



BULGARIA - SERBIA IPA CROSS-BORDER PROGRAMME



Call for proposals No:

2007CB16IPO006 – 2009 – 1



Financial Allocation

- The total amount allocated for this Call for proposals (2007 and 2008 allocation) - for the two priority axes - is broken down as follows:

| Priority Axis | EU Funding | National Funding* | TOTAL |
|-----------------|--------------------|--------------------|--------------------|
| Priority Axis 1 | € 3.760.400 | € 663.600 | € 4.424.000 |
| Priority Axis 2 | € 2.392.982 | € 422.291 | € 2.815.273 |
| TOTAL | € 6.153.381 | € 1.085.891 | € 7.239.272 |

**State budget co-financing for Bulgaria and obligatory partners' co-financing for Serbia.*



Cooperation Criteria

- The projects must have **direct CBC impact**, which shall be understood in terms of **respecting at least one** of the following conditions:

- **Joint development** – means that the project must be designed in close cooperation of the partners from both side of the border.
- **Joint implementation** – means that activities must be carried out and coordinated among partners on both sides of the border.
- **Joint staffing** – means that 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 divided between partners according to the activities carried out.

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



Number of Applications



- Under the current call for proposals an institution/organization may submit **only one project proposal as a Lead Partner**.
 - *In case an institution/organization has submitted more than one project proposal as a Lead Partner, all submitted proposals will be eliminated at the administrative stage.*
- An institution/organization may, however, be involved in other projects but **only as a Project Partner**.
- **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.*

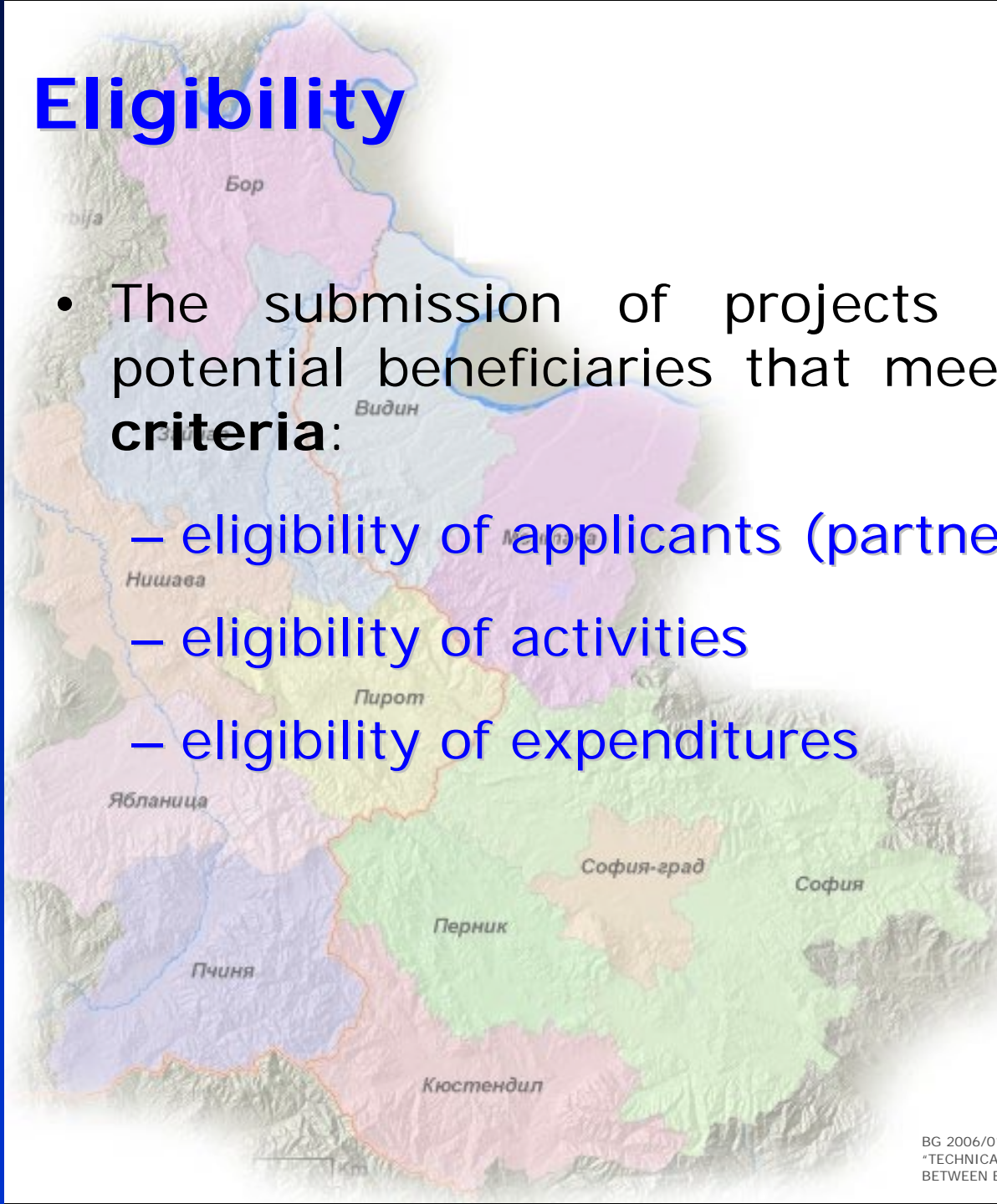


Eligibility



- The submission of projects is open to all potential beneficiaries that meet the **eligibility criteria**:

- eligibility of applicants (partners)
- eligibility of activities
- eligibility of expenditures





Eligibility of partners



- **All partners** involved must fulfill the following criteria:
 - be legally established organizations (**legal persons**), **and**
 - be established **within the eligible cross border region** between Bulgaria and Serbia, **and**
 - be **non-profit making**, **and**
 - be **directly responsible** for the preparation and management of the action with their partners, not acting as an intermediary, **and**
 - **not have a conflict of interest** with the Joint Structures of the Programme (Managing Authority (MA), National Authority (NA), Certifying Authority (CA), Audit Authority (AA), Joint Monitoring Committee (JMC) and Joint technical Secretariat (JTS)). Should a conflict of interest arise during the performance of the contract, the beneficiary must immediately inform the Managing Authority (MA).
- **Political parties/organizations and profit making organizations are not eligible** - either as applicant or as partners!!!!



Project Partners



- Every project must include **at least one partner from each side of the border region.**
- For each project, a **Lead Partner (LP)** among the project partners **must be appointed.**
- The **maximum number of partners** in a project will be **ten (10), including the Lead Partner!**
- Lead partner **must be registered** within eligible border region between Bulgaria and Serbia **at least 12 months before the deadline** for submission of project proposals under current Call for Proposals.
- In case when local/regional/national authorities/bodies situated in the eligible area is not and can not be a legal person/entity, its **legally established central organization shall apply as Lead Partner.**



Project Partners



- The applicants must **prove their financial and administrative capacity** to manage their share of the project:
 - *capacity to ensure their own contribution*;
 - *capacity to finance non-eligible expenditures of the project*;
 - *capacity to ensure the temporary availability of funds until they are reimbursed by the programme*;
 - *the applicant must have stable and sufficient sources of finance to ensure the continuity of the operation of their organization throughout the project*;
 - *the applicant must be experienced and able to demonstrate their capacity to manage their share of activities of the project for which the subsidy is requested.*
- The applicants shall annex (if applicable) 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.



Eligibility of Activities

- Under this call for proposals, the following type of projects shall be financed:
 - **Investment support projects;**
 - **Institutional Building (IB) support projects;**
 - **Project preparation facilities projects;**
 - **People to people projects.**
- **No “two-phase” (two-component) projects** will be allowed (project design component/phase and works/construction component/phase).
- **Duration:** The planned duration of an action may not be lower than 6 months nor exceed 12/24 months.
- **Location:** Actions must take place in eligible cross-border region between Republic of Bulgaria and Republic of Serbia.



Projects Duration and Budget Limits



| PRIORITY AXIS | AREA OF INTERVENTION | TYPE OF MEASURE | AMOUNT OF OBLIGATORY ACTIVITIES | PROJECT DURATION (months) |
|---------------|---|-----------------------------|---------------------------------|---------------------------|
| AXIS 1 | 1.1 Physical and information infrastructure | Investment support measures | from € 200.000 to € 600.000 | 6-24 |
| | 1.2 Infrastructure concerning environmental issues | | | |
| | 1.3 Assistance for project preparation | IB support measures | from € 10.000 To € 50.000 | 6-12 |
| AXIS 2 | 2.1 Links and networking on institutional, business and educational levels | IB support measures | from € 10.000 to € 200.000 | 6-12 |
| | 2.2 Sustainable development through efficient utilization of regional resources | | | |
| | 2.3. People to people actions | | from € 10.000 to € 100.000 | |



Financial Contribution



- **Obligatory activities** include:
 - for Bulgarian bodies: 85% EU contribution + 15% national co-financing; Видин
 - for Serbian bodies: 85% EU contribution + 15% own co-financing.
- Each project partner (Bulgarian or Serbian) may choose to provide **ADDITIONAL own co-financing** for the needs of the project.
- For **Serbian bodies**, the additional own co-financing shall come as an supplement to the **OBLIGATORY** own co-financing of 15% of the activity.
- There are no limits for the amount of the additional own co-financing.
- In the case of **'Investment Project'**, which include associate soft measures, the investment component **should not exceed 18 months.**



Eligibility of Expenditures

- The eligible costs must be based on **real costs and necessary for implementation of the activities.**
- In case the project envisaged implementation of activities in the **adjacent area**, a strong justification has to be provided and the budget foreseen should **not exceed 20% of the total project costs.**
- **In-kind contribution is not eligible expenditure!**
- To be eligible for financial support under the present call for proposals, costs **have not been subject to financing from any other public funds.**



Eligibility of Expenditures

| | | |
|-------|--------------------------------------|---|
| BL 1: | ADMINISTRATING COSTS | maximum 25 % of total project costs |
| BL 2: | TRAVEL AND ACCOMMODATION | |
| BL 3: | MEETINGS, CONFERENCES, EVENTS | |
| BL 4: | INFORMATION AND PUBLICITY | |
| BL 5: | EXTERNAL EXPERTISE AND AUDIT | |
| BL 6: | INVESTMENTS | minimum 70 % of total project costs (in case of investment support project) or maximum 20 % of total project costs (in case of institutional building support project and people-to-people project) |
| BL 7: | OTHERS | maximum 15 % of total project costs |

- Maximum 5 % from the total project costs could be use for project preparation.**



Eligibility of Expenditures



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.

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

The Managing Authority reserves the right to propose to the JMC reduction of the project costs, if they are deemed excessive!



Application Form (AF)



- Standardized form in **Excel**.
- **Macros** – AF has macros built-in and is operational, only if Macros are enabled in Excel. Some of the cells have a restriction of the maximum number of characters.
- Consists of the following main parts:
 - **Cover**;
 - **Automated Checklist** for the correct filling of the AF. It also serves for automatic addition of the needed pages when more than 2 partners;
 - **Project Partners** data sheets (Part 1);
 - **Project Identification** sheet (Part 2);
 - **Budget** table sheets (Part 3) – automatic transfer of information!
Not possible to add rows!
 - **Partnership and Co-financing Statement**.



Application Form (AF)



- **Part 1: Information about the partners**

Fill the information below for every project partner starting with No 1 for Lead partner / beneficiary

1. Identity

1.1. Detailed information

1.2. Partner profile

1.3. Partner experience

2. Financial data

2.1. Detailed information

2.2. Financial status, capacity and equipment



Application Form (AF)



- **Part 2: Project Description**

1. Project identity

1.1. *Project title*

1.2. *Cross border character of the project*

1.3. *Cross border impact of the project*

2. Financial information *(automatic from the budget form)*

2.1. *Sources of financing (EUR)*

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



Application Form (AF)



- **Part 2: Project Description**

3. Project description

3.1. Consistency with programme strategy

3.2. Project objectives

3.3. Background and demand for the overall project

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

3.5. Project activities

3.6. Duration and action plan



Application Form (AF)



- **Part 2: Project Description**

4. Monitoring indicators

4.1. *Expected outputs*

4.2. *Expected results*

4.3. *Multiplier effect*

4.4. *Sustainability*

5. Project coherence with:

5.1. *Other programmes/strategies*

5.2. *Other projects*

5.3. *Horizontal themes*



Application Form (AF)



- **Part 2: Project Description**

6. Management of the project

6.1. General coordination and management including administrative and financial aspects

6.2. Team proposed for project implementation

7. Information and publicity

The project must include activities for information and publicity, according to the European Commission Regulations and observing the Visual Identity Manual

http://ec.europa.eu/europeaid/work/visibility/index_en.htm



Application Form (AF)



- **Part 3: Project Budget**
- **Table 1: Total budget per project partners**
- **Table 2: Detailed breakdown of budget lines per project partners (PP1, PP2, PP3 etc.)**
- **Table 3: Summary breakdown of budget lines per years**
- **Table 4: Summary breakdown of budget lines per project partners**
- **Table 5: Project sources/partners' contribution –**
- **Partnership and co-financing statement**



Application Form (AF)



- **Annexes**

- **3.1 Annexes (A)**

A1. Project summary - should be filled in English, Serbian and Bulgarian.

A2. CVs of the project management team

A3. Partnership Agreement

A4. Declaration of eligibility signed by Lead Partner

A5. Sworn Statement

A6. Declaration of Commitment



Application Form (AF)



- **Annexes**

- **3.2 Annexes (B)**

*B1. Documentary and other evidence (in original or certified copy) on the most recent **legal status** of all partners (issued not later than 6 months prior the date of application (notary certified)).*

*B2. Copy of the **partners' accounts** - Annual Balance Sheet and Profit and Loss Accounts for 2007 and 2008 /if completed/.*

*B3. Copies of the **partners' national registration** code and VAT registration (if applicable).*

*B4. 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 prior the date of application or plan for rescheduling of the debts if existing (notary certified).*



Application Form (AF)

- Annexes

- **3.2 Annexes (B)**

*B5. The applicants shall annex if applicable a **Decision of Local Council/ Board of Directors** or any similar body regarding the project development and implementation – copy and English translation.*

*B6. **Legalized mandates of delegation** from the legal representatives of partners (in case the application form and annexed declarations are not signed by the legal representatives of the Lead Partner/partners) – original and English translation.*

*B7. Supporting documents concerning **INVESTMENT SUPPORT ACTIVITIES**.*

- **3.3 Annexes (C)**

C. Subsidy contract – for information only!



Application Form (AF)



- Annexes



All copies should be certified “True copy” by the legal representative of the respective partner or of the Lead partner!

Where such documents are not in English, a translation into English of the relevant parts of these documents, proving the partners' eligibility, must be attached and will prevail for the purpose of analyzing the application!



Evaluation and Selection of Applications



- **STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK**

- **Deadline** - if the deadline has not been respected the proposal will automatically be rejected;
- **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.



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!



Evaluation and Selection of Applications



- **STEP 2: ELIGIBILITY CHECK**

- *At least one partner from each side of the cross border region is involved;*
- *Lead partner is registered in the eligible border region at least 12 months before the deadline;*
- *All partners are eligible organizations (public bodies/ public equivalents/ non-profit organizations);*
- *The implementation period is in the limits of **project duration** per area of intervention indicated in the Applicant's Guide;*
- *At least one of the following **cooperation conditions** is covered: Joint development, Joint implementation, Joint staffing, Joint financing;*



Evaluation and Selection of Applications



• STEP 2: ELIGIBILITY CHECK

- The **value of the financial support** requested is in line with the limits indicated in the Applicant's Guide;
- The **co-financing rates** for EU and national funds are within the limits indicated in the Applicant's Guide;
- **Serbian partners** have declared that they have stable and sufficient sources of finance and **can ensure their own contribution** in minimum amount of 15% of the respective share of the partner (signed Partnership and Co-financing Statement);
- All partners should have the **capacity to ensure temporary availability of funds** until reimbursement of claims is made from the Programme (signed Annex 6 - Declaration of Commitment).



Evaluation and Selection of Applications



• STEP 3: TECHNICAL AND QUALITY EVALUATION STAGE

- **Management Capacity*** max. score **20 points**
- **Consistency*** max. score **30 points**
- **Methodology** max. score **35 points**
- **Budget** max. score **15 points**



'Management capacity' - if less than 10 points, the project proposal will not be proposed for financing.

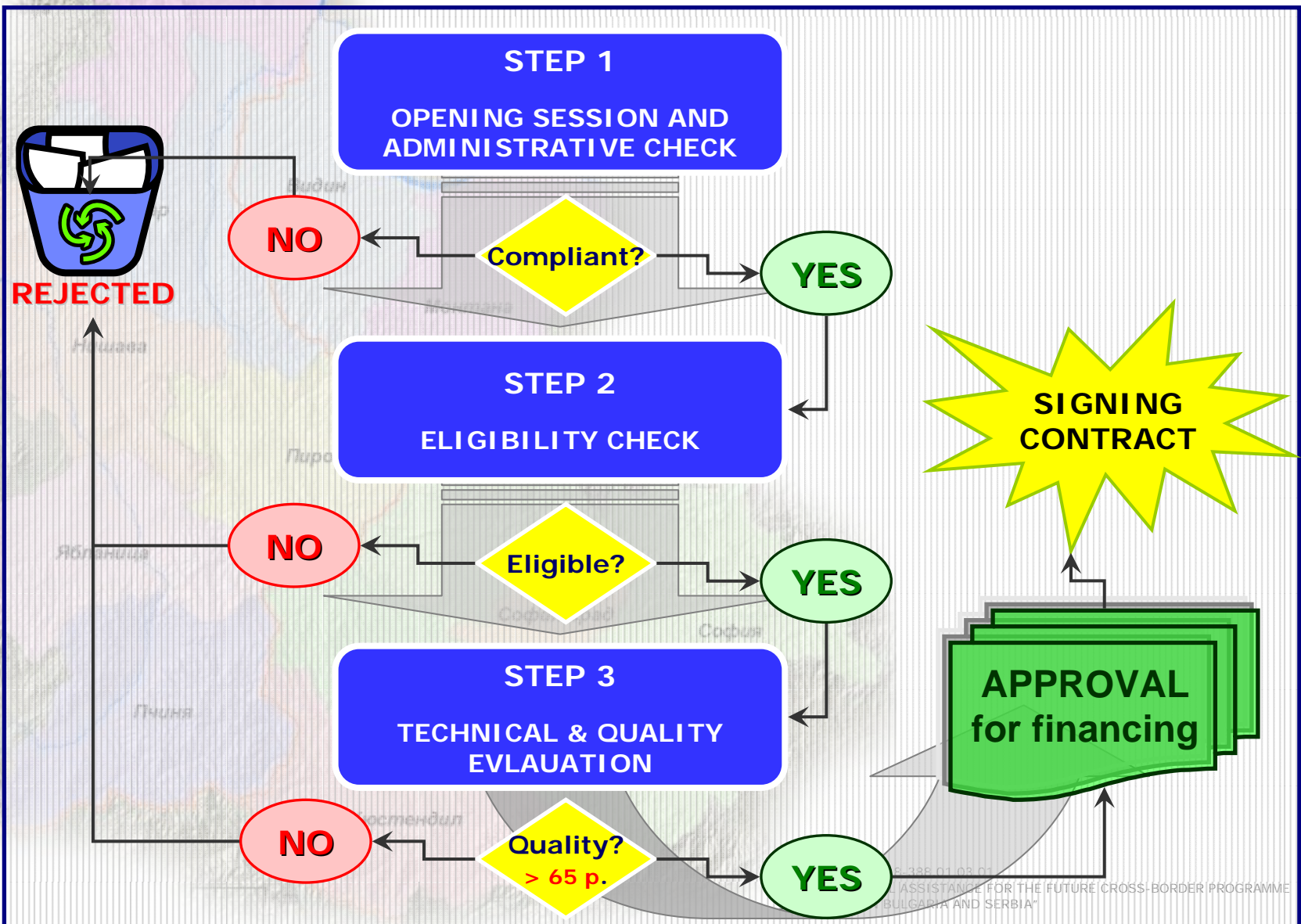
'Consistency' – if less than 20 points, the project proposal will not be proposed for financing.

If a criterion is not applicable for a definite type of project a an average score is given.

Only projects with score of 65 and above will be proposed for financing!



Evaluation and Selection Process





Where and how to send the application



- Applications (application form and annexes) shall be submitted in **one original and 1 copy**, each bound in A4 format.
- The **Application Form** (Part I, II and III) should be **identical in paper and electronic version** (version No of the bottom of the pages should be identical).
- A **full electronic version** of the Application Form and its annexes must be also enclosed on a CD or DVD.



Where and how to send the application



- Applications must be received in a **sealed envelope** by **registered mail**, **private courier** service or by **hand-delivery** at the address below:

Main JTS

Republic of Bulgaria

1202 Sofia

Ministry of Regional Development and Public Works

17-19 Kiril and Metodii str.

Floor 2, Room 2.1

- The **deadline** for the receipt of applications is:

30 November 2009, 4 pm.



Additional Trainings for Potential Applicants



12-14 October 2009

Sofia – Hotel “Forum Central”

- Theme: “Identification and Planning of CBC IPA Projects – how to prepare the application form?”

03-05 November 2009

Sofia – Hotel “Forum Central”

- Theme: “Implementation of a CBC IPA Projects”
- For further information and registration for trainings, please check regularly the WEB-addresses of the Programme:

www.ipacbc-bgrs.eu



IPA CROSS-BORDER PROGRAMME BULGARIA - SERBIA



Questions & Answers