

The best way to avoid mistakes is to learn from the mistakes of others!

The content of this document is based on the most common mistakes from the 1st Call for Proposals and was prepared with the aim of supporting Applicants in preparing proposals for the 2nd Call for Proposals. Please remember that Application Pack documents, including Guidelines for Grant Applicants with requirements for the 2nd Call are available on the Programme's website: www.pl-by-ua.eu. If you have any questions (excluding those regarding eligibility of partners or activities) please do not hesitate to contact Joint Technical Secretariat.

MOST COMMON MISTAKES FROM THE 1ST CALL FOR PROPOSALS

1. ADMINISTRATIVE COMPLIANCE AND ELIGIBILITY VERIFICATION

1.1 The annexes:

- a) Annex B – Budget of the action –all sheets of Annex B (b1, b2, b3) should be submitted. Remember that annex B is **obligatory** – its absence will result in **automatic rejection** of your proposal!
- b) Annex C – Logical Framework filled in the language of the application form – **remember** that Logical Framework in English is a part 17 of Annex D and cannot be treated as Annex C.
- c) Annex D – Project description in English - should be submitted **in English obligatory** and should include Logical Framework also in English (part 17).

Use the Checklist – part IV of the Full Application Form - in order to verify if your application form contains all necessary documents – check it before sending the application form to the JTS!

Put all documents in one envelope - **additional documents sent in separate envelope will be registered as a separate proposal with another number!**

- 1.2 The proposal and/or attachment should be **signed and stamped** by an authorized person or several persons if more than one signature is necessary – in accordance with regulations from statutory documents. No facsimile is accepted!

Any photocopy/scan/colour printout has to be certified as a true copy by an authorized person(s).

- 1.3 Each page of the Application Form and annexes should be initialled with a hand-written signature.
- 1.4 Partnership Statement should be provided by each Partner (except from the Lead Partner) and it should be **dated, stamped and personally signed by an authorized person(s)** (in accordance with regulations from statutory documents).

- 1.5 Declaration by the Applicant should be dated, stamped and signed by an authorized person(s).
- 1.6 While preparing the action plan (part 11 of the Application Form) remember that *Month 1* = 1st month of the implementation of your project. Those are not calendar months.
Example: If you plan to start your project 1st September 2012, "*Month 1*" in the action plan will be September 2012 (not January).
- 1.7 Annex B (b1, b2 and b3) should be filled **both** in English and national language of the proposal.
- 1.8 The budget should be arithmetically correct – in order to avoid mistakes, use formulas in the budget Excel file (e.g. in order to check total amounts).
All figures should be given up to two decimals (e.g. 2890, 03 and not 2890, 031).
- 1.9 The expenditure verification costs have to be included in the budget – these costs are **necessary** for the implementation of the action.
- 1.10 Lead Partner and Partners should be registered and located in the eligible area of the programme.
- 1.11 The budget should not contain ineligible costs – e.g. volunteers work, contribution in kind etc.

2. QUALITY EVALUATION

- 2.1 The project should be relevant with chosen Priority and Measure.
Analyze carefully **what are objectives of your action** and how they correspond to the objectives of Programme's Priorities and Measures.
Each Application form may be submitted only under one selected Measure.
- 2.2 The project and proposed scope of activities should correspond to described problems.
Your project should constitute an answer to **existing** problems and needs of target groups in the area you want to support. Your role is to **prove that your action is strongly needed!**

Make sure that:
 - a) problems within the area the project will support are **actually existing** and are sufficiently described. If possible provide information from relevant reports from research/analyse or statistical data from the field in question;
 - b) target groups' and final beneficiaries' needs are **real** and well described as well as the way the project will contribute to the improvement of their situation / solution of problem.
Additionally foreseen impact on these groups (how their situation will change) has to be **realistic**;
 - c) defined problems and target groups/final beneficiaries should refer to all the area which is supposed to be supported within the action i.e. on **each side of the border**;
- 2.3 Cross border impact of the action should be strong – it is the **crucial element** of each proposal which assessment can determine the final decision on the grant award.

Make sure that:

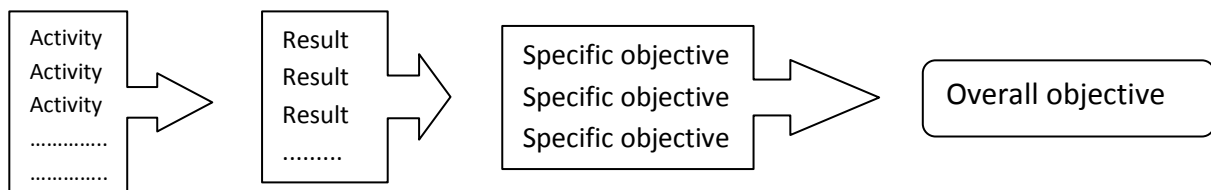
- a) cross-border cooperation within your proposal will contribute to the solution of the addressed problem – **the problem should have cross-border character** and the situation **could not** be improved separately by each partner on the local level
- b) activities, results and benefits are preferably **on each side of the border**
- c) the project contributes to the **development of cross-border cooperation** and is likely to result in another projects in the future

2.4 Target groups and final beneficiaries should be defined clearly. While defining target groups and final beneficiaries within your project refer to stressed problems and planned activities: target group should be **directly** affected by the project and final beneficiaries should benefit from the results of the action in the **longer term**.

2.5 Logical Framework.

Logical Framework which is not completed carefully and in coherence with information from the Application Form proves that you have not thought through your project.

Use Logical Framework in order to show how thanks to **planned activities** the **results** will be achieved and in consequence how the results will help reaching the **objectives** – everything has to be **logical!**



You can find additional information about Logical Framework in the following Guidelines:
http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm

Logical Framework should also include **objectively verifiable, measurable and realistic/achievable** indicators. Remember to give them value and measurement unit!

Example: number of distributed scientific publication: 500; number of kilometres of constructed road: 7 km; surface of the area covered by the new monitoring system: 2000 km²

2.6 The partnership should be strong.

Priority will be given to the integrated projects which will fulfil all four conditions mentioned below:

- a) jointly prepared – partners should cooperate from the start, when the idea of the project appeared
- b) jointly implemented – activities planned in the project should be implemented in cooperation between partners, division of tasks and responsibilities should be balanced
- c) it should have joint staff – professionals from each partner should cooperate together during the implementation of the project but without unnecessary duplication of posts

d) jointly financed – balanced division of expenditures and of own financial contribution between partners

2.7 The budget should be as **clear and transparent** as possible:

- a) read carefully all instructions for filling in the budget, footnotes from annex b1 as well as the list of ineligible costs in the Guidelines for Grant Applicants;
- b) provide clear information on the division of costs by indicating within annex b1 which partner will incur which cost;
- c) Justification of costs (annex b2) should be provided for **each** expenditure and should sufficiently explain the reason why the cost and its level is **necessary for project implementation**.

Avoid giving general descriptions instead of justifications – the budget will be assessed as not transparent enough and the costs as possibly overestimated;

- d) within Sources of funding (annex b3) provide information on the own contribution of **each partner** if applicable – lack of information regarding joint financing within this annex can be interpreted as **no** joint financing within the project!
- e) Lump sums are not allowed
- f) Human resources costs, especially remuneration costs should not be overestimated – they must not exceed those normally borne by the Beneficiary or its partners
- g) Administrative costs – if you declare costs in this budget line, you should provide methodology of calculation of such costs. Additionally, these costs should not duplicate costs already included within the budget line 4 – Local office.