

CENTRAL EUROPE PROGRAMME 2007-2013



Lead Applicant Briefings
February 2009

APPLICATION PACKAGE
Second Call

APPLICATION PACKAGE

How to be submitted ?



Application Form and its Annexes to be sent

- not later than 18 March 2009
- by normal post/courier (date as per post mark) or
- directly delivered by hand (before 5:00 p.m.)

In both cases the envelope must include

- the hard copy of all necessary documents and
- a CD-ROM or any other electronic support where the electronic version of the Application Form, the map with location of partners and, if necessary, the Simplified Financial Statement (SFS) document are saved.

No submission via e-mail!

APPLICATION PACKAGE

What is checked?



- Fulfilment of the minimum project requirements
- Meeting of administrative compliance criteria (eligibility, minimum formal and legal requirements)

Info & Support:

- Related information is included in the **Application Manual 2nd Call**
- “Intelligent” Application Form providing ERROR messages
- Instructions for Applicants how to complete the AF

Strict handling of formal criteria!



APPLICATION FORM Structure



- 1- Basic Information
- 2- Project Outline
 - 2.1 Relevance
 - 2.2 Methodology
 - 2.3 Sustainability and Knowledge Management
 - 2.4 Partnership
 - 2.5. Investment
- 3- Work Plan
- 4- Project Partners
- 5- Project Budget
- 6- Timeline (Visualisation of Work Plan)

The screenshot shows the top portion of the application form. It features the logos for CENTRAL EUROPE and the EUROPEAN UNION EUROPEAN REGIONAL DEVELOPMENT FUND. The title 'APPLICATION FORM' is centered, followed by 'European Territorial Cooperation Objective', 'CENTRAL EUROPE Programme', and 'Application Round 2'. A red warning message states: 'Don't remove the Excel protection. You risk that the form will be damaged and thus the application will become INELIGIBLE'. Below this are several input fields: 'Title of the project:', 'Acronym:', 'Lead Applicant (official name of the institution in English):', 'Lead Applicant country:', 'Region:', 'Priority:', and 'Area of Intervention:'. A table for 'Duration' has columns for 'Start date', 'End date', and 'Duration (months)'. At the bottom, contact information for the Joint Technical Secretariat is provided, including the address in Vienna, Austria, and phone/fax numbers.

CENTRAL EUROPE
COOPERATING FOR SUCCESS.

EUROPEAN UNION
EUROPEAN REGIONAL
DEVELOPMENT FUND

APPLICATION FORM

European Territorial Cooperation Objective
CENTRAL EUROPE Programme
Application Round 2

Don't remove the Excel protection. You risk that the form will be damaged and thus the application will become INELIGIBLE

Title of the project:

Acronym:

Lead Applicant (official name of the institution in English):

Lead Applicant country: Region:

Priority:

Area of Intervention:

Duration:	
Start date	End date
<input type="text"/>	<input type="text"/>

Form has to be filled in and returned by post as printed version and on CD-ROM:
CENTRAL EUROPE Programme
Joint Technical Secretariat
Museumstraße 3A/III
A-1070 Vienna, Austria

Phone +43 (1) 4000 - 76 142
Fax +43 (1) 4000 - 99 76 141

- 1) Map Location of Partners
- 2) Management Structure (*Flow-Chart - no template provided*)

DECLARATIONS

- 3) Co-financing Statements incl. Declaration on Administrative and Financial Capacity and on Legal status - *3 different forms depending on location and status of the partner:*
 - > *Public authority, public equivalent body, private institution, international organisation acting under national law*
 - > *International organisation acting under international law*
 - > *Third country partner*
- 4) Declaration on status according to the State Aid discipline
- 5) Simplified Financial Statement and related supporting documents (*only private Lead Applicants, Priority 1*)

ANNEX

Map - Location of Partners



Map - Location of Partners:

- Visualisation
- Drag the stars to the relevant region
- to be submitted in electronic and hard copy version



Flow Chart on the Project Management Structure:

- **No template** provided by the Programme



Co-financing Statement, Declaration on Administrative and Financial Capacity and on Legal Status



Lead Applicant Declaration & CFS included in AF

Total ERDF requested for project

This part remains hidden for legal status "Public authority"

Co-Financing Statement of Lead Applicant

Document has to be 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 Organization

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

request from the Managing Authority (MA) an ERDF **0,001** with a view to implementing the action that is the subject of this project

Declare that:

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

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

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

The organization 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 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 actions;
- Its administrative involvement in the project does not undermine the organization's daily activities.

All partners of this proposal comply with the rules on beneficiaries set out in Reg. (EC) No 1080/2006, 1083/2006 and No 1028/2006.

Certify that the organization I represent:

- Is not bankrupt, being wound up, 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 that it has not been convicted of an offence concerning its professional conduct by a judgment which has the force of 'res judicata';
- Has not been convicted of a 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 or the payment of taxes in accordance with the local 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 organization or any other illegal activity detrimental to the Communities' 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 as stated in Article 93(1) of Reg. (EC) No 1605/2002 and its amendments.

Acknowledge that:

- The organization 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 organization, the subject of the grant and the amount awarded and the rate of funding.

Confirm that:

In the event of project approval the organization I represent commits itself to the operation, and will provide **0,001** 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 or during the implementation of the project, my organization 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: _____
Organization: Lead Partner Institution English
Function: _____

Co-financing Statement, Declaration on Administrative and Financial Capacity and on Legal Status



Partners must fill-in the right template according to their location and legal status.

To be provided on headed paper signed, dated and stamped.

PLEASE PRINT THIS DOCUMENT ON THE HEADED PAPER OF YOUR INSTITUTION

Co-financing Statement, Declaration on Administrative and Financial Capacity and on Legal Status by the Legal Representative of Partner Organization (except International Organization acting under international law and Third Country Partner)

Title of the project: _____
Acronym of the project: _____
Number of Partner or in the Application Form: _____

I, the undersigned, represent Official name of the Institution in English

Declare that:

- * I am authorized by my organization to sign the Co-Financing statement on its behalf;
- * All information concerning the participation of my organization in the project is correct to the best of my knowledge;
- * The organization I represent has the adequate legal capacity to participate in the call for proposals;
- * The organization I represent is public or equivalent body

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

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

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

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

- * It has enough internal human resources to ensure sound 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 actions;
- * Its administrative involvement in the project does not undermine the organization's daily activities.

The organization I represent complies with the rules on beneficiaries as stated in Reg. (EC) No 1083/2006, 1082/2006 and No 1829/2006.

Certify that the organization I represent:

- * Is not bankrupt, being wound up, 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 or 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 judgement which has the force of 'res judicata';
- * Has not been guilty of grave professional misconduct proven by any means which the Contract Authority considers;
- * Has fulfilled its 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 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 judgement which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organization 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;

as stated in Article 93(1) of Reg. (EC) No 1605/2002 and its amendments.

Acknowledge that:

- * The organization 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 their application being approved, the MA has the right to publish the name and address of this organization, the subject of the grant and the amount awarded and the rate of funding.

Confirm that:

In the event of project approval the organization I represent commits itself to the operation and will provide _____ or national co-financing to the CENTRAL EUROPE project's budget.

I 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 such funding is received after the submission of this proposal or during the implementation of the project, my organization 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 (Legal Representative)*

Function/Position of the Signatory

Official stamp of Partner institution

Official stamp of Partner institution

* In case the Signatory is different than the Legal Representative an official authorization has to be provided

ANNEX

Declaration on State Aid



- Self-declaration to be provided by all partners receiving ERDF cofinancing with the exception of international organisations
- Self-declaration also includes information on State Aid



ANNEX

Simplified Financial Statement



- Only for Private Lead Applicant (Priority 1)
- Instruction Section
- Form
- Pre-filled example available

To be provided in electronic & hard copy version, on headed paper, signed, dated and stamped!

Instructions for the "Simplified Financial Statements" form

Who should submit the form?
The "Simplified Financial Statements" table in Excel should be completed by the Private Lead Applicant. The requested figures are for the latest available financial statements which have been audited and approved by the organisation's stakeholders and/or delivered to the relevant tax authorities.

Instructions for completion:
Please fill in all yellow marked fields and print on letter headed paper for signing. How to fill in the form please take a look at the table "Instructions" within this file.

Only cells not highlighting currency or EUR, no Lead Applicant's affair. Project acronym: the Requested ERDF fund indicated in the AF Date: the closing date of the tax authorities. Currency: select from Forex exchange on closing date from info EURO 9&Delim=, &Langua. Net fixed assets are buildings, equipment. Current assets are all separate line. Typical Capital and reserves Provisions usually related. Long term debt is the Current liabilities are related accrued interest. Balance: please check Total revenues: reverse Personnel costs: individual Other operating cost: Net financial income interest paid, etc.). Net extraordinary items accounting policy and Taxes on profit: tax

Simplified Financial Statement				
Lead Applicant				
Project acronym		Proposal number		
		project duration (months)		
Requested ERDF funding from the CE programme in EUR				
Closing date of last financial period (dd/mm/yyyy)		Duration of last financial period in		Forex on closing date insert FOREX
		Currency	EUR	EUR
Balance sheet				
Net fixed assets				#WERT!
Current assets (maturity less than one year)				#WERT!
Cash and cash equivalents				#WERT!
Total assets			0,00	#WERT!
Capital including reserves				#WERT!
Provisions				#WERT!
Long term debt (maturity above one year)				#WERT!
Current liabilities (maturity less than one year)				#WERT!
Total liabilities and capital including reserves			0,00	#WERT!
Profit and loss account				
Total revenues				#WERT!
Personnel costs				#WERT!
Other operating costs				#WERT!
Operating profit			0,00	#WERT!
Net financial income/charges				#WERT!
Net extraordinary items				#WERT!
Taxes on profit				#WERT!
Profit/loss for the period			0,00	#WERT!
Signature		Date		
Name of the Signatory (Legal Representative)		Title of the Signatory		
Official stamp of Partner institution				

ANNEX

Simplified Financial Statement



The Simplified Financial Statement has to be accompanied by additional supporting documents:

- Copy of the most recent balance sheet (according to national regulations);
- Copy of the most recent profit and lost accounts (according to national regulations);
- Copy of an independent audit report OR Auditor's certification stating that the accounts give a true and fair view of the Lead Applicant financial situation.



APPLICATION PACKAGE

Lessons learned from 1st Call



Avoid ineligibility of your application due to formal mistakes!

Carefully check criteria listed in 5.2.1 Administrative Compliance Check of Application Manual 2nd Call

REMEMBER!

- Completeness of the documents, including provision of Annexes;
- Provision of hard copies & e-versions of documents according to the indications listed in the Application Manual;
- Use the provided templates;
- Documents filled in English;
- When required, documents on headed paper, dated, signed, stamped;
- Documents signed by the legal representative or by the duly authorized person as indicated in the Application Form;
- Co-Financing Statements indicate same amount as in the Application Form

APPLICATION FORM Check List



Check List:

all boxes have to be answered with

Yes or N/A

Checklist for submission of the Application Form

Yes N/A

- 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.
- 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.
- The paper version of the filled in Application Form and all annexes are submitted in one single package/envelope.
- The paper version of the filled in Application Form is not bound in order to ease photocopying.
- Both versions of the Application Form and of all annexed documents are written in English.
- Both versions of the Application Form show no ERROR messages.
- The Application Form has been signed by a duly authorised representative of the Lead Applicant and is dated and stamped.
- 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.
- In case of an International Organisation acting under international law located in the CENTRAL EUROPE area, the appropriate form has been used.
- 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.
- 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.
- 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.
- All submitted Declarations have been prepared using the standard templates and no amendments to the text have been made.
- A flow chart indicating the co-ordination and management structure has been attached.
- A map showing the location of all partners has been attached.
- Paper and electronic versions of all submitted documents must be identical.

SOURCES OF INFORMATION



- Operational Programme (OP)
- Application Manual 2nd Call
- Instructions for Applicants: How to complete the AF
- FAQs on the Programme web site

and
Implementation Manual
Audit and Control Guidelines



Thank you for your attention!



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