Interreg – IPA CBC
Greece - Albania

EUROPEAN UNION

Application Form
1ˢᵗ Call for Strategic Project Proposals

Joint Secretariat / Managing Authority of
Interreg IPA CBC Programme "Greece – Albania
2014 – 2020 "
www.greece-albania.eu
www.interreg.gr

The Programme is co-funded
by the European Union
and by National Funds
of Greece & Albania

Info – day, Korca, 26/02/2016

Main Characteristics

- It is an excel file, with limited access that includes important calculations.

- It is very important to activate the macros as soon as the file is open!

- There are 2 types of fields:
  ◦ White fields that should be filled in by the Applicant
  ◦ Gray fields that are either filled in by the JS/ MA or contain data automatically transferred or calculated based on the input provided in other fields

Main Characteristics

- There are limits in the characters/ type of data in the cells open to the Applicant

- The protection should not be removed

- Damaged Application Forms will be deemed ineligible

- Once a project is approved, the AF constitutes part of the contract → It is a very significant document – Great attention!

Cover Page

	Version of Application Form ▦▦▦▦▦▦
	Date of submission ▦▦▦▦▦▦
	Date of Approval ▦▦▦▦▦▦
	MIS Code ▦▦▦▦▦▦

APPLICATION FORM

INTERREG IPA II CROSS-BORDER COOPERATION PROGRAMME
GREECE -ALBANIA 2014-2020

The excel protection must not be removed
Damaged application forms will be deemed ineligible

1stCALL FOR STRATEGIC PROJECT PROPOSALS

Form to be filled in and returned to the following address:

Joint Secretariat

"Interreg IPA II Cross-border Cooperation Programme Greece-Albania 2014-2020"

Balkan Center, Building D, Elevator 2, 3rd floor , 10th Km Thessaloniki - Thermi Road, 570 01, Thessaloniki, Greece
Tel.: +30 2310 024070
Fax : +30 2310 024078
E-mail: jts_gral@mou.gr

Project title [   ]

Project acronym [   ]

Cover Page

- On the upper right section → Grey fields: This part is filled in by the MA/ JS after the project's approval.

- The Applicant fills in the Title and the Acronym of the Project.

- It is important to be brief → the whole title should be visible when the AF is printed.

Project Identification

- Project title and acronym are transferred from Cover page

- Duration of project:
  - Start/ End: It is automatically filled in with the relevant date as provided in Section B, Work Packages Table
  - Total Months: It is calculated based on the values of the previous fields.

Project Identification

- The Applicant selects from a drop-down list the values to be inserted in the following fields:
  ◦ Priority Axis
  ◦ Thematic Priority
  ◦ Specific Objective

- Brief Summary of the Project: The Applicant should provide a brief overview of the project in the style of a press release, based on the directions provided. There is a limit here of 3.000 characters. What does this mean?

Characters limitations

The maximum total number of characters is 3000		
(please do not exceed 1000 characters in each box)	*Number of characters*	*0*

Characters limitations

▸ Throughout the AF similar fields are met.

▸ The limits vary, not only in terms of the total number allowed, but also on the internal limit of each separate part/ cell/ field.

▸ In case of an excess of the number of characters, the field turns red.

▸ There is automatic calculation provided to facilitate applicants.

Characters limitations

- This is considered as error and could lead to rejection.

- It is important to respect also the size of the field, so that everything included can also be viewed when the file is printed.

- Any text exceeding the word limits cannot be seen or printed and thus cannot be taken into consideration.

Project Identification

- The following fields are automatically filled in from Section C, Partnership:
  ◦ Beneficiary Information
  ◦ Budget per Beneficiary

- The fields "Budget per Country", "Project Budget" and "Project Title" are also automatically filled in, calculating data from various sections.

- The Applicant fills in the field for the Lead Beneficiary Confirmation accordingly.

Detailed Description

- B1 Project Identification
- B2 Methodological Approach
- B3 Management
- B4 Information and Publicity
- B5 Maturity of the Project
- B6 Sustainability of Results
- B7 Cross-border co-operation and added-value
- B8 Compatibility with EU and National Policies

B1 Project Identification

- Background and history of the project (problems/ challenges to be addressed/ target groups)

- Objectives of the project

- Expected outputs (tangible and visible results or products relating to project activities)

- Expected results (direct and immediate effects resulting from the project

Expected Outputs

- Outputs are the tangible and visible results or products relating to the project activities and objectives
- Expected project outputs are the means to achieve the Project's (as well as the Programme's) objectives
- They should include the description of the output indicators described and quantified in Section F – Output Indicators
- They should be logically connected with the basic project deliverables as listed in Section D – Budget

Expected Results

- Direct and immediate effects resulting from the project should be clearly stated, highlighting the importance of the project for the cb area
- Innovative character should be described and added value should be clarified
- They should be linked to the result indicators as described and quantified in Section F – Result Indicators
- The project should have identifiable and measurable targets so that its progress can be monitored and evaluated.

B2 Project Methodological Approach

- Project Methodology/ Roles – Tasks of Beneficiaries

- Work Packages

- Location of Activities

Work Packages

- Represent logically connected steps of implementation or sets of deliverables
- Should follow the logical phases of implementation of the project and include management and communication activities
- At least 3 – Maximum 6
- Obligatory WPs
  - WP1 Management and Coordination
  - WP2 Information and Publicity
  - WP3 Project implementation

Work Packages

- Fill in only the title of WP and duration

- If the project includes deliverables/ actions implemented outside the programme area by beneficiaries located inside the programme area, these should be stated in a separate WP.

Location of Activities

▸ Description of:
  ◦ The area targeted by the project
  ◦ Location of beneficiaries
  ◦ Location of activities

▸ In case of activities located outside the programme area, these should be explicitly mentioned

B3 Management

- Lead Beneficiary and Beneficiaries' Competence
  - Experience
  - Structure /Personnel/ Resources
  - Institutional Role
  - Relevance with the project
- Project Management Coordination
  - Structures, responsibilities & Procedures for day-to-day management and co-ordination
  - Communication with partnership
  - Reporting and evaluation procedures
  - Risk and quality Management

B4 Information and Publicity

- Information and Publicity Strategy:
  - Basic structure of Communication Plan
  - I&P Measures to be carried out
  - Means of Communication
  - Promotion of project results

- More analysis in respective presentation

B5 Maturity of Project

- Completion of administrative procedures that allow the implementation of the project

- Necessary for all types of projects activities

B6 Sustainability of Results

- Sustainability, durability and transferability of the main outputs delivered in the project.
  - How will they be further used after the project duration?
  - Who will be responsible for the outputs?
  - How is it ensured that the project outputs are applicable/ replicable by other organisations/ regions/ countries outsiede the partnership?

B7 Cross-border co-operation & added value

- Cross-border cooperation
  - Why not a national project?
  - Benefits from cross-border approach.
- Intensity of cross-border cooperation
  - Joint development of operations
  - Joint implementation of operations
  - Joint staffing of operations
  - Joint financing of operations
- Capitalisation
  - Experience in know-how and cbc activities
  - Previous cooperation among beneficiaries
  - Previous relevant projects

B8 Compatibility with EU & National Policies

- EU Horizontal Principles
  - Should not produce negative effects
  - Identify possible risks and describe measures to prevent them

- Projects that do no respect the horizontal principles will not be funded

Partnership

SECTION C - PARTNERSHIP

Lead Beneficiary (PB1) Details

Name of institution in English	
Name of institution in original language	
Distinctive Title/ Abbreviation	
Legal Status	
Legal Representative	
Position of the legal representative in the organisation	
Contact Person for the project	
Project Manager	
Financial Manager	
Address	
Country	
NUTS III code	
Telephone	fax
e-mail	website
Staff Cost Calculation Method	
Office and Administration Calculation Method	
Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project?	If recoverable, explain how:
Taxation Office	
Tax Number	

Budget of Lead Beneficiary

Total Budget	0,00 €
Union Support	0,00 €
National Contribution	0,00 €
National Counterpart Type	

Bank Details of Lead Beneficiary
(to be completed upon approval)

Bank Name	
Address	
Postal Code	
Town	
Country	
IBAN	
SWIFT code	
Holder of the account	

Info-day, Korca, 26/02/2016

Budget

Costs per Beneficiary / Deliverables / Budget Line

Lead Beneficiary (LB) 0	Deliverable Title	Staff Costs	Office and Administration	Travel and Accommodation	External Expertise and Services	Equipment	Infrastructure and Works	TOTALS
WP 1	Project Management & Coordination	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Deliverable 1.1.1	Preparation Activities							0,00 €
Deliverable 1.1.2								0,00 €
Deliverable 1.1.3								0,00 €
Deliverable 1.1.4								0,00 €
Deliverable 1.1.5								0,00 €
WP 2	Communication & Dissemination	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Deliverable 2.1.1								0,00 €
Deliverable 2.1.2								0,00 €
Deliverable 2.1.3								0,00 €
Deliverable 2.1.4								0,00 €
Deliverable 2.1.5								0,00 €
WP 3	Title WP3	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Deliverable 3.1.1								0,00 €
Deliverable 3.1.2								0,00 €
Deliverable 3.1.3								0,00 €
Deliverable 3.1.4								0,00 €
Deliverable 3.1.5								0,00 €
WP 4	Title WP4	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Deliverable 4.1.1								0,00 €
Deliverable 4.1.2								0,00 €
Deliverable 4.1.3								0,00 €
Deliverable 4.1.4								0,00 €
Deliverable 4.1.5								0,00 €
WP 5	Title WP5	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Deliverable 5.1.1								0,00 €
Deliverable 5.1.2								0,00 €
Deliverable 5.1.3								0,00 €
Deliverable 5.1.4								0,00 €
Deliverable 5.1.5								0,00 €
WP 6	Title WP6	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €
Deliverable 6.1.1								0,00 €
Deliverable 6.1.2								0,00 €
Deliverable 6.1.3								0,00 €
Deliverable 6.1.4								0,00 €
Deliverable 6.1.5								0,00 €
TOTALS		0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €

Timetable

Budget per year											
year /WP	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	Totals
WP 1											0,00 €
WP 2											0,00 €
WP 3											0,00 €
WP 4											0,00 €
WP 5											0,00 €
WP 6											0,00 €
Totals	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €

Indicators

SECTION F - INDICATORS			
Priority Axis	0		
Thematic Priority	0		
Specific Objective	0		

Output Indicators		
Title Indicators	**Unit of Mesurement**	**Target**

Info-day, Korca, 26/02/2016

Checklist

SECTION G - CHECK LIST FOR SUBMISSION

Please make sure that you have fulfilled the requirements listed below before submitting the documents.

- [ ] The paper version of the Project Proposal (comprising the completed Application Form and all the required documents demanded by the Call) are submitted to the JS within the deadline, as defined in the Call for Proposals.

- [ ] The submitted Application Form and Annexes are the ones provided in the Call for Proposals

- [ ] 1 original and 1 copy of the Project Proposal is included in one single package / envelope.

- [ ] The electronic version of the completed Application Form and the Specification of the Budget are submitted on 2 CDs/DVDs

- [ ] The electronic and paper versions of the Application Form and the Specification of Budget Costs are identical.

- [ ] The Application Form and all the documents provided as templates by the MA are submitted in the official language of the programme (English).

- [ ] The Application form and the Specification of the Budget are dated, signed and stamped by the Lead Beneficiary.

- [ ] All Beneficiaries participating in the project are listed in section C of the Application Form with their institution's name in original and English language.

- [ ] Annexes to Application Form are: 1)The 'Concept note' on the "Strategic Scope of the Project and Sustainability" 2) The 'Partnership Declaration' (standard form provided), stamped and signed by all the participating beneficiaries. 3) The 'Co-Financing Statement - Non double financing' (standard form provided), completed, stamped and signed by each beneficiary separately. 4) The 'Declaration of not generating revenues' (standard form provided) completed, stamped and signed by the Lead beneficiary. 5) The "Declaration for the non distribution of profits" (standard form provided), completed, stamped and signed only by beneficiaries under category of article 7.c (private organisations). 6) The 'Specification of Budget Costs' (standard form provided), completed, stamped and signed by the Lead beneficiary. 7) The 'Maturity Sheet' per beneficiary (standard form provided), completed, stamped and signed by each beneficiary separately. 8) Decision of the designated body of each Project Beneficiary (e.g. Municipal Council, Board of Directors, etc) stating its agreement for submitting the particular project proposal, according to the internal rules/statute of each Beneficiary or the national legislation. 9) The documentation required for the eligibility of the beneficiaries. 10) The documentation required for the Infrastructure activities according to the Call for Proposals. 11) The documents required by the Albanian Partners (Legal Entity Form).

- [ ] The duration of the proposed project is in line with the requirements of the Call for Proposals.

- [ ] The budget of the proposed project is inside the limits set by the Call for Proposals.

- [ ] The Budget in all the requested Documents is expressed in Euros (€).