

# CENTRAL EUROPE PROGRAMME 2007-2013



LEAD APPLICANT BRIEFING SEMINAR  
March / April 2008

**APPLICATION PACK**

A map of Central Europe with regional boundaries highlighted in white. The map is centered on the region and shows the outlines of various countries and administrative regions. The background of the map is a light green color.

# APPLICATION PACK: Documents to be submitted



## What kind of documents have to be submitted?

### ❖ APPLICATION FORM

### ❖ ANNEXES:

- Self-Declarations / Co-financing Statements:
  - > Self-Declaration (incl. Co-financing Statement, Administrative and Financial Capacity and Legal Status)
  - > Co-financing Statement
  - > State-aid Self Declaration
- Partnership Map
- Management Structure (Flow-Chart - **no template provided**)



# SELF-DECLARATIONS: OVERVIEW



## Self-Declarations / Co-financing Statements:

Form \ Partner	Lead Applicant	Partners (Central Europe)	Partners (Internat. Org. under nat. law)	Partners (Internat. Org. under internat. law)	Partners (EU partners outside CE and Third country partners)
Self-declaration on Capacity, Co-financing & Legal Status (in the Application Form)	✓				
Self-declaration on Capacity, Co-financing & Legal Status (CE and Intern. Org. under nat. law)		✓	✓		
Self-declaration on Capacity & Co-financing (Intern. Org. under International law)				✓	
Co-financing Statement (EU partners outside CE and 3 <sup>rd</sup> Country partners)					✓
State-aid self-declaration	✓	✓			

# APPLICATION FORM Check List



Check List:  
all boxes should be  
answered with

Yes or N/A

## Checklist for submission of the Application Form

- | Yes                      | N/A                      |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> |                          | One electronic version of the filled in Application Form, including scanned version of all annexes, is submitted via e-mail no later than 14 April 2008, h: 24:00.   |
| <input type="checkbox"/> |                          | The original paper version of the filled in Application Form, including hard copy version of all annexes, is submitted to the JTS bearing post stamp of 14 April 2008 at the latest.   |
| <input type="checkbox"/> |                          | The paper version of the filled in Application Form and all annexes are submitted in one single package/envelope.  |
| <input type="checkbox"/> |                          | The paper version of the filled in Application Form is not bound in order to ease photocopying.  |
| <input type="checkbox"/> |                          | Both versions of the Application Form and of all annexed documents are written in English.   |
| <input type="checkbox"/> |                          | Both versions of the Application Form show no ERROR messages.  |
| <input type="checkbox"/> |                          | The Application Form has been signed by a duly authorised representative of the Lead Applicant and is dated and stamped.   |
| <input type="checkbox"/> |                          | Co-financing Statements, Declarations on Administrative and Financial Capacity and on Legal status are submitted for all EU CENTRAL EUROPE partners. They are signed by a duly authorised representative, they are dated and stamped and are printed using Partners' headed paper. |
| <input type="checkbox"/> | <input type="checkbox"/> | In case of an International Organisation acting under international law located in the CENTRAL EUROPE area, the appropriate form has been used.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Co-financing Statements of all Third Country Partners and EU Partners not located in the CENTRAL EUROPE area are submitted. They are signed, dated and stamped and on Partners' headed paper.  |
| <input type="checkbox"/> |                          | The figures indicated in the co-financing section of the aforementioned Declarations correspond to the individual co-financing figures of each partner listed in Section 4 of the filled in Application Form.  |
| <input type="checkbox"/> |                          | State Aid Declarations for the Lead Applicant and all Project Partners (except international organisations) receiving ERDF funds have been filled in, stamped, dated, and signed by the authorised legal representative. They are printed using Partners' headed paper.            |
| <input type="checkbox"/> |                          | All submitted Declarations have been prepared using the standard templates and no amendments to the text have been made.   |
| <input type="checkbox"/> |                          | A flow chart indicating the co-ordination and management structure has been attached.  |
| <input type="checkbox"/> |                          | A map showing the location of all partners has been attached.  |
| <input type="checkbox"/> |                          | Paper and electronic versions of all submitted documents must be identical.  |

# APPLICATION FORM

## Self-Declaration 1: Lead Applicant



Lead Applicant  
Self-Declaration included in AF

Total ERDF requested for project

This part remains hidden in case of Public authorities

Co-Financing Statement of Lead Applicant

Signed, dated and stamped

**Co-financing Statement and Declaration on Administrative and Financial Capacity and on Legal status by the Legal Representative of the Lead Applicant Organisation**

I, undersigned, representing **Lead Partner Institution English**

request from the Managing Authority (MA) an ERDF **0,00** with a view to implementing the action that is the subject of this project

**Declares that:**

- I am authorised by my organisation to sign the Application Form on its behalf;
- All information contained in this application, are correct to the best of my knowledge;
- The organisation I represent has the adequate legal capacity to participate in the call for proposals;
- The organisation I represent is Public equivalent body;

The organisation I represent has financial capacity to complete the prepared actions and in particular:

- The prepared financial commitment is adequate to the organisation's size and capacity;
- It has the capacity of providing additional payments also for considerable amounts (e.g. investments);
- Eventual delays in ERDF reimbursement will not undermine the organisation's capacity of implementing the foreseen actions within the project;
- Its financial involvement in the project does not undermine the organisation's daily activities.

The organisation I represent has the administrative capacity to complete the prepared actions and in particular:

- It has enough internal human resources to ensure sound project management and coordination and the timely performance of the prepared actions. In the absence of those, additional necessary resources are properly included in the project budget;
- It has appropriate infrastructure and tools to ensure the adequate performance of the prepared actions;
- Its administrative involvement in the project does not undermine the organisation's daily activities.

All partners of this proposal comply with the rules on beneficiaries set out in Reg. (EC) No 1083/2006, 1083/2006 and No 1828/2006.

**Certify that the organisation I represent:**

- Is not bankrupt, has not been liquidated, or having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities;
- Is not the subject of proceedings concerning those matters, nor is it in any insolvency situation arising from a similar procedure provided;
- Has not been convicted of an offence concerning its professional conduct by a judgment which has the force of 'res judicata';
- Has not been guilty of grave professional misconduct proven by any means which the Contracting Authority can justify;
- Has fulfilled its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established;
- Has not 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 Community's financial interests;
- Following another procurement procedure or grant award procedure financed by the Community budget, has not been declared to be in serious breach of contract for failure to comply with its contractual obligations set out in Article 93(1) of Reg. (EC) No 1605/2002 and its amendments.

**Acknowledge that:**

- The organisation I represent will not receive ERDF funds if it is not in a position, at the time of the grant award procedure, in contradiction with any of the statements certified above, to be a beneficiary of the ERDF funds;
- In the event of this application being approved, the MA has the right to publish the name and address of this organisation, the subject of the grant and the amount awarded and the rate of funding.

**Confirm that:**

In the event of project approval the organisation I represent commits itself to the operation, and will provide **0,00** or national co-financing to the CENTRAL EUROPE project's budget.

The specific actions listed in this project proposal have not and will not receive any other aid from the Structural Funds or other Community financial instruments. In the event that any of such funding is received after the submission of this proposal during the implementation of the project, my organisation will immediately inform the MA.

By signing this I confirm that the prepared project is in line with the relevant EU and national legislation and policies of all countries involved.

**Official stamp of Partner institution:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
**Organisation:** Lead Partner Institution English  
**Function:** \_\_\_\_\_

# ANNEX

## Self-Declaration 2: C.E. partners



### EU partners inside C.E.

- Public authorities
- PEBs
- International Organisations under national law

This part remains hidden for Public authorities.

Printed on headed paper

Signed, dated and stamped

**Co-financing Statement, Declaration on Administrative and Financial Capacity and on Legal status by the Legal Representative of Partner Organisation (except International Organisations acting under international law)**

Title of the project: \_\_\_\_\_

I, undersigned, represent \_\_\_\_\_

**Declare that:**

- I am authorised by my organisation to sign the Co-Financing statement on its behalf;
- All information concerning the participation of my organisation in the project are correct to the best of my knowledge;
- The organisation I represent has the adequate local capacity to participate in the call for proposals;
- The organisation I represent is \_\_\_\_\_ a public equivalent body.

The organisation I represent has financial and administrative capacity to complete the prepared action or work programme;

The organisation I represent has financial capacity to complete the prepared action and in particular:

- The prepared financial commitment is adequate to the organisation's size and capacity;
- It has the capacity of ensuring advances amounting to a considerable amount (e.g. investment);
- Eventual delay in ERDF reimbursement will not undermine the organisation's capacity of implementing the foreseen actions within the project;
- Its financial involvement in the project does not undermine the organisation's daily activities.

The organisation I represent has the administrative capacity to complete the prepared action and in particular:

- It has enough internal human resources to ensure good project management and coordination and the timely performance of the prepared action. In the absence of these, additional necessary resources are properly included in the project budget;
- It has appropriate infrastructure and tools to ensure the adequate performance of the prepared action;
- Its administrative involvement in the project does not undermine the organisation's daily activities.

The organisation I represent complies with the rules on beneficiaries set out in Reg. (EC) No 1083/2006, 1083/2006 and No 1028/2006.

**Certify that the organisation I represent:**

- Is not bankrupt, liquidated, or having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning these matters, nor is it in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- Has not been convicted of an offence concerning its professional conduct by a judgment which has the force of res judicata;
- Has not been guilty of grave professional misconduct proven by any means which the Contract Authority can justify;
- Has fulfilled its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the Contracting Authority or those of the country where the contract is to be performed;
- Has not 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 Community's financial interests;
- Having initiated another procurement procedure or grant award procedure financed by the Community budget, has not been declared to be in serious breach of contract for failure to comply with its contractual obligations.

\_\_\_\_\_ as stated in Article 33(1) of Reg. (EC) No 1605/2002 and its amendments.

**Acknowledge that:**

- The organisation I represent will not receive ERDF funds if it finds itself, at the time of the grant award procedure, in contradiction with any of the statements certified above, or is guilty of misrepresentation in supplying the information required by the MA as a condition of participation in the grant award procedure or has failed to supply this information;
- In the event of this application being approved, the MA has the right to publish the name and address of this organisation, the subject of the grant and the amount awarded and the rate of funding.

**Confirm that:**

- In the event of project approval the organisation I represent commits itself to the operation and will provide \_\_\_\_\_ international co-financing to the CENTRAL EUROPE project's budget.

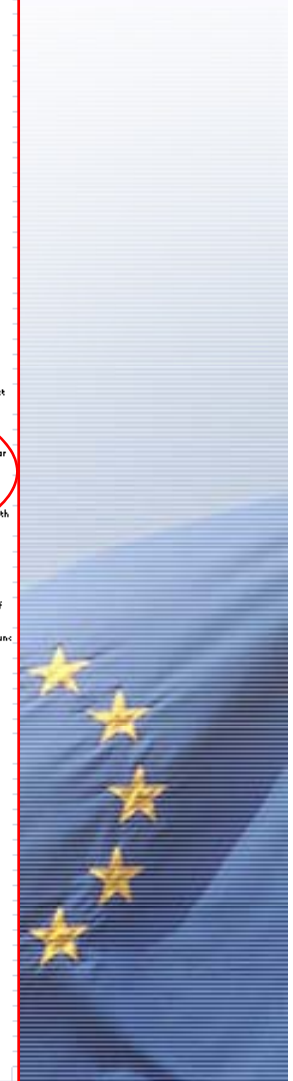
Furthermore confirm that no expenditure related to the above mentioned project has been or will be funded by the Structural Funds or other Community financial instruments. In the event that any of such funding is received after the submission of this proposal or during the implementation of the project, my organisation will immediately inform the Lead Partner.

By signing this Declaration I confirm that the prepared activities are in line with the relevant EU and national legislation and policies.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Name of the Signatory Title of the Signatory

Official stamp of Partner institution  
\_\_\_\_\_



# ANNEX

## Self-Declaration 3: Intern. Org.



## International Organisation under international law

Printed on headed paper

Signed, dated and stamped

Annex to the Application Form  
To be provided on letter headed paper of the Partner

Co-financing Statement and Declaration on Administrative and Financial Capacity  
by the Legal Representative of an International Organisation  
acting under International law

Title of the project: *<insert title>*

I, undersigned, representing *<insert name of the project partner>* declare that:

- I am authorised by my organisation to sign the Co-Financing statement on its behalf;
- All information concerning the participation of my organisation in the project are correct to the best of my knowledge;
- The organisation I represent has the adequate legal capacity to participate in the call for proposals.

The organisation I represent has the financial capacity to complete the proposed actions and in particular:

- The proposed financial commitment is adequate to the organisation's size and capacity;
- It has the capacity for providing advanced payments also for considerable amounts (e.g.: investments);
- Eventual delays in ERDF reimbursement will not undermine the organisation's capacity of implementing the foreseen actions within the project;
- Its financial involvement in the project does not undermine the organisation's daily activities.

The organisation I represent has the administrative capacity to complete the proposed actions and in particular:

- It has enough internal human resources to ensure sound project management and coordination and the timely performance of the proposed actions. In the absence of these, additional necessary resources are properly included in the project budget;
- It has the appropriate infrastructure and tools to ensure adequate performance of the proposed actions;
- Its administrative involvement in the project does not undermine the organisation's daily activities.

The organisation I represent complies with the rules on beneficiaries as stated in Reg. (EC) No 1080/2006, 1083/2006 and No 1828/2006.

Certify that:

~~the~~ organisation I represent will accept and fully comply with:

- The applicable Community Policies, including the respect of rules on public procurement;
- The national control requirements set in the framework of the CENTRAL EUROPE Programme by the Member State in which the organization acting as partner is located;
- Audits and checks by all those bodies entitled to carry out such controls in the framework of the CENTRAL EUROPE Programme (including the Managing Authority, the Audit Authority and the European Court of Auditors as well as the relevant

# ANNEX

## Co-financing statement: outside CE



### EU partners outside CE & Third Country Partners

only Co-financing Statement

Printed on headed paper

Signed, dated and stamped

<To be printed on an official headed paper of the partner organisation>

Co-financing Statement  
for EU Partners not located in the CENTRAL EUROPE area  
And for Third Country Partners

Title of the project: <insert title>

In the event of approval of the above mentioned project applying for assistance from the CENTRAL EUROPE Programme, we hereby certify that the

<insert the name of partner organisation in original language and official English translation> ,

commits itself to the project, and intends to provide EUR <insert amount> as contribution to the CENTRAL EUROPE project's budget.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name of the Signatory \_\_\_\_\_

Title of the Signatory \_\_\_\_\_

Official stamp of Partner institution



# ANNEX

## Map - Location of Partners



## Map - Location of Partners:

- Visualisation
- Drag the stars to the relevant region

### Partnership map

Please drag the stars below into the map to indicate the geographic location of. In case there are not enough stars available, simply copy them. Please submit this map together with the application form (electronic and printed)

- ★ Location of the Lead Partner
- ★★★ Location of partners inside the CE programme area
- ★★★★ Location of "assimilated partners" in DE and IT

Please see the FAQs or the Application Manual for a definition of "assimilated partners". Please note: You do have to visualize the location of partners outside the area displayed on the map.



### Flow Chart on the management structure:

- Obligatory
- No template provided by the Programme



Thank you for your attention!



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**EUROPEAN UNION**  
EUROPEAN REGIONAL  
DEVELOPMENT FUND

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