



# GUIDELINES FOR APPLICANTS

---



## **BULGARIA - THE FORMER YUGOSLAV REPUBLIC OF MACEDONIA**

### **IPA CROSS-BORDER PROGRAMME**

Call for Proposals No: 2007CB16IPO007-2012-3

**Deadline for submission of project proposals: 04 March, 2013**

## Table of Contents

<b>Table of Contents.....</b>	<b>2</b>
<b>Legal basis .....</b>	<b>3</b>
<b>Explanation of text-box.....</b>	<b>3</b>
<b>1 General Information.....</b>	<b>3</b>
1.1 Overview of Bulgaria – the former Yugoslav Republic of Macedonia IPA Cross Border Programme .....	3
1.1.1 Eligible Cross-border Area .....	4
1.1.2 Programme Strategy.....	5
1.1.3 Programme objectives.....	5
1.1.4 Programme Priority Axes.....	6
1.2 Programme Implementation Structures .....	7
1.3 Programme Financial Allocation.....	7
1.3.1 Financial allocation for the third call for proposals.....	7
1.4 Programme indicators .....	8
1.5 State Aid .....	8
1.6 Revenue Generating Projects.....	8
<b>2 Rules of the call for proposals.....</b>	<b>8</b>
2.1 General Information .....	8
2.2 Eligibility Criteria.....	10
2.2.1 Eligibility of applicants (Lead Partner and Partners).....	10
2.2.2 Eligibility of Activities .....	13
2.2.3 Eligibility of expenditures .....	17
<b>List of eligible expenditures.....</b>	<b>18</b>
<b>BUDGET LINE 1: Administrative costs – maximum 25 % of total project costs.....</b>	<b>18</b>
<b>BUDGET LINE 2: Travel and accommodation .....</b>	<b>20</b>
<b>BUDGET LINE 3: Meetings, conferences, events.....</b>	<b>20</b>
<b>BUDGET LINE 4: Information and publicity.....</b>	<b>21</b>
<b>BUDGET LINE 5: External expertise.....</b>	<b>21</b>
<b>BUDGET LINE 6: Investments .....</b>	<b>21</b>
<b>BUDGET LINE 7: Others – maximum 15 % of total project costs .....</b>	<b>22</b>
2.3 How to apply for funding.....	24
2.3.1 How to get the Application Package .....	24
2.3.2 How to fill in the Application Form and its Annexes .....	24
<b>3 Annexes .....</b>	<b>30</b>
3.1 Annexes (A) .....	30
3.2 Annexes (B) .....	31
3.3 Annexes (C) .....	32
<b>4 Where and how to send the application.....</b>	<b>32</b>
<b>5 Deadline for receipt of applications.....</b>	<b>34</b>
<b>6 Evaluation and Selection of Applications .....</b>	<b>34</b>
<b>Glossary of terms.....</b>	<b>44</b>
<b>Glossary of Acronyms.....</b>	<b>45</b>

## Legal basis

In the elaboration of these guidelines the following legal provisions have been observed:

- Council Regulation (EC) No 1085/2006 of 17 July 2006 establishing an Instrument for Pre-Accession Assistance (IPA);
- Regulation of European Parliament and Council (EU) No 540/2010 of 16 June 2010, amending Council Regulation (EC) No 1085/2006 of 17 July 2006 establishing an Instrument for Pre-accession Assistance;
- Commission Regulation (EC) No 718/2007 of 12 June 2007 [OJ L 170 from 29.06.2007] implementing Council Regulation (EC) No 1085/2006 establishing an instrument for pre-accession assistance (IPA), (hereinafter IPA IR);
- Commission Regulation (EU) No 80/2010 of 28 January 2010 amending Regulation (EC) No 718/2007 implementing Council Regulation (EC) No 1085/2006 establishing an instrument for pre-accession assistance (IPA);
- Bulgaria – the former Yugoslav Republic of Macedonia IPA Cross Border Programme, approved by the European Commission on 14.12.2007 by Decision No C (2007)6298, approved amendment on 17.07.2012 by Decision No C(2012) 4936;
- Other relevant national and European legislation.

**Please note that all these legal provisions must also be observed by the applicants during both project elaboration and implementation phases.**

## Explanation of text-box

Across all the following pages you will find a highlighted text boxes – marked “**Important**”:

📌 **IMPORTANT** - highlights the most important elements to be taken into account when preparing a project.

## 1 General Information

These Guidelines for Applicants aim to provide practical information for project applicants to the Bulgaria – the former Yugoslav Republic of Macedonia IPA Cross-border Programme.

It is the most practical level of information needed for the successful submission of a project under this programme. These Guidelines provide information on how to fill in the application form, budget and related forms, on the application procedure, the project selection criteria, the decision procedure and other practical advices.

### 1.1 Overview of Bulgaria – the former Yugoslav Republic of Macedonia IPA Cross Border Programme

This programme is financed by the European Union through the Instrument for Pre-accession Assistance (IPA) and co-financed by Bulgaria and the former Yugoslav Republic of Macedonia through contributions from state budgets and if applicable - from project beneficiaries.

The programming document drafted jointly by the two countries through a large partnership with national, regional and local stakeholders was approved by the European Commission on 14 December 2007 (Decision No. 6298) and was amended and approved by the European Commission on 17 July 2012 (Decision No. 4936). It sets out the general framework of intervention of IPA in the Programme cross-border area.

The programme continues the evolution of the EU cross-border initiatives, reflected in Neighbourhood Programme PHARE CBC /CARDS from 2004 to 2006.

More detailed information on types of projects, eligible activities and beneficiaries, the budget breakdown per priority axes and key areas of intervention are given below.

The programming document is available on the web site of the Programme [www.ipa-cbc-007.eu](http://www.ipa-cbc-007.eu) and on [www.mrrb.government.bg](http://www.mrrb.government.bg) and [www.mls.gov.mk](http://www.mls.gov.mk).

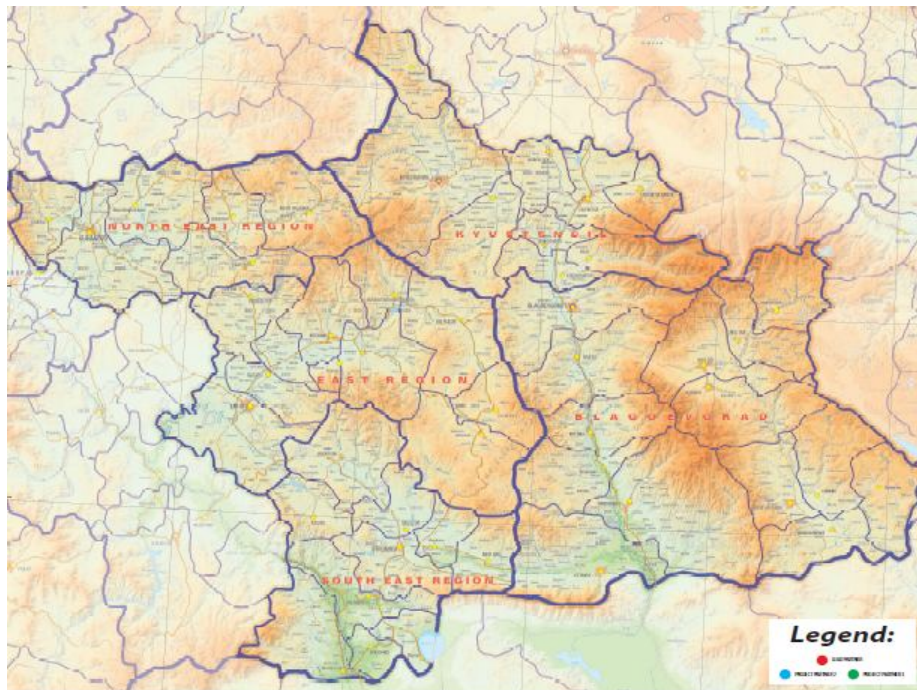
### 1.1.1 Eligible Cross-border Area

The border area of Bulgaria comprises the districts of **Blagoevgrad and Kyustendil** (NUTS III), covering 9 501 sq. km (8.6% of the total country territory) and with population of 486 291 people (6.3% of the total country population). It consists of 23 municipalities (NUTS IV) and 462 settlements:

- District of **Blagoevgrad**: **14 municipalities – Bansko, Belica, Blagoevgrad, Gotce Delchev, Garmen, Kresna, Petrich, Razlog, Sandanski, Satovcha, Simitli, Strumiani, Hadjidimovo, Yakoruda;**
- District of **Kyustendil**: **9 municipalities – Bobovdol, Boboshevo, Dupnitsa, Kocherinovo, Kyustendil, Nevestino, Rila, Sapareva Banya, Trekliano.**

The border area of the former Yugoslav Republic of Macedonia comprises the **North-East, the East and the South-East** NUTS III statistical regions covering 9 235 sq. km (35,9 % of the total country territory) and with population of 579 314 people (28.6 % of the total country population). It consists of 27 municipalities (NUTS IV), including 641 settlements:

- **North-East region**: **6 municipalities - Kratovo, Kriva Palanka, Rankovce, Kumanovo, Lipkovo and Staro Nagoricane;**
- **South-East region**: **10 municipalities - Valandovo, Gevgelija, Bogdanci, Dojran, Radovis, Konce, Strumica, Bosilovo, Vasilevo and Novo Selo;**
- **East region**: **11 municipalities - Berovo, Pehcevo, Vinica, Kocani, Cesinovo - Oblesevo, Zrnovci, Probistip, Stip, Karbinci, Delcevo and Makedonska Kamenica.**



IPA  
Cross-Border  
Programme

2007CB16IPO007

*Map of the  
cross - border  
region*



**Legend:**



### 1.1.2 Programme Strategy

IPA replaces the five previously existing pre-accession instruments, PHARE, ISPA, SAPARD, Turkey instrument, and CARDS, thus uniting under a single legal basis all pre accession assistance. IPA has also been designed to better adapt to the different objectives and progresses of each beneficiary concerned, thus providing a targeted and effective support according to their needs and evolution.

Border regions are often facing disadvantages due to their peripheral geographical locations and relative isolation from national economies. At the same time the development of the internal market within the Union (and the free movement of people, goods, services and capital) also brought out the need for the balanced development and integration of the European territory.

The aim of this Programme is to promote stronger integration of the territory thus providing a balanced and sustainable development throughout the entire cross-border region. The main purpose of the interventions to be funded by the programme in the CBC area is to support activities for economic development, by investing in the necessary small-scale infrastructures, human potential and supporting favourable business environment and social inclusion. The main resources used to develop the strategy were the following:

- EU guidelines and Regulations on IPA; Community Strategic guidelines on cohesion;
- The socio-economic analysis and the SWOT analysis of the eligible border region;
- Correspondence with EU Programmes, National / regional programmes and strategies on both sides of the border;
- Experiences from the previous Phare and CARDS programmes for the 1999-2006 period;
- The conclusions of the discussions of programming bodies, responsible authorities, experts and key persons at the regional / local level.

The Programme strategy is developed by giving a stress on fostering the strengths and use of the potential opportunities of the region through the defined priorities and spheres of intervention taking into account the great variety of cross-border needs and possibilities for cooperation. In addition the programme aims to reduce threats from natural disasters and pollution which are common for the region.

### 1.1.3 Programme objectives

The strategy, therefore, sets out to address the specific needs of the border area both in the short and longer term, and supports the following **overall strategic goal**:

**Sustainable development in the border region in support of the wider European Cooperation and Integration Efforts**

The overall aim of the programme, with the core elements of the strategy derived from the SWOT analysis, together led to the formulation of the following **specific objectives of the IPA CBC Programme**, which should be taken into account when preparing a project:

- **Specific objective No. 1: To foster the sustainable economic growth in the cross border region**
- **Specific objective No. 2: To promote social cohesion in cross border region**
- **Specific objective No. 3: To further develop the attractiveness and quality of life in the cross border region**

The project proposals addressing **Objective 1** shall demonstrate diversification of the current economic activities, support for the region to evolve into an economically strong region with high standard of living; development of new value chains; stimulus for research and development cooperation; clustering and business-support services; support to new technologies and innovations.

The project proposals addressing **Objective 2** shall invest in human resources development; people to people actions; labour market initiatives; cultural exchanges; support for raising the adaptability of the labour force to the market demands; cross-border networks at all levels and sectors of activity, incl. support for preparation of mutually benefiting project proposals.

The project proposals addressing **Objective 3** shall make effective use of the existing natural and cultural resources in the region and reveal the economic benefits that they can bring to local residents; eco and cultural tourism initiatives shall be supported when they prove their sustainable development effect on the region.

**⚡ IMPORTANT**

**For further details on programme strategy, please refer to the programming document.**

### 1.1.4 Programme Priority Axes

In order to achieve the objectives set out in the programming document, the partnering countries have jointly agreed upon the main directions on which the interventions under this programme should focus. These main directions are called Priority Axes and are as follows:

- **Priority Axis 1: Economic Development and Social Cohesion;**
- **Priority Axis 2: Improvement the Quality of Life;**
- **Priority Axis 3: Technical Assistance.**

**⚡ IMPORTANT**

**Only the first two Priority Axes finance projects submitted by applicants, while the third one is dedicated to ensuring the proper functioning of the programme management and implementation bodies.**

The priority axes are broken down to key areas of intervention as follows:

**Priority Axis 1: Economic Development and Social Cohesion**

***1.1 Economic Development***

***1.2 Social Cohesion***

***1.3 Project Preparation***

**Priority axis 2: Improvement the quality of life**

***2.1 Utilization of eco resources***

***2.2 Utilization of cultural resources***

**⚡ IMPORTANT**

**For further details on programme priority axes and key areas of intervention, please refer to the programming document.**

## 1.2 Programme Implementation Structures

According to the IPA Regulations, the two partnering countries have established the following main management and implementation bodies.

**Managing Authority (MA) - the Bulgarian Ministry of Regional Development and Public Works** – both countries have agreed that the responsibility of a Single Managing Authority (MA) will be given to the Directorate General "Territorial Cooperation Management" at the Ministry of Regional Development and Public Works of the Republic of Bulgaria. The Managing Authority is responsible for managing and implementing the cross-border programme in accordance with the principle of sound financial management.

**National Authority (NA)** - The Ministry of Local Self-Government of the former Yugoslav Republic of Macedonia cooperates in joint programming, management and implementation of the programme.

**Joint Monitoring Committee (JMC)** is formed of representatives at national, regional and local level from both countries, supervises the programme and is responsible for its strategic adaptation. The JMC approves the Applicant's Package, including the project evaluation and selection criteria.

**Joint Technical Secretariat (JTS) (main office)** is based in Kyustendil (Bulgaria). It assists the programme management bodies in carrying out their respective duties and is the main contact point between the programme and the potential beneficiaries/project partners.

Joint Technical Secretariat (JTS branch/antenna) **is based in Strumitsa (the former Yugoslav Republic of Macedonia) as part of the JTS, having as main role to serve as local contact point for potential beneficiaries/project partners.**

### ⚡ **IMPORTANT**

**The JTS – main office and Antenna – are the main structures responsible for providing information and support to potential beneficiaries.**

## 1.3 Programme Financial Allocation

The total budget of the programme for the 2007-2013 programming period is **21 063 157 Euro**, of which **17 903 682 Euro** EU contribution. The remaining **3 159 475 Euro** are national contributions from state budgets.

**Please note that the programme financial allocation is not broken down by state or eligible regions.**

### 1.3.1 Financial allocation for the third call for proposals

The total amount allocated for this call for proposals for the two priority axes is broken down as follows:

	<i>Euro</i>		
Priority Axis	Community Funding	National funding*	Total funding
	(a)	(b)	(a)+(b)
<b>Priority Axis 1</b>	1 164 921,60	205 574,40	1 370 496
<b>Priority Axis 2</b>	1 456 152,00	256 968,00	1 713 120
<b>Total</b>	<b>2 621 073,60</b>	<b>462 542,40</b>	<b>3 083 616</b>

The EU will finance 85% of the eligible expenditures and the state budgets of the two participating countries shall provide 15% co-financing (7,5% each country).

#### ♣ **IMPORTANT**

**\*State budget co-financing of both participating countries  
Voluntary own contribution of partners is allowed.**

## 1.4 Programme indicators

The programme indicators are vital to the efficient and effective implementation of the Programme. They serve to monitor and evaluate the extent to which the Programme has achieved its objectives, and the efficiency with which it has done so. The aim of the indicators is to measure whether the CBC programme has achieved its strategic objectives or not and to measure the effectiveness of the chosen intervention.

Two levels of indicators could be distinguished:

Horizontal level - Indicators on the horizontal level comprise measurements referring to transversal principles that need to be upheld at all impact levels of the programme (short-term, medium-term and long-term).

Vertical level - The achievement of specific objectives of the programme will be measured by specific impact, output and result including the cooperation indicators.

- Impact indicators refer to the consequences of the programme beyond the immediate effects.
- Result indicators relate to the direct and immediate effect on direct beneficiaries brought about by a programme on its direct beneficiaries.
- Output indicators relate to activity. They can be quantified for measures and projects.

## 1.5 State Aid

**Commercial and profit-making activities are not eligible under this Call for Proposal.**

In case any activities will generate profit these will be deducted from the grant and the project will be subject of the state aid.

To this end, the following provisions shall be fulfilled by each project:

- When the beneficiaries of the project **sub-contract the activities** in order to achieve the goals of the operation, the sub-contracting must be done by a transparent tendering procedure **in compliance with the provision** of EU Regulation 718/2007, article 121, translated into **PRAG** (Practical Guide to Contract Procedures for EU external actions), available at the following link: <http://ec.europa.eu/europeaid/prag/document.do>
- The project must not create an economic advantage to an economic operator.
- All studies or other project results shall be made available for free to all interested individual or legal persons, in a non-discriminatory way.

Making the studies available only for certain individual or legal persons is strictly forbidden! Also, the project results should not create an economic advantage.

## 1.6 Revenue Generating Projects

No revenue generating projects shall be financed under the present call for proposals.

## 2 Rules of the call for proposals

### 2.1 General Information



## Cooperation criteria

The projects must have **direct CBC impact**, which shall be understood in terms of respecting at least one of the following conditions as described below: **joint development, joint staffing, joint implementation and joint financing**.

**Joint development** means that the project must be designed in close cooperation of the partners from both sides of the border. The project proposals must clearly integrate the ideas, priorities and activities of stakeholders. The Lead Partner is the coordinator of this process but should include other partners from the beginning of the development process;

**Joint implementation** means that activities must be carried out and coordinated among partners on both sides of the border. It is not enough that activities run in parallel. There must be clear content-based links between what is happening on either side of the border and regular contact between the two sides. The Lead Partner is responsible for ensuring that activities are properly coordinated, that schedules are kept and that the right quality levels are achieved;

**Joint staffing** means that the project should not duplicate functions. Therefore, regardless of where the body is located, there should be a joint project management. The staff will be responsible for project activities on both sides of the border;

**Joint financing** – means that there will be only one contract per project and there must therefore be one joint project budget. The budget should be distributed between partners according to the activities carried out. There is only one project bank account for the EU and national contribution (held by the Lead Partner). The Lead Partner is responsible for administration and distribution of funds and for reporting on their use.

Projects covering more than one of the above conditions will be evaluated more favourably.

### ♣ **IMPORTANT**

#### **Number of project proposals per institution/organization:**

Under the current call for proposals an institution/organization may submit **only one (1) project proposal either as Lead Partner or Project Partner**. In case an institution/organization has submitted more than one project proposal as a Lead Partner or Project Partner, **all submitted proposals will be eliminated** on administrative stage.

### ♣ **IMPORTANT**

**One project proposal must cover only one Key Area of Intervention**. This is obligatory condition. Combination of activities from different Key Areas of Intervention is forbidden and will lead to direct elimination.

The projects must be in line with the national and European legislation on equal opportunities and environmental protection. The project must also respect the European legislation provisions on information and publicity.

### ♣ **IMPORTANT**

The project must include activities for **information and publicity**, according to the **European Commission Regulations and observing the Visual Identity Manual** (available at [http://ec.europa.eu/europeaid/work/visibility/index\\_en.htm](http://ec.europa.eu/europeaid/work/visibility/index_en.htm)).

The present call for proposal has the goal of establishing solid partnerships in the eligible area by financing "soft" projects (as studies, strategies, seminars, know-how exchanges etc.) and "investment projects" (as works activities, supply etc.).

For each project, a **Lead Partner (LP)** among the project partners **must** be appointed. The Lead Partner shall be a legal person established **in the eligible border region of the Programme** and shall assume the following responsibilities:

- lays down the arrangements for its relations with the other partners participating in the operation in an agreement comprising, inter alia, provisions guaranteeing the sound financial management of the funds allocated to the operation, including the arrangements for recovering amounts unduly paid;
- is responsible for ensuring the implementation of the entire operation;
- is responsible for transferring the relevant budget amount to the partners participating in the operation according to the partnership agreement and certified costs;
- ensures that the expenditure presented by the partners participating in the operation has been paid for the purpose of implementing the operation and corresponds to the activities agreed between the partners participating in the operation;
- verifies that the expenditure presented by the final beneficiaries participating in the operation which are legal person in the participating countries has been validated by the controllers referred to in Article 108 of Commission Regulation (EC) No.718/2007 of 12 June 2007;
- collects the information from the project partners, cross-checks the verified activities with the progress of the project and submits the reports to the JTS;
- signs the agreement for implementation of the operation with MA;
- informs MA about necessity of project modifications;

The tasks of the Lead Partner are provided in the **subsidy contract (Annex C)** and in the **partnership agreement** template (**Annex A4**) as well.

#### **⚡ IMPORTANT**

**Every project must include at least one partner from each side of the border region. Projects which do not comply with this requirement will not be eligible.**

**All partners are directly responsible for the project implementation and cannot act as an intermediary.**

**All organizations participating, under this Call for Proposals, are called partners. The partners shall select one, from among themselves, to be the Lead Partner.**

The submission of projects is open to all potential beneficiaries that meet the eligibility criteria set below.

## **2.2 Eligibility Criteria**

In order to be eligible for funding under the programme, a project should meet three types of criteria:

- eligibility of applicants (see section 2.2.1)
- eligibility of activities (see section 2.2.2)
- eligibility of expenditures (see section 2.2.3)

### **2.2.1 Eligibility of applicants (Lead Partner and Partners)**

**(1) All partners involved should fulfil the following criteria:**

- be non-profit making bodies/organizations, legally established according to the national legislation of the state on whose territory they are located;
- be non-governmental organizations (associations or foundations), public sector operators, local/regional/national authorities;
- be established within the **eligible cross border region between Bulgaria and the former Yugoslav Republic of Macedonia** and
- belong to the one of the following categories in general:

- be local/regional/national authorities or subsidiary structure(s) of local/regional/national authorities. In case a local/regional/national structure **is not and can not act as a legal entity**, its legally established central organization, if such exists, shall be the project partner
  - be national and regional agencies (responsible at central, regional and municipal level)
  - be nature park administrations
  - be local/regional forestry directorates
  - be health care institutions
  - be cultural institutions
  - be community centres
  - be regional employment agencies
  - be non-governmental (NGO) or non-profit (NPO) organizations<sup>1</sup> such as business support organizations, local enterprise agencies, development agencies, Chambers of Commerce (CoCs), Information and Communication Technology (ICT) development agencies, educational, training and Research and Development (R&D) institutions, employers and producer associations, trade unions; other state and public agencies and associations
  - be educational institutions such as universities, schools, colleges and libraries
  - be Euro regions
  - or any association of two or more of the above
- and**
- be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary .

In case of potential conflict of interest with the Joint Structures of the Programme (Managing Authority, National Authority, Certifying Authority, Audit Authority, Joint Monitoring Committee and Joint Technical Secretariat), the beneficiary must immediately inform the Managing Authority.

#### **⚡ IMPORTANT**

**Lead partner must be registered within the eligible border region between Bulgaria and the former Yugoslav Republic of Macedonia at least 12 months before the deadline for submission of project proposals under current Call for Proposals.**

**The maximum number of partners in a project will be five (5), including the Lead Partner!**

#### **⚡ IMPORTANT**

**All partners in a project must sign a Partnership agreement that stipulates their rights and duties. Partnership agreement should be annexed to the Application form.**

**A Partnership agreement template is annexed to the present Guide (Annex A4). The partners may decide to stipulate additional or more restrictive provisions from those mentioned in the partnership agreement template.**

**All partners must have clear roles in project development and implementation.**

---

<sup>1</sup> Profit is defined as:

- The making of gain in business activity for the benefit of owners of the business;
- in the case of a grant for an action, profit is a surplus of receipts over the costs incurred by the beneficiary when the request is made for final payment;
- Lump-sums and flat-rate financing should be established in such a way as to exclude a priori a profit.

**(2) Potential applicants are not eligible to participate in calls for proposals if:**

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation, arising from a similar procedure provided for in the national legislation or EU regulations;
- (b) they have been convicted of an offence concerning professional conduct by a judgment which has the force of *res judicata* (i.e., against which no appeal is possible);
- (c) they are guilty of serious professional misconduct proven by any means;
- (d) they have not fulfilled obligations relating to the payment of debts to the consolidated state budget;
- (e) they have 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 or national financial interests;
- (f) they have been declared to be in serious breach of contract for failure to comply with their contractual obligations in connection with a procurement procedure or other grant award procedure financed by the Community or national budget.

Applicants are also excluded from participation in calls for proposals or the award of financial support if, at the time of the call for proposals, they:

- (g) are subject to a conflict of interests; the conflict of interests represents any circumstances that may affect the evaluation or implementation process, in an objective and impartial manner. Such circumstances may result from economic interests, political or national preferences or family connections.
- (h) are guilty of misrepresentation in supplying the information required by the Managing Authority/ Joint Technical Secretariat as a condition of participation in the call for proposals or fail to supply this information;
- (i) have attempted to obtain confidential information or influence the evaluation bodies during the evaluation process of current or previous calls for proposals;

In the cases referred to in points (a), (c), (d), (f), (h) and (i) above, the exclusion applies for a period of two years from the time when the infringement is established. In the cases referred to in points (b) and (e), the exclusion applies for a period of four years from the date of notification of the judgment.

**⚡ IMPORTANT**

**The Lead Partner on behalf of all partners should sign a "Declaration of eligibility" (Annex A5), declaring that all project partners including Lead partner do not fall into any of the above categories (a) to (i).**

**(3) All partners must prove their financial and administrative capacity to manage the project, by:**

- ensuring temporary availability of funds from own/third sources until they are reimbursed by the programme;
- covering all non-eligible expenditure and additional expenditures, either declared in the application form or identified as such by the programme authorities during the evaluation and implementation of projects.
- be experienced and able to demonstrate their capacity to manage their share of activities of the project for which the grant is requested (see AF, part 1);

**⚡ IMPORTANT**

**The applicants should:**

- **ensure temporary availability of funds from their own/third party sources until they are reimbursed by the programme;**
- **undertake the expenses for all non-eligible expenditures.**

In this framework, the Lead Partner and its partners must:

- follow the value of their own contributions (if applicable) and the list of eligible expenditures when completing the budget of the project (AF – part 3 to the present Guidelines).

have stable and sufficient sources of finance to ensure the continuity of the operation of their organizations throughout the project and, if necessary, to play a part in financing it.

#### **⚡ IMPORTANT**

**Partners are not obliged to provide own financial contribution to the budget of the project. In case own contribution is envisaged, they should also have the capacity to ensure the respective financial resources.**

All project partners shall annex a Decision of Local Council/ Board of Directors or any similar body governing them regarding the project development and the coverage of expenditures related to it.

The Managing Authority may require additional documentary evidence regarding financial capacity.

#### **⚡ IMPORTANT**

**Political parties/organisations and trade companies are not eligible.**

## 2.2.2 Eligibility of Activities

**Definition: An action (or project) is composed of a set of activities.**

The project must be in line with the indicative operations from the key area of intervention under each priority axis as stipulated in the Bulgaria – the former Yugoslav Republic of Macedonia IPA Cross-Border Programme and listed below.

#### **⚡ IMPORTANT**

Under this call for proposals, **two type of project** shall be financed:

- **Non-investment ("soft") projects aiming at developing studies, workshops, seminars, exchanges of experience, etc. and**
- **"Investment" projects including "soft" measures.**

In addition **Project preparation as feasibility studies or preparation of other types of technical documentation** shall be financed under this call for proposals.

**"Two-phase" (two-component) projects will not be allowed** (project design component/phase and works/construction component/phase).

**Projects duration and budget limits:**

Priority axis	Area of intervention	Type of measure	Project Grant Amount (€)	Project Duration (months)
Priority Axis 1	1.1 Economic	Soft	10 000-100 000	6-18

Economic Development and Social Cohesion	Development	Investment	100 000-300 000	6-24
	1.2 Social Cohesion	Soft	10 000-100 000	6-18
		Investment	100 000-300 000	6-24
1.3 Project preparation	Soft	50 000-150 000	6-18	
<b>Priority Axis 2</b> Improvement the Quality of Life	2.1 Utilization of Eco Resources	Soft	10 000-100 000	6-18
		Investment	100 000-500 000	6-24
	2.2 Utilization of Cultural Resources	Soft	10 000-100 000	6-18
		Investment	100 000-300 000	6-24

**Duration:** The planned duration of the action may **not be lower than 6 months nor exceed 18 months for "soft" projects and 24 months for "investment" projects.**

#### ♣ **IMPORTANT**

Project duration is **maximum 18 months for "Soft" projects and 24 months for "Investment" projects.** Please note that the implementation period of the project with **maximum duration could not be extended during the implementation stage.**

**Location:** In order to be eligible for financing all project activities must take place within the **eligible cross-border area of Bulgaria and the former Yugoslav Republic of Macedonia** (see section 1.1.1).

#### ♣ **IMPORTANT**

In case expenditures for supply are envisaged **for non-investment ("soft") projects**, such expenditures **must not exceed 20 % of total eligible project costs.**

Expenditures for investment activities (**works or supply**) should form **at least 70% of total eligible project costs** under **"Investment" projects.**

Potential applicants under each Priority axis and Key area of Intervention must fulfil the eligibility criteria laid down within **2.2 Eligibility Criteria.**

Eligible activities under each Priority axis and Key area of Intervention that will be financed under the current call, are described below.

### **Priority Axis 1 – Economic Development and Social Cohesion**

Improved competitiveness and economic growth of the whole region in order to increase the employment and social integration of the cross-border area:

The axis is split in three key areas of intervention, referring to economic development, social cohesion and project preparation respectively.

#### **Key Area of Intervention 1.1 – Economic Development**

##### **(1) "Soft" measures**

**Only the following activities are eligible for financing under the current call:**

- Joint actions for support of cross-border business activities using ICT: establishment of centres to support cross-border business initiatives, development of joint marketing and promotion services, use of IT for promoting cross-border cooperation between companies, establishment of data bases for regional stakeholders, joint initiatives for attracting direct investment in the cross-border region and strengthening the transfer of expertise etc.;

- Supporting the development of cross-border ICT based information resources, cooperation and networking for customer service in the municipal administration and public institutions from the cross-border region;
- Extending community access to ICT in the cross-border region.

## **(2) "Investment" measures**

### **Only the following activities are eligible for financing under the current call:**

- Small-scale construction works, e.g. reconstruction/ rehabilitation related to the above soft measures;
- Renovation and establishment of communication networks using ICT;
- Purchase of IT equipment necessary for establishment of business networks, databases and virtual business support centers;
- Purchase of IT equipment for the needs of electronic customer service in the municipal administration and in public institutions;
- Supply of specialized ICT equipment.

## **Key Area of Intervention 1.2 – Social Cohesion**

### **(1) "Soft" measures**

#### **Only the following activities are eligible for financing under the current call:**

- Activities encouraging human resource management;
- Establishment of joint HR development systems, strategies development and sharing of best practice in the field of HR management;
- Implementation of cross-border training initiatives;
- Development of digital libraries and their linkage to a common network; development of modules for joint internet based training in institutions from the cross-border region;
- Creation of cooperation between the education, qualification institutions and the labour market by using ICT;
- Creation of information networks for e-services (e-learning, e-government etc.).

### **(2) "Investment" measures**

#### **Only the following activities are eligible for financing under the current call:**

- Small-scale construction works, e.g. reconstruction/ rehabilitation related to above soft measures;
- Supply of specialized equipment.

## **Key Area of Intervention 1.3 – Project Preparation**

### **(1) "Soft" measures**

#### **Only the following activities are eligible for financing under the current call:**

- Pre-feasibility and feasibility studies;
- Economic and technical feasibility studies
- Detailed project designs;
- Architectural and engineering designs;
- Technical Studies;
- Background studies and rules for the preparation of aid schemes and financial support tools;
- Environmental impact assessments;
- Energy efficiency researches;
- Preparation of tendering (public procurement) documents and bills of quantities.

## **Priority Axis 2 – Improvement of the Quality of Life**

Protection and sustainable utilization of natural resources and cultural landscape

The types of activities which will be financed under this Priority axis are described below:

### **Key Area of Intervention 2.1 – Utilization of Eco Resources**

#### **(1) "Soft" measures**

##### **Only the following activities are eligible for financing under the current call:**

- Development of the joint/correlated management plans for biodiversity safeguarding and nature protected areas;
- Development and implementation of the joint plans, educational and training programmes for pollution prevention;
- Development of joint early warning systems for prevention of natural disasters;
- Joint studies on climate change impacts on the area and joint action plans for reducing these impacts;
- Joint studies related to the increase of the energy efficiency and of the use of renewable energies;
- Reduction of negative effects of economic and public activities on the environment and encouraging of friendly environmental economic activities.

#### **(2) "Investment" measures**

##### **Only the following activities are eligible for financing under the current call:**

- Small scale investment measures for permanent protection on the negative effect of flood phenomena – cleaning of rivers beds (wells/springs/ponds and surrounding areas), relief works, renewal/rehabilitation of water control and water redirection structures such as: protective walls, embankments, dikes, piers, rehabilitation and construction of drainage facilities and infrastructures etc.;
- Small scale investment measures aimed at removing the technical barriers through improvement of infrastructure for agriculture/organic waste disposal, herbicides disposal, anaerobic digestion and biogas production, pasture management, agricultural waste water treatment etc.;
- Investment in specialized equipment and technologies related to the alternative sources of renewable energy ;
- Investment in specialized equipment and technologies related to nature protection and necessary for implementation of the activities under this component (fire, flood and other nature disasters prevention).

### **Key Area of Intervention 2.2 – Utilization of Cultural Resources**

#### **(1) "Soft" measures**

##### **Only the following activities are eligible for financing under the current call:**

- Exchange of best practices and know-how in the sphere of revival and preservation of the common cultural heritage, promotion of cultural sites and their transformation into tourist sites;
- Development of new cross-border integrated cultural tourism products covering the whole tourism cycle – destinations, services and skills development, interpretation programmes, marketing and promotion, which could enhance employment in the border area;
- Cultural cooperation through development of joint traditional and new festivals, exhibitions, cultural events etc.;
- Encouragement/ revitalization of traditional craftsmanship, traditional customs and cultural heritage;
- Establishment of information networks for promotion of common cultural heritage in the region.



## (2) "Investment" measures

### **Only the following activities are eligible for financing under the current call:**

- Re/Construction or rehabilitation of small-scale infrastructure related to cultural sites;
- Works to improve road access to cultural sights and objects - car parks, re/ construction of roads, recreation zones etc.

### **⚡ IMPORTANT**

**All investment activities** should be implemented on a **public municipal or public state-owned property. The property should be:**

- free of any encumbrances;
- not the object of an pending litigation;
- not the object of a claim according to the relevant national legislation.

All envisaged **investment activities** have to be supported with **approved/certified detailed works design** (where applicable according to the relevant legislation).

**"Two-phase" (two-component) projects** (project design component/phase and works/construction component/phase) **will not be eligible.**

All the **investment proposals** should have **positive environmental impact assessment (EIA)**, if for such kind of activities an EIA is required by the national legislation. Make sure that **all investments (e.g. infrastructure works)** be carried out in compliance with the **relevant Community environmental legislation.**

**The procedures for Environmental Impact Assessment (EIA) as set down in the EIA-directive<sup>2</sup>** fully apply to all investment projects under IPA. **If the EIA-directive** has not yet been fully transposed, **the procedures** should be **similar to the ones established in the above-mentioned directive.** If a project is likely to affect sites of nature conservation importance, **an appropriate nature conservation assessment** shall be made, **equivalent to that provided for in Article 6 of the Habitats Directive<sup>3</sup>.**

### **2.2.3 Eligibility of expenditures**

Only "eligible costs" can be taken into account for financial support. These costs are detailed below. The budget is therefore both a cost estimate and a maximum ceiling for "eligible costs". Note that the eligible costs must be based on real costs. The eligibility of expenditure applies to EU and national contribution.

It is therefore in the applicant's interest to provide a **realistic and cost-effective budget.**

#### **Requirements for eligible costs**

To be eligible for financial support under the call for proposals, costs must:

- be necessary for carrying out the activity and must comply with the principles of sound financial management, in particular value for money and cost-effectiveness;
- have been stipulated in the project budget;
- have actually been incurred by the beneficiaries or their partners during the implementing period for the activities defined in the application form;

<sup>2</sup> Council Directive 85/337/EEC of 27 June 1985 on the assessment of the effects of certain public and private projects on the environment (OJ L 175, 5.7.1985, p. 40. Directive as last amended by Directive 2003/35/EC, OJ L 156, 25.6.2003, p. 17.

<sup>3</sup> Council Directive 92/43/EEC of 21 May 1992 on the conservation of natural habitats and of wild fauna and flora (OJ L206, 22.7.1992). Directive as last amended by Regulation (EC) No 1882/2003 (OJ L284, 31.10.2003, p. 1)

- be recorded in the partners' accounts and tax documents, be identifiable and verifiable, and be backed up by supporting documents;
- be verified by controllers and certified as eligible;
- be in line with the provisions of the subsidy contract, national and European legislation;
- have not been subject to financing from any other public funds;
- be effectuated until the end of project. The starting date for the eligibility of expenditure for project preparation for the Bulgarian partners is one year before the date of launch of current call for proposals. Costs for project preparation for the partners from the former Yugoslav Republic of Macedonia are not eligible until the official signature of the Financing Agreement between the former Yugoslav Republic of Macedonia and the European Commission. In case of signature of the Financing Agreement before the deadline for submission of project proposals under the current call, the starting date for the eligibility of expenditure for project preparation for the partners from the former Yugoslav Republic of Macedonia will be announced on the Programme's website. The starting date for the eligibility of other expenditure is the date of signing of the contract between MA and Lead Partner;
- expenditures must be made according to the:
  - Commission Regulation (EC) No 718/2007 of 12 June 2007 [OJ L 170 from 29.06.2007] implementing Council Regulation (EC) No 1085/2006 establishing an instrument for pre-accession assistance (IPA);
  - Commission Regulation (EC) No 80/2010 of 28 January 2010 amending Regulation (EC) No 718/2007 implementing Council Regulation (EC) No 1085/2006 establishing an instrument for pre-accession assistance (IPA)
  - Practical Guide to Contract procedures for External actions (PRAG);
  - Specific rules approved by the Joint Monitoring Committee.

To be eligible for financial support under the present call for proposals, costs must have not been subject to financing from any other public funds.

### **⚡ IMPORTANT**

**In-kind contribution is not eligible expenditure!**

## **List of eligible expenditures**

### **BUDGET LINES:**

BUDGET LINE 1: Administrative costs – maximum 25 % of total project costs

BUDGET LINE 2: Travel, daily allowance and accommodation

BUDGET LINE 3: Meetings, conferences, events

BUDGET LINE 4: Information and publicity

BUDGET LINE 5: External expertise

BUDGET LINE 6: Investments – min 70 % of total project costs

BUDGET LINE 7: Others – maximum 15 % of total project costs

### **⚡ IMPORTANT**

The total sum of the maximum rates of the budget lines listed below exceeds 100 %. In a project with real expenditures the amount should be 100 %.

### **BUDGET LINE 1: Administrative costs – maximum 25 % of total project costs**

Including remuneration of staff involved in the project implementation and all expenditures related to the office.

Sub-line	Eligible expenditures
<b>Project staff remuneration*</b>	<p>Administrative staff is: Project Manager, Coordinator, Accountant, Assistant. The members of the project staff perform periodically repetitive actions related to the organization, coordination, management and reporting of the activities and results related to the project during the project period. For all Bulgarian beneficiaries this suggests that the appointment of duties to the members of the project staff will be done through the use of:</p> <ul style="list-style-type: none"> <li>• Labour contract/second labour contract or addendum to the labor contract in accordance with the Labor Code.</li> <li>• For persons employed under civil servants contract, an Order by the Head of the Administration must be issued to determine the project team. The expenditure on the team members' remuneration are reported proportionally to the work performed during the project implementation through a report for the hours worked on the project (time sheet). The costs of the administrative staff executing tasks for the project management and/or tasks for the project activities are eligible under the following conditions: <ul style="list-style-type: none"> <li>- members of the project team should be directly employed by the project organisation on the basis of a regular work contract (or any similar type of contract according to the national rules) between themselves as employees and the project organisation as employer.</li> <li>- Contribution of civil servants as "employees" of a partner organisation can be considered eligible under budget line "staff costs".</li> <li>- The employee could work full-time or part-time for the project.</li> </ul> </li> </ul> <p>The units which can be used for the sub-line are "month" and "hour". "Per month" shall be used for full time employment, "per hour" - for the part time employment. The employment (full or part time) shall be indicated together with the respective position and it should reflect to the unit rate (maximum amount of unit rate can be used only for full time employment). Maximum amount of the unit rate can be based on the average amount for the respective region and position.</p> <p>If it is necessary the organizations can employ/contract external technical experts for implementation of project activity/activities but not regular tasks (legal expert, procurement expert, trainers etc.) according to Bulgarian Obligations and Contracts Act (OCA). The costs for those experts shall be budgeted under the budget line 5 "External expertise and services".</p> <p><b>⚡ IMPORTANT</b></p> <p>Please note that the administrative staff under <b>Key area of intervention 1.3. Project preparation</b> should be limited and strictly oriented to the coordination of activities. MA reserves the right to reduce the staff members to optimal number for project implementation.</p>
<b>Rent of office</b>	Expenses covering rent of office.
<b>Overheads</b>	Expenses covering electricity, heating, water etc.
<b>Consumables</b>	Expenses covering paper, pens, CDs, folders, toners etc.

\* **Thresholds for staff remuneration are calculated on the bases of: maximum budget and length of a project, a team of 4 members for the "soft" projects and a team of 6 members for the "investment" projects and full time employment of the members. Increasing the average monthly team member salary by reducing the length of the project or by introducing part time employment, while keeping the maximum threshold amount is not recommended and can lead to lower scores in the technical evaluation and/or negotiations for budget revision.**

**BUDGET LINE 2: Travel and accommodation**

**This budget line** will cover the expenses for project staff members from both countries in events taking place in the two partnering countries, as follows:

- events related to the project (technical meetings, meetings of joint working groups, meetings of the project team etc.)
- business trips related to the project activities.

Sub-line	Eligible expenditures
Travel costs	<p><b>Travel costs will usually cover expenses for:</b></p> <ul style="list-style-type: none"> <li>• train tickets;</li> <li>• bus tickets;</li> <li>• car travels (expenditure for petrol/kilometre, green card, motor way taxes etc.);</li> <li>• medical insurances;</li> <li>• insurances.</li> </ul> <p><b>⚡ IMPORTANT</b>  <b>Total number of kilometres should be determined in the project proposal in compliance with the project scope. The expenditure for fuel of personal vehicle, vehicle of the organization or rent vehicle is budgeted in kilometers. In the sub-line shall be budgeted expenses for fuel of vehicle used for events.</b></p>
Daily allowances	<p><b>Daily allowances</b>            In the eligible border region - € 20;            Outside the eligible area daily allowances are € 35.            Daily allowances are eligible only for project team members.</p>
Accommodation	<p><b>Accommodation costs</b>            In the eligible border region of the two partnering countries the accommodation costs are up to € 50;            Outside the eligible area the accommodation costs are up to € 130.</p>

**BUDGET LINE 3: Meetings, conferences, events**

Costs for organisation of meetings, seminars, press conferences, awareness campaigns, trainings, evaluation committees etc. include:

Sub-line	Eligible expenditures
Rent of hall	Expenses for rent of hall – for meetings, trainings or evaluation procedures (proposed unit rate – per hour);
Rent of audio/video equipment	Expenses for rent of equipment, including: <ul style="list-style-type: none"> <li>• translation equipment;</li> <li>• audio equipment;</li> <li>• video equipment;</li> <li>• other related to the purpose of the event equipment.</li> </ul>
Coffee breaks, refreshments etc.	Expenses for coffee breaks, refreshments, catering, business diners and lunches for all participants in the events; <p><b>⚡ IMPORTANT</b>            Expenditures for alcoholic beverages and cigarettes are not eligible. The costs are only eligible if stated clearly and easily visible on the invitation/agenda.</p>
Preparation of materials	Expenses for preparation of materials supporting the events (invitations, agenda, presentations etc.);
Consumables	Expenses for consumables as paper, files, folders, cases, compact disks, etc.

Rent of vehicle for event	Expenses for rent of vehicle for event.
Accommodations for participants in the events	Expenses for direct beneficiaries, target groups, participants in the events, etc. In the eligible border region of the two partnering countries the accommodation costs are up to € 60; Outside the eligible area the accommodation costs are up to € 130.

**IMPORTANT**

**In each budget sub-line the expenses shall be budgeted as per event and per participants in accordance with the description of the project activities.**

**BUDGET LINE 4: Information and publicity**

Sub-line	Eligible expenditures
Purchase of advertising materials	Expenses for purchase of advertising materials as CDs, USBs, hats, bags, note books, folders etc.
Elaboration, design, translation, etc.	Expenses for elaboration, design, translation, publishing or printing of: <ul style="list-style-type: none"> <li>• information materials (concerning the project documents, implementation provisions etc.)</li> <li>• brochures, leaflets (informing about the project's implementation and results);</li> <li>• manuals and guidelines (related to the project);</li> <li>• design of project's logo.</li> <li>• design and printing of advertising items with the logo of the project or with the logo of the programme (pens, key chains, CDs, USBs, hats, bags, note books, folders).</li> </ul>
Publications in mass-media	Expenses for preparation of materials and assuring promotions in radio, TV and press.

**BUDGET LINE 5: External expertise**

Sub-line	Eligible expenditures
Feasibility, design works etc.	Expenses for feasibility, technical studies, design works etc.
Interpreters, lecturers, trainers	Expenses for interpreters, lecturers, trainers (should not be persons involved in the programme/project management);
Authorizations, certificates, etc.	Expenses for obtaining <b>authorizations, certificates, agreements, permits</b> etc. related to elaboration of documents, supplies and works. Bank charges for transnational <b>financial transactions</b> ; Bank charges for <b>opening and administering the separate bank account(s)</b> required by the programme;
Consultancy	Expenses for <b>external consultancy</b> (for studies, legal advice etc.);

**BUDGET LINE 6:**

**Investments - minimum 70 % of total eligible project costs in case of "investment" project. This threshold is obligatory for "investment projects".**

**"Soft" projects -maximum 20% of total eligible project costs.**

Sub-line	Eligible expenditures
<b>Purchase of land</b>	<b>Expenses for purchase of land</b> – only in exceptional cases when it is absolutely necessary for the project implementation. Has to be well justified providing all documents for evaluation of the value of the land.

	Value of the land should be certified by an independent qualified appraiser or duly authorized official body. <b>⚠ IMPORTANT</b> <b>Maximum 5 % of total project costs.</b>
<b>Small scale investments</b>	<b>Expenses for land preparation</b> – any works aimed at making the land suitable for the purpose of the project (removal of unnecessary materials and vegetation, drainage etc.); <b>Main investment</b> (construction, reconstruction, rehabilitation, widening and modernization of the building(s)/site(s) and the related installations). <b>Connection to utilities:</b> power connection, water supply and sewage connection, gas connection etc. <b>Site organization:</b> places for workers and equipment, waste removal, fences etc. <b>Expenses for land rehabilitation</b> after completion of works and/or environment protection activities; <b>Expenditure for supervision</b> (if necessary) – in compliance with the relevant national legislation.
<b>Supply*</b>	Expenditure for <b>purchase and rental of IT equipment and furniture</b> ; Expenditure necessary to <b>bring the equipment to working condition</b> ; Expenditure for <b>software</b> ; <b>PCs, laptops or other relevant equipment</b> can be procured under supplies, while the procurement of laptops should be properly justified for the purpose of the specific activity and will be eligible only if such <b>have not already been procured under other EU - funded projects</b> . Purchase of vehicles is eligible provided that they are mandatory for achieving the project objective (i.e. specialized vehicles for interventions in case of disasters).

**\* For equipment that will not be used by the project partners or the project target group after the project completion and if the economic lifetime of the equipment is longer than the project duration, only the depreciation costs are eligible.** In this case, the eligible expenditure will be its depreciation costs during operation duration. The depreciation rate has to be in line with national or internal partners' rules.

Depreciation is charged proportionally in each relevant periodical report. The full value of depreciated costs on equipment in relation to the total project duration cannot be charged as total amount in one particular period.

**Only the proportionate sum of the depreciations costs according to the use of equipment for the project is eligible.** The amount (percentage used and time duration) has to be auditable.

The depreciation costs of equipment can never exceed the purchase price of the equipment.

#### **BUDGET LINE 7: Others – maximum 15 % of total project costs**

<b>Sub-line</b>	<b>Eligible expenditures</b>
<b>Project preparation</b>	Expenses for project preparation (meetings between partners, consultancy, studies, translation of documents, taxes and other charges) <u>should be paid before the subsidy contract is signed</u> . Expenditures for project preparation are eligible for the Bulgarian partners only, if they are carried out not earlier than one year before the launch of current call for proposals and before the signature of the subsidy contract. They should be verified in the first reporting period only.

	<p>⚠ <b>IMPORTANT</b>  <b>Maximum 5 %</b> of total project costs.  <b>The cost for project preparation will be reimbursed only to those applicants awarded subsidy contracts. Otherwise this cost is not recoverable.</b>  <b>In case of sub-contracting PRAG rules should be applied.</b></p>
<b>Other specific for the project</b>	<p>Specific activities foreseen in the project that cannot be put down under any of the above budget lines. Those costs are eligible only if they are detailed in the explanatory documents, according to the complexity of the project.</p> <p>⚠ <b>IMPORTANT</b>  <b>Maximum 5 %</b> of total project costs.</p>
<b>Contingency</b>	<p>⚠ <b>IMPORTANT</b>  <b>Maximum 5 %</b> of total project costs.</p>

According to Article 89 of IPA Implementing Regulation 718/2007, by way of derogation of article 34 the following expenditure shall be eligible:

- (a) value added taxes, if the following conditions are fulfilled:
- (i) they are not recoverable by any means;
  - (ii) it is established that they are borne by the final beneficiary; and
  - (iii) they are clearly identified in the project proposal.
- (b) charges for transnational financial transactions;
- (c) where the implementation of an operation requires a separate account or accounts to be opened, the bank charges for opening and administering the accounts;
- (d) legal consultancy fees, notaries fees, costs of technical or financial experts, and accountancy or audit costs, if they are directly linked to the co-financed operation and are necessary for its preparation or implementation;
- (e) the cost of guarantees provided by a bank or other financial institutions, to the extent that the guarantees are required by national or Community legislation;
- (f) overheads, provided they are based on real costs attributable to the implementation of the operation concerned.

**The following types of expenditures are ineligible:**

According to Article 34 of the IPA Implementing Regulation 718/2007 unless otherwise provided for under the specific provisions laid down under each IPA component, the following expenditure shall not be eligible:

- (a) taxes, including value added taxes;
- (b) customs and import duties, or any other charges;
- (c) purchase, rent or leasing of land and existing buildings;
- (d) fines, financial penalties and expenses of litigation;
- (e) operating costs;
- (f) second hand equipment;
- (g) bank charges, costs of guarantees and similar charges;
- (h) conversion costs, charges and exchange losses associated with any of the component specific euro accounts, as well as other purely financial expenses;
- (i) contributions in kind.

In addition to the above the expenditures concerning the actions listed below shall not be eligible:

- Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- Actions concerned only or mainly with individual scholarships for studies or training courses;
- Actions with provisions for financing the usual management activities of the local organizations;

- Actions that started before Applicants have signed a contract for awarding grants except project preparation activities;
- Actions linked to political parties;
- Charitable donations;
- Activities covered by other public funds.

#### ⚡ **IMPORTANT**

The budget for the project should be prepared using the **monthly accounting exchange rate** of the Commission. You can find the EU currency exchange rates at:

<http://ec.europa.eu/budget/inforeuro/index.cfm?fuseaction=countries&Language=en>

## 2.3 How to apply for funding

### 2.3.1 How to get the Application Package

The Application Package contains the Application Form and Annexes. These are the official forms that should be submitted when applying for financial support under the programme. The Guidelines for Applicants, which is also included in the pack, provides potential beneficiaries with detailed guidelines on the application for funding process.

The Applicant's Pack is available on the following websites:

- Programme website: [www.ipa-cbc-007.eu](http://www.ipa-cbc-007.eu)
- Managing Authority's website: [www.mrrb.government.bg](http://www.mrrb.government.bg)
- National Authority's website: [www.mls.gov.mk](http://www.mls.gov.mk)
- Bulgarian Ministry of Finance's website: [www.eufunds.bg](http://www.eufunds.bg)

Applicants may submit questions related to current call in writing up to 21 calendar days before the deadline for submission of proposals. The JTS will reply no later than 11 calendar days before the deadline for the submission of proposals.

Questions may be sent by e-mail or by fax to the address listed below, indicating clearly the reference of the Call for Proposals:

**Fax: +359 78 55 11 85**

**E-mail: [jtsipabgmk3call@gmail.com](mailto:jtsipabgmk3call@gmail.com)**

Questions that may be relevant to other applicants, together with their answers, will be published on the internet site: [www.ipa-cbc-007.eu](http://www.ipa-cbc-007.eu)

### 2.3.2 How to fill in the Application Form and its Annexes

Please find below the guidelines for filling in the Application Form and Annexes.

#### ⚡ **IMPORTANT**

Make sure you **fill in the Application Form and Annexes** (see below) **on computer**, correctly and completely and add all related documents.

**Applications and Annexes** must be submitted using the **forms included in the Applicant's Pack under current Call.**

The application and Annexes must be **filled in in English.**

**The supporting documents** issued by national/local authorities or other bodies shall be attached.



**All pages should have**, in the lower right corner, **the page number** (which will continue from the Application Form until the last page of the last Annex).

**Modifying the standard Application form / Annexes or using old templates will result in the rejection of your application.**

**The Application Form (Part I, II and III)** should be fully identical **in paper and electronic version** (version No of the bottom of the pages should be identical).

## Application Form (AF)

### Application Form Cover

The project title and the name of the Lead Partner organization should be stated in English.

#### Project registration

Registration number and date: Will be put on the envelope by the JTS/Antenna. The registration date and time is the day and time when the fully completed, dated, stamped and signed application form, together with the Annexes, arrive at the JTS/Antenna. The application form and Annexes should be submitted on paper (one original and one copy) and in electronic version (CD or DVD- 1 copy) and should arrive at the JTS/Antenna within the deadline set in the call for proposals. **Any application received after the deadline will be automatically rejected even if the postmark indicates a date preceding the deadline or if the delay is due to the courier service.**

**Project number** will be filled in by the Chairperson of the Assessment Working Group (AWG) at the opening session.

### CHECK LIST

The check list will be filled automatically when all parts and sections of the Application form have been properly completed.

### Application Form - PART 1

#### **⚡ IMPORTANT**

**Please fill the information below for every project partner starting with No 1 for Lead partner.**

#### 1. Identity

##### 1.1. Detailed information

State the official and full name of the organisation.

State the legal status, official address, legal representative, telephone, fax and e-mail.

If the partner is a regional/local branch with legal personality, it should be mentioned within section: Organisation.

The names of all the partner organizations should be stated both in their native language and in English. The "legal status" field should be filled in with the type of organization (from public sector - Public body or Public equivalent body and from Non-governmental sector).

#### Public sector

- Public body - legal entity established and governed by public law assigned with specific competences and tasks performed in public interest (e.g. national, regional, local authorities).
- Public equivalent body - legal entity that has to fulfil the following criteria:
  - established under public or private law mainly for the specific purpose of meeting needs in the general interest;
  - having legal personality (including non profit organisation with public financing);

- 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

### **Non governmental sector**

- Non-profit organisation - legal entity whose primary objective is to support private interest or public concern for non-commercial purposes, without concern for financial profit (e.g. foundations, civic associations with private financing only).

For all partners including the Lead Partner organization, the name and position of the legal representative are requested.

The Lead Partner and the partners must present data regarding the object of activity and the tax registration number.

The Lead Partner is responsible for the implementation of the entire project. The Lead Partner will be the addressee of the entire correspondence during the application evaluation process and will also be responsible for reporting to the JTS after approval of the project. More information about the role and tasks of the Lead Partner are stipulated in the subsidy contract template annexed to these Guidelines.

### **1.2. Partner profile**

State the past experience (**over past 3 years**) in territorial co-operation actions.

State the specific role of each partner in the implementation and management of the current project. If the Lead Partner participates as a partner in other project proposals under the present Call for Proposals, these project proposals should be clearly stated by the Lead Partner.

### **1.3. Partner experience**

State already financed and implemented projects (maximum 10 (ten) per project partner).

Here the beneficiaries must state if they have ever received financing from European funds.

Here the Project partners must provide detailed information about successfully implemented projects (**maximum 3 (three)** projects per project partner selected by previous table).

## **2. Financial data**

### **2.1. Detailed information**

State national registration code, VAT registration, IBAN, BIC, bank details

### **2.2. Financial status, capacity and equipment**

The project partners must state information concerning annual turnover, number of full time staff, number of part time staff, number of offices and equipment.

## **Application Form - PART 2**

### **1. Project identity**

#### **1.1. Project title**

State the official and full name of the project.

State the Priority and Key area of intervention of the project. Priority axis No. and Key area of intervention No. should be taken from the table shown at section 2 - **item 2.2.2. Programme priority axes** of this document.

#### **Project duration**

State the project duration **in months**.

#### **1.2. Cross border character of the project**

In order to prove the cross-border character of the project you must explain which of the following criteria fulfilled (minimum one) are: *Joint Development, Joint Implementation, Joint Staffing, Joint Financing* (please refer to section 2 – General requirements).

### **1.3. Cross border impact of the project**

The project partners must provide information regarding the cross-border impact of the project. As it could be seen in the Evaluation Grids (Chapter 6 – Evaluation and Selection of Applications), the cross-border impact of the project is assessed under Technical and Quality Evaluation N-12. **If the average score is less than 5 points for this criterion, the project proposal will be rejected.**

## **2. Financial information**

### **2.1. Sources of financing (EUR)**

The information concerning total value of the project, total value of the EU funds, total value of the national co-financing and if applicable - own contribution will be filled automatically after filling the Budget tables of the **Application form – Part III - Table 2.**

### **2.2. Breakdown of eligible expenditure per year (EUR)**

The eligible expenditures planned will be filled automatically after filling the Budget tables of the **Application Form – Part III – table 3.**

## **3. Project description**

### **3.1. Consistency with programme strategy**

All projects under Bulgaria – the former Yugoslav Republic of Macedonia IPA Cross Border Programme must comply with the strategy set out in the Programme. This can be demonstrated by explaining the foreseen contribution of a project to the aims of the programme. Project partners should explain briefly and clearly how their project will contribute to the aims of the programme.

In this area the partners must explain how the project complies with the programme strategy and state the priority axis, key area of intervention and indicative operation aimed by the project.

In case the project envisages activities which might contribute or influence another priority axis or key area of intervention or indicative operation, explanations are to be given in this section.

### **3.2. Project objectives**

The projects should set their own clear objectives (general and specific), in line with the programme objectives. It must be explained how the project objectives comply with the objectives of the programme and of the priority axes.

### **3.3. Background and demand for the overall project**

Project partners should provide a clear description of the problem which the project is going to tackle and the contribution which the project will make to help solve it. Project partners should provide information about needs, strengths, weaknesses and constraints of the target groups and the target region.

It is recommended to describe what is new about the project in relation to what has been previously achieved – including other supported by EU activities and other projects and programmes in the area – and in relation to what will be achieved in this area in the future. It should be described why the chosen partnership is necessary for the project. Furthermore, the level of achievements of the project should be justified in terms of having a long-lasting impact from its final results.

### **3.4. Description of the target groups, beneficiaries and estimated number**

The Project partners should provide clear description of the target groups, beneficiaries and estimated number.

**"Target groups"** are the groups/entities who will be positively affected by the project

**"Direct beneficiaries"** are those directly involved in the project implementation

**"Final beneficiaries"** are those who will benefit from the project in a long term

### **3.5. Project activities**

Project partners should fill in the activities planned to achieve the objectives as set out in 3.2. Please state the location of each activity and the responsible partner for each activity.

### **3.6. Duration and action plan**

For each activity must be clearly stated **the starting date, the completion date and duration.**

## **4. Monitoring indicators**

### **4.1. Expected outputs and 4.2. Expected results**

Output and Results indicators allow measuring the achievement of the quantitative targets presented in the Application Form. When preparing their Application Form, the applicants should provide quantification of those programme's indicators that are relevant to the project outputs and results, following the instruction given in the "Methodology of output and result indicators"<sup>4</sup>, elaborated by MA.

Filling the "quantities" in the specific sections of the Application Form, the applicants have to strictly follow the programme units for each indicator. Please note that the quantities are:

- in "Number" for all output indicators, and
- in "Number of projects" for all result indicators. In this regards, please note that by the implementation of single project it is not possible to reach more than one result indicator related to the specific sphere of intervention, i.e. the applicants should pay special attention when choosing the appropriate result indicator and their proper measurement units.

In the "justification" field of the result section, the applicants must describe the sources of verification of the results' achievement.

During the implementation period, the Lead partner provides information about achievement of the project's outputs and results in the Project Progress Report from the start till the end of the project.

Generally, all target values of indicators must be reached before the completion of the project and the source of information is the Final Progress Report, provided by the Lead partner.

### **4.3. Multiplier effect**

Describe the possibilities for replication and extension of the action outcomes.

### **4.4. Sustainability**

Explain how sustainability will be secured after completion of the action. This may include aspects of necessary follow-up activities, built-in strategies, ownership etc.

## **5. Project coherence with**

### **5.1. Other programmes/strategies**

The Project partners should identify those regional/national/European programmes or strategies in the field to which the application refers and demonstrate the coherence of the project to the respective documents/actions if applicable.

---

<sup>4</sup> The document is available on the Programme's web-page: <http://www.ipa-cbc-007.eu/en/page.php?c=35>

## 5.2. Other projects

The Project partners must identify projects to which the present application has complementary/ upgrading /multiplier impact.

## 5.3 Horizontal themes

Explain how your project will contribute towards the promotion of the three *horizontal themes* (equal opportunities, environmental impacts and Innovative elements/methods).

If a negative impact is envisaged, for any reason, then it should be clearly explained as to how such effects will be minimized or otherwise offset.

## 6. Management of the project

### 6.1. General coordination and management including administrative and financial aspects

The role and responsibilities of the Lead Partner and project partners should be clearly described.

In general Lead Partner is responsible for the overall coordination, management and administration of the project and project partners are responsible for definite activities.

The Lead Partner and the project partners should sign a Partnership Agreement, which clearly defines the roles and responsibilities of each partner. A template for the Partnership Agreement is included in the application package, indicating the minimum standards of the Partnership Agreement. The concrete agreement for the project could be extended and more detailed.

### **⚡ IMPORTANT**

#### **A partner can never be a sub-contractor and vice versa!**

Please note that a "partner" involved in the project implementation as "Lead partner" or "project partner" is excluded from any forms of sub-contracting to other partners within the project.

### 6.2. Team proposed for project implementation

The Project partners should provide information regarding the project management staff giving different positions and main responsibilities.

Additionally CVs of experts for the different positions have to be attached.

Partners should go for a balanced team in terms of experience, competences and capacity.

## 7. Information and publicity

According to the EC Regulations and the Programme, the beneficiaries must promote their projects and the added value of the Community funds.

Within a project the Lead Partner or each of the partners in the project must perform communication and promotion activities (media campaigns, events, promotional and informational materials, electronic channels etc). All project partners shall indicate concrete measures to be taken in this respect and also in order to disseminate the project results. All costs for proposed measures need to be included in the financial plan for the project and accounted for in the Budget Form. It should also mention who will benefit from the project and it might also specify other target groups such as authorities on different levels, enterprises, NGOs, other projects concerning the same issues as the proposed project, the general public and the mass media. These activities must be eventually evaluated to establish the impact they had on the target groups (the means and methods of evaluation should be mentioned in the table).The beneficiaries will accept to be included on a list containing the following information: the names of the beneficiaries, the titles of the projects and the amounts of public funding allocated to the respective projects.

**Application Form - Part 3****Table 1 – TOTAL BUDGET PER PROJECT PARTNERS**

Table 1 – Names of project partners starting with PP1 (Lead partner), country code and total financial contribution will be automatically filled after you finish the AF part III.

**Table 2 – DETAILED BREAKDOWN OF BUDGET LINES PER PARTNER (PP1, PP2, PP3 etc.)**

All project partners fill a separate Table 2 (PP1 to PP10) – answering to their number in Table 1 (PP1, PP2, PP3 etc.) giving a breakdown of the expenditures that each of them will be responsible for during the project implementation. **The amount of eligible VAT is not calculated automatically and should be filled by every partner.** Table 2 (total)– DETAILED BREAKDOWN OF BUDGET LINES PER YEARS will be automatically filled and will provide a detailed summary of the project costs per Budget lines and Sub-lines.

**Table 3 – SUMMARY BREAKDOWN OF BUDGET LINES PER YEARS**

Table 3 will be filled automatically providing a summary of the project costs only per BLs and years.

**Table 4 - SUMMARY BREAKDOWN OF BUDGET LINES PER PROJECT PARTNERS**

This table will be filled automatically providing information for the distribution (balanced/unbalanced) of the project budget between project partners. Information about amount of eligible VAT is generated automatically.

**Table 5 – PROJECT SOURCES/PARTNERS' CONTRIBUTION**

In Table 5 the sources of national co-financing should be inserted – **15 % state co-financing** is provided and if applicable (not obligatory) **own contribution** and/or other sources.

**⚡ IMPORTANT**

EU co-financing should **not exceed 85%** of the total project costs.

**PARTNERSHIP AND COFINANCING STATEMENT** is automatically filled. Additionally every project partner should fill in name and position of the legal representative and date. After printing the statement has to be signed and stamped. On paper version this document should be provided in a number corresponding to the project partners.

**The Managing Authority reserves the right to propose to the JMC reduction of the project costs.**

**3 Annexes****3.1 Annexes (A)**

**The following Annexes should be filled according to the template and submitted together with the Application form:**

**A1. Inventory of the Application form and its Annexes****A2. Project summary**

Project summary should be filled in in **English, Macedonian and Bulgarian**. In case of inconsistency between the three versions, the English version shall prevail.

**A3. Signed CVs of the project management team**

Have in mind that one person cannot participate in the management team of more than two projects and cannot occupy more than one position in the project team.

**A4. Partnership Agreement**

**A5. Declaration of Eligibility****A6. Sworn Statement****A7. Declaration of Commitment****A8. Declaration for VAT status of the Applicant (for Bulgarian Partners only)****⚡ IMPORTANT**

In case the Application form and Annexes are not signed by the legal representative of the Lead Partner/Partners - an **Authorization document** (letter of attorney, administrative order etc.) **from the legal representative of the partner should be presented** in original or notary certified copy.

**3.2 Annexes (B)**

**The following Annexes should be provided and submitted together with the Application form:**

**For "soft" measure projects:**

**B1.** Documentary and other evidence on the most recent legal status of all partners issued not later than 6 months prior to the submission deadline of the current call (in original or notary certified copy);

**B2. Decision of Applicant's governing body** (Local Council/Board of Directors or any similar body) regarding project development and implementation (in original or true copy signed by the partner);

**For investment projects:**

**B1.** Documentary and other evidence on the most recent legal status of all partners (issued not later than 6 months prior to the submission deadline of the current call) (in original or notary certified copy);

**B2. Decision of Applicant's governing body** (Local Council/Board of Directors or any similar body) regarding project development and implementation, including statement that the assets are given for free right of use for the purpose of the project for at least **5 years after the end of the project** (in original or true copy signed by the partner);

**B3** In case of Works/Supply activities:

**B3.1.** Document certifying the right of property/concession on the land and/or building (Ownership act or certificate for ownership of the tangible assets, which will be subject of works activities) (in original or notary certified copy);

**B3.2.** Declaration (notary certified original) from the land and/or building owner stating that the land and/or building is:

- free of any encumbrances;
- not an object of a pending litigation;
- not an object of a claim according to the relevant national legislation.

**B3.3.** In case of investment activities passing through private territories: notary certified declaration of consent by owner/s and notary certified copy of the ownership act;

**B3.4.** In case of investment activities within territories with special status: relevant documentation required by the respective national legislation (in original or notary certified copy);

**B3.5.** In case of investment activities concerning cultural monuments: relevant documentation required by the respective national legislation (in original or notary certified copy);

**B3.6.** Positive Environmental Impact Assessment or letter issued by the relevant body clearly stating that Environmental Impact Assessment is not necessary (original or notary certified copy)

**B3.7.** Approved Detailed works design including Explanatory note and Bill of Quantities (if applicable according to the relevant legislation).

**B3.8.** Latest photos of the site as on the back of the photograph the name of the applicant, the exact place /location of the object and a date should be indicated.

**B4.** Supply of equipment: Technical specification of the tangible assets (if applicable)

Any other documents concerning the project may be provided as Annexes.

#### ⚡ **IMPORTANT**

**In case any of the above documents are not in English, a translation into English of the relevant parts of these documents, proving the partners' eligibility, must be attached.**

### 3.3 Annexes (C)

**The following Annex is provided only for information:**

**C. Subsidy contract** - The annexed contract is indicative

#### ⚡ **IMPORTANT**

All copies should be certified "**True copy**" by the legal representative of the respective partner or of the Lead partner.

- **For information the following Annexes should be provided on the pre-contracting stage upon request** Copies of the partners' Certificate for registration or national registration code and VAT registration (if applicable) (true copy certified by the partner).
- Copies of the partners' certificate issued by the relevant body for lack of obligations (taxes and social security duties) issued not later than 6 months or plan for rescheduling of the debts if existing (notary certified).
- Declaration from all partners that they are familiar with the definition for irregularity and fraud according to a template.

## 4 Where and how to send the application

Each application form should be bound (together with its annexes) in a way that pages could not be taken away from the whole set. The cover page of the Application Form should be visible, where <Project Title>, <Name of the Lead Partner>, <Signature and Stamp of Lead Partner> should be written by the applicant.

A full electronic version of the Application Form and its annexes must be also enclosed on a CD or DVD. Electronic version of Application form should be recorded in Excel.

#### ⚡ **IMPORTANT**

Applications (Application form and Annexes) shall be submitted in **one original and one copy**, bound in A4 format and **one electronic format (CD or DVD)**.

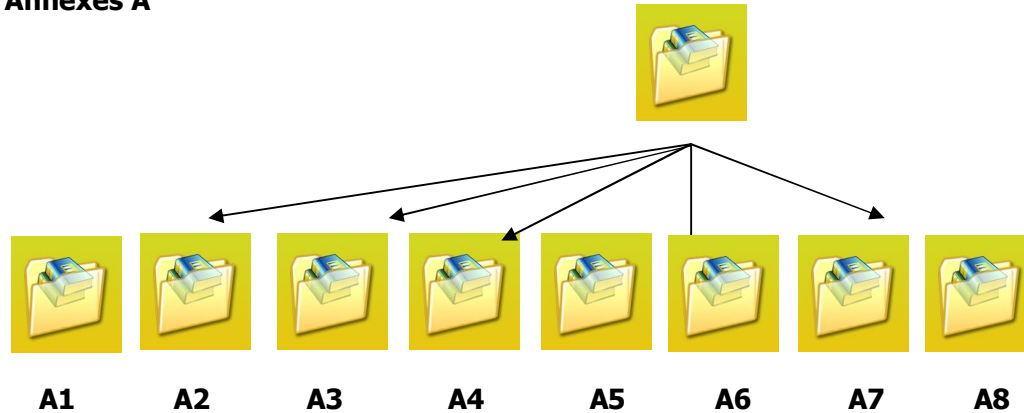
#### ⚡ **IMPORTANT**



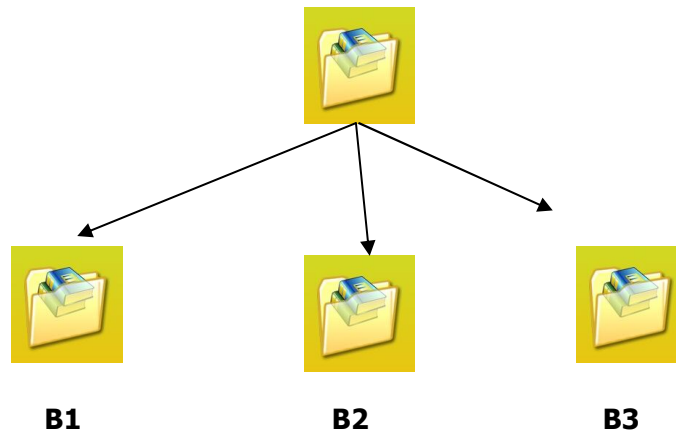
The Application form together with Annexes and supporting documents should be presented in binders (one marked as "Original" and one marked as "Copy") in a sealed envelope. Applications failed to meet this requirement will be rejected at the first stage of evaluation.

All supporting documents should be scanned and recorded with file names, corresponding to respective documents per partner and archived in following electronic folders: Application form, Annexes A and Annexes B.

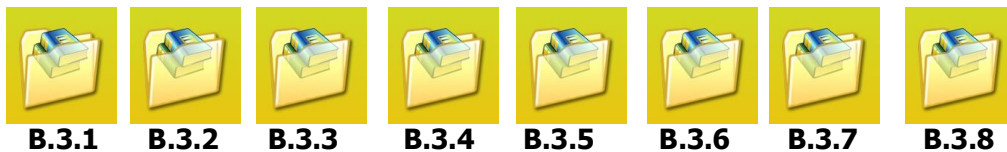
### Annexes A



### Annexes B



#### Subfolders B.3



#### Subfolder B.4



For technical and architectural plans where their scan is impossible, electronic version should be provided.

### **IMPORTANT**

The electronic format must contain exactly the same proposal as the paper version enclosed.

Applications must be received in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

**Postal address, Address for hand delivery or by courier service:**

**JTS Kyustendil**  
 Republic of Bulgaria  
 2500, Kyustendil,  
 7 Marin Drinov Str.

**Branch JTS (Antenna)**  
 2400 Municipality of Strumitsa  
 NN Blagoi Mucheto Str.  
 (town park), 2 floor

The outer envelope must bear the:

- **Call for Proposal number: 2007CB16IPO007-2012-3**
- **Full name and address of the applicant:.....**

Applications **sent by any other means (e.g. by fax or by e-mail)** or delivered to other addresses **will be rejected**.

## 5 Deadline for receipt of applications

### ♣ IMPORTANT

The deadline for the receipt of applications is **04 March, 2013, 4 p.m. local time**

Any application registered **after the deadline** will automatically **be rejected**, even if the postmark indicates a date preceding the deadline or if the delay is due to the courier service.

## 6 Evaluation and Selection of Applications

The financing under the current Programme shall be made available to potential beneficiaries through a competitive process. The project evaluation and selection criteria prepared by the Managing Authority together with the National Authority and the Joint Technical Secretariat are approved by the Joint Monitoring Committee(JMC).

The assessment process will be organised and secretarially supported by JTS. The results of all assessment steps will be summarised in the form of a report and presented to the JMC for a decision.

The JMC will decide on the approval of projects and the amount of programme's financial contribution to each operation. Following that, each Lead Partner will be informed with an official letter, signed by the MA on behalf of JMC, about approval/rejection of their project. For the approved projects this letter will also provide information on the next steps.

Contracts with the Lead Partners of the approved projects will be prepared on the standard template. Implementation of the projects may start only after the contracts are signed by both - the MA and the Lead Partner.

Applications will be examined and evaluated by the JTS with the assistance of external assessors. All project proposals submitted by applicants will be assessed according to the following steps and criteria:

**STEP 1: OPENING SESSION** The following will be assessed on the opening stage:

- **The deadline has been respected.** If the deadline has not been respected the proposal will automatically be rejected.

- The Application form, together with Annexes and supporting documents, is presented in separate binders (one marked as "Original" and one marked as "Copy") in a sealed envelope.

## STEP 2: ADMINISTRATIVE COMPLIANCE CHECK AND ELIGIBILITY VERIFICATION

- The project proposal **satisfies all the criteria** mentioned in the **Table for administrative compliance check**. If any of the requested information is missing or is incorrect, the proposal may be rejected on that **sole** basis and the proposal will not be evaluated further.

### ⚡ IMPORTANT

**Additional clarification** concerning administrative compliance of the project proposals **could be requested**. Please have in mind that additional information/clarification must not be requested when improvement of proposal is possible.

## ADMINISTRATIVE COMPLIANCE CHECK

### ADMINISTRATIVE PART (to be filled by Assessment Working Group )

Project No	
Lead Partner	
Partner/s	
Project title	

No	CRITERIA FOR ADMINISTRATIVE COMPLIANCE	YES	NO
1.	The Project proposal has been delivered <b>within the deadline</b> .		
2.	The <b>identification details are clearly stated</b> on the outside of the sealed package.		
3.	Lead Partner and Project partner/s participate in <b>only one (1) project proposal</b> .		
4.	All parts of the Application Form and supporting documents are submitted in <b>one original and one printed copy</b> . <b>Cover page</b> of the Application form is signed and stamped.		
5.	<b>An electronic version</b> of the Application Form and its annexes has been provided		
6.	<b>Inventory</b> of the Application form and all annexes (Annex A1) is submitted and all pages of the Application Form and annexes are numbered according to the Inventory.		
7.	<b>Project summary</b> is submitted in 3 (three) languages <b>English, Bulgarian and Macedonian</b> (Annex A2).		
8.	The Application Form is duly completed in compliance with the <b>template of the current call for proposals</b>		
9.	All sections of the Application Form are <b>typed in English</b> .		
10.	<b>CVs of the project team</b> are presented in English (Annex A3).		
11.	<b>Partnership agreement</b> signed and stamped by all partners is presented (Annex A4).		
12.	<b>Declaration of eligibility</b> signed by the Lead partner is presented (Annex A5).		
13.	<b>Sworn statements</b> signed and stamped by each partner are presented (Annex A6).		
14.	<b>Partnership and co-financing statements</b> signed and stamped by		

	each partner are presented.		
15.	<b>Declarations of Commitment</b> signed and stamped by each partner (Annex A7) are presented.		
16.	<b>Declaration for VAT status</b> of the project partners (not applicable for Macedonian partners) is presented (Annex A8)		
17.	<b>Authorization document</b> from the legal representatives of partners is presented (in case the application form and declarations are not signed by the legal representatives of the Lead Partner/partners) – in original or notary certified copy (if applicable)		
<b>No</b>	<b>SUPPORTING DOCUMENTS FOR SOFT MEASURE PROJECTS</b>	<b>YES</b>	<b>NO</b>
18.	Documentary and other evidence on the <b>most recent legal status</b> of all partners (issued not later than 6 months prior to the submission deadline of the current call) - in original or notary certified copy		
19.	<b>Decision of Applicant's governing body</b> (Local Council/Board of Directors or any similar body) regarding project development and implementation (in original or true copy signed by the partner)		
<b>No</b>	<b>SUPPORTING DOCUMENTS FOR INVESTMENT PROJECTS</b>	<b>YES</b>	<b>NO</b>
20.	Documentary and other evidence on the <b>most recent legal status</b> of all partners (issued not later than 6 months prior to the submission deadline of the current call (in original or notary certified copy)		
21.	<b>Decision of Applicant's governing body</b> (Local Council/Board of Directors or any similar body) regarding project development and implementation including <b>statement</b> that the assets are given for free right of use for the purpose of the project for at least <b>5 years after the end of the project</b> (in original or true copy signed by the partner)		
22.	In case of <b>Works activities</b> :		
22.1.	Document certifying the <b>right of property/concession on the land and/or building</b> (Ownership act or certificate for ownership of the tangible assets, which will be subject of works activities) - original or notary certified copy;		
22.2.	<b>Declaration</b> (notary certified original) from the <b>land and/or building owner</b> stating that the land and/or building is: <ul style="list-style-type: none"> <li>• free of any encumbrances;</li> <li>• not an object of a pending litigation;</li> <li>• not an object of a claim according to the relevant national legislation.</li> </ul>		
23.	In case of investment activities passing through private territories: notary certified <b>declaration of consent</b> by owner/s and notary certified copy of the ownership act		
24.	In case of investment activities within <b>territories with special status</b> relevant documentation required by the respective national legislation is/are presented		
25.	In case of investment activities concerning <b>cultural monuments</b> relevant documentation required by the respective national legislation is/are presented (notary certified copy).		
26.	Copy of <b>positive Environmental Impact Assessment</b> or Copy of letter issued by the relevant body clearly stating that Environmental Impact Assessment is not necessary (notary certified copy)		

27.	<b>Approved/certified Detailed works design including Explanatory note and Bill of Quantities</b> (if applicable according to the relevant legislation).		
28.	<b>Latest photos</b> of the site with filled name of applicant, date and the exact location of the object on the back.		
29.	In case of <b>Supply of equipment</b> : <b>Technical specification</b> is provided		
<b>COMMENTS</b>		<b>YES</b>	<b>NO</b>
<b>Project proposal satisfies all criteria for administrative compliance</b>			
<b>Assessor's name:</b>		<b>Assessor's signature:</b>	
		<b>Date of evaluation:</b>	

### ⚡ **IMPORTANT**

**Only proposals that satisfy all criteria mentioned in the Administrative compliance checklist will be evaluated on Eligibility stage.**

The eligibility verification is a part of evaluation of the project proposal, based on the criteria for eligibility as follows:

### ELIGIBILITY VERIFICATION

#### ADMINISTRATIVE PART (to be filled by the Assessment Working Group)

Project No	
Lead Partner	
Partner/s	
Project title	

No	ELIGIBILITY CRITERIA	YES	NO
1.	At least one partner from <b>each side of the cross border region</b> is involved.		
2.	Lead partner is registered <b>at least 12 months before the deadline for submission</b> of project proposals under current Call for Proposals. (Annex B 1)		
3.	All partners <b>are eligible organizations</b> (public bodies/ public equivalents/ non-profit organizations registered in the eligible area).(Annexes B 1)		
4.	The <b>project activities are in line with the given Priority axes and key Areas of intervention</b> stipulated in the Guidelines for Applicants. (AF Part 2, section 1.1)		
5.	The project activities are <b>located in the eligible area.</b> (AF Part 2, section 3.5)		
6.	<b>The implementation period</b> is within the limits of project duration indicated in the Guidelines for Applicants. (AF Part 2, sections 1.1 and 3.6)		
7.	<b>The value of the financial support</b> requested is in line with the limits indicated in the Guidelines for Applicants. (AF Part 2, section 2.2 and Part 3, table 2)		
8.	<b>The co-financing rates for EU</b> and national funds are within the limits indicated in the Guidelines for Applicants. (AF Part 2, section 2.1 and Part 3, table 5)		
9.	<b>At least one</b> of the following conditions <b>is covered:</b> Joint		

	development, Joint implementation, Joint staffing, Joint financing. (AF Part 2, section 1.1)		
<b>COMMENTS</b>		<b>YES</b>	<b>NO</b>
<b>Project proposal satisfies all criteria for eligibility compliance</b>			
<b>Assessor's name:</b>	<b>Assessor's signature:</b>	<b>Date of evaluation:</b>	

**⚡ IMPORTANT**

**Only proposals that satisfy all criteria mentioned in the Eligibility verification checklist will be evaluated on technical and quality stage.**

**STEP 3: TECHNICAL AND QUALITY EVALUATION STAGE**

Technical and quality assessment of the proposals, including budget of the operation and capacity of the applicant and his partners, will be carried out according to the evaluation criteria set out in the Evaluation Grid.

**TECHNICAL AND QUALITY EVALUATION**

<b>TECHNICAL AND QUALITY EVALUATION PART (to be filled by the AWG)</b>	
Project No	
Lead Partner	
Partner/s	
Project title	

<b>MANAGEMENT CAPACITY</b>				
<b>No</b>	<b>SELECTION CRITERIA</b>		<b>Max. score</b>	<b>Reference</b>
<b>1.</b>	<b>The partners are experienced in project management in similar or other EU financed projects</b>		5	Part I p.1.3.
	<i>All partners implemented 3 or more projects</i>	<i>5 points</i>		
	<i>All partners implemented at least 1 project</i>	<i>4 points</i>		
	<i>Some partners implemented projects</i>	<i>2-3 points</i>		
	<i>None of the partners has experience</i>	<i>1 point</i>		
<b>2.</b>	<b>The project team proposed has the capacity to manage the project</b>		5	Part II p.6.1., p.6.2. & CVs of the proposed project team
	<i>All members of the project team have experience in project management and experience for the positions they will occupy.</i>	<i>5 points</i>		
	<i>Most (more than a half) members of the project team have experience in project management and experience for the positions they will occupy.</i>	<i>3-4 points</i>		
	<i>Some (less than a half) members of the project team have experience in project management and experience for the positions they will occupy.</i>	<i>2 points</i>		
	<i>One member of the project team has experience in project management and experience for the position he will occupy.</i>	<i>1 point</i>		
<b>3.</b>	<b>Participation of partners in project management team</b>		5	Part II p.6.1. &
	<i>Balanced participation of all partners</i>	<i>5 points</i>		

	<i>Balanced participation of all partners and the two countries in the team (in case no partner/country exceeds the involvement of another partner/country by more than 50 %)</i>	4 points		p.6.2.
	<i>Unbalanced participation, but all partners participate</i>	3 points		
	<i>In case of several partners - no participation of some of them</i>	2 point		
	<i>In case of 2 partners – one does not participate</i>	1 point		
<b>4.</b>	<b>Staff, technical capacity and financial stability of the project partners</b>		5	Part I p.2.2.
	<i>All partners have permanent staff, good technical capacity and financial stability</i>	5 points		
	<i>Some partners have permanent staff, good technical capacity and financial stability</i>	4 points		
	<i>Only one of the partners has permanent staff, good technical capacity and financial stability</i>	3 points		
	<i>Limited capacity and not confirmed stability of one of the partners</i>	2 points		
	<i>Newly established organizations/ no stability of all partners</i>	1 point		
	<b>SUBTOTAL</b>		<b>20</b>	
<b>CONSISTENCY WITH THE PROGRAMME AND OTHER DOCUMENTS AND STRATEGIES</b>				
No	SELECTION CRITERIA		Max. score	Reference
<b>5.</b>	<b>The project is relevant to the overall and respective specific objectives of the programme</b>		5	Part II p.3.1.
	<i>Clear relevance to the overall and all specific objectives</i>	5 points		
	<i>Partial relevance to all objectives</i>	4 points		
	<i>Partial relevance to some objectives</i>	3 points		
	<i>Limited relevance to one of the objectives</i>	2 points		
	<i>Weak relevance to all specific objectives</i>	1 point		
<b>6.</b>	<b>The project is relevant to the objectives of one of the priority axes and one of the spheres of intervention and respective indicators</b>		5	Part II p.3.2.
	<i>Clear relevance</i>	5 points		
	<i>Partial relevance</i>	2-4 points		
	<i>Weak relevance</i>	1 point		
<b>7.</b>	<b>Clearly defined and strategically chosen target groups</b>		5	Part II p.3.4.
	<i>Clearly defined and quantified target groups</i>	5 points		
	<i>Vague description of target groups</i>	2-4 points		
	<i>Undefined target groups</i>	1 point		
<b>8.</b>	<b>The project is relevant to the particular needs and constraints of the border region</b>		5	Part II p.1.4. 3.1, 3.2
	<i>The envisaged activities in terms of needs of the border region are very well described and well justified: they are timely and appropriate</i>	5 points		
	<i>The envisaged activities in terms of needs of the</i>	2-4 points		

	<i>border region are described and partially justified</i>			
	<i>Insufficiently described and not well justified activities in terms of needs of the border region</i>	1 point		
<b>9.</b>	<b>Coherence of the project with other programmes and/or strategies</b>		5	Part II p.5.1. p.5.2.
	<i>Clearly demonstrated coherence</i>	4-5 points		
	<i>Unclear or vague coherence</i>	2-3 points		
	<i>Weak coherence demonstrated</i>	1 point		
<b>10.</b>	<b>The project contains elements of value added providing coherence with the following horizontal themes: equal opportunities, environmental impacts, innovative elements</b>		5	Part II p.5.3. Passing
	<i>Coherence with 3 of the above horizontal themes</i>	5 points		
	<i>Coherence with 2 of the above horizontal themes</i>	3-4 points		
	<i>Coherence with 1 of the above horizontal themes</i>	2 points		
	<i>Weak value added</i>	1 point		
	<b>SUBTOTAL</b>		<b>30</b>	
<b>METHODOLOGY</b>				
<b>No</b>	<b>SELECTION CRITERIA</b>		<b>Max. score</b>	<b>Reference</b>
<b>11.</b>	<b>The project activities proposed are appropriate and consistent with the objectives and expected results</b>		5	Part II p.3.3 & p.3.5.
	<i>Full consistency between objective, activities &amp; results</i>	5 points		
	<i>Well described consistency between objective, activities &amp; results, but some details are missing.</i>	4 points		
	<i>Not very well described consistency between objective, activities &amp; results.</i>	3 points		
	<i>Activities too theoretical and hard to estimate the achievement of project results</i>	2 points		
	<i>Low level of consistency</i>	1 point		
<b>12.</b>	<b>Cross-border impact of the project</b>		10	Part II p.1.3. Passing
	<i>Strong cross-border impact</i>	9-10 points		
	<i>Substantial cross-border impact</i>	8-7 points		
	<i>Sufficient cross-border impact</i>	4-6 points		
	<i>Unclear/doubtful cross-border impact</i>	2-3 points		
	<i>Weak cross-border impact</i>	1 point		
<b>13.</b>	<b>Action plan and partners' responsibilities</b>		5	Part II p.3.6.
	<i>Clear and feasible action plan and partners' responsibilities</i>	5 points		
	<i>Some activities not well justified/some responsibilities unclear</i>	2-4 points		
	<i>Unclear action plan and partners' responsibilities</i>	1 point		
<b>14.</b>	<b>Level of involvement and participation of project partners in activities</b>		5	Part II p.3.5.
	<i>Balanced participation of all partners</i>	5 points		
	<i>Unbalanced distribution of activities between project</i>	3-4 points		



	<i>partners</i>			
	<i>In case of several partners - not all of them involved in project activities</i>	<i>2 point</i>		
	<i>In case of 2 partners – one is not involved in project activities</i>	<i>1 point</i>		
<b>15.</b>	<b>Output and result indicators</b>		<b>5</b>	<b>Part II p.4.1. &amp; p.4.2.</b>
	<i>Quantified &amp; relevant to the activities indicators are provided</i>	<i>5 points</i>		
	<i>Some indicators are provided</i>	<i>2-4 points</i>		
	<i>Irrelevant indicators are provided</i>	<i>1 point</i>		
<b>16.</b>	<b>Potential multiplier effects of the project and sustainability of expected results after EU funding ends</b>		<b>5</b>	<b>Part II p.4.3. &amp; p.4.4.</b>
	<i>The applicant has clearly and logically described the multiplier effect and has analyzed well the different aspects of sustainability. The project benefits are realistic and will continue to exist after project completion. The financial sustainability is justified.</i>	<i>5 points</i>		
	<i>Multiplier effect and sustainability are described, but details are missing.</i>	<i>2-4 points</i>		
	<i>Doubtful multiplier effect and sustainability</i>	<i>1 point</i>		
	<b>SUBTOTAL</b>		<b>35</b>	
<b>BUDGET</b>				
<b>No</b>	<b>SELECTION CRITERIA</b>		<b>Max. score</b>	<b>Reference</b>
<b>17.</b>	<b>Estimated expenditures are necessary for the implementation of the project</b>		<b>5</b>	<b>Part III Passing</b>
	<i>All estimated costs are eligible and necessary for the implementation of the project.</i>	<i>5 points</i>		
	<i>Estimated costs are eligible and necessary for the implementation of the project, but partial reductions (up to 10 % of the total project budget) of budget items will optimize cost effectiveness.</i>	<i>4 points</i>		
	<i>Estimated costs are eligible and necessary for the implementation of the project, but partial reductions (from 10 % to 25% of the total project budget) of budget items will optimize cost effectiveness.</i>	<i>3 points</i>		
	<i>Project expenses exceed the expected benefits for the target area and the target groups. Some costs are not relevant to the activities proposed. A significant reduction of budget items (more than 25 % of the total project budget) is necessary.</i>	<i>2 points</i>		
	<i>Most estimated costs are not strictly necessary for the implementation of the project. Budget needs full re-design in this aspect.</i>	<i>1 point</i>		
<b>18.</b>	<b>The costs are estimated based on real market prices</b>		<b>5</b>	<b>Part III Table 2</b>
	<i>All costs are estimated based on market prices.</i>	<i>5 points</i>		
	<i>Estimated costs are based on real market prices, but partial reductions (up to 10 % of the total project budget) of item prices will optimize cost effectiveness.</i>	<i>4 points</i>		

	<i>Some costs are not based on market prices. Partial reductions (from 10 % to 25% of the total project budget) of item prices will optimize cost effectiveness.</i>	<i>3 points</i>		
	<i>A lot of costs are not based on market prices. A significant reduction of item prices (more than 25 % of the total project budget) is necessary.</i>	<i>2 points</i>		
	<i>Most costs are not based on market prices. Budget needs full re-design in this aspect.</i>	<i>1 point</i>		
<b>19.</b>	<b>Budget breakdown between partners</b>		<b>5</b>	Part III Table 4
	<i>Even budget breakdown between partners</i>	<i>5 points</i>		
	<i>Balanced budget breakdown between partners (One or several partners have budget from 25 to 50 % less than any other of the partners)</i>	<i>4 points</i>		
	<i>Unbalanced budget breakdown between partners (One or several partners have budget from 50 to 100 % less than any other of the partners)</i>	<i>2-3 points</i>		
	<i>Unfair budget breakdown between partners (One or several partners have budget by more than 100% less than any other of the partners).</i>	<i>1 point</i>		
	<b>SUBTOTAL</b>		<b>15</b>	
	<b>TOTAL</b>		<b>100</b>	
<b>COMMENTS</b>				
<b>Recommendation</b>				
<b>Assessor's name:</b>		<b>Assessor's signature:</b>		<b>Date of evaluation:</b>

**⚡ IMPORTANT**

**Only projects with score of 65 and above will be proposed for financing.  
If a criterion is not applicable for a definite type of project an average score is given.**

Note on Section 1. Management capacity

If the total average score **is less than 10 points** for section 1, the project proposal **will not be proposed for financing.**

Note on Section 2. Consistency with the programme and other documents and strategies

If the total average score **is less than 20 points** for section 2, the project proposal **will not be proposed for financing.**

**⚡ IMPORTANT**

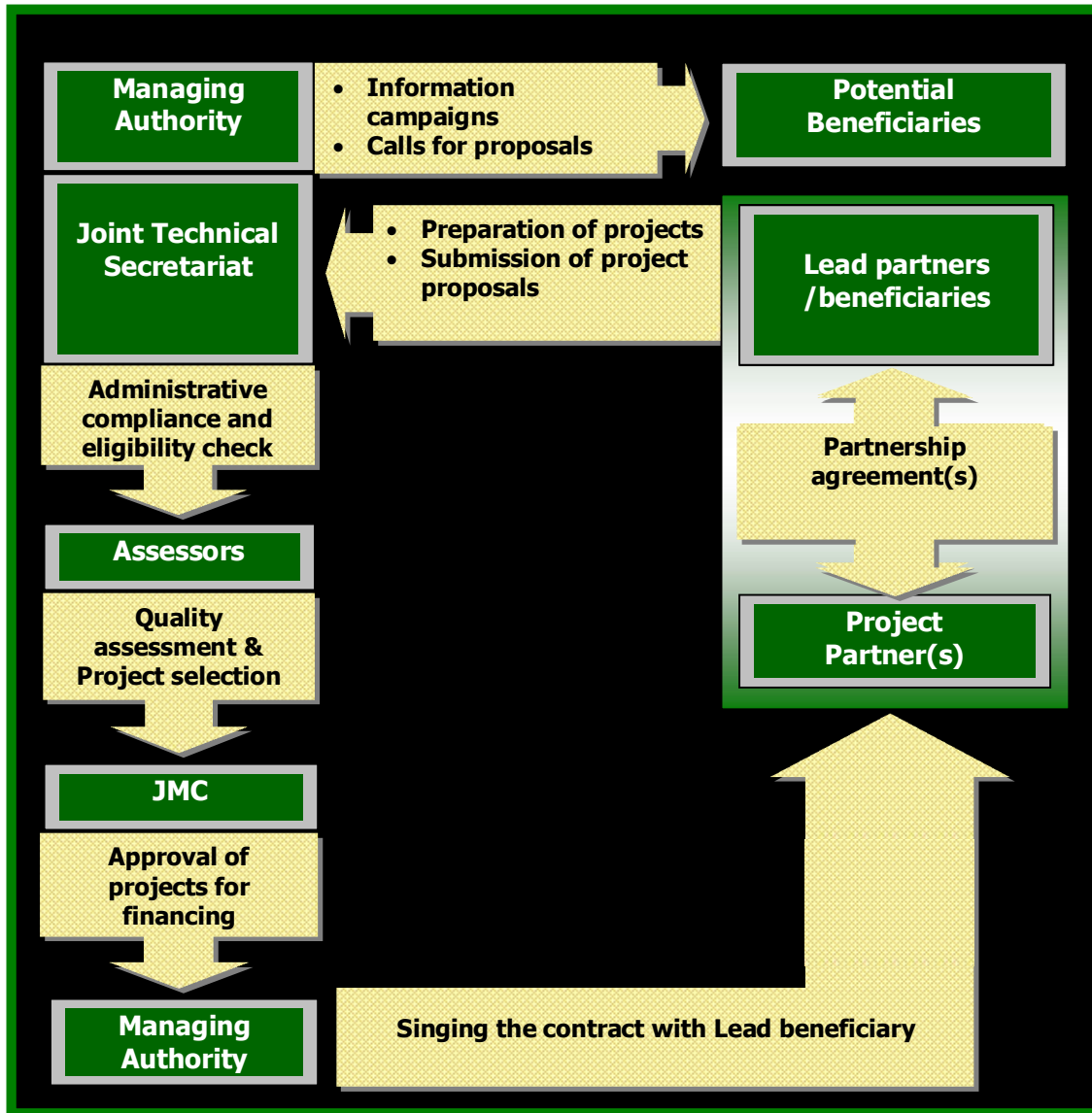
Taking into account the good Administrative Practices, the Assessment Working Group (AWG) **can exclude an applicant at any stage** of the evaluation process whenever it is obvious that the latter does not meet the eligibility criteria.

**Provisional selection**

Following the evaluation, a table listing the proposals ranked according to their score and within the available financial envelope will be established as well as a reserve list following the same criteria. These lists will be presented to the Joint Monitoring Committee for final decision.

Following the JMC decision, every Lead partner will be informed with an official letter about approval/inclusion on a reserve list/rejection of their project proposal. Applicants who disagree with the selection result may appeal to the Managing Authority within 10 calendar days from receipt of the rejection letter. The sole subject of the complaint shall not be to obtain a second evaluation for no reason other than the complainant disagreement with the final award decision. MA will reply within maximum 90 days of receipt of the complaint.

## Project evaluation and selection procedure



## Glossary of terms

<b>Applicant</b>	Any legal entity meeting the eligible criteria which submits an application to be financed by the programme
<b>Beneficiary</b>	Any applicant whose application has been approved for financing
<b>Eligible expenditure</b>	Expenditures made by a Beneficiary, related to the operations financed through the programme, which could be financed from the structural instruments, as well as from the state budget and/or own Beneficiary contribution
<b>Eligible area/region</b>	The border area of Bulgaria comprises the districts of Blagoevgrad and Kyustendil. The border area of the former Yugoslav Republic of Macedonia comprises the North-East, the East and the South-East NUTS III statistical regions
<b>Lead Partner</b>	An applicant designated by the partners involved in a project responsible for coordinating the process of development, submission and implementation of that specific project
<b>Managing Authority</b>	The structure responsible for managing the operational programme. is DG "Territorial Cooperation Management", within Ministry of Regional Development and Public Works in Bulgaria.
<b>National Authority</b>	The counterpart of the Managing Authority in the partner state - Ministry of Local Self-Government
<b>Priority Axis</b>	A strategic priority within the operational programme, including a group of interconnected key areas of intervention and operations with measurable specific objectives
<b>Partner</b>	Any applicant involved in a project
<b>Project</b>	The operation for which funding is being sought under the Programme, expressed in the application form and its annexes.

## Glossary of Acronyms

<b>AA</b>	Audit Authority
<b>AF</b>	Application Form
<b>BG</b>	Republic of Bulgaria
<b>CA</b>	Certifying Authority
<b>CARDS</b>	Community assistance for Reconstruction, Development and Stabilisation
<b>CBC</b>	Cross-Border Cooperation
<b>CBA</b>	Cost Benefit Analysis
<b>EC</b>	European Commission
<b>ERDF</b>	European Regional Development Fund
<b>EU</b>	European Union
<b>DG</b>	Directorate General
<b>GD</b>	Government Decision
<b>ICT</b>	Information and Communication Technology
<b>IPA</b>	Instrument for pre accession
<b>IT</b>	Information Technology
<b>JMC</b>	Joint Monitoring Committee
<b>JTS</b>	Joint Technical Secretariat
<b>LP</b>	Lead Partner
<b>MA</b>	Managing Authority
<b>MF</b>	Ministry of Finance (Republic of Bulgaria)
<b>MIS</b>	Management Information System
<b>MoU</b>	Memorandum of Understanding
<b>MS</b>	Member State
<b>NA</b>	National Authority
<b>NGO</b>	Non Governmental Organization
<b>NUTS</b>	Nomenclature of Territorial Units for Statistics
<b>OP</b>	Operational Programme
<b>OPRD</b>	Operational Programme Regional Development
<b>PC</b>	Personal Computer
<b>Phare CBC</b>	Phare (Poland Hungary Aid for Reconstruction of the Economy) Programme for Cross-Border Cooperation

<b>PRAG</b>	Practical Guide to Contract Procedures for EC external actions
<b>RDA</b>	Regional Development Agency
<b>R&amp;D</b>	Research and Development
<b>SEA</b>	Strategic Environmental Assessment
<b>SMEs</b>	Small and Medium sized Enterprises
<b>SOP</b>	Sectoral Operational Programme
<b>SWOT</b>	Strengths, Weakness, Opportunities, Threats
<b>TA</b>	Technical Assistance
<b>VAT</b>	Value Added Tax