



Contracting Authority:
Ministry of Regional Development of Poland,
Territorial Cooperation Department
(*Joint Managing Authority (JMA)*)

**European Neighbourhood and Partnership Instrument
EC Decision no C(2008)6411 of 6 November 2008**

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

**Guidelines
for grant applicants**

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Deadline for submission of proposals: 1st March 2010

NOTICE

This is an open Call for Proposals, where all documents are submitted at one stage (Concept Note and full proposal). First, all documents shall be subject to administrative check and eligibility evaluation. In the next step, only the Concept Notes will be evaluated. Thereafter, for the applicants whose Concept Notes have been pre-selected, evaluation of the full proposal will be carried out.

This Call for Proposals is launched under suspension clause linked to the signing of the Financing Agreements between the European Commission and participating countries (Ukraine and/or Belarus).

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*).

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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;
- The Commission Regulation (EC) No 951/2007 of 9 August 2007 laying down implementing rules for cross-border co-operation programmes financed under Regulation (EC) No 1638/2006 ;
- The Cross-Border Co-operation Programme Poland-Belarus-Ukraine approved by the European Commission on 6. November 2008.
- Practical Guide to Contract procedures for EC external actions (**PRAG**)¹ applicable for 1 January 2009.

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:
 - Measure 2.1. Natural environment protection in the borderland;
 - Measure 2.2. Efficient and secure borders;

¹ http://ec.europa.eu/europeaid/work/procedures/implementation/grants/index_en.htm

- 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 the call for Proposals is to implement the programme goals through support the projects within all three programme priorities. However, they do not cover neither the “strategic projects” described in the programme nor the projects to be supported within the Measure 3.2 Local communities' initiative (such projects shall be subject to a different set of guidelines).

The **specific objectives** of this Call for Proposals are as follows (explained in the programme document);

Measure 1.1. Better conditions for entrepreneurship

Measure 1.1 aims at improving the conditions for business development. Improvement of the quality and accessibility of infrastructure, including new technologies infrastructure, contributes to increasing the area's investment attractiveness, for both internal and external investors. Measure 1.1 will also promote soft-type activities aimed at the socio-economic development of the eligible area. Support will be provided to activities targeting among others: regional marketing, trade and investment promotion, SME development, the development of local and regional labour markets, the development of an information society, new technologies, improvement of cooperation between research and business institutions, the socio-economic and environmental rehabilitation of technologically transformed and contaminated areas.

Measure 1.2. Tourism development

The main goal of Measure 1.2 is to improve and fully utilise the tourist potential of the region. The Programme Area has potential for the development of tourism, including agro-tourism, due to various natural environmental conditions and cultural heritage objects, but the tourist infrastructure is requires improvement. Therefore, the support will focus on the development of tourist infrastructure and services. Measure 1.2 will also promote soft-type activities targeting, among others: regional promotion, tourism and agro-tourism development, and the protection of cultural heritage.

Measure 1.3. Improving access to the region

The geographical location of the Programme Area has advantages in terms of the development potential for transport and this might contribute substantially to its economic development, but the existing transport and border infrastructure needs upgrading. Therefore, activities supported within the Measure 1.3 include improvements in the quality and accessibility of the social and economic infrastructure, with a focus on transport, energy, logistic systems, transport safety and water supply. Infrastructure development will improve potential investors' access to the area, raise the living standards of inhabitants, and boost tourist and economic attractiveness of the border area.

Measure 2.1. Natural environment protection in the border land

Measure 2.1 aims to protect and improve the quality of the natural environment. Improvement of the quality of natural environment contributes to increasing the inhabitants' living standards as well as boosting the area's tourist and investment attractiveness. This goal will be achieved mainly through investments in the environmental infrastructure for regional or local impact and the improvement of cross-border cooperation in environmental protection. This measure will promote activities focusing on environmental protection and natural heritage, especially on: improving solid waste management and wastewater treatment, monitoring of environmental conditions and preventing environmental threats, prevention of cross-border pollution displacement and pollution reduction. Systemic solutions and other activities for the management environmental emergency situations will be supported, as well as the development and modernisation of the natural emergencies management system. Activities promoting the wider use and development of renewable energy sources will also be supported.

Measure 3.1. Regional and local cross-border cooperation capacity building

The goal of Measure 3.1 is to improve the cross-border cooperation capacity at the local and regional level. Support is planned mainly for activities aimed at increasing the institutional cooperation. It is expected to develop as a result of the creation of institutional forms of cross-border cooperation. Information exchange, experience sharing and networking cooperation will be promoted, including internet-based projects. Cooperation among public institutions, especially territorial self-governments, is of high importance, particularly in the area of strategic and spatial planning. Joint initiatives in the respective areas will be promoted with a view to increasing the degree of integration of the Programme's eligible areas. Within the Programme's scope, particular stress will be laid on the dissemination of "good practices". Additionally it is planned to support the development and use of information and communication technologies for cross-border cooperation.

1.3 FINANCIAL ALLOCATION PROVIDED BY THE JOINT MANAGING AUTHORITY

The overall indicative amount made available under this call for proposals is 16 126 091 EUR. The Joint Monitoring Committee reserves the right not to award all available funds.

Priority	EU allocation per priority in EUR	% of the total budget allocation
<u>Priority 1</u> : Increasing competitiveness of the border area	5 363 538,00	33,26%
<u>Priority 2</u> : Improving the quality of life	6 277 887,00	38,93%
<u>Priority 3</u> : Networking and people-to-people cooperation	4 484 666,00	27,81%
Total	16 126 091,00	100,00%

The table is presented only for the information purpose.

Size of grants (= ENPI funding)

Any grant awarded under this Call for Proposals must fall between the following minimum and maximum amounts:

- minimum amount: 100 000 EUR
- maximum amount: 1 500 000 EUR

No grant 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 Community budget.

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 EC external actions, which is applicable to the present call (available on the Internet at this address: http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm).

2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- applicant(s) which may request a grant (2.1.1), and their partners (2.1.2);
- actions for which a grant may be awarded (2.1.3);
- types of expenses 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 **must**:

- be legal persons or an entity without legal personality² **and**
- be non profit making **and**
- be specific types of organisations such as: non-governmental organisations, public sector operators, local authorities, international (inter-governmental) organisations as defined by Article 43 of the Implementing Rules to the EC Financial Regulation³ **and**
- be nationals⁴ of Poland, Belarus or Ukraine. This obligation does not apply to international organisations **and**.
- be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary **and**
- be registered and located in the eligible area of the programme (*core and adjacent area can be listed here also*) **or**
- in exceptional cases where the project's objectives cannot be achieved without the participation of a partner established within the participant countries but outside the programme area, the participation of this organisation can be accepted. The participation of organisations located

2 Applicable only for Polish partners (e.g. schools, museums etc). Subject to the prior approval of the relevant services of the JMA, 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.

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

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

outside of the programme area must be duly justified in the application. In this respect, the organisations registered and located outside the programme area have to prove that: a) they fulfill the respective requirements according to chapter 2.1.1 of these guidelines for applicants; b) they are the only organizations competent in their scope of action for certain parts of the eligible area, e.g. ministries, agencies, national research bodies, water management organizations, natural parks administrators etc.; c) they carry out activities for the benefit of the regions in the programme area.

Examples of potential applicants

- regional and local authorities; bodies providing public services commissioned by these authorities; other legal entities with the participation of these authorities or acting on their behalf;
- central bodies, on behalf of regional and local representations responsible for carrying out public tasks at regional /local level;
- regional and local representations of central government, responsible for carrying out public tasks at a regional/local level;
- state organisations/institutions;
- public institutions responsible for environment protection, management of nature protection areas, nature parks and local forestry directorates;
- public schools, public universities and public educational institutions;
- non-governmental organisations **and non-profit organisations**, such as Euroregions, business support organisations, chambers of commerce, tourism agencies, educational and training and research institutions; associations, foundations, parishes etc.

(2) Potential applicants 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 contract 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) applicable are 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 organisation, 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.
- 5) all other cases mentioned in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions

In the part B section VI of the grant application form (“*Declaration by the applicant*”), applicants must declare that they do not fall into any of these situations.

For each project, a **lead partner (the Beneficiary)** shall be appointed by all partners among themselves before submitting the project application. The project is to be presented by the lead partner who acts as the only direct contact between the project and the joint structures implementing the programme. It is the responsibility of the lead partner to create an effective partnership ensuring the proper and sound implementation of the project.

The lead partner only submits the project application, signs a grant contract with the Joint Managing Authority and assumes full legal and financial responsibility for project implementation vis-à-vis that authority. It alone is responsible to the Joint Managing Authority and it is directly accountable to the authority for the operational and financial progress of activities. The lead partner (applicant) shall thus assume the following responsibilities:

- a) it shall lay down the arrangements for its relations with the partners participating in the project in the partnership agreement comprising, *inter alia*, provisions guaranteeing the sound financial management of the funds allocated to the project, including the arrangements for recovering amounts unduly paid, sign a Partnership Agreement (corresponding to Annex H “Assumptions to the Partnership Agreement”) with each partner as a prior condition for concluding the Grant Contract with the JMA), in particular it shall ensure that the provisions of the General Conditions to the grant contract which are applicable to partners are included in the partnership agreement
- b) it shall submit the project application;
- c) it shall sign the contract with the JMA for the whole project budget. Consequently it will have the financial responsibility for the ENPI funds and co-financing for all partners, including liability to the JMA for the total amount of the ENPI grant;

- d) it shall be responsible for ensuring the implementation of the entire project, i.e. the project management and overall co-ordination of the project activities;
 - e) it shall ensure the monitoring and reporting about progress of the project;
 - f) it shall ensure that the expenditure presented by the partners participating in the project has been incurred for the purpose of implementing the project, is eligible and corresponds to the activities agreed between the partners;
 - g) it shall receive the financial contribution from the Joint Managing Authority and it shall be responsible for transferring a part of the grant to the partners participating in the project;
 - h) it shall reimburse the JMA for the amounts unduly paid for the project;
- 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 Commission Regulation EC No 951/2007 / and the relevant provisions of PRAG.

2.1.2 *Partnerships and eligibility of partners*

Applicants must act with partner organisations as specified hereafter.

Partners

Applicants’ partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant beneficiary. They must therefore satisfy the eligibility criteria as applicable to the applicant himself, listed in section 2.1.1 however in duly justified cases the partners may come from the outside programme area⁵.

The partner in a project shall assume the following responsibilities:

- a) it shall be responsible for ensuring the implementation of the part of the project under its responsibility, according to the project plan and to the partnership agreement signed with the beneficiary (lead partner);
- b) it shall cooperate with the beneficiary (lead partner) in the implementation of the project, reporting and monitoring;
- c) it shall assume responsibility in the event of any irregularity in its own declared expenditures, and must repay the beneficiary (lead partner) 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;
- e) Shall sign a Partnership Agreement (corresponding to Annex H “Assumptions to the Partnership Agreement”) with the Applicant as a prior condition for concluding the Grant Contract with the JMA.

It is to be taken into account that the cross-border partnership and the real involvement of the partners in the project is one of the crucial elements of the project assessment. Each Project must

⁵ Subject to approval of the JMC in the framework of these Guidelines for Grant Applicants. This exception can only be applied on the basis of a substantial justification showing that the Action cannot be implemented or would have difficulties in achieving its objectives without that partner’s participation as mentioned in art. 40(2) of Regulation (EC) No 951/2007. The proposal will be evaluated by the Evaluation Committee under the technical evaluation stage and it will be up to JMC to decide on the necessity of the involvement of a partner located outside the eligible area of the programme and grant the exception.

fulfill at least two of the following criteria. Priority will be given to the integrated projects that will fulfill all of them (all four):

- the project has been jointly prepared (e.g. the partners were working together on the preparation of the project proposal e.g. agreed the project idea, the division of tasks and responsibilities and elaborated the full application form with all annexes);
- the project will be jointly implemented (all or most of the project's activities will be carried out by partners in close cooperation);
- the project will have shared staff (the implementation of the project activities will be coordinated together by the representatives of the partners);
- the project will be jointly financed by at least two partners (the project is co-financed by partners coming from different countries and budget expenditures are proportionally divided between partners).

Composition of the partnership:

The partners in every project must establish one of the following compositions:

1. Poland-Ukraine or
2. Poland-Belarus or
3. Poland-Belarus-Ukraine.

There may be more than one partner in the project from any of the above countries and the costs they incur are eligible as those incurred by the grant Beneficiary.

Partnership Statement

In order to ensure that the project runs smoothly, all project partners have to acknowledge their responsibilities within the project by signing a partnership statement. Any application not containing the partnership statements signed, stamped and dated by the lead partner (applicant) and each partner will be rejected.

The Partnership statement is an integral part of the Application Form and must be signed by all partners before the application is submitted to the JTS.

Partnership Agreement

This document shall stipulate the rights and duties of each partner (*define the functions and tasks in the project implementation, mutual obligations and responsibilities*) in line with Annex H to the Guidelines for Applicants "Assumptions to the Partnership Agreement".

The Partnership Agreement is to be signed after the project is approved by the Joint Monitoring Committee but before signing the grant Contract. The Joint Managing Authority may sign the grant Contract with the lead partner only if the Partnership Agreement has already been signed by all the relevant project partners.

- Subcontractors

The grant beneficiaries and partners have the possibility to award contracts to subcontractors. Subcontractors are not partners and are subject to the procurement rules.

Tendering procedures at the level of projects depend on the nationality of the beneficiary (lead partner) 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 *Practical Guide to Contract Procedures for EC external actions*. All tender procedures must be procured in accordance with the best international practice.

The applicant will act as the lead partner and, if selected, as the contracting party (the "Beneficiary").

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

Definition: An action (or project) is composed of a set of activities.

Duration

The planned duration of an action may not exceed 24 months.

Location

Within this programme, every action (project) must be implemented in the programme area: cooperation and adjacent areas (see the map of the programme area – Annex I).

Cooperation areas:

Poland:

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

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

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

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

Belarus:

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

Ukraine:

Lvivska, Volynska, Zakarpatska Oblasts

Adjacent cooperation areas:

Poland:

Rzeszowsko-tarnobrzegi sub-region (in Podkarpackie voivodship): powiaty dębicki, kolbuszowski,

leżajski, łańcucki, mielecki, niżański, ropczycko-sędziszowski, rzeszowski, stalowowolski, tarnobrzeski, Powiat m. Rzeszów and Powiat m. Tarnobrzeg.

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

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

Belarus:

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

Ukraine:

Rivnenska, Ternopilska and Ivano-Frankivska Oblasts.

Investment activities (infrastructure) will be financed only in the cooperation areas.

Investment (infrastructure) project means:

- each project which requires building permission or
- each project with investment costs (works, supply⁶) worth more than 20 % of the total direct eligible costs and at least 60 000 EUR.

The total value of activities financed in the adjacent cooperation areas may not be higher than 20% of total programme budget (such activities and their value must be clearly indicated and described in the Application Form).

Types of action

Projects can be of three types:

1. **integrated projects**, where each partner carries out a part of the activities of the joint project (jointly prepared, implemented, financed and with joint staff) on its own territory;
2. **symmetrical projects**, where similar activities are carried out in parallel on both sides of the border;
3. **simple projects** with a cross-border effect, taking place mostly or exclusively on one side of the border but for the benefit of both partners.

The integrated projects will be prioritized and encouraged.

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 the beneficiary or partners.

⁶ Supplies of fixed assets e.g. equipment like: computers, machines, tools ect.

Sectors or themes:

The sectors or themes are described under the priorities 1, 2 and 3 of the programme document (*see subchapters 4.2, 4.3, 4.4*).

Please note that this call for proposals is a limited one and refers only to the following priorities/ measures:

Priority 1. Increasing competitiveness of the border area

Measure 1.1. Better conditions for entrepreneurship

Indicative actions:

- Joint initiatives aiming at regional marketing, trade and investment promotion
- Joint initiatives of intermediary support structures for SMEs (development agencies, business foundations, chambers of commerce and industry, chambers of crafts, technological parks, business incubators etc.) aimed at improving absorption of innovations and increased competences in the business sector
- Joint initiatives aiming at strengthening networks for better liaising between small and medium sized enterprises in the programme area
- Joint actions to promote and support cooperation between research and business institutions and enhancement of research networks (universities and R&D institutions) towards their better linkages to enterprises and local and regional governments
- Joint initiatives aiming at development of practical solutions increasing application of international research findings in a concrete business environment
- Joint actions to promote and support the socio-economic and environmental rehabilitation of technologically transformed and contaminated areas
- Joint actions by labour market institutions dedicated to an increase of the mobility and quality of the labour force
- Joint actions by labour market institutions dedicated to counteracting negative processes on the cross-border labour market (e.g. 'brain-drain', youth unemployment, exclusion of gender or age groups, ageing of the population etc.)
- Joint actions by labour offices, business organisations, unions and educational institutions, to prepare practical solutions in the field of education and lifelong learning, adaptable to changing requirements of the labour market
- Joint initiatives aiming at development of practical solutions to improve accessibility of educational services and availability of new forms of education (e.g. e-learning) on the labour markets in the programme area

Measure 1.2. Tourism development

Indicative actions:

- Preparation and implementation of investments enhancing tourism and agrotourism infrastructure and services
- Joint actions aiming at protection and promotion of cultural heritage
- Joint creation of sustainable tourism products (e.g. cross-border thematic routes) respecting protection needs for natural and cultural heritage
- Joint actions promoting the programme area as a tourist destination.

Measure 1.3. Improving access to the region

Indicative actions:

- Investment in the quality and accessibility of the social and economic infrastructure, with a focus on transport, energy, logistic systems, transport safety and water supply

- Preparation and implementation of feasibility studies for transport systems in the programme area
- Joint actions by infrastructure owners, cargo owners and traffic operators dedicated to quality improvement of transport connections and creation of new links
- Provision of practical solutions to increase the sustainability and quality of passenger and cargo transport services in the programme area

Priority 2. Improving the quality of life

Measure 2.1. Natural environment protection in the borderland

Indicative actions:

- Investment in the environmental infrastructure for regional or local impact with particular attention for water and waste management
- Joint actions to enhance local and regional preparedness and response in case of natural and/or environmental disasters, including cross-border risk management systems and related infrastructure
- Competence building and co-operation between local and regional authorities in the field of local contingency planning and modern water management
- Exchange of knowledge, preparation and implementation of joint action plans on renewable energy sources and energy saving patterns
- Joint research, testing and preparation of small-scale pilot investments in the field of renewable energy
- Development of cross-border strategies for preservation and use of natural sites, areas and landscapes
- Creation and management of cross-border protected areas.

Priority 3. Networking and people-to-people cooperation

Measure 3.1. Regional and local cross-border cooperation capacity building

Indicative actions:

- Joint actions to create cross-border co-operation structures
- Establishment and development of durable networks between NGOs and nonprofit organisations within specific fields of interest, e.g. culture and cultural heritage, environment and natural heritage, youth, social and health care, local community development etc.
- Capacity-building actions targeting cross-border networks of authorities responsible for management of specific fields of interest, e.g. culture and cultural heritage, tourism, environment and natural heritage, youth, social and health care, economic and social development etc.

Within all the above priorities and measures, the following types of action are ineligible:

- 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 Beneficiary of the application;
- actions that have the purpose or effect of producing a profit for the beneficiary or partners;

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.

Number of applications and grants per applicant

An applicant may submit more than one application but may not be awarded more than 3 grant(s) under this call for proposals.⁷ An applicant may at the same time be partner in another application

Partners may take part in more than one application

The Evaluation Committee may decide to limit the number of grants awarded to one Applicant and shall justify its decision in the Evaluation Report.

2.1.4 Eligibility of costs: costs which may be taken into consideration for the grant
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Only "eligible costs" can be taken into account for a grant. The categories of costs considered as eligible and non-eligible are indicated below. The budget is both a cost 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).

Recommendations to award a grant are always subject to the condition that the checking process which precedes the signing of the contract does not reveal problems requiring changes to the budget (for instance arithmetical errors, inaccuracies or unrealistic costs and other 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.

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

For information purposes the JMA will develop specific guidelines that would define eligible costs and the methodology for calculating eligible indirect costs (overheads) within the programme.

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 E 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 as specified in Article 2 of the Special Conditions 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

⁷ According with PRAG provisions (Section 6.4.8.6), where several proposals submitted by the same Applicant are selected for financing, but the Applicant does not prove to have the necessary capacity required to implement all selected proposals for which grants may be awarded, the Evaluation Committee shall reject the proposal(s) which has (have) been awarded a lower score, and select the proposal(s) that the Applicant has the capacity to implement.

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,

- 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;
- 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 Action. It can only be used with the **prior written authorisation** of the JMA.

Eligible indirect costs (overheads)

The indirect costs incurred in carrying out the action may be eligible for funding (based on real costs, not flat-rate) fixed at not more than 7% of the total eligible direct costs. As a rule the flat-rate funding in respect of indirect costs does not need to be supported by accounting documents. However appropriate clarifications (e.g. applied methodology, list of expenditure, printouts from the bookkeeping system) will be required.

Contributions in kind

Contributions in kind are ineligible.

If the description of the action proposed by the applicant foresees the contributions in kind it must be precisely described in the application form but it will not be treated as eligible costs.

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 its partners.

External verification of project expenditure

The purpose of the **verification of project expenditure** is to verify that the expenditure claimed by the beneficiary for the action financed by the contract has occurred ('reality'), is accurate ('exact') and eligible. This verification will be done for every project and it may include on-the-spot check. The verification will be executed by external auditors. Thus every project partner (the lead partner and the project partners) must envisage in the Application Form (Annex B: Budget) costs of external verification as eligible costs of the project.

Ineligible costs

The following costs are not eligible:

- debts and provisions for losses or debts;
- interest owed;
- items already financed in another framework;
- purchases of land or buildings;
- 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;
- loans to third parties;
- fines.

2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

2.2.1 Application form

The applicants are obliged to submit the full grant application form (Annex A).

Applicants must apply in Polish, Ukrainian or Russian, with a summary in English (Annex D of the Guidelines for Applicants).

If some of the criteria are not satisfied (according to the application pack documents) the applicant is rejected or invited to submit a clarification. 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. The JTS will send the request for clarifications via fax and e-mail.

The project proposal will be automatically rejected without asking for clarification if:

1. Any significant lack in the grant application form will be found: (e.g. objectives, description/relevance of the action, cross border impact, methodology, partnership were not presented);
2. The declaration by the applicant is not signed;
3. Partnership statements from any of the partners are missing or are not signed;
4. The following documents are not attached:
 - a) Budget of the action (Annex B);
 - b) Logical framework (Annex C);
 - c) Project summary in English (Annex D);

The Applicants will send their answers by fax and e-mail which should be followed with originals sent by registered mail (date on the envelope) or private courier service or by hand-delivery.

The full Grant Application Form must be computer-typed and delivered to the JTS both in the paper and electronic format (CD-Rom). Hand-written applications will not be accepted.

The following supporting documents must be enclosed with the Application Form (Annex A) and its annexes (Annex B, C and D.):

- Statutes or articles of association for the applicant/partners⁸ – Annex A1
- Applicant's external audit report (where the grant requested exceeds EUR 500 000; not applicable to international organisations nor to the public bodies) – Annex A2
- Copies of the profit and loss account and the balance sheet or other relevant fiscal documents for the last 3 years (if applicable), showing the financial standing of the applicant/partner with financial contribution to the project – Annex A3
- The applicant's declaration on ensuring the funds necessary to project implementation – Annex A4.
- 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*) 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.
- Register document applicable for the beneficiary/partners (for Polish partners - Extract from the National Court Register -Krajowy Rejestr Sądowy - issued not earlier than 6 months

⁸ Where the Applicant is a public body created by a law, a copy of the relevant legislative act must be provided

before the submission of the AF; for Ukrainian and Belarusian partners: Notarized copy of the Certificate of state registration of legal person issued by a relevant authority) – Annex A6. Not applicable for public institutions.

- Declaration on the entitlement to the recovery of VAT- Annex A7 (applicable only for Polish partners).
- **(infrastructural project)** – building permission Annex A8 – if available at the stage of project submission but not later than before signing the grant contract. If the applicant doesn't possess building permission at the stage of project submission a certification (notified copy) from the relevant authority must be annexed that the request is under consideration. Expected date of the request endorsement should be also provided in the application form. If the project implementation does not require a building permission, a certification issued by the relevant institution should be annexed that the works component is not a subject of a building permission.
- **(infrastructural project)** – Declaration of the Applicant/Partner on the right for the land/real estate disposal for the construction purposes Annex A9
- **(infrastructural project)** – Feasibility study (if according to the national legislation it is required for obtaining the building permission in the set format) or Brief Feasibility Study (containing the following elements: the executive summary, project background, definition of demand/ development needs and goals, implementation part, financial needs analysis and risk analysis) – Annex A10. Feasibility study or Brief Feasibility Study shall be submitted in original language accompanied *with brief English summary*, reflecting the main content. The translation into English should be with the following remark: TRUE TO THE ORIGINAL and be signed and stamped by the Applicant.
- **(infrastructural project)**- Maps, project location sketches (simply presenting the location of the action)– Annex A11.
- **(infrastructural project)** - Environmental impact assessment (if applicable according to the national law). If not applicable – written statement issued by the relevant institution must be provided – Annex A12 -
- Other necessary documents required by Polish/Belarusian/Ukrainian law – please specify and add next point e.g. A13, A14 etc.

The documents must be supplied in originals or duly certified copies. Each page of the application form and supporting documents must be initialled. In case of photocopies or scanned versions they must be certified as a true copy by the authorised person in beneficiary/partner organisation.

The applicant must prove that the project is ready for implementation. The required documents depend on the nature of the project (“soft” or infrastructure projects). They are listed in point 1.12 of the Grant Application Form.

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. The complete application form (part A: concept note and part B: full application form), budget and logical framework must also be supplied in electronic format (CD-Rom) in a separate and unique file (e.g. the application form must not be split into several different files). The electronic format must contain **exactly the same** application as the paper version enclosed.

The Checklist (Section IV of part B the grant application form) and the Declaration by the applicant (Section V of part B of the grant application form) must be stapled separately and enclosed in the envelope

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

The outer envelope must bear the **reference number and the title of the call for proposals**, together with [the title and number of the priority,] 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 "

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

Postal address, Address for hand delivery or by private courier service

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

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 part B 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 March 1st 2010 as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is **at 15.00 hours local time** as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

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

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 on the relevant web sites (JTS, JMA).

Questions in writing may in addition be sent by mail, e-mail or by fax no later than 21 days before the deadline for the submission of applications to the below address(es), indicating clearly the reference of the call for proposals:

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

Fax: (+4822) 201 97 25

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

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

In the interest of equal treatment of applicants, the JTS cannot give a prior opinion on the eligibility of an applicant, a partner or an action.

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at the JTS 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. The results of this assessment will be approved by the Evaluation Committee. The quality evaluation will be provided by Evaluation Committee chaired by the JMA with the possible assistance of external assessors. All projects submitted by applicants will be assessed according to the following steps and criteria:

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 may be rejected on this sole basis.

(1) STEP 1: OPENING SESSION AND ADMINISTRATIVE/ELIGIBILITY CHECK

At this stage both the Concept Note and the full Application Form shall be checked.

The following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The Concept Note/full Application Form must satisfy all the criteria specified below. If any of the requested information is missing or is incorrect, the applicant may be given the opportunity to correct the documents within the deadline set by the JTS but not later than within 14 calendar days since the request for clarification was sent by JTS via email and fax (but if the project or the partner proves to be ineligible, the project is to be rejected on that **sole** basis and the application will not be evaluated further). The correction may refer only to clarification of the controversial issues, formal correction/completion of a missing document and may not be treated as a chance to improve the quality of the project.
- This stage is subdivided into the following elements:

A/ ADMINISTRATIVE COMPLIANCE

The following aspects shall be assessed:

	YES	NO
1. The deadline has been respected		
2. The correct grant application form, published for this call for proposals, has been used		
3. The proposal is complete and filled out in accordance with the Guidelines for Applicants (<i>note: all required annexes enclosed</i>)		
4. The proposal is typed and is in Polish/Russian/Ukrainian		
5. One original and 2 copies are included		
6. An electronic version of the proposal (CD-Rom) is enclosed		
7. The budget (budget (b1), justification of expenditure (b2) and expected sources of funding (b3)) is presented in the format requested, is expressed in € and is enclosed		
8. The logical framework has been completed and is enclosed		
9. The Declaration by the applicant 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) (<i>part V of the AF</i>)		
10. The Partnership statement has been signed by all partners by the head of the organisation or another authorised person (s)		

11. Statues or articles of associations for the applicant is included		
12. Statues or articles of associations for all partners are included (<i>where necessary</i>)		
13. Applicant's balance sheets and profit and loss account or other relevant fiscal documents, for the last 3 years, showing the financial standing of the applicant are included (<i>if applicable</i>).		
14. Supporting documents are included (<i>as listed in point 2.2.1 of the GfA</i>). Supporting documents are valid and in compliance with <Polish/Ukrainian/Belarusian> legal system		

B/ ELIGIBILITY VERIFICATION

The following aspects shall be assessed:

	YES	NO
1. The applicant and partners are eligible (<i>e.g. at least one from Poland and one from Ukraine or Belarus</i>)		
2. The action is to be implemented in eligible area		
3. The costs are eligible and properly calculated		
4. The administrative costs do not exceed 7% of the total direct eligible costs		
5. The contingency reserve does not exceed 5% of the total direct eligible costs		
6. Positive Environmental Impact Assessment Report (<i>where applicable, for infrastructural projects- if required by the national law</i>)		
7. The activity is covered by Programme./ The activities correspond to the priorities and measures of Programme		
8. The duration of the action is equal to or lower than 24 months (<i>the maximum allowed</i>)		
9. The requested EU contribution is equal to or higher than <100 000 EURO> (<i>the minimum allowed</i>)		
10. The requested EU contribution is equal to or lower than <1 500 000 EURO> (<i>the maximum allowed</i>)		
11. The requested EU contribution is equal to or lower than 90 % of the total eligible costs (<i>maximum percentage allowed</i>)		
12. The applicant's (and partners', if applicable) financial contribution is equal to or higher than 10 % of the total eligible costs (<i>minimum percentage required</i>)		
13. Compliance with state aid provisions (<i>i.e. project does not constitute state aid</i>)		
14. No overlapping or duplication with other aid programmes (<i>e.g. EU programmes, EEA Financial Mechanism and Norwegian Financial Mechanism, Swiss- Polish Cooperation Programme</i>)		

Following the opening session and the administrative and eligibility check, the Joint Technical Secretariat will send a letter to all applicants, indicating whether their application was submitted prior to the deadline, informing them of the reference number they have been allocated. If applicable, the letter will also include information which formal aspects of the Concept Note/full Application Form should be complemented or corrected. In this case, the applicant is obliged to follow the recommendations by the deadline fixed by the JTS and may introduce solely the changes required by the JTS. The rules concerning the delivery of the corrected/complemented documents are the same as for the full project (e.g. they must be submitted in both paper and electronic form, date of dispatch is decisive etc.)

Finally, after verification of the documents complemented or corrected by the applicant, 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 list will be published on the JTS website.

(2) STEP 2: EVALUATION OF THE CONCEPT NOTE

The quality evaluation of the Concept Note will be conducted by the Evaluation Committee with the possible use of external assessors. The evaluation of the Concept Notes that have passed the first administrative and eligibility check will cover the relevance of the action, its merits and effectiveness, its viability and sustainability. The JMA reserves the right not to undertake the evaluation of the Concept Notes whenever considered justified (for example when a less than expected number of applications are received) and to go straight to the evaluation of the corresponding full applications.

Please note that the scores awarded to the Concept Note are completely separate from those given to the Full Application.

The Concept Note will be given an overall score out of 50 points in accordance with the breakdown provided in the Evaluation Grid below. The evaluation shall also verify the compliance with instructions provided in the guidance for Concept Note, part A of the grant application form.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 in accordance with the following assessment categories: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

1. Relevance of the action	Scores		Application form
	Sub-score	20	
1.1 Relevance of the problems to needs and constraints of the country/region to be addressed in general, and to those of the target groups and final beneficiaries in particular	5		
1.2 Relevance to the priorities and objectives mentioned in the Guidelines	5		
1.3 Cross-border impact	5(x2)*		
2. Effectiveness and Feasibility of the action	Sub-score	20	
2.1 Assessment of the problem identification and analysis	5		
2.2 Assessment of the proposed activities (practicality and consistency in relation to the objectives, purpose and expected results).	5		
2.3 Assessment of the role and involvement of all partners	5(x2)*		
3. Sustainability of the action	Sub-score	10	
3.1 Assessment of the identification of the main assumptions and risks, before the start up and throughout the implementation period.	5		
3.2 Assessment of the identification of long-term sustainable impact on the target groups and final beneficiaries.	5		
TOTAL SCORE		50	

*the scores are multiplied by 2 because of their importance

Once all Concept Notes have been assessed, a list will be established with the proposed actions ranked according to their total score.

Firstly, only the Concept Notes which have been given a score of a minimum of 16 points in the category "Relevance" as well as a minimum total score of 30 points will be considered for pre-selection.

Secondly, the list of Concept Notes may be reduced in accordance to the ranking to those whose sum of requested contributions amounts to *at least twice* the available budget for this Call for proposals, taking into account the indicative financial envelopes foreseen. The Evaluation Committee will subsequently proceed with the applicants whose proposals have been pre-selected.

(3) STEP 3: EVALUATION OF THE FULL APPLICATION

An evaluation of the quality of the full 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 applicants' financial and operational capacity 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. This also applies to any partners of the applicant.

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 the JMA can be confident will comply with its objectives and priorities and guarantee the visibility of the Community 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, 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.

Evaluation Grid

1. Financial and operational capacity	Max. Score
1.1 Do the applicant and partners have sufficient experience of project management ?	/ 5
1.2 Do the applicant and partners have sufficient technical expertise and management capacity ? <i>Note 1:</i> Including staff, equipment, knowledge and ability to handle the budget for the action	/ 5
1.3 Does the applicant and financial partner have stable and sufficient sources of finance ?	/ 5
Total score:	/ 15
2. Relevance	Max. Score
2.1 How relevant is the proposal to the objectives and one or more of the priorities of the call for proposals? <i>Note 1:</i> A score of 5 (very good) will only be allocated if the proposal specifically addresses at least one priority . <i>Note 2:</i> A score of 5 (very good) will only be allocated if the proposal contains specific added-value elements, such as promotion of gender equality and equal opportunities, innovative approaches, models for good practice, information and communication technology, economical impact, social impact etc.	/ 5x2*
2.2 Cross- border impact. How does the project contribute to the straightening 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*
2.3 How relevant to the particular needs and constraints of the target country/countries or region(s) is the proposal? (including <i>regional strategies/ plans</i> or other relevant documents, avoidance of duplication and synergy with other EC initiatives.)	/ 5
2.4 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

3. Methodology	Max. Score
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results? Does the action demonstrate innovative approach?	/ 5
3.2 How coherent is the overall design of the action? Is the action plan clear and feasible? (in particular, does it reflect the analysis of the problems involved, take into account external factors and anticipate an evaluation ?) <i>Note: a score 10 (very good) may only be allocated if the project is ready for implementation</i>	/ 5x2*
3.3 . Is the partners' and/or other stakeholders' level of involvement and participation in the action satisfactory?	/ 5
3.4 Does the proposal contain objectively verifiable indicators Have the indicators been properly chosen?	/ 5
Total score:	/ 25
4. Sustainability	Max. Score
4.1 Is the action likely to have a tangible impact on its target groups? Is the proposal likely to have multiplier effects ? (including scope for replication and extension of the outcome of the action and dissemination of information.)	/ 5
4.2 Are the expected results of the proposed action sustainable : - financially (<i>how will the activities be financed after the EC 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>) - environmentally (where applicable) (<i>will the action have a negative/positive environmental impact?</i>)	/ 5
Total score:	/ 10
5. Budget and cost-effectiveness	Max. Score
5.1 Is the ratio between the estimated costs and the expected results satisfactory?	/ 5
5.2 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
6. Partnership	Score
6.1 How satisfactory is the level of involvement and activities of the cross-border partners, the project has been: <ul style="list-style-type: none"> ▪ 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</i> - and joint staff). <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:	100

*the scores are multiplied by 2 because of their importance

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 24 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 application has to achieve in order to be taken into consideration for possible financing is **65 points**.

Note: The scores awarded in this phase are completely separate from those given to the concept note of the same application.

2.4 GRANT AWARD DECISION

Following the evaluation the secretary of the Evaluation Committee draws up a full report that includes information on all the projects submitted and the outcome of their evaluation (administrative/eligibility/quality evaluation).

A ranking list of projects reflecting the scores given by the Evaluation Committee is annexed to this report. Projects recommended for support are those that following the quality evaluation received the minimum scoring envisaged for the whole project as well as for the required sections.

The final decision is made by the Joint Monitoring Committee (JMC). No project proposal failing to pass the quality assessment threshold may be approved to be financed. If the JMC does not strictly follow the ranking list prepared as presented above, such a decision is to be approved by the European Commission.

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 decide to follow the recommendations of the JMC or decides not to implement its project, the support may be recommended to a reserve project from the same priority and measure, 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 JTS website (award-notice).

2.5 CONDITIONS APPLICABLE TO IMPLEMENTATION OF THE ACTION FOLLOWING THE JMC'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the Beneficiary will be offered a contract based on the standard contract (see Annex E 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 Contract.

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 European Commission will be used instead of the standard grant contract provided that the international organisation in question offers the guarantees provided for in article 53d (1) of the Financial Regulation, as described in Chapter 7 of the Practical Guide to contract procedures for EC external actions.

Implementation contracts

Where implementation of the action requires the Beneficiary 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 for potential contractors, care being taken to avoid any conflict of interests. Tendering procedures at the level of projects depend on the nationality of the beneficiary (lead partner) 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 *Practical Guide to Contract Procedures for EC external actions*.

2.6 PAYMENTS AND FINANCIAL VERIFICATION: Payment procedures will correspond to one of the three options below. For details please look at the grant contract – Special Conditions.

OPTION 1:

Applicable for non-infrastructure actions with an implementation period not exceeding 12 months and where the financing provided by the JMA does not exceed EUR 300 000.

The JMA will pay the grant to the Beneficiary in the following manner:

1. pre-financing of 80% 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 the grant contract;
2. 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, an expenditure verification report required under Article 15.6 of General Conditions and tender documentation⁹

⁹ tender documentation means all tender documents issued in accordance with national legislation and where applicable with PRAG (e.g. requests for offers, tender dossiers, tender/offer evaluation reports, purchase/service orders and contract signed between the beneficiary/partners and contractors etc.). Tender documentation must be drafted in accordance with the best international practice.

OPTION 2:

Applicable for non-infrastructure actions where the financing provided by the JMA is more than EUR 300 000 and for all infrastructure actions.

The JMA shall pay the grant to the Beneficiary in one of two following manners (to be selected by the Beneficiary):

2a.

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. Further pre-financing installments, representing maximum 40% 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;
- tender documentation (if applicable).

3. 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,
- remaining tender documentation (if applicable).

or

2b.

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,
- tender documentation (if applicable);

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,
- remaining tender documentation (if applicable).

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,
- remaining tender documentation (if applicable).

OPTION 3

Applicable only at the beneficiary's request.

In case of all activities the action will be pre-financed by the beneficiary/partners and the expenditures incurred will be reimbursed.

The grant shall be paid to the Beneficiary by the JMA in one payment 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 if required under Article 15.6 of General Conditions,
- tender documentation (if applicable);

Please note that a report on the verification of the Action's expenditure, produced by an approved auditor who meets the specific conditions presented in Annex VII for the expenditure verification, shall be attached to:

- any further pre-financing payments;
- any final report.

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 at the stage of signing the grant contract. When tendering procedure is required this information will be provided after successful tender results 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 SUBMITTED

ANNEX A: GRANT APPLICATION FORM (WORD FORMAT)

Annex A1 - Statutes or articles of association for the applicant/partners¹⁰

Annex A2 - Applicant's external audit report (where the grant requested exceeds EUR 500 000; not applicable to international organisations nor to the public bodies)

Annex A3 - Copies of the profit and loss account and the balance sheet or other relevant fiscal documents for the last 3 years (if applicable), showing the financial standing of the applicant/partner with financial contribution to the project

Annex A4- The applicant's declaration on ensuring the funds necessary to project implementation

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*). 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 – Register document applicable for the beneficiary/partners (for Polish partners - Extract from the National Court Register -Krajowy Rejestr Sądowy - *issued not earlier than 6 months before the submission of the AF*; for Ukrainian and Belarusian partners: Notarized copy of the Certificate of state registration of legal person issued by a relevant authority). Not applicable for public institutions

Annex A7 -Declaration on the entitlement to the recovery of VAT (applicable only for Polish partners).

Annex A8 - (*infrastructural project*)- building permission - if available at the stage of project submission but not later than before signing the grant contract. If the applicant doesn't possess building permission at the stage of project submission a certification (notified copy) from the relevant authority must be annexed that the request is under consideration. Expected date of the request endorsement should be also provided in the application form. If the project implementation does not require a building permission, a certification issued by the relevant institution should be annexed that the works component is not a subject of a building permission

Annex A9 - (*infrastructural project*) - Declaration of the Applicant/Partner on the right for the land/real estate disposal for the construction purposes

Annex A10 (*infrastructural project*)- Feasibility study (if according to the national legislation it is required for obtaining the building permission in the set format) or Brief Feasibility Study (containing the following elements: the executive summary, project background, definition of demand/ development needs and goals, implementation part, financial needs analysis and risk analysis etc.). Feasibility study or Brief Feasibility Study shall be submitted in original language accompanied *with brief English summary*, reflecting the main content. The translation into English should be with the following remark: TRUE TO THE ORIGINAL and be signed and stamped by the Applicant

¹⁰ Where the Applicant is a public body created by a law, a copy of the relevant legislative act must be provided

Annex A11 (*infrastructural project*)- Maps, project location sketches (simply presenting the location of the action)

Annex A12 (*infrastructural project*) - Environmental impact assessment (if applicable according to the national law). If not applicable – written statement issued by the relevant institution must be provided

Other necessary documents required by Polish/Belarusian/ Ukrainian law – please specify and add next point e.g. A13, A14 etc.

ANNEX B: BUDGET (EXCEL FORMAT)

ANNEX C: LOGICAL FRAMEWORK (EXCEL FORMAT)

ANNEX D: PROJECT DESCRIPTION IN ENGLISH

DOCUMENTS FOR INFORMATION

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

ANNEX G: COMMUNICATION AND VISIBILITY MANUAL FOR EU EXTERNAL ACTIONS

ANNEX H: ASSUMPTIONS TO THE PARTNERSHIP AGREEMENT

ANNEX I: MAP OF THE PROGRAMME AREA

ANNEX J: PROJECT CYCLE MANAGEMENT GUIDELINES

http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm