



CALL FOR PROPOSALS

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Cross-border Co-operation Programme Poland-Belarus-Ukraine 2007-2013

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**1. Reference number of the Call for Proposals: PBU3****2. Date of publication:** 16.02.2012**3. Programme:** Cross-border Cooperation Programme Poland-Belarus-Ukraine 2007-2013 approved by EC Decision No. C(2008)6411 of 6 November 2008.**4. Subject of the Call for Proposals:** The present Call for Proposals is open to Priority 3, Measure 3.2 of the Programme as indicated in the point 1.2 of the Guidelines for Applicants. Measure 3.2 will be implemented through umbrella projects. The umbrella project is submitted by the umbrella project lead partner (the applicant).

Each umbrella project is composed of a set of micro-projects: **(at least 5 and maximum 20)** which will be implemented by micro-project lead partners. Each micro-project must strongly contribute to attaining of the overall objective of the umbrella project.

5. Eligible area:

Every action (umbrella project) and separate micro-projects must be implemented in the Programme eligible area: cooperation or adjacent cooperation area

Cooperation areas:Poland:

Krośnieńsko-przemyski sub-region (*in Podkarpackie voivodship*): powiaty bieszczadzki, brzozowski, jarosławski, jasielski, krośnieński, lubaczowski, przemyski, przeworski, sanocki, strzyżowski, leski, Powiat m. Krosno, Powiat m. Przemyśl;

Białostocko-suwałski subregion (*in Podlaskie voivodship*): powiaty augustowski, białostocki, bielski, hajnowski, moniecki, sejneński, siemiatycki, sokółski, suwałski, Powiat m. Białystok, Powiat m. Suwałki;

Białkopodlaski and Chelmsko-zamojski suregions (*in Lubelskie voivodship*): powiaty bialski, parczewski, radzyński, włodawski, Powiat m. Biała Podlaska and powiat biłgorajski, chełmski, hrubieszowski, krasnostawski, tomaszowski, zamojski, Powiat m. Chełm and Powiat m. Zamość;

Ostrołęcko-siedlecki sub-region (*in Mazowieckie voivodship*): powiat łosicki, makowski, ostrołęcki, ostrowski, przasnyski, pułtuski, siedlecki, sokołowski, węgrowski, wyszkowski, Powiat m. Ostrołęka and Powiat m. Siedlce.

Belarus:

Grodno Oblast, Brest Oblast, seven western districts of Minsk Oblast: Miadel, Vileika, Molodechno, Volozhin, Stolbtsy, Niesvizh, Kletsk

Ukraine:

Lvivska, Volynska, Zakarpatska Oblasts



Adjacent cooperation areas:

Poland:

Rzeszowsko-tarnobrzeski sub-region (in Podkarpackie voivodship): powiaty dębicki, kolbuszowski, leżajski, łańcucki, mielecki, niżański, ropczycko-sędziszowski, rzeszowski, stalowowolski, tarnobrzeski, Powiat m. Rzeszów and Powiat m. Tarnobrzeg.

Łomżyński, sub-region (in Podlaskie voivodship): powiaty grajewski, kolneński, łomżyński, wysokomazowiecki, zambrowski, Powiat m. Łomża.

Lubelski sub-region (in Lubelskie voivodship): powiaty janowski, kraśnicki, lubartowski, lubelski, łęczyński, łukowski, opolski, puławski, rycki, świdnicki, Powiat m. Lublin.

Belarus:

Eastern part of the Minsk Oblast (15 districts Berezino, Borisov, Dzherzhinsk, Kopyl, Krupki, Logojsk, Luban, Minsk, Slutsk, Smolevichi, Soligorsk, Staryje Dorogi, Uzda, Cherven, and Puhovichskij), the city of Minsk and Gomel Oblast.

Ukraine:

Rivnenska, Ternopilska and Ivano-Frankivska Oblasts.

6. Eligible Applicants, Partners: In order to be eligible for a grant, applicants (lead partners of the umbrella project) **must**:

- be legal persons or an entity without legal personality¹ **and**
- be non profit making² **and**
- be specific types of organisations such as: non-governmental organisations, public sector operators, local authorities, bodies governed by public law, international (inter-governmental) organisations as defined by Article 43 of the Implementing Rules to the EC Financial Regulation³ **and**
- be nationals⁴ of Poland or Belarus or Ukraine. This obligation does not apply to international organisations **and**
- be directly responsible for the preparation, management and implementation of the action⁵ with their partners **and**

¹ Applicable only for Polish partners (e.g. schools, museums etc), grant applications may be eligible if submitted by entities which do not have legal personality under the applicable national law, provided that their representatives have the capacity to undertake legal obligations on their behalf, and assume financial liability. The decision on eligibility of such entity will be made by the Evaluation Committee and accepted by the Joint Monitoring Committee.

² Established for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character and in case of institutions other than NGO: financed, for the most part, by the State, regional or local authorities, or other bodies governed by public law; or subject to management supervision by those bodies; or having an administrative, managerial or supervisory board, more than half of whose members are appointed by the State, regional or local authorities, or by other bodies governed by public law (in line with the Directive 2004/18/EC).

³ International organisations are international public-sector organisations set up by intergovernmental agreements as well as specialised agencies set up by them; the International Committee of the Red Cross and the International Federation of National Red Cross and Red Crescent Societies, European Investment Bank (EIB) and European Investment Fund (EIF) are also recognized as international organisations.

⁴ Such nationality being determined on the basis of the organisation's statutes which should demonstrate that it has been established by an instrument governed by the national law of the country concerned. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a "Memorandum of Understanding" has been concluded.



- be registered and located in the programme area (cooperation or adjacent cooperation area) **and**
- have experience in **implementation (as a lead partner) of minimum one** EU-financed project and at least one cross-border project **with total value of each of them at least 150 000 EUR**

For the detailed description of partnerships and eligibility of applicants, partner of a lead partner of an umbrella project, lead partners of the micro-projects and partners participating in the micro-project please refer to section **2.1.1 and 2.1.2 of the Guidelines for Applicants**.

7. Eligible partnerships: Each umbrella project must have cross - EU border partnership⁶ on the third level (partnership between a lead partner of a micro-project and a partner participating in this micro-project) and on at least one of two other levels: first (there may be a partner of a lead partner of an umbrella project) or second (partnership between a lead partner of an umbrella project and a lead partner of a micro-project within the same umbrella project). For the detailed description of partnerships please refer to section **2.1.2 of the Guidelines for Applicants**.

8. Indicative funds available: The overall indicative amount of **6 654 291,98 EUR** is available under this Call for Proposals from Community contribution.

The Joint Monitoring Committee reserves the right not to award all available funds.

For the detailed description of the eligible Actions and eligible costs please refer to section **2.1.3 and 2.1.4 of the Guidelines for Applicants**.

9. Co-financing rate: No grant awarded to an umbrella project may exceed 90 % of the total eligible costs of the action. The balance must be financed from the applicant's or partners' own resources, or from sources other than the European Union budget or the European Development Fund.

10. Size of grants for umbrella projects and a micro-project total eligible budget: Any grant awarded under this Call for Proposals must fall between the following minimum and maximum amounts:

- minimum amount: 225 000 EUR
- maximum amount: 900 000 EUR

Umbrella projects with a total budget higher than 350 000 EUR and with balanced division of the costs among the partners will be encouraged.

⁵ Action = umbrella project

⁶ Cross – EU border partnership means the partnership between Polish and Ukrainian or Belarusian organisations or partnership between organisations coming from all partner countries.



Each micro-project total eligible budget (total eligible costs) under this Call for Proposals must fall between the following minimum and maximum amounts:

- minimum amount: 10 000 EUR
- maximum amount: 50 000 EUR

EU co-financing for each micro-project shall be equal to the grant rate applied for the whole umbrella project.

11. Project duration: The duration of each umbrella project may not exceed 24 months. The duration of each micro-project may not be longer than 12 months.

12. Language of the project application: Applicants must apply in Polish, Ukrainian, Russian or English. Annex B, Annex C and Annex D are to be filled in 2 languages: the language used in Annex A (application form) and in English. Annex E shall be filled in English. Annexes A1-A8 (supporting documents) shall be submitted in the national languages.

13. Submission of the applications: Applications must be submitted in one original and two copies in A4 size, each bound separately. Both original and copies must consist of the full grant application form and all relevant annexes/supporting documents.

Applications must be submitted in a sealed envelope by registered mail, private courier service or delivered by applicants (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

*Joint Technical Secretariat
Cross – Border Cooperation Programme Poland-Belarus-Ukraine 2007-2013
Centre for European Projects
39a Domaniewska St.
02-672 Warsaw
Poland*

The outer envelope must bear the title of the programme, **reference number of the Call for Proposals**, the title and number of the measure, the full name and address of the applicant and the words "Not to be opened before the opening session" and "Proszę nie otwierać przed sesją otwarcia".

Where an applicant sends several different applications, each one has to be sent separately.

Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

Applicants must verify that their application is complete using the checklist (section IV of the grant application form). Incomplete applications may be rejected.



14. Submission deadline: The deadline for the submission of applications is **June 14th 2012** as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is **at 15.00 hours local time** as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

However, for reasons of administrative efficiency, the JTS may reject any application received after the effective date of approval of the first evaluation step (i.e. Concept Note).

15. Selection process: The description of the selection process can be found in section **2.3 of the Guidelines for grant applicants**.

16. Application package: The whole Application package and other relevant Programme documents are available at www.pl-by-ua.eu.