



Contracting Authority:

Ministry of Regional Development of Poland,
Territorial Cooperation Department
(Joint Managing Authority - JMA)

European Neighbourhood and Partnership Instrument

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

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Guidelines for grant applicants

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Valid for open call for proposals of

Measure 3.2 "Local communities' initiatives"

Deadline for submission of proposals: 14 June 2012



NOTICE

This is an open Call for Proposals, where all documents are submitted at one stage (full proposal). First, all documents shall be subject to administrative check and eligibility evaluation. In the next step, evaluation of the full proposal will be carried out. **Please note that English version of the documents was approved by the Joint Monitoring Committee (JMC) and take precedence over other language versions (Polish, Russian or Ukrainian).**



Table of contents

LIST OF ACRONYMS	4
1. CROSS BORDER CO-OPERATION PROGRAMME POLAND-BELARUS-UKRAINE 2007-2013	5
1.1 Background.....	5
1.2 Objectives of the programme and priority issues	5
1.3 Financial allocation provided by the contracting authority	6
2. RULES FOR THIS CALL FOR PROPOSALS	7
2.1 Eligibility criteria.....	7
2.1.1 Eligibility of applicants: who may apply?	7
2.1.2 Partnerships and eligibility of partners	9
2.1.3 Eligible actions: actions for which an application may be made	15
2.1.4 Eligibility of costs: costs which may be taken into consideration for the grant.....	17
2.2 How to apply and the procedures to follow	20
2.2.1 Application Form	20
2.2.2 Where and how to send the Applications.....	22
2.2.3 Deadline for submission of Applications.....	22
2.2.4 Further information for the Application.....	23
2.3 Evaluation and selection of applications	23
2.4 Grant Award Decision	31
2.4.1 Appeals.....	32
2.5 Conditions applicable to implementation of the action following the joint monitoring committee's decision to award a grant	32
3. LIST OF ANNEXES	35



LIST OF ACRONYMS

AF	Application Form
CBC	Cross-border Cooperation
EC	The European Commission
EDF	The European Development Fund
EEA	European Economic Area
ENPI	European Neighbourhood and Partnership Instrument
EU	The European Union
EVC	Evaluation Committee
GfA	Guidelines for grant applicants
JMA	Joint Managing Authority
JMC	Joint Monitoring Committee
JTS	Joint Technical Secretariat
LPU	Lead partner of an umbrella project
MLP	Micro-project lead partner
MP	Micro-project partner
NGO	Non-governmental organization
OJ	Official Journal
PLPU	Partner of the lead partner of the umbrella project
PRAG	Practical Guide to Contract procedures for EC external actions
VAT	Value Added Tax



1. CROSS BORDER CO-OPERATION PROGRAMME POLAND-BELARUS-UKRAINE 2007-2013

1.1 BACKGROUND

The Cross-border Cooperation Programme Poland-Belarus-Ukraine 2007-2013 being implemented in the frame of the European Neighbourhood and Partnership Instrument (ENPI) continues and extends the cooperation in the border areas of the three countries. The level of co-operation between the regional and local administration, different institutions, schools, NGO's and people in the Programme Area needs further improvement in order to realise and utilise the full social and economic potential of the region. The programme based on the good practice gained during the implementation of the Neighbourhood Programme Poland-Belarus-Ukraine INTERREG IIIA / Tacis CBC 2004–2006 focuses on the increasing competitiveness and improving the quality of life within the programme area by supporting entrepreneurship and developing the main transport and environmental infrastructure. The second aim is to encourage and support local initiatives in various different activities between the people and communities of the neighbouring border areas to create a good relations and background for the further co-operation.

The legal framework of the Programme constitute the following documents:

- The Regulation (EC) No 1638/2006 of the European Parliament and of the Council of 24 October 2006 laying down general provisions establishing a European Neighbourhood and Partnership Instrument;
- Regulation (EC) No 951/2007 of 9 August 2007 laying down implementing rules for cross-border cooperation programmes financed under Regulation (EC) No 1638/2006 of the European Parliament and of the Council of 24 October 2006 laying down general provisions establishing a European Neighbourhood and Partnership Instrument (hereinafter – Implementing Rules) (OJ L210, 10.8.2007);
- Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities, as amended.
- The Cross-Border Co-operation Programme Poland-Belarus-Ukraine approved by the European Commission on 6. November 2008.
- European Neighbourhood & Partnership Instrument Cross-Border Cooperation Strategy Paper 2007-2013 Indicative Programme 2007-2010
- Practical Guide to Contract procedures for EU external actions (PRAG)¹ applicable as from November 2010.

1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The main objective of the Programme is to support cross-border development processes. The Programme objectives will be implemented through the activities within the following priorities and measures:

- Priority 1. Increasing competitiveness of the border area:
 - Measure 1.1. Better conditions for entrepreneurship;
 - Measure 1.2. Tourism development;
 - Measure 1.3. Improving access to the region;
- Priority 2. Improving the quality of life:

¹ http://ec.europa.eu/europeaid/work/procedures/implementation/grants/index_en.htm
Guidelines for Applicants – Measure 3.2 "Local communities' initiatives"



- Measure 2.1. Natural environment protection in the borderland;
- Measure 2.2. Efficient and secure borders;
- Priority 3. Networking and people-to-people cooperation:
 - Measure 3.1. Regional and local cross-border cooperation capacity building;
 - Measure 3.2. Local communities' initiatives;

The **global objective** of this Call for Proposals is to implement the Programme goals through support to the cross – border networking and people-to-people cooperation.

The **specific objective** of this Call for Proposals is to support to the local communities' initiatives under the Measure 3.2. "Local communities' initiatives".

The objective of the Measure 3.2. "Local communities' initiatives" is the social, scientific, educational and cultural integration of the border area. Within the scope of this Measure, it is intended to give support to the citizens' cross-border contacts and social initiatives, scientific and educational cooperation, touristic, cultural and sporting events. Cross-border cooperation between schools and higher education institutions, including exchanges of students, pupils, teachers and scientists, and conferences and scientific seminars, will be supported. Projects aimed at the promotion and cultivation of the common traditions of the borderland areas will also be eligible for assistance. Favorable conditions will be created with a view to facilitating mutual contacts between bordering communities. Assistance is also planned for projects concerning cultural diversity and national minorities, as well as the development of the civil society and local communities in its broader sense.

Communities inhabiting the borderlands are linked by cultural and historical ties. Despite the significant development of cooperation so far, it is still important to overcome remaining cultural, psychological or linguistic barriers. It is equally important to create new ties by supporting cross-border cooperation among a variety of actors, which will facilitate further integration. Networks of cities play a considerable role here. These activities will also contribute to the strengthening of the regional identity and mutual understanding as well as overcoming the existing barriers. The development of multi-layer cooperation, including educational and cultural, will enhance knowledge of the region and promote its cultural and economic diversity, leading to the further integration of local communities. Intensified cooperation will also contribute to solving common problems.

1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this Call for Proposals is EUR **6 654 291,98 EUR**. The Joint Monitoring Committee reserves the right not to award all available funds.

Size of grants

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.

No grant awarded to an umbrella project may exceed 90 % of the total eligible costs of the action (see also section 2.1.4). 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.



2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of actions financed under this Call, in conformity with the provisions of the Practical Guide to contract procedures for EU external actions, which is applicable to the present call (available on the Internet at this address: http://ec.europa.eu/europeaid/work/procedures/implementation/practical_guide/index_en.htm).

2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- applicant(s) which may request a grant for umbrella project (2.1.1), micro-project lead partners and their partners (2.1.2);
- actions for which a grant may be awarded (2.1.3);
- types of cost which may be taken into account in setting the amount of the grant (2.1.4).

2.1.1 *Eligibility of applicants: who may apply?*

(1) In order to be eligible for a grant, applicants (lead partners of the umbrella project) **must**:

- be legal persons or an entity without legal personality² **and**
- be non profit making³ **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 Regulation⁴ **and**
- be nationals⁵ 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 action⁶ with their partners **and**
- be registered and located in the programme area (cooperation or adjacent cooperation area) **and**

2 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.

3 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).

4 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.

5 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.

6 Action = umbrella project



- 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**

(2) Potential applicants (**lead partners of the umbrella project**) and partners may not participate in calls for proposals or be awarded grants if they are in any of the following situations:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata* (i.e. against which no appeal is possible);
- c) they have been guilty of grave professional misconduct proven by any means which the Contracting Authority can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Contracting Authority or those of the country where the grant contract (contract for the umbrella project) is to be performed;
- e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) they are currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation (BUDGET)/ Article 99 of the Financial Regulation (10th EDF).

Points (a) to (d) shall not apply in the case of purchase of supplies on particularly advantageous terms from either a supplier which is definitively winding up its business activities, or the receivers or liquidators of a bankruptcy, through an arrangement with creditors, or through a similar procedure under national law.

The cases referred to in point (e) are applicable to the following:

- 1) cases of fraud as referred to in Article 1 of the Convention on the protection of the European Communities' financial interests drawn up by the Council Act of 26 July 1995;
- 2) cases of corruption as referred to in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997;
- 3) cases of participation in a criminal organization, as defined in Article 2(1) of Joint Action 98/733/JHA of the Council;
- 4) cases of money laundering as defined in Article 1 of Council Directive 91/308/EEC;

In section V of the grant application form ("Declaration by the applicant"), applicants (**lead partners of the umbrella project**) and partners must declare that they do not fall into any of these situations.

Number of applications and grants per applicant



An applicant (lead partner of the umbrella project) may submit more than one application but may not be awarded more than three grants under this Call for Proposals. Lead partner of an umbrella project and its partners responsible for the implementation of the action (first level of partnership) may not simultaneously implement a single micro-project as a micro-project lead partner or participate as micro-project partner within the same umbrella project.

Partners of micro-projects may take part in more than one micro-projects within the same umbrella project.

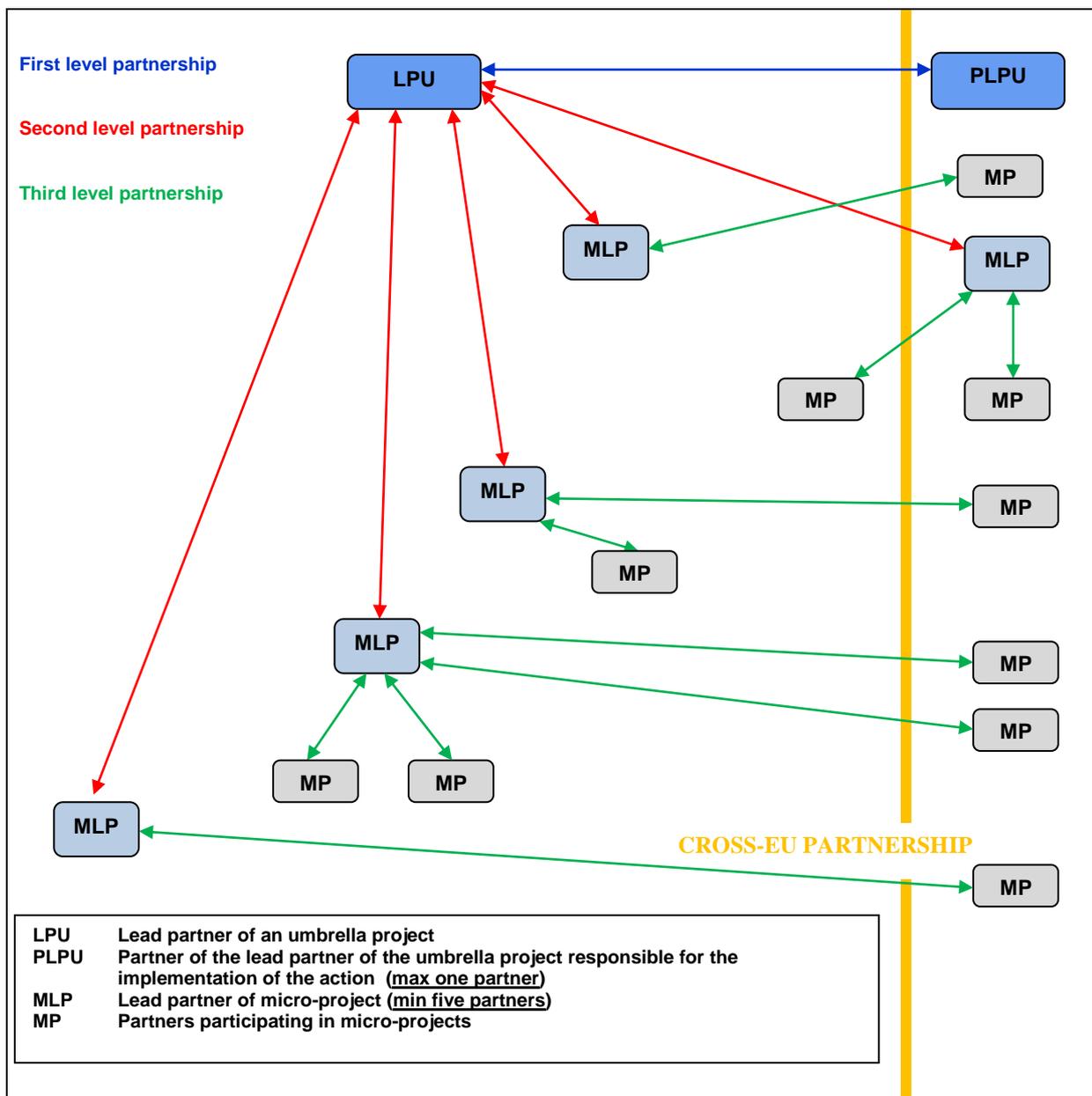
Lead partner of an umbrella project (the applicant) and its partners responsible for the implementation of the action (first level of partnership) may at the same time implement a micro-project as a lead partner of the micro-project or participate as micro-project partner within another umbrella project.

2.1.2 Partnerships and eligibility of partners

Thus, in case of this type of project there are three levels of partnership:

- “First level of partnership”⁷ between the lead partner of an umbrella project and organisation (maximum 1) which participate in the implementation of the umbrella project;
 - In case the lead partner of an umbrella project is from Poland –the organisation which participate in the implementation of the umbrella project must come from Ukraine or Belarus;
 - in case the lead partner of an umbrella project is from Ukraine or Belarus - the organisation which participate in the implementation of the umbrella project must come from Poland;
- “Second level of partnership”- between the lead partner of an umbrella project and lead partners of micro-projects;
 - in case the lead partner of an umbrella project is from Poland – at least one of the micro-project lead partners must come from Ukraine or Belarus;
 - in case the lead partner of an umbrella project is from Ukraine or Belarus - at least one of the micro-project lead partners must come from Poland.
- “Third level of partnership” between lead partners of micro-projects and the organisation/organisations which participate in the implementation of this micro-project - each micro-project has to be implemented jointly by partners from Poland and from Belarus or Ukraine. The partners in every micro-project must establish one of the following compositions:
 - Poland and Ukraine or
 - Poland and Belarus or
 - Poland and Belarus and Ukraine.

⁷ The adoption of the first partnership level is not obligatory. The umbrella project may be implemented only by the lead partner of an umbrella project under the condition that cross-EU border partnership rule is adopted at the second and third partnership level.
Guidelines for Applicants – Measure 3.2 “Local communities’ initiatives”



Each umbrella project must have cross - EU border partnership⁸ on the third level and on at least one of two other levels: first or second.

Lead partners of umbrella project

The umbrella project is to be presented by the applicant (lead partner of the umbrella project) who acts as the only direct contact between the umbrella project and the joint structures implementing the programme. It is the responsibility of the lead partner of the umbrella project to ensure the proper and sound implementation of the umbrella project. The lead partner of the umbrella project submits the project application, signs a grant

⁸ Cross – EU border partnership means the partnership between Polish and Ukrainian or Belarusian organisations or partnership between organisations coming from all partner countries.



contract (contract for the umbrella project) with the Joint Managing Authority (JMA) and assumes full legal and financial responsibility for project implementation vis-à-vis that authority. It alone is responsible to the JMA and it is directly accountable to the authority for the operational and financial progress of activities.

The lead partner of the umbrella project shall thus assume the following responsibilities:

- a) it shall lay down the arrangements for its relations with separate micro-projects (micro-projects' lead partners) and, if needed, with partner responsible for the implementation of the umbrella project, in the Partnership Agreement comprising, *inter alia*, provisions guaranteeing the sound financial management of the funds allocated to the micro-projects, including the arrangements for recovering amounts unduly paid, sign a Partnership Agreement (corresponding to Annex I "Assumptions to the Partnership Agreement") with each lead partner of the micro-project and, if needed, with partner responsible for the umbrella project implementation, as a prior condition for concluding the grant contract (contract for the umbrella project) with the JMA, in particular it shall ensure that the provisions of the General Conditions to the grant contract (contract for the umbrella project) which are applicable to micro-project partners are included in the partnership agreement;
- b) it shall submit the umbrella project application;
- c) it shall sign the grant contract (contract for the umbrella project) with the JMA for the whole umbrella project budget. Consequently it will have the financial responsibility for the programme funds and co-financing for all micro-project partners, including liability to the JMA for the total amount of the programme grant;
- d) it shall be responsible for ensuring the implementation of the entire umbrella project, i.e. the umbrella project management and overall co-ordination of the umbrella project activities;
- e) it shall ensure the monitoring and reporting about progress of the umbrella project;
- f) it shall ensure that the expenditure presented by the micro-project lead partners has been incurred for the purpose of implementing of the umbrella the project, is eligible and corresponds to the activities agreed between these partners;
- g) it shall receive the financial contribution from the JMA and it shall be responsible for transferring of a part of the grant to the micro-project lead partners participating in the umbrella project;
- h) it shall reimburse the JMA for the amounts unduly paid for the umbrella project;
- i) it shall facilitate the audit trail by all relevant European Community authorities, JMA and national authorities, including keeping of documents as requested by Article 45 of Commission Regulation EC No 951/2007 / and the relevant provisions of PRAG.

Partner of the lead partner of the umbrella project responsible for the implementation of the action

The umbrella lead partners (the applicants) may implement the action with the possible assistance of a partner organisation at the first level partnership as described above. Applicants may have only one partner at the first level partnership. This partner must satisfy the following criteria:

- be legal persons or an entity without legal personality⁹ **and**
- be non profit making¹⁰ **and**

9 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.

10 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).



- 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 Regulation¹¹ **and**
- be nationals¹² of Poland or Belarus or Ukraine. This obligation does not apply to international organisations **and**
- be registered and located in the eligible area of the Programme (cooperation or adjacent cooperation area)

Partner of the lead partner of the umbrella project responsible for the implementation of the action assume the following responsibilities:

- a) it shall assist the lead partner of the umbrella project in the identification and selection of the micro-projects to be implemented on his side of the border and provide the assistance in the implementation of the selected micro-projects. His duties must be clearly presented in the point 1.9 of the Application form - Annex A “First partnership level description”;
- b) it shall be responsible for ensuring the implementation of the part of the umbrella project under its responsibility, according to the umbrella project action plan and to the Partnership Agreement conforming to the Annex I;
- c) it shall cooperate with the lead partner of the umbrella project in the implementation of the umbrella project, reporting and monitoring;
- d) it shall assume responsibility in the event of any irregularity in its own declared expenditures, and must repay the amounts unduly paid to the lead partner of the umbrella project;
- e) it shall facilitate the audit trail by all relevant European Community authorities, Joint Managing Authority and national authorities, including keeping of documents as requested by Article 45 of Implementing Rules and the relevant provisions of PRAG;

Lead partners of micro-projects

In order to be eligible, partners responsible for implementation of a micro-project (lead partners of micro-projects) **must**:

- be legal persons or an entity without legal personality¹³ **and**
- be non profit making¹⁴ **and**

11 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.

12 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.

13 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.

14 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).



- 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 Regulation¹⁵ **and**
- be nationals¹⁶ 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 micro-project **and**
- be registered and located in the eligible area of the programme (i.e. core or adjacent area)

The lead partner of the micro-project shall assume the following responsibilities:

- a) it shall be responsible for ensuring the implementation of the micro-project under its responsibility, according to the umbrella application form, micro-project plan
- b) it shall cooperate with the applicant (lead partner of the umbrella project) and with other partners participating in the implementation of the umbrella project / micro-project, reporting and monitoring;
- c) it shall assume responsibility in the event of any irregularity in its micro-project declared expenditures, and must repay the applicant (lead partner of the umbrella project) the amounts unduly paid;
- d) it shall facilitate the audit trail by all relevant European Community authorities, Joint Managing Authority and national authorities, including keeping of documents as requested by Article 45 of Implementing Rules and the relevant provisions of PRAG;

Lead partner of the micro-project and each partner participating in the micro-project may sign a partnership agreement in a form specified by them. In the partnership agreement partners shall ensure that every partner has a good understanding of the micro-project, is aware of the activities it is responsible for and co-financing it is committed to provide (if applicable), supports the micro-project idea and shares the same vision as to the project outputs and results.

Partners participating in micro-projects

In order to be eligible, partners participating in micro-projects **must**:

- be legal persons or an entity without legal personality ¹⁷ **and]**
- be non profit making ¹⁸ **and**

15 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.

16 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.

17 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.

18 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).



- 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 Regulation¹⁹ **and**
- be nationals²⁰ of a Poland or be nationals of Belarus or Ukraine. This obligation does not apply to international organisations **and**
- be registered and located in the eligible area of the Programme (i.e. core or adjacent area)

The partner participating in a micro-project shall assume the following responsibilities:

- a. it shall be responsible for ensuring the implementation of the part of the micro-project under its responsibility, according to the micro-project description and signed partnership declaration;
- b. it shall cooperate with the lead partner of the micro-project in the implementation of the micro-project, reporting and monitoring;
- c. it shall assume responsibility in the event of any irregularity in its own declared expenditures and must repay the lead partner of the umbrella project the amounts unduly paid;
- d. it shall facilitate the audit trail by all relevant European Community authorities, Joint Managing Authority and national authorities, including keeping of documents as requested by Article 45 of Implementing Rules and the relevant provisions of PRAG;

The cross-border partnership and the real involvement of partners in the umbrella project at its every stage is one of the crucial elements of the umbrella project assessment.

Partnership Statement (Section III (2) of the grant application form)

In order to ensure that the umbrella project runs smoothly, all partners **at all three partnership levels** except for the lead partner of the umbrella project (the applicant) have to acknowledge their responsibilities within the umbrella project by signing the Partnership Statements. The lead partner of the umbrella project (the applicant) will acknowledge to the principles of good partnership practice by signing the declaration by the applicant.

Partnership Agreement

One Partnership Agreement must be signed between all partners at the first and second partnership level. If necessary partnership agreements may be signed at the third partnership level i.e. between the lead partner of the micro-project and other partners participating in micro-projects in a form specified by them.

The document shall stipulate the rights and duties of all partners at the first and second partnership level (*define the functions and tasks in the project implementation, mutual obligations and responsibilities*) in line with Annex I to the Guidelines for grant applicants “Assumptions to the Partnership Agreement”.

The Partnership Agreement is to be signed after the umbrella project is approved by the Joint Monitoring Committee but before signing the grant contract (contract for the umbrella project). The Joint Managing Authority may sign the grant contract with the lead partner of the umbrella project only if the Partnership Agreement has already been signed by all the partners at the first and second partnership level

¹⁹ 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.

²⁰ 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.



All organisations indicated by the applicant as those who participate in implementation of the action are treated as partners and shall satisfy all requirements applicable for partners.

Contractors²¹

The applicant (lead partner of the umbrella project) and all other partners have the possibility to award contracts. Contractors are not partners and are subject to the relevant procurement rules.

Tendering procedures at the level of umbrella/micro-projects depend on the nationality of the partners launching the tender. (Lead) partner (s) based in Poland have to comply with Polish law on public procurement as compliant with Community directives applicable to procurement procedures. (Lead) partner (s) and partners based in Belarus and Ukraine have to comply with Annex IV to the standard grant contract. All tender procedures must be procured in accordance with the best international practice (i.e. the rules described by the PRAG).

2.1.3 Eligible actions: actions for which an application may be made

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

Location

Every action (umbrella project) and separate micro-projects must be implemented in the Programme eligible area: cooperation or adjacent cooperation area (see the map of the programme area – Annex J).

Cooperation areas:

Poland:

Krosniensko-przemyski sub-region (in Podkarpackie voivodship): Districts: bieszczadzki, brzozowski, jaroslowski, jasielski, krosnienski, lubaczowski, przemyski, przeworski, sanocki, strzyzowski, leski, District of the City of Krosno, District of the City of Przemyśl;

Bialostocko-suwalski sub-region (in Podlaskie voivodship): Districts: augustowski, bialostocki, bielski, hajnowski, moniecki, sejnenski, siemiatycki, sokolski, suwalski, District of the City of Białystok, District of the City of Suwałki;

Bialskopodlaski and Chelmsko-zamojski sub-regions (in Lubelskie voivodship): Districts: bialski, parczewski, radzynski, wlodawski, District of the Biala Podlaska city and Districts: bilgorajski, chelmski, hrubieszowski, krasnostawski, tomaszowski, zamojski, District of the City of Chelm and District of the City of Zamosc;

²¹ “Contractor” within the meaning of these Guidelines and the PRAG (version applicable from November 2010) corresponds to the “subcontractor” within the meaning of the relevant Ukrainian legislation.



Ostrolecko-siedlecki sub-region (in Mazowieckie voivodship): Districts: losicki, makowski, ostrolecki, ostrowski, przasnyski, pultuski, siedlecki, sokolowski, wegrowski, wyszkowski, District of the City of Ostroleka and District of the City of 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-tarnobrzegi sub-region (in Podkarpackie voivodship): Districts: debicki, kolbuszowski, lezajski, lancucki, mielecki, nizanski, ropczycko-sedziszowski, rzeszowski, stalowowolski, tarnobrzegi, District of the City of Rzeszow and District of the City of Tarnobrzeg.

Lomzynski sub-region (in Podlaskie voivodship): Districts: grajewski, kolnenski, lomzynski, wysokomazowiecki, zambrowski and District of the city of Lomza.

Lubelski sub-region (in Lubelskie voivodship): Districts: janowski, krasnicki, lubartowski, lubelski, leczynski, lukowski, opolski, pulawski, rycki, swidnicki and District of the City of 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.

Indicative actions:

- Joint events increasing involvement of local communities and institutions, administrative structures, media and NGOs within specific fields of interest, e.g. environmental protection, natural and cultural heritage, tourism, economic and social development, etc.;
- Joint events increasing cross-border cooperation between schools and higher education institutions, including exchanges of students, pupils, teachers and scientists, and conferences and scientific seminars, etc;
- Conferences, training seminars and study visits for an exchange of good practices, contributing to the objectives of the Measure 3.2. "Local communities initiatives" described in the point 1.2 of present Guidelines;
- Preparation of cross-border touristic, cultural and sport events;
- Preparation of pilot and innovative projects focusing on common challenges such as environmental protection, gender equality, promotion of sustainable employment, economic and social development, etc.



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

Each micro-project must strongly contribute to attaining of the overall objective of the umbrella project.

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.

Micro-projects with negative impact on environment or not respecting other EU horizontal policy rules cannot receive funding within the programme.

Note that the grant should not have the purpose or effect of producing a profit for any partner of the umbrella or micro-project.

In the case of a grant, profit is defined as a surplus of receipts over the costs incurred by the Beneficiary/Partners when the request is made for final payment.

The following types of actions are ineligible (on both umbrella project level and micro-project level) :

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- actions that have already been approved for financing from other sources, including other EC programmes. If full or part of the action has been proposed for financing from other sources, the Joint Managing Authority should be informed by the lead partner of the umbrella project (the applicant);
- actions that have the purpose or effect of producing a profit for the beneficiary or partners;
- actions concerned only or mainly with charitable events;
- actions, in which investment costs (works, supplies²²) exceed 20% of the total direct eligible costs of umbrella and micro-projects.
- actions in which the applicant and micro-projects' lead partners re-grant the funding.
- regular events. Please note that as a rule regular events can be supported only during its start-up phase. Regular editions of events are eligible only if innovative elements are included in the project's schedule. Such activities must be duly described in the application form.
- in which the bulk of the action is not carried out by the beneficiary and its partner(s).

2.1.4 Eligibility of costs: costs which may be taken into consideration for the grant

Only eligible costs can be taken into account for a grant and presented in the project budget (Annex B). The categories of costs considered as eligible and non-eligible are indicated below. The budget is both a cost

²² Supplies of fixed assets e.g. equipment like: computers, machines, tools etc.



estimate and a ceiling for eligible costs. Note that the eligible costs must be based on real costs based on supporting documents (as a rule no flat-rate financing is envisaged). The costs they incurred by micro-project partners are eligible as those incurred by the lead partner of the micro-project.

It is therefore in the applicant's interest to provide a **realistic and cost-effective budget**.

Lead partner of the umbrella project together with partner responsible for the implementation of the action (first partnership level) may use **maximum 10% of the total amount of all micro-projects within the umbrella project** to cover the expenditures related to management of the umbrella project. The costs for the umbrella project management must be presented **separately** in the Annex B (lines 1a-10a of the Budget for the action).

Please note that the expenditure verification will have to be ensured within the project therefore it is recommended to include such costs in the budget of the action.

1. Eligible direct costs

To be eligible under the Call for Proposals, costs must comply with the provisions of article 14 of the General Conditions to the Standard Grant Contract (see Annex F of the Guidelines).

Eligible costs are costs actually incurred by the beneficiary of this grant which meet all the following criteria:

- a) they are incurred during the implementation of the action with the exception of costs relating to final reports, expenditure verification and evaluation of the action, whatever the time of actual disbursement by the Beneficiary and/or its partners. Procedures to award subcontracts for goods/services/works used/provided/delivered during the implementation period, may have been initiated but contracts may not be concluded by the Beneficiary or its partners before the start of the implementation period of the action, i.e., conclusion of the Grant Contract by the Joint Managing Authority and applicant (lead partner of the umbrella project).
- b) must be indicated in the estimated overall budget of the action,
- c) must be necessary for the implementation of the action which is the subject of the grant,
- d) they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary,
- e) must be reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency,

The following direct costs of the Beneficiary and its partners shall be eligible:

- the cost of staff assigned to the action, corresponding to actual gross salaries including remuneration-related costs; salaries and costs must not exceed those normally borne by the Beneficiary or its partners, as the case may be, unless it is justified by showing that it is essential to carry out the action;
- travel and subsistence costs for staff and other persons taking part in the action, provided they do not exceed those normally borne by the Beneficiary or its partners, as the case may be. The costs must not exceed the EC rates published at:
http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm;



- purchase or rental costs for equipment and supplies (new or used) specifically for the purposes of the action, and costs of services, provided they correspond to market rates;
- costs of consumables;
- subcontracting expenditure (may not be higher than 50% of total eligible costs of the action);
- costs deriving directly from the requirements of the Contract (dissemination of information, evaluation specific to the action, audits, translation, reproduction, insurance, etc.) including financial service costs (in particular the cost of transfers and financial guarantees);
- any other cost necessary for the implementation of the action, in line with the Programme legal basis and the budget of the action.

Contingency reserve

A contingency reserve not exceeding 5% of the direct eligible costs may be included in the Budget of the umbrella project and each micro-project. It can only be used with the **prior written authorisation** of the JMA at the request of lead partner of the umbrella project.

Eligible indirect costs (overheads)

If no separate project office is rented, a proportion of the office rent can be budgeted in the overheads (applicable when (lead) partner(s) is/are already renting an office for its ongoing activities). The calculation is to be done on the basis of the actual costs according to a duly justified, fair and equitable method.

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding fixed at not more than 7% of the total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another heading of the budget of the standard grant contract. The applicant may be asked to justify the requested percentage before contracting. This rule is applicable for the whole umbrella project and for all single micro-projects. As a rule the flat-rate funding in respect of indirect costs does not need to be supported by accounting documents. However, appropriate clarifications will be required. In the application – description of applied methodology and list of planned expenditure and during reporting – list of expenditures and printouts from the bookkeeping system).

2. Ineligible costs

The following costs are not eligible:

- re-granting;
- debts and debt service charges;
- provisions for losses or potential future liabilities;
- interest owed;
- costs declared by the beneficiary and covered by another action or work programme;
- purchases of land, buildings and cars;
- currency exchange losses;
- contributions in kind;
- taxes, including VAT, unless the Beneficiary (or the Beneficiary's partners) cannot reclaim them and the applicable regulations do not forbid coverage of taxes;
- credit and loans to third parties;
- fines.

3. Contributions in kind

Guidelines for Applicants – Measure 3.2 "Local communities' initiatives"



Contributions in kind are not considered actual expenditure and are not eligible costs. The contributions in kind may not be treated as co-financing by the Beneficiary and his partners.

The cost of staff assigned to the action is not a contribution in kind and may be considered as co-financing in the Budget of the Action when paid by the Beneficiary or his partners.

Notwithstanding the above, if the description of the action as proposed by the Beneficiary foresees the contributions in kind, such contributions have to be clearly presented in the application form but must not be presented in the project budget.

2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

2.2.1 Application Form

The applicants (lead partner of the umbrella projects) are obliged to submit the full grant application form for umbrella project, which contains:

- 1) Application form (Annex A).
- 2) Budget of the umbrella project and budgets of each micro-project (Annex B)²³;
- 3) Logical framework of the umbrella project (Annex C);
- 4) Detailed descriptions of each micro-project (Annex D);
- 5) Summary in English of the umbrella project (Annex E)²⁴;
- 6) and the following supporting documents:
 - a) Statutes or other relevant documents e.g. internal regulations of the applicant and all partners – not applicable for public institutions from Poland and Ukraine. For Belarusian public bodies – a copy of relevant National Resolution (relevant legislative act relating to establishing and functioning of the institution) should be provided. If necessary for conducting a reliable evaluation - the JTS and the Evaluation Committee may ask for additional clarifications/documents regarding the legal status of each applicant and partner - Annex A1;
 - b) Applicant's external audit reports for the previous year (where the grant requested exceeds EUR 500 000; not applicable to international organisations nor to the public institutions) – Annex A2;
 - c) Copies of the profit and loss account and the balance sheets or other relevant fiscal documents for the last 3 years (if available) for the applicant and partner responsible for the umbrella project implementation with financial contribution to the project (1st level partnership), showing their financial standing (not applicable for public institutions) – Annex A3;
 - d) The applicant's declaration on ensuring the funds necessary to project implementation (the total of the project co-financing) - Annex A4;
 - e) If applicable, authorisation from the applicant that the person has the right to sign the Application Form (*if the Application Form shall be signed not by the Head of the organisation*) and/or authorisation from the micro-project lead partner that the person has the right to sign the Micro-project description (*if the Micro-project description shall be signed not by the Head of the organisation*) - Annex A5. In case of entity without legal personality a written statement on having the capacity to undertake legal obligations (including signing the grant contract) issued by Supervisory Institution will be required.
 - f) Register document applicable for the applicant/partners – Annex A6:

²³ The complete Annex B **must** consists of sheets: B1 - Budget for the Action (to be completed for the total duration of the action); B2 - Management costs budget (to be completed for the total duration of the action); B3 - Budget of each micro-project; B4 - Management costs justification; B5 - Justification of costs of each micro-project; B6 - Sources of funding for the action; B7 - Sources of funding of each micro-project. If one of the sheet is not presented, the budget is not complete and is not regarded as submitted.

²⁴ To be completed also in case the application form (Annex A) is submitted in English.



- *for Polish partners* - Extract from the National Court Register -Krajowy Rejestr Sądowy - issued not earlier than 6 months before the submission of the Application Form (not applicable for Polish public institutions);
- *for Ukrainian partners:*
 - for public institutions – one of the following documents:*
 - a copy of the Certificate of state registration of legal person certified as a true to the original by the relevant issuing authority or by a notary; **or**
 - notarized copy or the original of an extract (витяг) from the Unified State Register of legal entities and individuals, **or**
 - notarized copy or the original of excerpt (виписка) from the Unified State Register of legal entities and individuals.
 - for non-public institutions:*
 - 1) a copy of the Certificate of state registration of legal person certified as a true to the original by the relevant issuing authority or by notary, **or** notarized copy or the original of an extract (витяг) from the Unified State Register of legal entities and individuals, **or** notarized copy or the original of excerpt (виписка) from the Unified State Register of legal entities and individuals;
 - and**
 - 2) an extract from the Register of non-profit institutions issued by Tax Inspection of Ukraine;
- *for Belarusian partners:* a copy of the Certificate of state registration of legal person certified as a true to the original by the relevant issuing authority or by a notary (not applicable for public bodies).
- g) Declaration on the entitlement to the recovery of VAT - Annex A7 (applicable only for Polish partners).
- h) Other necessary documents required by Polish/Belarusian/Ukrainian law – please specify and add next points e.g. A8, A9 etc.

Please complete the full application form carefully and as clearly as possible so that it can be assessed properly.

Applicants must submit the application (Annex A) and its Annexes in one of the following languages: Polish, Ukrainian, Russian or English. All budgets (Annex B), logical framework (Annex C) and detailed descriptions of each micro-project (Annex D) shall be filled in the language of the application form and in English. Annexes A1-A7 shall be submitted in Polish, Ukrainian or Russian.

The full grant application form must be computer-typed and delivered to the JTS in the paper version. Hand-written applications will not be accepted. In addition the electronic format (e.g. CD/DVD) of the following annexes must be attached in a separate and unique file (e.g. the application form must not be split into several different files):

- Application form (Annex A);
- Budget (Annex B);
- Logical Frame (Annex C);
- Micro-projects description (Annex D);
- English summary of the Umbrella Project (Annex E).

The electronic format must contain exactly the same application as the paper version enclosed. The paper version is considered as an official application.

Each original and copy of the application must be bound separately. The original application should have an inscription “original” on its first page. The copy should be marked as “copy” on its first page.



Each page must be numbered. The following information must be presented on the last page of the application package: the total number of pages, name, position and signature of the head of the applicant's organisation or his/her authorised representative, date and the organisation's stamp. Additionally, in case of copies of the application, inscription "the copy is true to the original" shall be added.

The supporting documents must be supplied in originals or duly certified copies. In case of photocopies or scanned versions they must be certified as a true copy by the authorised person in applicant/partner organisation.

2.2.2 *Where and how to send 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.

2.2.3 *Deadline for submission of Applications*

The deadline for the submission of applications is 14 June 2012 as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of deliveries in person, 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 (administrative and eligibility check).



2.2.4 Further information for the Application

Information sessions on this Call for Proposals will be held after the Call for Proposals' launch. The detailed information concerning the information sessions will be provided at the Programme website:
<http://www.pl-by-ua.eu>.

Questions in writing may be sent only by e-mail no later than 21 days before the deadline for the submission of applications to the address mentioned below, indicating clearly the reference number of the Call for Proposals.

E-mail address: pbu@cpe.gov.pl

JMA/JTS has no obligation to provide further clarifications to questions received after this date.

Replies in writing will be given by e-mail no later than 11 days before the deadline for the submission of applications.

In the interest of equal treatment of applicants, the JMA/JTS cannot give a prior opinion on the eligibility of an applicant, a partner, an action/micro-project or specific activities.

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at the Programme website: **<http://www.pl-by-ua.eu>**. It is therefore highly recommended to regularly consult the abovementioned website in order to be informed of the questions and answers published.

2.3 EVALUATION AND SELECTION OF APPLICATIONS

Administrative and eligibility check is carried out by the Joint Technical Secretariat employees acting as assessors. The results of this assessment will be approved by the Evaluation Committee. The quality evaluation will be conducted by the Evaluation Committee chaired by the JMA with the possible assistance of internal and external assessors.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in paragraph 2.1.3, the application shall be rejected on this sole basis.

All actions submitted by applicants will be assessed according to the following steps and criteria:

STEP 1: OPENING SESSION AND ADMINISTRATIVE AND ELIGIBILITY CHECK

The following aspects shall be assessed:

A/ ADMINISTRATIVE COMPLIANCE

ADMINISTRATIVE CHECKLIST			
1.	The deadline has been respected	YES	NO
2.	The full Grant Application Form together with supporting documents have been submitted in closed and sealed envelope	YES	NO
3.	The correct grant application form, published for this call for proposals, has been used (the proposal keeps strictly to the format of the application form template)	YES	NO



4.	One original and 2 copies are included	YES	NO
5.	The proposal is complete and filled out in accordance with the Guidelines for Applicants (note: all required annexes enclosed):	YES	NO
	The proposal is computer typed	YES	NO
	The proposal is bound, pages are numbered	YES	NO
	The last page of the proposal is signed, stamped, dated and the total number of pages is indicated	YES	NO
	Are the next points of the proposal filled in: 1.4 - "Summary", 1.5 - "Objectives", 1.6 - "Relevance of the action to the Programme", 1.7 - "Description of the action and its effectiveness", 1.8 - "Cross border impact", 1.10 - "Methodology" and 1.13 - "Sustainability".	YES	NO
6.	The proposal is in Polish/Russian/Ukrainian or English	YES	NO
7.	The e-version is enclosed:	YES	NO
	An electronic version (CD/DVD) of the relevant Annexes is enclosed: A -Application Form, B - Budget for the Action, C -Logical Framework D - Description of each micro-project and E - English summary of the Umbrella Project	YES	NO
	The electronic and paper versions of relevant Annexes are the same: A - Application Form, B - Budget for the Action, C - Logical Framework D - Description of each micro-project and E - English summary of the Umbrella Project	YES	NO
8.	Budget of the Action – Annex B is enclosed:	YES	NO
	Are all budget sheets (The budget of the umbrella project, management cost budget and separate budgets of each micro-project consisting of: (budgets (B1, B2, B3), justification of expenditures (B4, B5), expected sources of funding (B6, B7)) presented?	YES	NO
	Are all budget sheets presented in the format requested?	YES	NO
	Are the costs expressed in EUR currency?	YES	NO
	Are all budget sheets presented in the national language and in English?	YES	NO
9.	The logical framework of the umbrella project (Annex C) is enclosed:	YES	NO
	Is the logical framework presented?	YES	NO
	Is the logical framework presented in the format requested?	YES	NO
	Is the logical framework presented in national language and in English	YES	NO
10.	The description of each micro-project (Annex D) is enclosed, complete, and filled out in accordance with the Guidelines for grant applicants	YES	NO
11.	English summary of the Umbrella Project (Annex E) is enclosed, complete and presented in the format requested	YES	NO
12.	The Declaration by the applicant has been submitted, has been filled in and has been signed by the head of the organisation or another authorised person (s) (in this case the authorisation is enclosed) (as part V of the Application Form)	YES	NO
13.	The Partnership statement has been submitted, filled in and signed by all partners (except for the lead partner) by the head of the organisation or another authorised person (s)	YES	NO



14.	All required supporting documents are included (<i>as listed in point 2.2.1 of the Guidelines for Applicants</i>). Supporting documents are valid and in compliance with <Polish/Ukrainian/Belarusian> legal system	YES	NO
Annex A1	Statutes or other relevant documents e.g. internal regulations of the applicant and all partners are presented (if applicable according to point 2.2.1 of the Guidelines for Applicants)	YES	NO
Annex A2	Applicant's external audit reports for the previous year has been submitted? (if applicable)	YES	NO
Annex A3	Copies of the profit and loss account and the balance sheets or other relevant fiscal documents for the last 3 years (if available) for the applicant and partner with financial contribution to the project, showing their financial standing – have been submitted? (if applicable)	YES	NO
Annex A4	The applicant's declaration on ensuring the funds necessary to project implementation (the total of the project co-financing) – has been provided, filled in correctly and signed by the authorised person?	YES	NO
Annex A5	The relevant authorisation from the applicant that the person has the right to sign the Application Form has been submitted (if applicable)	YES	NO
Annex A6	Register document for the applicant/partner(s) is provided (if applicable)	YES	NO
Annex A7	Declaration on the entitlement to the recovery of VAT is provided (if applicable)	YES	NO

B/ ELIGIBILITY VERIFICATION

The following aspects shall be assessed:

ELIGIBILITY VERIFICATION			
1.	The applicant and partners are eligible according to points: 2.1.1 and 2.1.2. of the Guidelines for applicants:	YES	NO
	are legal persons or an entity without legal personality	YES	NO
	are non profit making:	YES	NO
	are 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).		
	are specific types of organisations such as: a) non-governmental organisations, b) public sector operators, c) local authorities, d) bodies governed by public law,	YES	NO



	e) international (inter-governmental) organisations as defined by Article 43 of the Implementing Rules to the EC Financial Regulation		
	are nationals of Poland, Belarus or Ukraine. This obligation does not apply to international organisations and	YES	NO
	are directly responsible for the preparation and management of the action with their partners, not acting as an intermediary and	YES	NO
	are registered and located in the eligible area of the Programme (core and adjacent area can be listed here also)	YES	NO
2.	The eligible partnership scheme has been presented according to point 2.1.2 of the Guidelines for grant applicants	YES	NO
3.	The proposed activities correspond to the Measure 3.2 of Programme and are not included as an ineligible according to point 2.1.3 of Guidelines for grant applicants	YES	NO
4.	The umbrella project and micro-projects are to be implemented in the eligible area	YES	NO
5.	The costs are not regarded as ineligible according to point 2.1.4 of the Guidelines for Applicants	YES	NO
6.	The duration of the umbrella project is equal to or lower than 24 months (<i>the maximum allowed</i>)	YES	NO
7.	The duration of each micro-project is equal to or lower than 12 months (<i>the maximum allowed</i>)	YES	NO
8.	The umbrella project includes from 5 up to 20 micro-projects	YES	NO
9.	The requested EU contribution is within limits available:	YES	NO
	The grant requested falls between minimum 225 000 EUR and maximum 900 000 EUR	YES	NO
	The total budget of each micro-project is between 10 000 EUR and 50 000 EUR	YES	NO
	The requested EU contribution for the umbrella project and each micro-project is equal to or lower than 90% of the total eligible costs (<i>maximum percentage allowed</i>)	YES	NO
10.	The applicant's (and partners', if applicable) financial contribution is equal to or higher than 10% of the total eligible costs (minimum percentage required)	YES	NO
11.	Compliance with state aid provisions (i.e. project does not constitute state aid) according to point 7 of the Application Form	YES	NO
12.	No overlapping or duplication with other aid programmes (e.g. EU programmes, EEA Financial Mechanism and Norwegian Financial Mechanism, Swiss- Polish Cooperation Programme) according to point 7 of the Application Form	YES	NO

Following the opening session, the Joint Technical Secretariat (JTS) will inform all applicants via e-mail, whether their application was submitted prior to the deadline, and the reference number they have been allocated.

If some of the criteria are not satisfied the application will be rejected or the applicant will be invited to submit clarifications. Clarifications will be requested when information provided is unclear, thus preventing the JTS from conducting an objective assessment.



The clarifications must be sent within the deadline set out by the JTS but not later than within 14 calendar days since the request was sent by the JTS. The JTS will send the request for clarifications via fax and e-mail. The applicants (lead partners of an umbrella projects) will send their answers by fax and e-mail which should be followed with originals sent by registered mail (date on the envelope), private courier service or by hand-delivery.

Other rules concerning the delivery of the corrected/complemented documents are the same as for the full project application (e.g. they must be submitted in paper in 1 original and 2 copies, date of dispatch is decisive etc.)

The applicants may introduce **solely** the information requested by the JTS. The correction may refer only to clarification of the controversial issues, formal correction/completion of a missing documents and may not be treated as a chance to improve the quality of the project proposal.

If any of micro-project or any partner proves to be ineligible, the umbrella project is to be rejected on that **sole** basis and the application will not be evaluated further.

The umbrella project proposal will be automatically rejected without asking for clarification in any of following cases:

1. The relevant points in Annex A are not filled in: point 1.4 “Summary” 1.5 “Objectives”, 1.6 “Relevance of the action to the Programme”, 1.7 “Description of the action and its effectiveness”, 1.8 “Cross border impact”, 1.9 “First partnership level description” – if applicable, 1.10 “Methodology”, 1.11 “Duration and indicative action plan for implementing the umbrella project”, 1.12 “Sustainability”;
2. The partnership is not in line with point 2.1.2 of the Guidelines for grant applicants;
3. The following documents are not attached:
 - a) Budget of the umbrella project (Annex B - sheet B1)
 - b) Description of **each** micro-project (Annex D)

Finally, after verification of the documents complemented or corrected by the applicant and after the Evaluation report on the 1st step is signed by the Evaluation Committee, the JTS shall draw up a list indicating which projects have been recommended for further evaluation and which have been rejected and on which basis. The JTS will send a letter to all applicants, indicating whether their application has been recommended for further evaluation. In case the application is rejected the JTS will provide the relevant explanation regarding to the reasons of the rejection.

STEP 2: EVALUATION OF THE FULL APPLICATION (QUALITY EVALUATION)

An evaluation of the quality of the applications, including the proposed budget, and of the capacity of the applicant and its partners, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria are intended to help evaluate the financial and operational capacity of applicants and partners responsible for umbrella project implementation to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action..



The award criteria allow the quality of the applications submitted to be evaluated in relation to the set objectives and priorities, and grants to be awarded to actions which maximise the overall effectiveness of the Call for Proposals. They enable the selection of applications which will comply with the programme objectives and priorities and which will guarantee the visibility of the EU financing (see http://ec.europa.eu/europeaid/work/visibility/index_en.htm). They cover such aspects as the relevance of the action, its consistency with the objectives of the Call for Proposals, its quality, expected impact, sustainability and cost-effectiveness.

Scoring:

The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

An evaluation of the quality of the applications will consist of the evaluation of each micro-project and the evaluation of the umbrella project.

Micro-project Evaluation Grid (to be completed for each micro-project separately).

1. Relevance of the micro-project	Max. score
1.1 How relevant is the micro-project to the objectives of <i>Measure 3.2. "Local communities' initiatives"</i> .	5x2*
1.2 How does the micro-project contribute to attaining of the overall objective of the umbrella project.	5
1.3 Cross- border impact. How does the micro-project contribute to the strengthening of cross- border co- operation (<i>e.g. creates basis to develop cross border co- operation/ results benefits both sides of the border/ demonstrate clear links to future cross- border co-operation</i>)	5x2*
1.4 How relevant to the particular needs and constraints of the target country/countries or region(s) is the proposal? How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	5
Total score:	30**
2. Methodology of the micro-project	Max score
2.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results? Does the action demonstrate innovative approach?	5
2.2 How coherent is the overall design of the micro-project? Is the micro-project action plan achievable?	5
2.3 Does the proposal contain objectively verifiable indicators for the outcome of the action?	5
Total score:	15
3. Sustainability of the micro-project	Max. score
3.1 Is the action likely to have a tangible impact on its target groups (including scope for replication and extension of the outcome of the action and dissemination of information)?	5



3.2 Are the expected results of the proposed action sustainable : - financially (<i>how will the activities be financed after the EU funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the action? Will there be local "ownership" of the results of the action?</i>)	5
Total score:	10
4. Budget and cost-effectiveness of the micro-project	Max. Score
4.1 Is the ratio between the estimated costs and the expected results satisfactory?	5
4.2 Is the proposed expenditure necessary for the implementation of the action? Is the budget transparent and adequately related to the planned actions?	5
Total score:	10
5. Partnership within the micro-project	Max Score
5.1 How satisfactory is the level of involvement and activities of the cross-border partners, - the project has been jointly prepared; - the project will be jointly implemented; - the project will have shared staff; - the project will be jointly financed. <i>Note 1:</i> a score of 5 (<i>very good</i>) may only be allocated if the project fulfils all above mentioned criteria (partners participate in preparation, implementation of the project, have financial contribution <i>-eligible costs only- and joint staff</i>) and only to the projects with the balanced division of the budget between the project partners. <i>Note 2:</i> a score of 1 (<i>very poor</i>) may be allocated if partner participated only in activities (e.g. partner take part in the training/conference but is not involved in event's preparation, coordination etc.).	5x2
Total score:	10
Maximum total score	75

*the scores are multiplied by 2 because of their importance

** *Note on Section 1. Relevance*

If a total score lower than **24 points** is obtained for section 1, the micro-project will be eliminated by the Evaluation Committee. The evaluation grid must nevertheless be completed.

The minimum score a micro-project has to achieve in order to be taken into consideration for possible financing is **50 points**.

Umbrella Project Evaluation Grid (to be completed for the whole umbrella project)²⁵

²⁵ The projects' ranking list will be elaborated using the completed Umbrella Project Evaluation Grids.



1. Financial and operational capacity	Max Score
1.1 Do the applicant and partner responsible for umbrella project implementation have sufficient experience of project management ?	5
1.2 Do the applicant and partner responsible for umbrella project implementation have sufficient technical expertise and management capacity ? (Including staff, equipment, knowledge and ability to handle the budget for the action)	5
1.3 Do the applicant and partner responsible for the umbrella project implementation have stable and sufficient sources of finance ?	5
Total score:	15*
2. Relevance of the umbrella project	Max. score
2.1 How relevant is the umbrella project to the objectives of <i>Measure 3.2. "Local communities' initiatives"</i> ? The arithmetical average of the section no.1 " Relevance of the micro-project " regarding to all micro-projects will be presented here.	30
2.2 How relevant is the umbrella project to the objectives of <i>Measure 3.2. "Local communities' initiatives"</i> ?	5
Total score:	35**
3. Methodology of the umbrella project	Max score
3.1 The arithmetical average of section no. 2 " Methodology of the micro-project " regarding to all micro-projects will be presented here	15
3.2 How coherent is the overall design of the umbrella project? Is the umbrella project action plan achievable? Are the proposed methods of implementation and management of the umbrella project appropriate? Will the umbrella project produce an overall better result than if each micro-project implemented separately/individually (Synergy effect)?	5
3.3 Does the umbrella project contain objectively verifiable indicators for the outcome of the action?	5
Total score:	25
4. Sustainability of the umbrella project	Max. score
4.1 The arithmetical average of section no. 3 " Sustainability of the micro-project " regarding to all micro-projects will be presented here	10
Total score:	10
5. Budget and cost-effectiveness of the umbrella project	Max. Score
5.1 The arithmetical average of section no. 4 " Budget and cost-effectiveness of the micro-project " regarding to all micro-projects will be presented here	10
5.2 Are the proposed expenditures (management costs of the umbrella project) necessary for the implementation of the umbrella project ? Is the budget of the umbrella project transparent and adequately related to the planed actions?	5
Total score:	15
6. Partnership	Max Score



6.1 The arithmetical average of section no. 5 “ Partnership within the micro-project ” regarding to all micro-projects will be presented here	10
6.2 How big is the involvement of the micro-project lead partners from different countries?	5
Total score:	15
Maximum total score	115

**Note on Section 1. Financial and operational capacity*

If a total score lower than “adequate” (**9 points**) is obtained for section 1, the proposal will be eliminated by the Evaluation Committee. The evaluation grid must nevertheless be completed.

*** Note on Section 2. Relevance*

If a total score lower than **28 points** is obtained for section 2, the proposal will be eliminated by the Evaluation Committee. The evaluation grid must nevertheless be completed.

Provisional selection

Following the evaluation, a table listing the applications ranked according to their score and within the available financial envelope will be established as well as a reserve list following the same criteria.

The minimum score an umbrella project has to achieve in order to be taken into consideration for possible financing is **75 points**.

If one of the micro-projects is scored below the thresholds presented in the Micro-project Evaluation Grid the whole umbrella project will not be taken into consideration for possible financing.

2.4 GRANT AWARD DECISION

Following each step of evaluation the secretary of the Evaluation Committee draws up a report that includes information on all the projects submitted and the outcome of their evaluation. A ranking list of projects reflecting the scores given by the Evaluation Committee is annexed to Evaluation report of the Full Application form (Step 2). Projects recommended for support are those that received the minimum scoring envisaged for the whole project as well as for the required sections.

The final decision on the grant award is made by the Joint Monitoring Committee (JMC). No project failing to pass the quality assessment threshold may be approved to be financed. If the Joint Monitoring Committee decides not to follow all or part of the recommendations of the Evaluation Committee, it shall explain its decision in writing. The decision shall then be sent via the Joint Managing Authority to the European Commission for prior approval.

The JMC may approve the projects with recommendations. If the recommendations are not fulfilled by the applicant in the given timeframe before signing the grant contract with the JMA, the project shall not be supported under the Programme.

The JMC may also establish a reserve list of projects, ranked by the scoring. If the applicant awarded a grant does not follow the recommendations of the JMC or decides not to implement its project, the support may be recommended to a reserve project, starting from the project ranked on the first place.

Following the JMC decision on the grant award, the JTS shall inform all applicants in writing whether the given application was approved for support. If the financing decision is negative, the reasons for it are given



in the letter. In addition, a list of signed grant contracts and the amounts granted shall be published on the Programme website (award-notice).

2.4.1 Appeals

Applicants believing that they have been harmed by an error or irregularity during the assessment or in case the Applicant does not agree with the final decision of the JMC, the Applicant is entitled to file a complaint. The complaint can be filed in case the decision:

- infringes the rights stipulated in the Regulations of the European Union and PRAG;
- presents an encroachment to the Call for proposals published or the procedures regulating the assessment process.

A complaint shall be submitted to the JMA via JTS (which is the body responsible for handling the complaint) not later than **21 calendar** days (as evidenced by the date of dispatch, the postmark or the date of the deposit slip) after the respective letter from the JTS was sent by fax or e-mail. Any complaint submitted after the deadline will automatically be rejected.

The complaint has to be:

- written in English or in the language in which the project was submitted;
- sent to the JMA via JTS by fax (+48 22 201 97 25) or e-mail (pbu@cpe.gov.pl) which should be followed with original sent by the regular mail at:

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

- signed by the legal representative of the Applicant;
- contain clear and articulate reference to the nature of the encroachment based on EU Regulations, PRAG and programme procedures or the Call for proposals.

The JMA shall answer within 45 calendar days of receipt of the complaint by fax or e-mail (which should be followed by the regular mail).

The reply to the appeal represents the final decision of the JMA regarding the application.

2.5 CONDITIONS APPLICABLE TO IMPLEMENTATION OF THE ACTION FOLLOWING THE JOINT MONITORING COMMITTEE'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the Beneficiary will be offered a contract based on the JMA's standard grant contract (see Annex F of these Guidelines). By signing the Application form (Annex A of these Guidelines), the applicant declares accepting, in case where it is awarded a grant, the Contractual conditions as laid down in the Standard Grant Contract.



Recommendations to award a grant for the umbrella project are always subject to the condition that the checking process which precedes the signing of the grant contract does not reveal problems requiring changes to the budget (for instance arithmetical errors, inaccuracies or unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead the JMA to impose modifications or reductions to address such mistakes or inaccuracies. The amount of the grant and the percentage of co-financing as a result of these corrections may not be increased.

If the successful applicant is an international organisation, the model Contribution Agreement with an international organisation or any other contract template agreed between the international organisation concerned and the JMA will be used instead of the standard grant contract provided that the international organisation in question offers the guarantees provided for in the applicable Financial Regulation, as described in Chapter 6 of the Practical Guide to contract procedures for EU external actions.

The final eligibility costs verification will be conducted by the JTS and JMA before the signature of the contract. The applicant may be asked to remove any ineligible cost from the budget or to provide any additional information regarding the eligibility of costs and any other issues regarding the implementation of the project.

Procurement rules

Where implementation of the action requires the Beneficiary or partners to award procurement contracts, it must award the contract to the tenderer offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment of potential contractors, care being taken to avoid any conflict of interests. Tendering procedures at the level of umbrella projects and micro-projects depend on the nationality of the applicant or of the partner launching the tender. Beneficiaries (lead partners) and partners based in Poland have to comply with Polish law on public procurement as compliant with Community directives applicable to procurement procedures. Beneficiaries (lead partners) and partners based in Belarus and Ukraine have to comply with the procedures set out in Annex IV of the grant contract. All tender procedures must be procured in accordance with the best international practice (i.e. the rules described by the PRAG).

External verification of project expenditure

The purpose of the **verification of project expenditure** is to verify that the expenditure claimed by the applicant (lead partner of the umbrella project) for the action financed by the grant contract has occurred ('reality'), is accurate ('exact') and eligible. This verification will be done for whole umbrella project (including every micro-project) and it may include on-the-spot check. The verification will be executed by external auditor contracted by lead partner of umbrella project. Thus lead partner of the umbrella project shall include relevant provisions into partnership agreements with micro-project lead partners, and envisage in the Application Form (Annex B: Budget of the umbrella project) costs of external verification of the umbrella project as eligible costs.

Payments

Payment procedures will correspond to the scheme presented below. For details please look at the grant contract – Special Conditions.

Payment procedures described below refer to transfers between the JMA and the lead partner of the umbrella project.



1. An initial pre-financing installment of 30% of the approved grant, accompanied by:
 - a request for payment conforming to the model in Annex V of grant contract,
 - a financial guarantee if required under Article 15.7 of General Conditions.

2. Second pre-financing installment, representing maximum 30% of the approved grant within 45 days of the JMA approving an interim report in accordance with Article 15.2 of General Conditions, accompanied by:
 - a request for payment conforming to the model in Annex V of the grant contract; ,
 - an expenditure verification report under Article 15.6 of General Conditions,
 - a financial guarantee if required under Article 15.7 of General Conditions,

3. Third pre-financing installment, representing maximum 30% of the approved grant within 45 days of the JMA approving an interim report in accordance with Article 15.2 of General Conditions, accompanied by:
 - a request for payment conforming to the model in Annex V of the grant contract; ,
 - an expenditure verification report under Article 15.6 of General Conditions,
 - a financial guarantee if required under Article 15.7 of General Conditions,

4. The balance within 45 days of the JMA approving the final report in accordance with Article 15.2 of General Conditions, accompanied by:
 - a request for payment of the balance conforming to the model in Annex V of the grant contract,
 - an expenditure verification report required under Article 15.6 of General Conditions,

The beneficiary will be obliged to present the name of the auditor that will carry out a report on the verification of the action's expenditure either at the stage of signing the grant contract or after successful tender procedure is approved by the JMA.

Payments from JMA will be made on the Beneficiary's account nominated in EUR in accordance with the Financial Identification Form which must be provided to the JTS after the project is approved by the JMC but before signing the Standard Contract.



3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

ANNEX A: GRANT APPLICATION FORM (WORD FORMAT) AND SUPPORTING DOCUMENTS:

- Annex A1 Statutes or other relevant documents e.g. internal regulations of the applicant and all partners – not applicable for public institutions from Poland and Ukraine. For Belarusian public bodies – a copy of relevant National Resolution (relevant legislative act relating to establishing and functioning of the institution) should be provided. If necessary for conducting a reliable evaluation - the JTS and the Evaluation Committee may ask for additional clarifications/documents regarding the legal status of each applicant and partner;
- Annex A2 Applicant's external audit report for the previous year (where the grant requested exceeds EUR 500 000; not applicable to international organisations nor to the public institutions)
- Annex A3 Copies of the profit and loss account and the balance sheets or other relevant fiscal documents for the last 3 years (if available) for the applicant and partner responsible for the umbrella project implementation with financial contribution to the project (1st level partnership), showing their financial standing (not applicable for public institutions)
- Annex A4 The applicant's declaration on ensuring the funds necessary to project implementation (the total of the project co-financing)
- Annex A5 If applicable, authorisation from the applicant that the person has the right to sign the Application Form (*if the Application Form shall be signed not by the Head of the organisation*) and/or authorisation from the micro-project lead partner that the person has the right to sign the Micro-project description (*if the Micro-project description shall be signed not by the Head of the organisation*). In case of entity without legal personality a written statement on having the capacity to undertake legal obligations (including signing the grant contract) issued by Supervisory Institution will be required.
- Annex A6: **FOR POLISH PARTNERS:** an extract from the National Court Register -Krajowy Rejestr Sądowy - issued not earlier than 6 months before the submission of the Application Form (not applicable for Polish public institutions);

FOR UKRAINIAN PARTNERS:

for public institutions – one of the following documents:

a copy of the Certificate of state registration of legal person certified as a true to the original by the relevant issuing authority or by a notary; **or**
notarized copy or the original of an extract (витяг) from the Unified State Register of legal entities and individuals, **or**
notarized copy or the original of excerpt (виписка) from the Unified State Register of legal entities and individuals.

for non-public institutions:

- 1) a copy of the Certificate of state registration of legal person certified as a true to the original by the relevant issuing authority or by notary, **or** notarized copy or the original of an extract (витяг) from the Unified State Register of legal entities and individuals, **or** notarized copy or the original of excerpt (виписка) from the Unified State Register of legal entities and individuals;

and

- 2) an extract from the Register of non-profit institutions issued by Tax Inspection of Ukraine;



FOR BELARUSIAN PARTNERS: a copy of the Certificate of state registration of legal person certified as a true to the original by the relevant issuing authority or by a notary (not applicable for public bodies).

- Annex A7 Declaration on the entitlement to the recovery of VAT (applicable only for Polish partners).
- Annex A8 Other necessary documents required by Polish/Belarusian/Ukrainian law – please specify and add next point e.g. A8, A9 etc.

ANNEX B: PROJECT BUDGET (EXCEL FORMAT)

Annex B must be fill in separately for the umbrella project and for each micro-project.
The complete Annex B **must** consists of sheets:

- B1 - Budget for the Action (to be completed for the total duration of the action);
- B2 - Management cost Budget;
- B3 - Budget of each micro-project;
- B4 - Management costs justification;
- B5 - Justification of costs of each micro-project;
- B6 - Sources of funding for the action;
- B7 - Sources of funding of each micro-project.

The number of tables presented in sheets B3, B5 and B7 depends on the number of micro-projects in the umbrella project (e.g. if the umbrella project consists of five micro-projects – five separate tables must be presented in sheets B3, B5 and B7).

ANNEX C: LOGICAL FRAMEWORK (EXCEL FORMAT)

Annex C must be filled in for the whole umbrella project.

ANNEX D: MICRO-PROJECT DESCRIPTION

Annex D must be fill in separately for each micro-project.

Please number Annexes D in the following way:

Micro-project 1: Annex D1

Micro-project 2: Annex D2

Etc.

Please note: the same number of the particular micro-project shall be used in the whole application pack.

ANNEX E: ENGLISH SUMMARY OF THE UMBRELLA PROJECT

DOCUMENTS FOR INFORMATION



ANNEX F: STANDARD CONTRACT

- ANNEX II: GENERAL CONDITIONS APPLICABLE TO EUROPEAN COMMUNITY-FINANCED GRANT CONTRACTS FOR EXTERNAL ACTIONS
- ANNEX IV: CONTRACT AWARD PROCEDURES
- ANNEX V: STANDARD REQUEST FOR PAYMENT
- ANNEX VI: MODEL NARRATIVE AND FINANCIAL REPORT
- ANNEX VII: MODEL REPORT OF FACTUAL FINDINGS AND TERMS OF REFERENCE FOR AN EXPENDITURE VERIFICATION OF AN EC FINANCED GRANT CONTRACT FOR EXTERNAL ACTIONS
- ANNEX VIII: MODEL FINANCIAL GUARANTEE
- ANNEX IX: STANDARD TEMPLATE FOR TRANSFER OF OWNERSHIP OF ASSETS

ANNEX G: DAILY ALLOWANCE RATES (PER DIEM), available at the following address
http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm

ANNEX H: ASSUMPTIONS TO THE PARTNERSHIP AGREEMENT

ANNEX I: MAP OF THE PROGRAMME AREA

ANNEX J: STANDARD CONTRIBUTION AGREEMENT (applicable when the beneficiary is an international organisation), available at the following address:
http://ec.europa.eu/europeaid/work/procedures/implementation/international_organisations/index_en.htm