

CENTRAL EUROPE PROGRAMME 2007-2013



Lead Applicant Briefing
3rd Call for proposals

PREPARATION COSTS & START-UP PHASE

JTS CENTRAL EUROPE
PROGRAMME

I. Preparation Costs



PREPARATION COSTS



- ❖ Must be foreseen in the Application Form
- ❖ Threshold of € 20.000
- ❖ Must relate exclusively to preparation activities carried out between 1 January 2007 and date of submission of the Application Form
- ❖ The costs must be put under the relevant budget line
- ❖ The partners involved must be indicated in the Application Form
- ❖ Rules on Public Procurement have to be respected at this early stage

PREPARATION COSTS



Table 4: Budget break down #1

	WP 0	WP 1	WP 2	WP 3	WP 4	WP 5	WP 6	Total eligible	%
Staff costs	12.000,00 €							12.000,00 €	66,67%
Administration cost	0,00 €							0,00 €	0,00%
External expertise	2.000,00 €	0,00 €	0,00 €	0,00 €				2.000,00 €	11,11%
Travel/accommodation	3.000,00 €							3.000,00 €	16,67%
Meetings and events	1.000,00 €							1.000,00 €	5,56%
Promotion costs	X							0,00 €	0,00%
Equipment	X	0,00 €	0,00 €	0,00 €				0,00 €	0,00%
Investments	X	X	X	0,00 €				0,00 €	0,00%
Other	X	0,00 €	0,00 €	0,00 €				0,00 €	0,00%
Total	18.000,00 €	0,00 €	0,00 €	0,00 €				18.000,00 €	
WP Reference Total	18.000,00 €	0,00 €	0,00 €	0,00 €				18.000,00 €	
%	100,00%	0,00%	0,00%	0,00%					

Table 6: Budget break down #3

	WP 0	WP 1	WP 2	WP 3	WP 4	WP 5	WP 6	Total eligible	Partner Ref	%
Lead Partner	10.000,00 €							10.000,00 €	10.000,00 €	55,56%
Partner 2	4.000,00 €							4.000,00 €	4.000,00 €	22,22%
Partner 3	0,00 €							0,00 €	0,00 €	0,00%
Partner 4	4.000,00 €							4.000,00 €	4.000,00 €	22,22%
Total	18.000,00 €	0,00 €	0,00 €	0,00 €				18.000,00 €		
WP Reference Total	18.000,00 €	0,00 €	0,00 €	0,00 €				18.000,00 €		
%	100,00%	0,00%	0,00%	0,00%						

PREPARATION COSTS



PUBLIC PROCUREMENT:

- ❖ The purchase of **goods and services**, is subject to national, Community and institutional rules.
- ❖ Rules on public procurement are **mandatory** and have to be respected also by private bodies and international organisations.
- ❖ Adherence to Public Procurement will be checked during verifications.

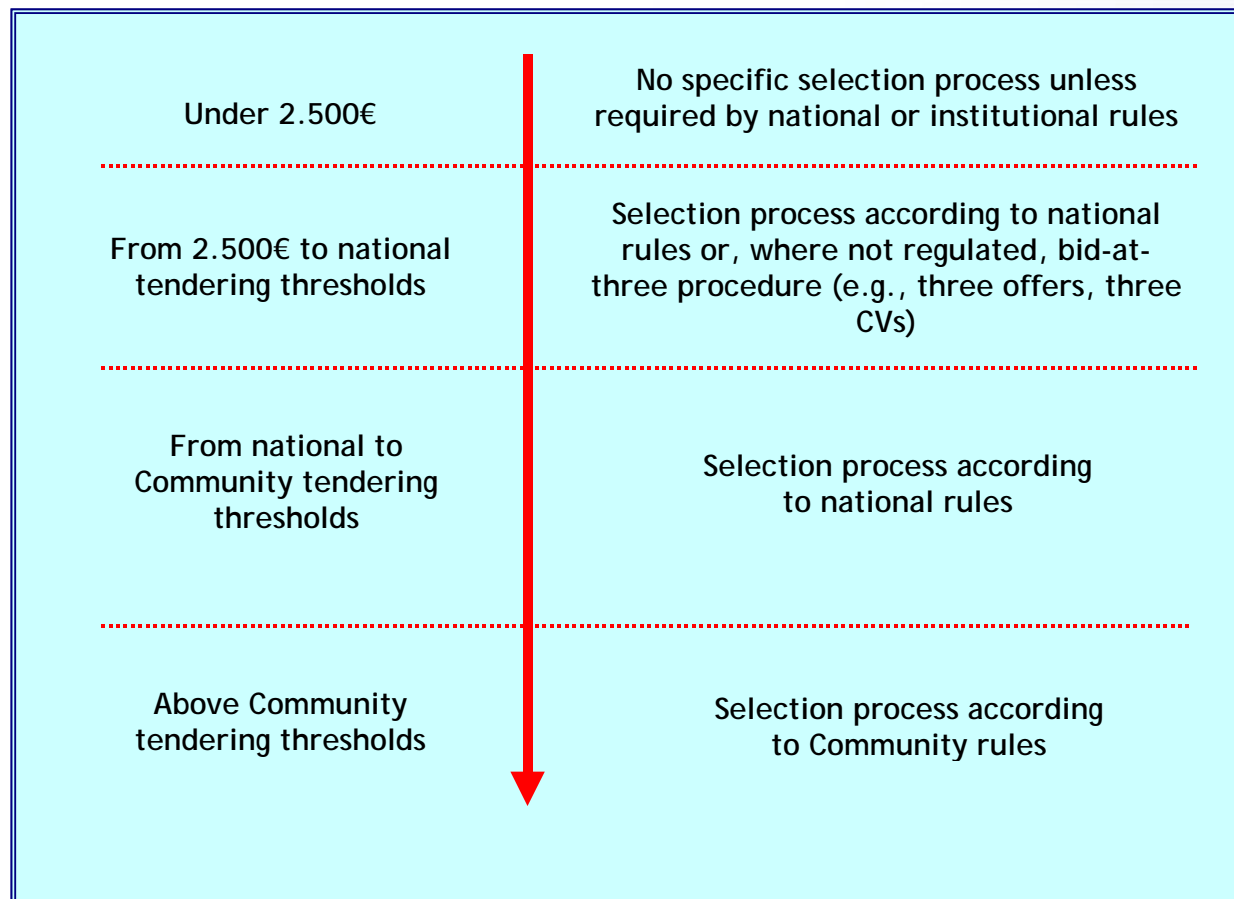


PREPARATION COSTS



PUBLIC PROCUREMENT:

Overview of the selection processes to be implemented:



Staff costs: supporting documents

- ✓ List of staff working on the project.
- ✓ Working contracts, service orders.
- ✓ For people working part-time: total salary, calculation of daily/hourly cost based on real worked hours and total amount charged to the project.
- ✓ Monthly time-sheets.
- ✓ Proof of payment.



Administration costs: supporting documents

Direct costs:

- ✓ Evidence that costs are real and project-related.
- ✓ Proof of payment.

Indirect costs:

- ✓ Explanation of the calculation method for charging a certain percentage to the project.
- ✓ Evidence that costs are real and project-related (no lump-sums allowed).
- ✓ Proof of payment.

External expertise: supporting documents

- ✓ Evidence of the selection procedure.
- ✓ Contract laying down the services to be provided.
- ✓ Detailed invoices.
- ✓ Where applicable, documents regarding social charges.
- ✓ Deliverables produced by the expert.
- ✓ Proof of payment.



Travel & accommodation: supporting documents

- ✓ Mission request/authorisation.
- ✓ Travel invoices paid directly by the company/institution.
- ✓ Reimbursement request related to expenses held directly by the person undertaking the mission.
- ✓ Proof of payment if directly paid by the institution, respectively proof of reimbursement by institution to the employee.

Meetings & events: supporting documents

- ✓ Evidence that the most cost-efficient option has been chosen and, if applicable, evidence that public procurement has been respected.
- ✓ Contract with the service provider.
- ✓ Detailed invoice.
- ✓ Other complementary documents such as agenda, list of participants and minutes of the meeting.
- ✓ Proof of payment.

II. START-UP PHASE



START-UP PHASE



COMMITMENT:

Submitting a project proposal for ERDF funding entails the adherence to rules and the Partners must be ready for a long-lasting commitment.

Partners must be ready to respect EU, Programme and national rules (e.g. to keep the project related documents until 31st December 2022).



START-UP PHASE



MONITORING COMMITTEE DECISION

During the Monitoring Committee meeting a unanimous decision is taken about the funding or otherwise of the project proposals submitted.

The applications are either:

- Approved;
- Approved upon “necessary improvements” fulfilled; or
- Rejected.



START-UP PHASE



Implementation time line:



Project Starts
(according to start
date in AF)

Project to start at
the latest within 2
months from
signature



GENERAL PRINCIPLES

- ❖ Do not underestimate the time/administrative work required during the start-up phase.
- ❖ While elaborating the work plan consider the:
 - Time needed for public procurement procedures;
 - Time required for employment procedures;
 - Time needed for setting up the management structures;
- ❖ Keep in mind:
 - A detailed budget breakdown per Partner, per WP and per Budget Line will be required during start-up;
 - Importance of having a solid partnership to respect legal and financial requirements.

HOW CAN WE HELP



... personal contact:

- National Contact Points
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THANK YOU!



EUROPEAN UNION
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DEVELOPMENT FUND

