



MINISTRY OF REGIONAL DEVELOPMENT

POLAND

**Cross-border Co-operation**  
*South Baltic Programme*  
**2007-2013**

*Kick – off meeting*

Gdańsk, 26th March 2008

## PLAN OF THE PRESENTATION

- Project development and generation
  - Requirements for the co-operation
  - Who can get the co-financing
  - Specific features of the project
- Application procedure
- Project implementation



## **PROJECT DEVELOPMENT REQUIREMENTS FOR THE CO-OPERATION**

- Partnership
- Lead Beneficiary principle

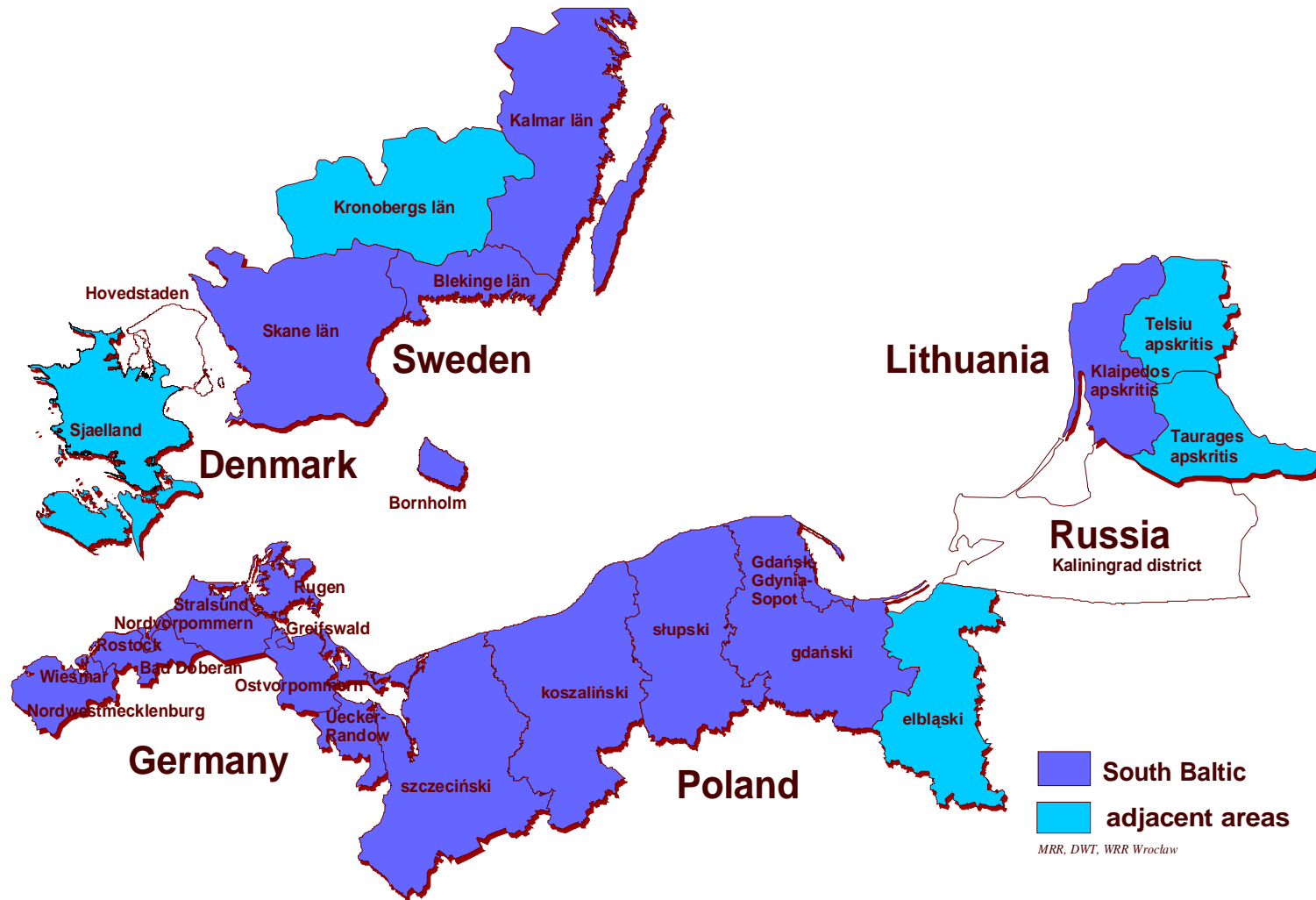
## **PARTNERSHIP**

- **The minimum partnership** – consists of two partners from two different Member States involved in the Programme
- The exception –the **Öresund area**
- Partners shall come from the Programme eligible area
  - Core area
  - Adjacent area - 20% eligibility rule
- Project shall be implemented **within** the Programme eligible area or **to the benefit** of the eligible area



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# South Baltic Cross-border Co-operation Programme PROGRAMME AREA



## **PARTNERSHIP**

- Solid and efficient partnerships:
  - Different cultures, sectors
  - Triple helix model, etc.
- Programme excludes sub-partners, that is partners claiming ERDF contribution for their activities but providing no co-financing from their own resources and partners with „observer” status
- Private entities (SMEs, etc) can participate in the Programme with their own resources but can not claim the ERDF co-financing

## **LEAD BENEFICIARY PRINCIPLE**

Project shall be implemented with the use of the  
**Lead Beneficiary (LB) principle**

- The LB is responsible for overall project management and implementation
- Financial and administrative responsibility
- LB signs and submit the Application Form
- LB signs the Subsidy Contract -> reporting, transfer of the ERDF contribution, etc.

**The Lead Beneficiary must be either:**

- A national (governmental), regional or local authority or their association, or
- A body governed by public law which will need to provide evidence that:
  - ✓ It is established under public or private law for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character, and
  - ✓ It has legal personality, and
  - ✓ It is financed, for the most part, by the State, regional or local authorities, or other bodies governed by public law; or subject to management supervision by those bodies; or having an administrative, managerial or supervisory board, more than half of whose members are appointed by the State, regional or local authorities, or by other bodies governed by public law.

**A project partner** must be either:

- A national (governmental), regional or local authority or their association, or
- An institution which will need to provide evidence that:
  - It is established under public or private law for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character, and
  - It has legal personality.

## **CO-OPERATION REQUIREMENTS**

- Cooperation requirements – Art. 19 of the General Regulation
  - Joint development
  - Joint implementation
  - Joint staffing
  - Joint financing
- Projects have to meet at least two of the above criteria

## PROJECT BUDGET

### The South Baltic Programme recommends that:

- a size of the project amounts to 0,5 – 1 mln euro (the ERDF contribution)
- a size of a small-scale investment projects under Priority Axis 2 may amount to a higher value in the ERDF contribution
- a local community initiatives projects under the measure 2.4 may become smaller in size to minimum 50 thousand euro (the ERDF contribution)
- the most important factor is **the quality of a project/projects**

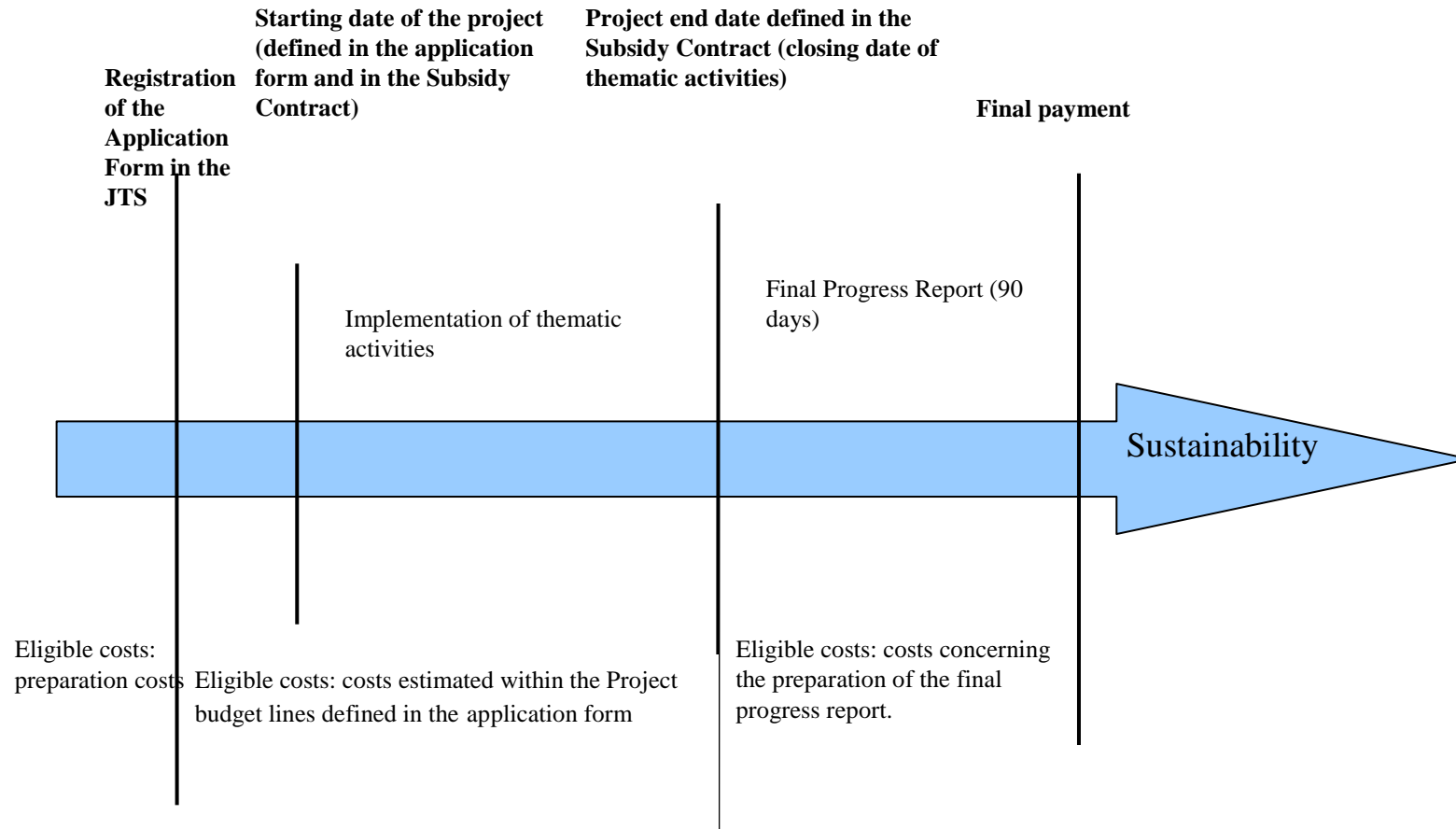
## ELIGIBILITY

- EU regulations
- National rules and requirements
- Rules laid out in the Programme Manual

Eligibility of project preparation costs and project implementation costs

*As a general rule, the earliest possible starting date of eligibility may be the next day of the day on which the application form was registered in the JTS.*

All expenditures will be eligible only under the condition of approval of the project by the Steering Committee.





## PROJECT GENERATION



# **APPLICATION PACK**

**Programme Manual**

**Application Form with the needed attachments**

**Guidelines on filling in and submitting the Application Form**

**Call for proposal notice**

**\* Subsidy Contract**

## **ANNOUNCEMENT**

- Published on web pages (MA, JTS, Contact Points) and in newspapers (national)
- Calls for proposals defined by a precise deadlines

## APPLICATION FORM

- Filled in only in English (condition of eligibility)

## SUBMISSION OF APPLICATION

- Lead Applicant (Lead Beneficiary) to the Joint Technical Secretariat in Gdańsk
- Two originals, the CD, and e-mail
- Submission time: date of postage determined by the date on the stamp or courier delivery order
- Registration and marking with a reference number done by the JTS

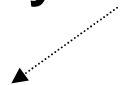
## **PROJECT ASSESSMENT (4 weeks)**

### **Formal and eligibility assessment - JTS**

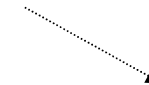
(one possibility for correction or adding information  
under the request from the JTS)



### **Quality assessment: JTS + external experts**



**Strategic Assessment**



**Operational Assessment**

- Each criterion is evaluated according to a 0 – 5 scale and given an appropriate weight (maximum of 100 points)
- Assessment sheets with comments

## PROJECT ASSESSMENT

- The JTS prepares a **ranking list of project proposals** with project sheets incl. a description of the proposal and the assessment procedure
- Three categories of project proposals:
  - A** – Good quality projects recommended for approval by the Steering Committee
  - B** – Projects recommended for approval under conditions
  - C** – Projects not recommended for approval
- **Final decision taken by the Steering Committee** (no appeal)
- The JTS informs in writing all applicants about the SC decision
- Publication on the Programme website of a list of projects (with a short description) approved for co-financing

## **PROJECT IMPLMENTATION**

- Contracting
- Reporting and Reimbursement
- Control and Irregularities
- Changes to the Project
- Information and Publicity
- Project closure

# CONTRACTING

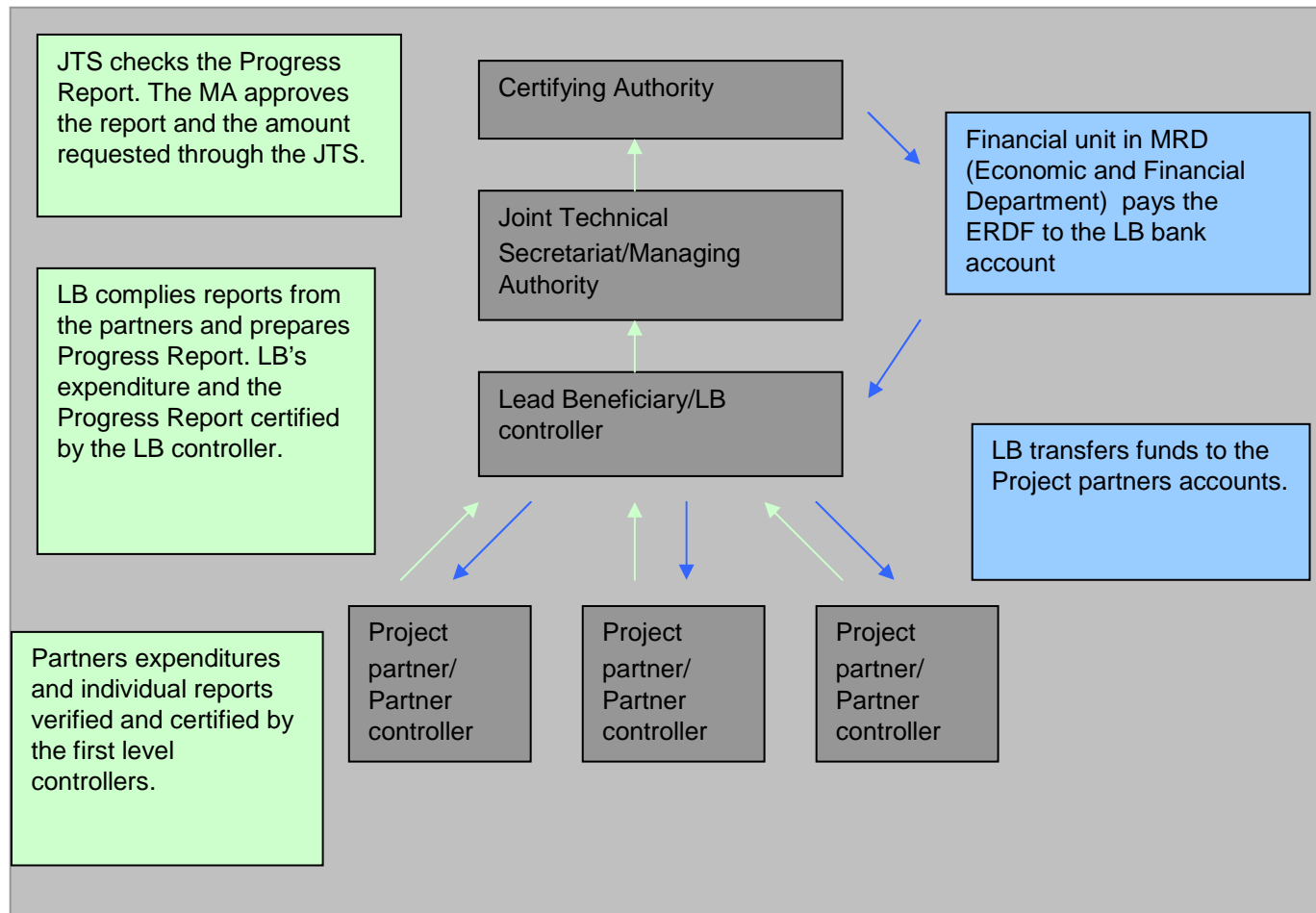
- **Subsidy Contract** – concluded between the Lead Beneficiary and the Managing Authority (Ministry of Regional Development in Poland)
- **Partnership Agreement** – signed between the Lead Beneficiary and project partners

## REPORTING AND REIMBURSEMENT

- Financial and activity part of the Progress Report. Monitoring of the indicators – list of **recommended indicators defined in the Programme Manual**.
- Reporting deadlines – **four-month periods**. The Progress Reports are delivered within **50** calendar days from the end of the reporting period to the JTS.
- Reimbursement. Use of EURO – risk of the exchange rate is borne by the beneficiary.
- First level control - described in the Programme Manual. Detailed information to be found in an appropriate Contact Point.



## REPORTING PROCEDURE



## **AUDIT AND RECOVERY OF FUNDS**

- Audit: desk and on-the-spot control.
- Control before final payment.
- Irregularities and recovery of funds – defined in the Subsidy Contract:

*If any project partner used the whole or a part of the subsidy granted not as intended, without adhering to the applicable procedures or took funds in an undue manner or in excessive amounts, the partner shall be obliged to reimburse these funds.*

## CHANGES TO THE PROCEJCT

- The changes not exceeding 10% of the original eligible costs of a given budget line of the Project or 20% of the original value of target output indicators defined in the Application Form, may be intruduced individually by the Lead Beneficiary. The Lead Beneficiary shall immediately inform the Managing Authority, in writing, of the changes made.
- The changes exceeding 10% of the original eligible costs of a given budget line of the Project or 20% of the original value of target output indicators defined in the Application Form may be made only upon a written consent of the Managing Authority.

## INFORMATION AND PUBLICITY

- The Implementing Regulation (Article 8 and 9, Annex 1)
- Communication and promotion activities
- Use of Programme logo and EU emblem



## PROJECT CLOSURE

- Final Progress Report. To be submitted within 90 calendar days from the date of project completion (end of thematic activities) specified in the Subsidy Contract.
- Sustainability of the project – 5 years.



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*Thank you for your attention*

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