Call 5: General Information

Interreg V-A Euregio Meuse-Rhine

Time line, general information, call phases and assessment criteria
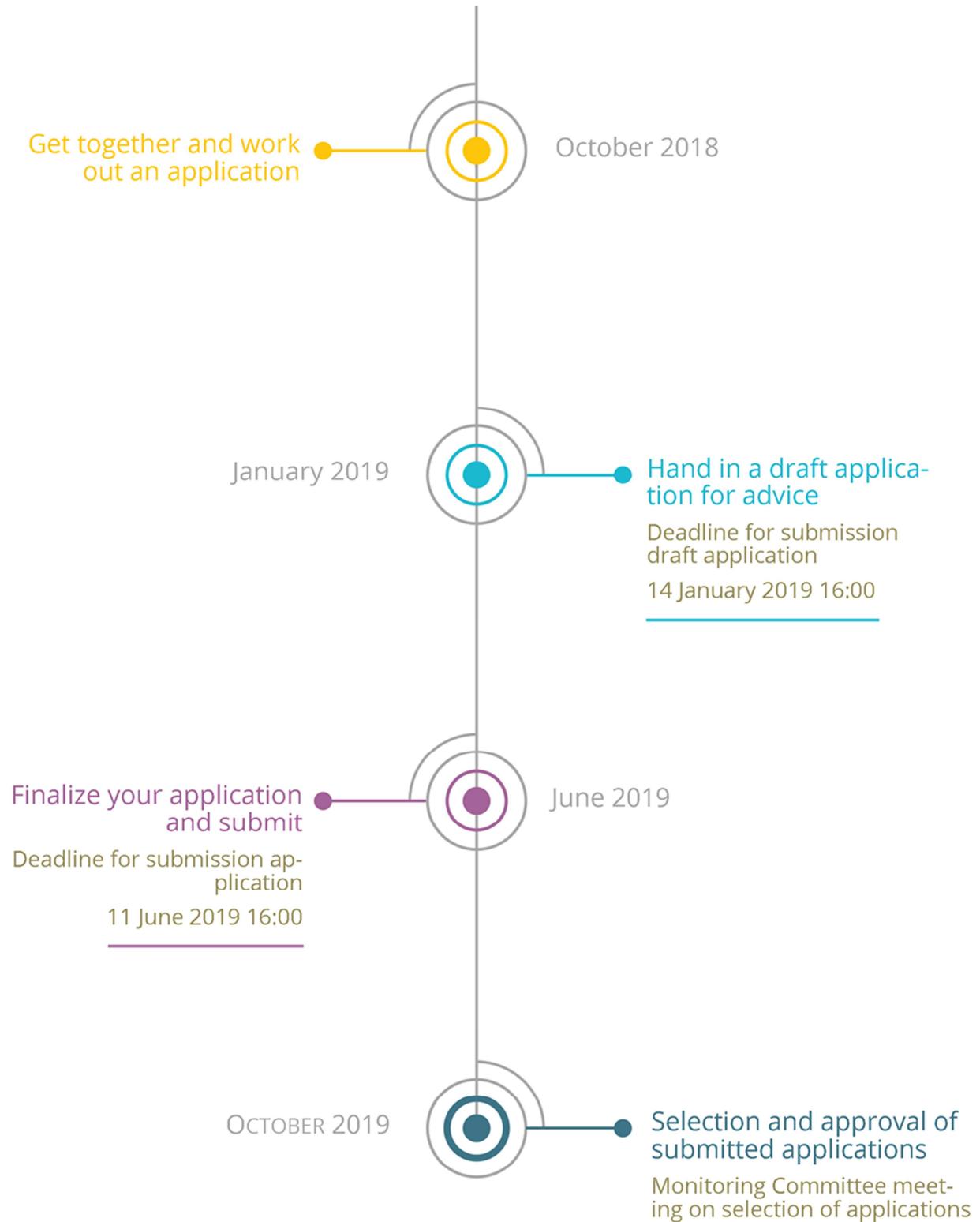
October 2018

Inhoud

![Interreg Euregio Meuse-Rhine logo — European Regional Development Fund — EUROPEAN UNION]

Time line Call 5

Get together and work
out an application

October 2018

January 2019

Hand in a draft applica-
tion for advice

Deadline for submission
draft application

14 January 2019 16:00

Finalize your application
and submit

Deadline for submission ap-
plication

11 June 2019 16:00

June 2019

OCTOBER 2019

Selection and approval of
submitted applications

Monitoring Committee meet-
ing on selection of applications

General information

The Interreg Euregio Maas-Rhine Programme invites public and private organisations to submit applications for cross-border cooperation projects in the framework of the 5th call for proposals for the 2014-2020 period. A comprehensive description of the programme strategy and priorities is included in the programme's Cooperation Programme. Further guidance on for example completing the online application form or indicators is equally made available. Applicants are also invited to consult the other programme documents, including the programme handbook and the catalogue of eligible costs. All documents are available for download on the programme's website https://www.interregemr.eu.

Co-financing rate

The ERDF contribution per project partner and project is max. 50% of the total budget.

Regional co-financing

Programme partners may request additional co-financing directly from the participating programme regions. The rules and procedures vary according to the regions.

If a project has requested regional co-financing and the requested regional co-financing is rejected after the application form has been submitted, the concerned partners may be asked to submit a co-financing declaration on own means to prove that they are able to co-finance the project.

Budget per priority

All remaining funds per priority axis will be made available for this call.

- **Priority 1/Innovation 2020:** EUR 10,909,664 *(total budget: EUR 33,000,000)*
- **Priority 2/Economy 2020:** EUR 13,434,499 *(total budget: EUR 20,000,000)*
- **Priority 3/Social Inclusion and Training:** EUR 8,738,583 *(total budget: EUR 19,440,250)*
- **Priority 4/Territorial Development:** *all funds are committed*

Project start date and maximum duration

All projects submitted under call 5 will start on 1 January 2020.

The maximum duration of a project is 36 months.

Electronic submission

All application forms (including all requested annexes) have to be submitted electronically, via the programme's electronic monitoring system eMS, https://ems.interregemr.eu.

Application form and annexes

The minimum elements of a complete application form:

1. Application form filled in the eMS in the three programme languages (DE, NL, FR)
2. Annexes (to be uploaded in the eMS):

a. Partnership agreement signed by all applicant organisations
b. State-aid self-assessment form
c. Self-declaration on legal status and undertaking not in difficulty for each applicant organisation

If any of the above mentioned documents is missing when submitting the application form the project will fail the eligibility check (see below).

Templates for all annexes are available for download on the programme's website.

Partnerships can supply additional annexes with an illustrative character such as maps, flowcharts, pictures, etc., but the existence or absence of such documents will not be assessed.

Co-financing declaration on own means may have to be submitted at a later stage if the project's requested regional co-financing will not be granted.

Work packages
Each project contains a number of work packages.

The three compulsory work packages are:

- Management
- Communication
- First level control

In addition to these compulsory work packages, the project creates a number of so-called:

- Implementation work packages.

Projects that contain investments will in addition create:

- Investment work packages.

Please note the following work-package specific rules:

- The costs for the management work package may not exceed the following amounts:
   o max 10% for projects with a total project volume of less than 1,5 MEUR
   o max 8% for projects with a total budget of 1,5-3 MEUR
   o max 6% for projects above 3MEUR, while not exceeding EUR 300,000
- The programme carries out the first level control for the project partners. Each partner has to budget therefore 2% of their partner budget (excluding first level control) under the budget line 'external expertise' in the work package 'first level control'.

Call phases

The preparatory phase (October 2018 – January 2019): draft applications
- ✓ October 2018 – start of preparatory phase
- ✓ 14 January 2019, 4 pm – deadline for submission of draft applications
- ✓ April 2019 – written feedback with recommendations from the programme to the applicants

Throughout the preparation phase, support will be provided by the programme's regional antennas and, where applicable, by the joint secretariat/managing authority. Several events will be organised and regional antennas are available for direct support.

Each project application that is submitted by 14 January 2019 will receive feedback from the programme. You must submit a fully completed application form in the eMS in order to receive feedback. All projects will then be evaluated against the defined quality assessment criteria (see below) and receive recommendations by the programmes on the basis of this evaluation. They will receive written feedback in April 2019. The feedback is not binding and no rights for the final applications can be established on the basis of the feedback. The purpose of the feedback is to improve the quality of the applications. Project applications should therefore be as complete and final as possible in order to receive meaningful feedback. This way, the time between April and June can be used to make final changes to the application form.

The preparatory phase is not compulsory. However, projects are strongly advised to submit a draft application during the preparatory round if they intend to participate in the call.

The call (April 2019 – June 2019): final applications
- ✓ 16 April 2019 – opening of the call
- ✓ Until 29 May pre-check of applications by regional antennas
- ✓ 11 June 2019, 4pm – closure of the call

Next steps:
- ✓ *June - September 2019 – eligibility and quality assessment*
- ✓ *October 2019 – Monitoring Committee decides over approval and rejections*
- ✓ *October – December 2019 contracting phase of approved projects*
- ✓ *January 2020 – start of projects*

On 16 April 2019 the call will be officially opened with a specific call regulation. This will be made available in all languages. Projects can submit their applications until 11 June 2019, 4pm. After this, the programme will carry out the eligibility and quality assessment for each project. In addition, a state aid check will be carried out. Projects applications that are declared ineligible will not receive a quality assessment. Lead applicants of ineligible applications will be informed by the managing authority.

The eligibility and quality assessment is carried out by the joint secretariat/managing authority. The assessments will then be presented to the programme's monitoring committee. The monitoring committee decides which projects will be selected for approval and which will be selected for rejection. All lead applicants will be informed about the decision.

During the call (as already in the preparatory phase), applicants will be supported by the programme's regional antennas. For projects that have submitted a draft application during the preparatory phase and have received feedback from the programme, the regional antennas will also support applicants in working on taking-up the recommendations.

To assist projects, regional antennas will also perform technical and administrative pre-checks of the application forms before their final submission to check the completeness and accuracy of the information provided. The pre-check covers the eligibility criteria and technical items (e.g. legal status, type of partner, VAT, signature were applicable, ...). The recommendations resulting from of the pre-check will be communicated by the regional antenna to the lead applicant 2 weeks before the submission deadline.

Assessment criteria

The assessment of the application forms is done according to the criteria that have been approved by the programme's Monitoring Committee. There are two different sets of criteria used in the assessment stage: (1) the eligibility check, and (2) the quality check.

If a project proposal does not pass the eligibility check it will not be further assessed.

Eligibility assessment – eligibility criteria

The eligibility checks consists of a set of criteria linked to administrative issues. Only if a project fulfils all criteria, it will pass to the quality assessment. A project who fails to comply with any of the eligibility criteria will be declared ineligible.

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1. The application was submitted on time through the electronic monitoring system (eMS).
2. All mandatory fields in the application form are properly filled in according to the instructions.
3. The application is complete with all compulsory annexes.
4. The project involves at least 2 partners from 2 different member states within the EMR Programme area or at least one cross-border organisation (e.g. an EGTC).
5. The project application is submitted in Dutch, French and German. (Note: English is optional).
6. All partners have a legal personality.
7. The maximum ERDF co-financing rate of 50% per partner has not been exceeded.
8. The maximum project duration of 36 months is not exceeded.
9. The project's start date is 1 January 2020.

Quality assessment – selection criteria

The programme has established 4 main selection criteria:

1. **Partnership & cross-border character**
2. **Contribution to the objectives/results of the programme**
3. **Feasibility, coherence and sustainability**
4. **Budget & value for money**

Applicants can score between 1 (insufficient) and 5 (strong) on each of the 4 criteria. For each criterion several sub-questions have been developed.

Selection criterion 1: Partnership & cross-border character

a. Does the partnership consist of partners from different regions of at least two and ideally three member states? If not, is there a clear rationale for this?
b. Has the work plan of the project been built around cross-border activities?

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c. Does the project intend to disseminate and transfer knowledge and results across the border?
d. Will cross-border networks, consortia or platforms be formed through this project? Will cross-border products, services or tools be created through the project?
e. Has the added value of cross-border cooperation been described sufficiently?
f. How intensively will partners cooperate to deliver the change envisaged?
g. Is the partnership composition relevant for the proposed project?
h. Is the partnership able and competent to deliver the change envisaged?

Selection criterion 2: Contribution to the objectives/results of the programme

a. How well is the need for the project justified?
b. Is the approach chosen by the project relevant and effective?
c. Does the project contribute directly to the relevant result and output indicator(s) of the chosen specific objective? Does the project contribute to output indicators that are not yet (sufficiently) tackled by running project?[1]
d. Are the selected output indicators relevant?
e. Does the project clearly meet the demands of the envisaged target group(s)?
f. Is the project innovative? Does the project contribute to innovation in the economy or social structure of the EMR?
g. Has the innovative character or approach of the project been elaborated on sufficiently and is it convincing?
h. Are potential synergies with and added-value compared to similar/previous projects clarified in the application form? For follow-up projects, is the added-value clearly demonstrated in particular through the partnership, and/or the theme tackled?
i. If partners from the priority cooperation areas are involved in the project, does their participation bring added-value to the project and the programme area?

Selection criterion 3: Feasibility, coherence and sustainability

a. Has the consortium presented a realistic project that can be executed within the financial and time limits?
b. Has long-term sustainability of the project after the project period been demonstrated sufficiently?
c. Are the envisaged activities and outputs measureable, realistic and achievable?
d. Is the work plan in relation to the budget coherent and realistic?

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[1] The current status is published on the programme's website (see section 'downloads', document 'progress on programme output indicators'). An update will be published close to the official opening of Call 5 in April 2019.

e. Is the project in line with the EU horizontal policies (sustainable development, equal opportunities and non-discrimination, and equality between men and women)?

f. Are the management arrangements clear, realistic and appropriate (WP management)?

g. Are the project's communication strategy and activities sufficiently elaborated? Are specific communication objectives defined? Are specific target groups and communication activities clearly defined for each communication objective? •Is the communication strategy well integrated in the overall project strategy? Does it clearly support the achievement of the project objectives? (WP Communication)

h. For projects with investments: how risky is the project? Is a risk management strategy in place and has the partnership identified the main risks and relevant mitigation measures?

Selection criterion 4: Budget & value for money

a. Is the project effective, efficient and economic in terms of getting the most from the available resources?

b. Is a sufficient part of the budget attributed to activities specifically oriented on cross-border cooperation?

c. Is the overall budget reasonable compared with the planned activities/outputs and the project duration? Is the overall budget reasonable compared with the number of partners involved?

d. Does the budget breakdown include sufficient detail (items included under the different budget lines)?

e. Are the costs for the management work package not exceeding the maximum amount allowed by the programme? (max 10% for <1,5 MEUR, max 8% for 1,5-3 MEUR, max 6% for >3MEUR, while not exceeding EUR 300,000)

f. Is there a separate work package dedicate to first level control? Are the costs for first level control calculated correctly (2% of project budget, excluding first level control) and included under the external expertise budget line of the budget breakdown?