutting issues (R&D, Capacity Building or ICT) as an added value of the project.	0-1-2-3	C.3.3
11	C17	The project demonstrates vertical integration of institutions and larger territorial coverage of cooperation structure. Participation of relevant line ministries as associated partners in the project reflects the strategic relevance of the project.	0-1-2-3	C.3.3
11	C18	The project applies three CP cross-cutting issues (R&D, Capacity Building or ICT) as an added value of the project.	0-1-2-3	C.3.3
11	C19	The project focuses the provision of services towards vulnerable target groups such as isolated elderly, women and youth at risk, the migrants, disabled people and other groups that are at risk of poverty or social exclusion in the programme area.	0-1-2-3	C.3.3
11	C20	The project clearly aims at developing a sustainable cross-border cooperation structure.	0-1-2-3	C.3.3
11	C21	Cross-border cooperation structures enhance either i) provision of cross-border service or ii) provision of service targeted to peripheral/rural areas¹¹.	0-1-2-3	C.3.3
11	C22	Any service, structure or model developed shall be	0-1-2-	C.3.3

¹⁰ A full list of actions is stated in CP Interreg SI-HR under Priority Axis 2, Investment priority 6d, Indicative actions to be supported - Point 4.

¹¹ Peripheral/ rural areas under this co-operation programme are considered all areas outside the urban centres of city municipalities.

PART 3: APPLICATION AND ASSESSMENT

		accompanied by a demonstration action, which allows transfer of best practices and/or testing of new solutions in real life context.	3	
--	--	--	----------	--

Maximum Score is 12 (C10–C13/C14–C16) or 18 points (C17–C22).

Table 5: Cooperation selection criteria

Assessment questions	Nr.	Guiding principles for assessment	Scores	Section in AF
Cooperation character and partnership approach	C23	The importance of the cross-border approach to the topic addressed is clearly demonstrated; the results cannot (or only to some extent) be achieved without cooperation	0-2-4-6	C.1.3.
	C24	There is a clear benefit from cooperating for the Project Partners, the target groups and/or the project/programme area	0-2-4-6	B.1
	C25	4 cooperation criteria are fulfilled: joint development (mandatory), joint implementation (mandatory), joint financing (mandatory) and joint staffing	0 or 2	C.1.4
	C26	The project involves relevant Project Partners needed to address the territorial challenges/joint asset and the objectives specified and which prove the necessary experience and competence in the field concerned.	0-1-2-3	B

Maximum Score is 17 Points (C23 – C26)

Table 6: Operational assessment criteria

Assessment questions	Nr.	Guiding principles for assessment	Scores	Section in AF
	C27	The Lead Partner demonstrates competency in managing EU co-financed projects or other international projects or can ensure adequate measures for management support.	0-1-2-3	B.1.
Work plan	C28	Proposed activities are relevant and lead to the planned main outputs and results.	0-1-2-3	D.1
	C29	All partners play a defined and active role in the project partnership with clear responsibility (e.g. sharing of tasks is clear, logical, in line with partners' role in the projects and cross-border cooperation character)	0-1-2-3	D.1
	C30	Time plan is realistic (activities, deliverables and outputs are in a logical time sequence)	0-2-4-6	D.1
Budget	C31	The overall budget is clear and realistic and reflects real partners' involvement (it is balanced).	0-2-4-6	E/F

Maximum Score is 21 Points (C27 – C31)

Results of the quality assessment for Priority axis 2 (specific objective 2.1 and 2.2):

C1 – C9	39
C10 – C16	12
C23 – C26	17

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C27 – C31	21
Total available points	89

Total available points within the quality assessment for PA 2 are 89 (100%). Each project has to score at least 70% or 63 points. Projects not reaching 63 points will be rejected. Projects reaching 63 to 72 (80%) will be discussed on the MC meeting with the possibility of being postponed or rejected, projects reaching 73 points and more will be discussed on the MC meeting with the possibility of being approved, postponed, rejected or put on the reserve list.

Criteria C13 – C14 and C20 – C22, referring to Guiding Principles of individual investment priority, are knock-out criteria. If a project is assessed with 0 point in either of these criteria it will be automatically rejected.

Results of the quality assessment for Priority axis 3 (specific objective 3.1):

C1 – C9	39
C17 – C22	18
C23 – C26	17
C27 – C31	21
Total available points	95

Total available points within the quality assessment for PA 3 are 95 (100%). Each project has to score at least 70% or 67 points. Projects not reaching 67 points will be rejected. Projects reaching 67 to 76 (80%) will be discussed on the MC meeting with the possibility of being postponed or rejected, projects reaching 77 points and more will be discussed on the MC meeting with the possibility of being approved, postponed, rejected or put on the reserve list.

Criteria C13 – C14 and C20 – C22, referring to Guiding Principles of individual investment priority, are knock-out criteria. If a project is assessed with 0 point in either of these criteria it will be automatically rejected.

1.5.2 Explanation of the Monitoring Committee decisions (postponed, put on the reserve list, rejected)

A **postponed** Application is in principle welcomed by the MC. However, in one or more aspects the Application needs a revision or further development. After the MC decision, the Lead Partner shall be informed via eMS about the aspects that need revision. The revised Application may be resubmitted within the timeframe of the next submission deadline of the Open Call and will be subject of a new assessment and decision by the MC.

The Applications that shall be put on the **reserve list** are in principle welcomed by the MC, but cannot be approved due to a temporary lack of programme funds. The approval of the Application depends on the availability of funds. Projects on the reserve list are not assessed again by the JS. They are ranked by the MC within the priorities of the programme. Upon availability of funds, the MA contracts them. Depending on the amount of available funds and in order to make best use of the programme budget, the MA may contract projects with smaller budget first.

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Projects on which the MC will decide to be **rejected** after the quality assessment, may not apply for CP Interreg SI-HR funds again with the same project idea and partnership.

1.5.3 Contracting

Upon decision taken by the MC, the Lead Partner will be notified by the Managing Authority about the approval/postponement/rejection/reserve list of the proposed project. Provisional time-frame to inform the Lead Partner about the decision of the MC is within one month from the MC meeting. The Lead Partner of an approved project shall sign a contract for the total ERDF funds with the Managing Authority (see the sample of the Subsidy Contract in the Application Pack).

1.5.4 Resolution of complaints

The complaints are differentiated according to the object of the complaint.

✓ Complaints related to selection process

Project Lead Partners will be informed via eMS about the reasons why an application was not eligible, while detailed information for the rejection shall be provided by the Joint Secretariat. Any complaint against the communication issued by the MA or JS, based on the decision of the MC, regarding the selection process shall be submitted by the Lead Partner to the MA. The MA assisted by the JS will examine and prepare the answer regarding the merit of the complaint. The decision if the complaint is justified or to be rejected is to be taken by the Complaint Panel, composed of Chair of the MC, two members of the MC from participating members states including their deputies (or two are representatives from participating member states including their deputies), one representative of the MA and one legal expert who is neither member of MC, MA or JS, which will be (if needed) established by the MC.

✓ Complaints related to decisions made by the MA, JS or CA

Any complaints in relation to decisions made by the MA, JS or CA regarding the project implementation and corresponding procedures (based on the ERDF Subsidy Contract or MC decisions) shall be submitted by the LP to the MA, JS or CA, following the provisions laid down in the ERDF Subsidy Contract.

✓ Complaints related to the First Level Control system

Lead Partners or Project Partners that have complaints related to the First Level Control set up in accordance with Article 23(4) of the ETC Regulation, can file the complaint to the institution responsible for the financial control of the relevant Lead or Project Partner within the respective Member State, according to the applicable national rules.

✓ Complaints related to the Second level control (Auditors)

Complaints related to the Second level control have to be lodged to the responsible national Audit Authority in each Member State, according to the applicable national rules.

The complaints received within the programme, including the content and the solutions proposed or already implemented, will be reported to the MC. The complaint procedures set out above are without prejudice to any mechanism or process for legal redress at national level, in particular with regard to unsuccessful applicants. Where courts, public prosecution offices or other national institutions are competent in relation to the object of the complaint, the applicant/beneficiary has the right to turn also to the relevant authorities.

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The Programme Authorities and Bodies shall, upon request by the Commission, examine complaints submitted to the Commission falling within the scope of their arrangements. The MA shall inform the Commission, upon request, of the results of those examinations.

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Figure 1: Selection process

