

# Application form, budget & state-aid

# Application form

Application form section by section...

- General
- Work plan
- 'Intervention logic' & indicators
- Budget

# Before you start...

Be specific!

Who, what, when,  
where, how?

Cross-border is key!

Interreg = not H2020,  
not eurostars, ...

Don't reinvent  
the wheel!

Existing  
projects...

What is the (cross-  
border) challenge?

Use non-specialist  
language

# Example

Be specific!

Who, what, when, where, how?

'All partners cooperate'

Vs

Company Delev will work with city Gara  
on the evaluation plan  
Association Pera will organise together  
with Zeta the x event

Login

# The application form

Username\*   
Password\*

Login  Register  Forgot Password

#### Technical problems ? A question about the eMS ?

Check the eMS FAQ <http://emsfaq.interregemr.eu/> or contact the helpdesk : [ems-helpdesk@prvlimburg.nl](mailto:ems-helpdesk@prvlimburg.nl)

#### - 22-5-2020 eMS new update -

#### NEW FUNCTIONALITIES :

- 1) **Self-registration** : From now on, you can create your own user account by clicking on 'Register'. It is no longer necessary to contact the helpdesk to create an account. Attention : your password must have a minimum of 8 characters including at least one capital letter and one number (use combination of letters and numbers only).
- 2) **List of expenditure** : **supplier drop-down list**. When inserting a supplier, you can select from a list of already existing suppliers or create a new entry.
- 3) **List of expenditure** : improved **Excel upload**. If you are using the excel upload function instead of inserting expenses one by one in the eMS, you can now download a template in eMS in your partner report and the excel upload functionality has been improved.

#### CALL FOR PROJECTS

Call 6 is opened

#### PREVIOUS UPDATES

- 05/2020 - Use of procurement section in the 'Supplementary information' obligatory  
03/2020 - NEW COST CATALOGUE : version 4 is available  
03/2020 - 20% FLEXIBILITY RULE for project budgets introduced

#### FOR MORE GUIDANCE

on eMS => <https://tinyurl.com/y8d7gb5d>  
in general => [www.interregemr.eu/downloads](http://www.interregemr.eu/downloads)

<https://ems.interregemr.eu>

# Application form

Project Overview

Partner

Project Description

Workplan

Project Budget

Project Budget Overview

Self-registration available in the eMS!

<https://ems.interregemr.eu>

Username\*

Password\*

Login     Register     Forgot Password





## List Of Projects

Welcome Marc Belin!

- Personal
  - Dashboard
  - Mailbox
  - Generated Files
  - User Account
- Applications
  - My Applications
  - Bookmarked Applications
- eMS Management
  - Calls
- Logout

### My Applications

View Project	Project ID	Name	Acronym	Subprogramme	Start	End	Lead Partner	LP Nationality	Call	Timeslot	Sp Obj
<a href="#">View Reporting</a>	EMR43	Innovation2Market EMR+ Cross-border B2B innovation development scheme for the enlarged Euregio Meuse-Rhine	I2M		01.06.2016	31.12.2019	Aachener Gesellschaft für Innovation und Technologietransfer mbH	DEUTSCHLAND	Interreg EMR - Call 1 for approved projects		SO 1.: Increase and strengthen cooperation between enterprises and higher education
<a href="#">View Reporting</a>	EMR66	Euregio quality and innovative patient-centered cancer care	OncoCare		01.03.2017	30.11.2021	CHU of Liège -T1	BELGIQUE-BELGIË	Interreg EMR - Call 1 for approved projects		SO 4.: Decrease border hindrance effect resident institutions

- [Add Project](#)
- [Export As Xls](#)
- [Save Columns](#) Columns

EN



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EN

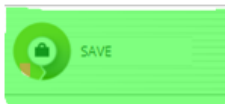


developed by  
**cpb** software



Name	Start	First Step Deadline	End	Description	Attachments	
Interreg EMR - Call 2A Support to refugees	16.01.2017		16.02.2017		<a href="#">Nadere Subsidieregels Vluchtelingenopvang (Call 2A).pdf</a>	Apply
Interreg EMR - Call 2	15.08.2016		03.10.2016			Apply
Interreg EMR - Call 1 for approved projects	01.01.2017		06.10.2017	<b>This call is only to enter project information in the eMS for projects that where submitted in call 1 on 29 Februari 2016 on the latest.</b>		Apply
Interreg EMR - Call Technical Assistance	11.11.2016		31.12.2017	<b>This call is only applicable for Technical Assistance Projects</b>		Apply
Interreg EMR - Call 4	24.04.2017	30.05.2017	05.03.2018			Apply
Interreg EMR - Call 5	08.10.2018	11.06.2019	11.06.2019			Apply
Interreg EMR - Call 6	02.03.2020	10.11.2020	10.11.2020			Apply
Interreg Call COVID-19	26.05.2020		08.06.2020	The Interreg Euregio Meuse-Rhine programme supports cross-border initiatives fostering crisis response capacities in the context of the COVID-19 outbreak in the sectors of health, public safety and security services, public administrative management as well as social services.		Apply
CALL : Interreg EMR - Call 8	09.06.2021		21.09.2021			Apply




**General**

Save as PDF (select language and press button)

Check Saved Project

Generated Files

Attachments

Modification Request Overview

User Management

Bookmark Project

Toggle Tree

Contacts

Help

Birt reporting

Exit

Application And Contract

Management

Logout

EN



- Project Overview
  - Partner
  - Project Description
  - Workplan
  - Project Budget
  - Project Budget Overview
  - Attachments
  - Attachments JS
- Documents

## Project Summary

### Project Identification

Programme priority *	Programme priority specific objective	
2: Wirtschaft: 2020 - Economie 2020 - Economie 2020	SO 2.2 Increase resource efficiency of SMEs.	
Project acronym *	Project title	Project number
TEST CALL 8	TEST CALL 8	EMR217
Name of the lead partner organisation/original language		Name of the lead partner organisation/English
TEST LP		TEST LP
Project duration (months)	Start date	End date
18 Month 0 Days	01.01.2022	30.06.2023

### Project Summary

Please give a short overview of the project. Describe in general the challenges addressed, the main project objective, the main activities, the main expected results and main outputs and explain the added value of cooperation.

EN

TEST CALL 8

Project Overview > Partner > **Project Description** > Workplan > Project Budget > Project Budget Overview > Attachments > Attachments JS

Documents

## Project Relevance

### Territorial Challenge

Not applicable for Call 8



EN

Rich text editor toolbar with icons for bold, italic, underline, text color, background color, bulleted list, numbered list, indent, and outdent.

Characters (including HTML): 0 (Limit: 100), Words: 0

FR	+
DE	+
NL	+

Save

### Project Approach

Not applicable for Call 8



EN

Rich text editor toolbar with icons for bold, italic, underline, text color, background color, bulleted list, numbered list, indent, and outdent.

Characters (including HTML): 0 (Limit: 100), Words: 0

FR	+
DE	+
NL	+



#### General

- Save as PDF (select language and press button)
- Check Saved Project
- Generated Files
- Attachments
- Modification Request Overview
- User Management
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- Toggle Tree
- Contacts
- Help
- Birt reporting
- Exit

- Application And Contract
- Management

Logout

EN



# Working in the eMS

- **Save, save & save!!**
- **Pay attention to the questions asked in the different sections!**
- **There are parts that should not be filled in for call 8!**
- Use the check function & Don't submit last minute
- Technical questions: contact the **helpdesk** [ems-helpdesk@prvlimburg.nl](mailto:ems-helpdesk@prvlimburg.nl)
- **Guidance:** <http://emsfaq.interregemr.eu/> - filter by Application Form
- <https://tinyurl.com/y8d7gb54> - eMS guidance Application Form!

# Project overview

- Project name & acronym – select carefully
- Summary – pitch your project in non-specialist language
- **All partners have a legal personality!**

**Project acronym – your brand name!**

Select a **meaningful** acronym that tells something about the content

Avoid random letter combinations (e.g. BB2)

# The Summary section (7.000 characters)

**Must include the following details:**

- **Describe the challenge** your project addresses (need for the project) & provide sufficient evidence to back it up: studies, statistical data, etc.
- **Why** do you need to **work in a cross-border manner** to solve the project challenge/need?
- What is **the project result** that helps improve the energy efficiency of SMEs?



# Project description

Not all these sections must be filled in. Carefully read what is requested!

Project Overview	Partner	<b>Project Description</b>	Workplan	Project
Attachments	Attachments	<ul style="list-style-type: none"><li>○ Project Relevance</li><li>○ Project Focus</li><li>○ Project Context</li><li>○ Horizontal Principles</li></ul>		

## Project Relevance

**Recommendation: complete at the end and include concrete references to work plan**  
**Most frequent mistake: too general descriptions**



Work plan

# Work packages

1. Cross-cutting work packages (management, communication, first level control)
2. Implementation work packages
3. Investment work packages

## Workpackage List

M MANAGEMENT	T1 IMPLEMENTATION	C COMMUNICATION
<input type="text" value="Management"/>	<input type="text" value=""/>	<input type="text" value="Communication"/>
<input type="text" value="Jul.2017"/> <input type="text" value="Jun.2020"/>	<input type="text" value="Jul.2017"/> <input type="text" value="Jun.2020"/>	<input type="text" value="Jul.2017"/> <input type="text" value="Jun.2020"/>
	<b>T2 IMPLEMENTATION</b>	
	<input type="text" value=""/>	
	<input type="text" value="Jul.2017"/> <input type="text" value="Jun.2020"/>	
	<b>T3 IMPLEMENTATION</b>	
	<input type="text" value="FLC"/>	
	<input type="text" value="Jul.2017"/> <input type="text" value="Jun.2020"/>	



# Work package Management



- Description of management arrangements (team, reporting, meetings)
- Only lead partner budgets costs
- **No outputs needed**
  
- Max. 10% for total budget <1,5 MEUR
- Max. 8% for total budget 1,5-3 MEUR
- Max. 6% for total budget > 3MEUR, not exceeding EUR 300,000

# Work package First level control

- **Select 1 indicator of our choice – target value '0'**
- All expenditure has to be certified by a **first level controller**
- The **programme** carries out the first level control for the project partners.
- Work package has to be manually added
- Each partner has to budget **2% of their partner budget** (excluding first level control) budget line 'external expertise'



# Work package Communication

Communication is key!

Avoid 'standard formulas'...  
...but include publicity requirements (poster, partner website)

The project logo will be provided by the programme!

General public or specialist audience?

What works for your project?

Website?  
Social media?  
Newsletter?  
Video?  
Workshops?

# Logo & poster

- Since call 5: standardized logo & poster available
- The templates are available on the programme website



## QRM4.0

Customers expect fast delivery times and highly customized products. This forces SMEs to transform their production processes to a new way of manufacturing. Speeding up manufacturing requires human-centered process innovation ('Quick Response Manufacturing') and innovative digital technologies ('Industry 4.0').

QRM4.0 will support SMEs in their Quick Response Manufacturing Journey through coaching, training and the sharing of expertise and best practices. Participating SMEs will receive practical know-how and will learn from hands-on workshops, company visits, demonstrations and interactions with innovation leaders. Through a voucher system, they will receive support and coaching to transform and digitize their production process. A learning network of manufacturing SMEs and IT solution providers will serve as a platform to exchange best practices.

[www.interregemr.eu](http://www.interregemr.eu)

At Interreg Euregio Meuse-Rhine, we fund projects where partners work together across borders. In 2014-2020, we invest EUR 96 million from the European Regional Development Fund in our region.

We are a collaboration between 13 regions from Belgium, Germany and The Netherlands. Together, we develop shared solutions to common challenges. This gives Interreg its own, distinct spirit of cooperation: across regions and across borders.



Intervention logic

## Workpackage List

### M MANAGEMENT

Management

### T1 IMPLEMENTATION

Polymer Cluster Formation

Nov.2018

Nov.2018

### C COMMUNICATION

Communication

## Main outputs

Please describe project **main outputs** that will be delivered based on the activities carried out in this work package. For each project main output a programme output indicator should be chosen. **Please note that they need to have the same measurement unit.**

### Project main output O.T1.1

Title




Describe your project main output




Choose a programme output indicator to which the project main output will contribute.



 Remove output

 50 Enterprises/SMEs supported as part of a voucher scheme

42 Characters Remaining

 SME and large enterprises will be supported by a voucher scheme that is meant to help set-up an innovative cluster in the field of polymer production

350 Characters Remaining

CO01Productive investment: Number of enterprises receiving support

Delivery date


Quantify your contribution

November 2018

50,00 Number

100 Characters Remaining

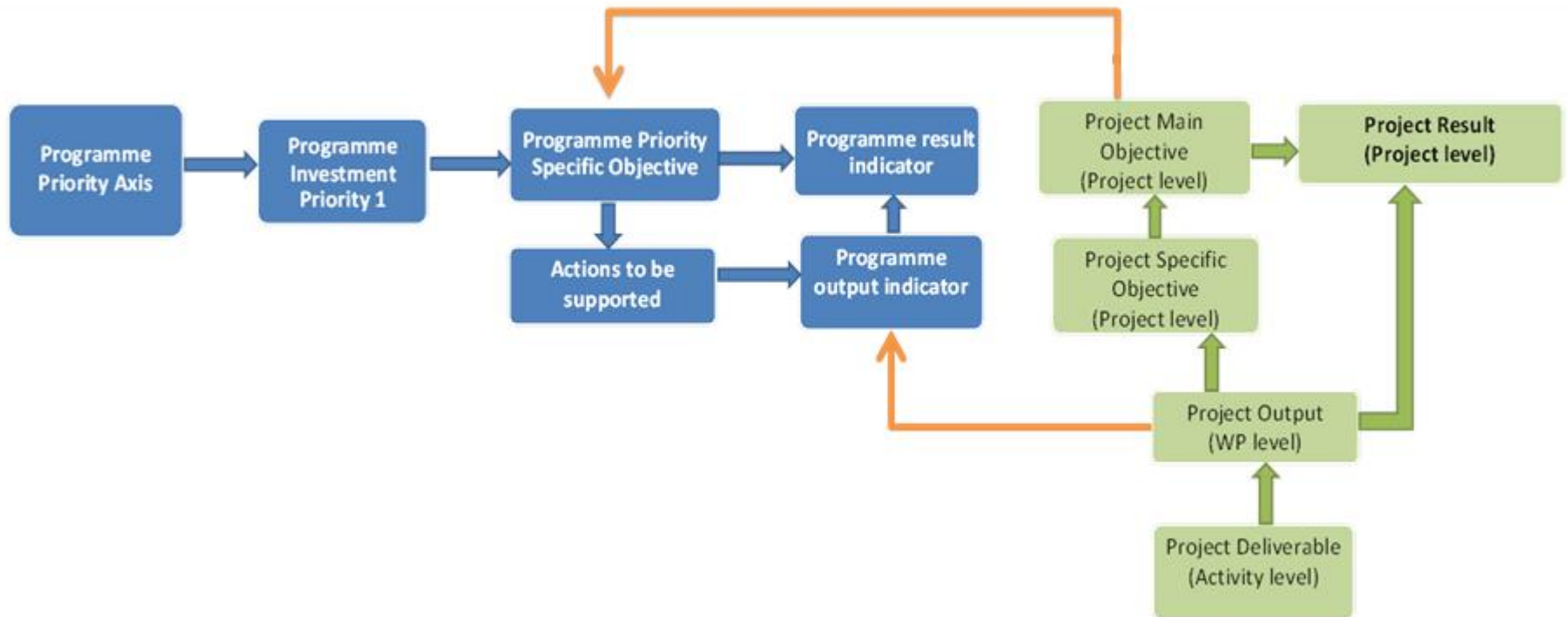
500 Characters Remaining

 Add output indicator

## Project Main Outputs

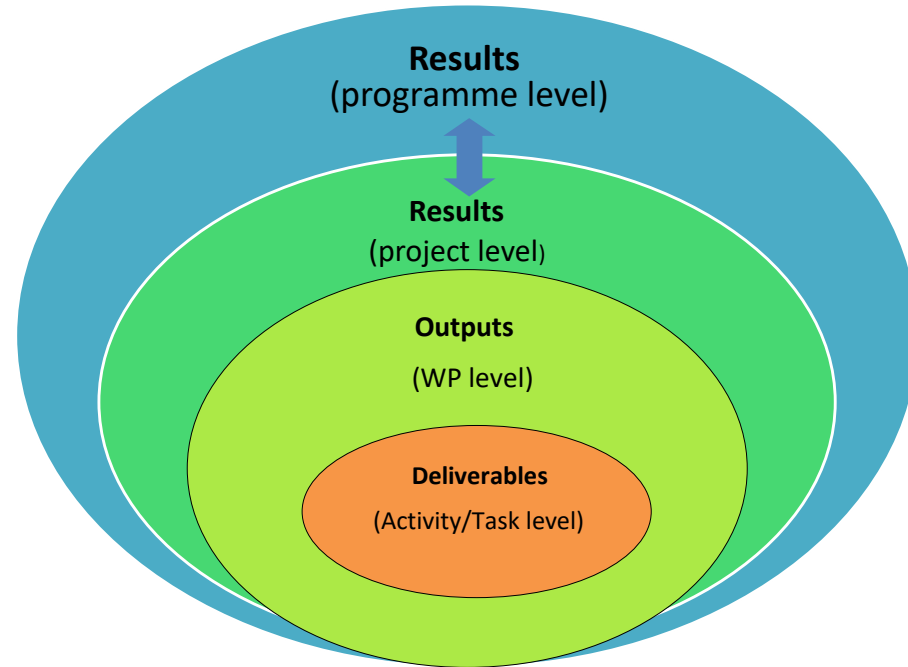
Programme Output Indicators	Project Output Indicator Targets	Measurement Unit	Project Main Output Quantification Target	Project Main Output Number	Project Main Output Title
CO01Productive investment: Number of enterprises receiving support	50.0	Number	50,00	O.T1.1	50 Enterprises/SMEs supported as part of a voucher scheme

# Intervention logic



# Project Intervention Logic

- **Deliverables:** e.g. meeting minutes, reports, market studies, work plans, etc. – they are **intermediary steps** that contribute to the output
- **Outputs:** e.g. **Training sessions/ SMEs supported**, the solutions to meet the chosen objectives and results – linked to the programme output indicators
- **Results:** describe the **benefit of using the project outputs** - what is the change the project is aiming for? – linked to the programme result indicators





# FINANCE



Budget

## Business Company

123 Commercial Street,  
Preston, VIC 3009  
Tel: 123-456-789-0  
Fax: 123-456-789-1

Bill to: Curabitur suscipit, LTD  
456 Pellenesque, Aliquet  
210 St. SUIO, 9999  
887-654-321

No.	Description
1234	Id rutrum

# Budget lines

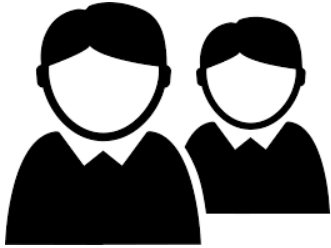
- Staff
- Administration costs
- Travel and accommodation



Only for staff  
directly employed  
by the partner  
organisations

- Equipment
- External expertise and services (travel costs of external experts should be included under external expertise)
- Investment

# Staff costs



- only staff employed by the partner organisation
- indicate positions/profile in the budget (e.g. project manager, etc.)

# Administration costs



- fixed at 15% of staff costs
- No manual calculations – click ‘flat rate’
- Includes: office rent, utilities, office supplies, general accounting, etc.

# Travel and accommodation

- **Fixed flat-rate – 1,5% of staff costs**



Attention! In the eMS: select flatrate **16.5%** for administration costs. This includes 15% admin + 1.5% travel.

**> DO NOT INCLUDE ANY COSTS IN THE TRAVEL AND ACCOMMODATION BUDGET LINE**

- Save Phase1 As Pdf File
- Check Saved Project
- Generated Files
- Attachments
- Modification Request Overview
- User Management
- Bookmark Project
- Toggle Tree
- Contacts
- Help
- Lump sum calculator
- Birt reporting
- Exit
- Application And Contract
- Management
- Logout

## Budget For Partner 1 - TEST (LP)

### Budget Flatrates

Tick for Budget Flatrate



Flatrate Staff



Flatrate Office



16.50%

Recalculate Budget

Budget budgetline - period

Budgetline	Subbudgetline	WP M - Management
Staff costs	Project manager / Project manager 1	€ 23.000,00
	Sum	€ 23.000,00
Office and administration	Office and administration	€ 3.795,00
	Sum	€ 3.795,00
Travel and accomodation	Travel and accomodation	€ 0,00
	Sum	€ 0,00
External expertise and services		

**Combined flatrate  
for office  
& administration  
AND travel costs in  
the eMS**

- Select 'tick for budget flatrate'
- Select **16.5%** for flat rate office (15% +1.5%)

# External expertise and services



- Website, external project management, analysis, event services...?
- First level control

# Equipment



- Purchased, rented, leased
- Computers, cameras, consumables...
- **Be aware of the fact that the programme functions based on depreciation (see the Cost Catalogue)!**
- **Do not expect to have the equipment/investments fully depreciated within the 18 months of the project!**



# Infrastructure and works



- Generally linked to investment work package
- Building and construction works, purchase of land

Difference equipment / investment

Equipment: something you buy & use ready-made

Investment: something you construct

## Budget – common mistakes

- Elements in the budget that don't exist in the work plan and vice versa
- All partners with identical budgets – 'not realistic'
- No cross-check of partner budget by lead partner – 'budgets don't match the project'
- Spending plan: too high at the beginning; identical amounts each semester



# Budget – attention points

- Make use of sub-categories

	<b>Sum</b>
External expertise and services +	First line control (2%)
	Workshop / summer school organisation
	Website and other communication tools
	<b>Sum</b>
Equipment +	Sputtering / evaporation equipment Slot-die coater for deposition of precursor material

Budgetline	Subbudgetline*	WP M - Management
Staff costs	+ Project management / Staff costs	€ 204.000,00
	Scientific coordinator / Staff costs	€ 27.200,00
	Researchers / Staff costs	€ 0,00
	Expert in communication and valorization / Staff costs	€ 0,00
	<b>Sum</b>	<b>€ 231.200,00</b>
Office and administration	Office and administration	€ 34.680,00
	<b>Sum</b>	<b>€ 34.680,00</b>



# Q&A

# State aid

**State-aid – The Legal Framework –  
What is it all about?**



# The 5 Key-Questions

1. Is the measure financed from **state resources** or it is imputable to the state?
2. Is the beneficiary an **undertaking**, i.e. engaged in an **economic activity**?
3. Does the measure confer **a selective advantage to the beneficiary**?
  - Is this advantage envisaged as thus at project level?  
E.g.: studies for the large public; activities focused on knowledge understanding and dissemination
4. Does the support **distort or have the potential to distort competition**?
5. Does the support **affect trade** between Member States – within the internal market?

# General Principle for the State-aid Assessments

- The same 5 questions are assessed on both sides: programme & partners
- **The quality of the partner state-aid self-assessment does not impact the decision on the selection of the project**

Programme  
state-aid assessment

5 key  
questions for  
state-aid

Partner state-aid  
self-assessment



# The 5 Key Questions: Conclusions

**If ALL questions are answered with YES:**

## **STATE AID**

- *In most cases, **the question which makes the difference between state aid and non state aid relevant is the one regarding the undertaking status.***
- *SMEs must be autonomous: User guide to the SME definition*
- [https://ec.europa.eu/growth/content/revised-user-guide-sme-definition-0\\_en](https://ec.europa.eu/growth/content/revised-user-guide-sme-definition-0_en)
- *Attention focused on selecting the type of legal entity in eMS*

# State-aid self-assessment

- **The 5 questions are on a template provided by the programme –state-aid self-assessment**
- **This template is mandatory for the final project submission**
- **The template is to be filled in by every project partner**
- **The questions have to be answered per work package**
- **When answering the questions contextualize them to the work described in the application form!**
- **Plan properly for the signature of this document!**
- **Do not sign the document last minute, as time is needed to send it to LP to be uploaded in eMS!**

**If State-aid relevant – What next?**



# Types of Aid

## Direct State-Aid

**Partners directly involved in the project** – own budget defined in eMS

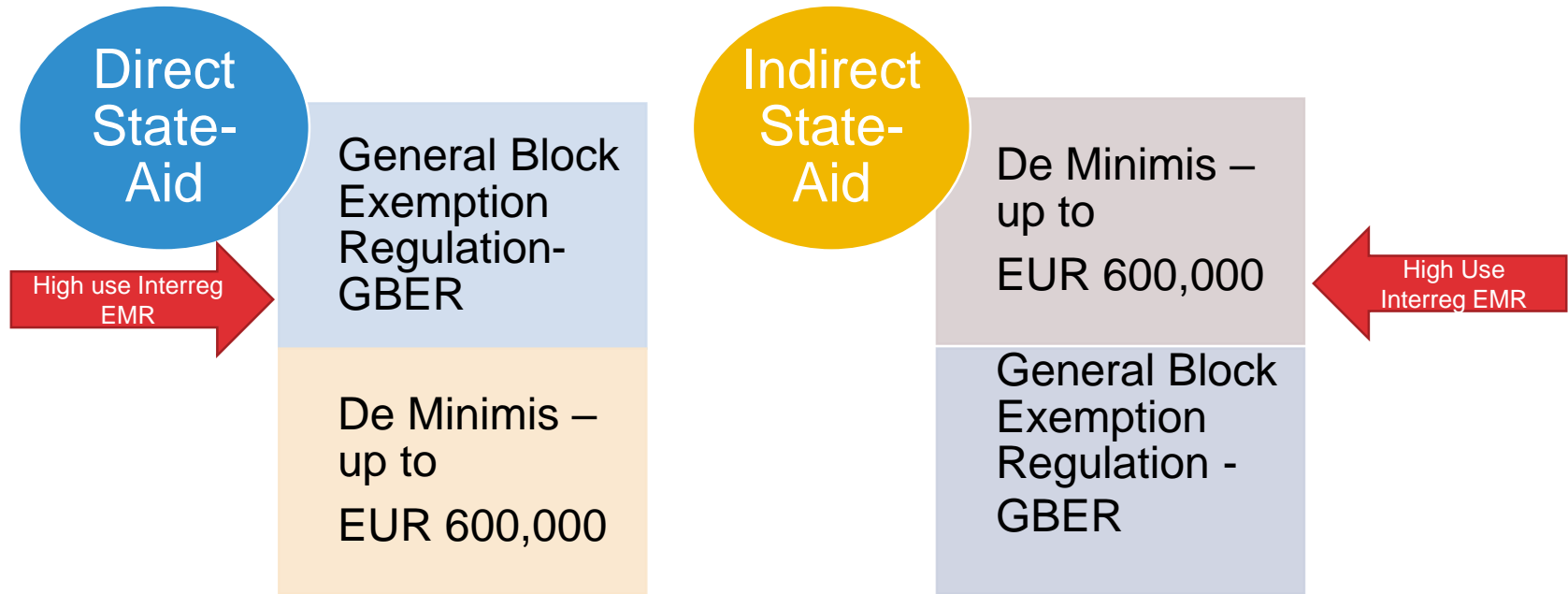
All those listed in the application form as full-partners

## Indirect State-Aid

Third parties that benefit from the project activities, but are not named in the eMS

- Beneficiaries (SMEs) of the voucher schemes organized by projects
- Participants (SMEs) at specific seminars & trainings organized by projects

# Legal instruments used in Interreg EMR projects



# Overview of State-aid Forms Needed

<b>Forms needed for final submission – one form per partner – MANDATORY!</b>	<b>Forms needed only if the project is selected for funding and only if requested by MA/JS</b>
<b>State-aid self-assessment questionnaire</b> – is available in the call package	De Minimis Declaration - if applicable
<b>Legal status – not in difficulty</b> – is available in the call package	20-80% Declaration – if applicable



# Q&A

**For further questions on Call 8 –  
Keep in touch with your Regional  
Antenna!**

# More information?



# More information?

## Programme website

- [www.interregemr.eu](http://www.interregemr.eu)

## Key programme documents

- <https://www.interregemr.eu/downloads>

## Contact

- <https://www.interregemr.eu/contact>

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**Thank you for your attention!**