Interreg
Euregio Meuse-Rhine
European Regional Development Fund

EUROPEAN UNION

Interreg EMR Call 5 –useful tip for the final AFs

Managing Authority Interreg V-A Euregio Meuse-Rhine

Content

- **Full package of the AF**
  - Cooperation agreement
  - State-aid self-assessment
  - Self-declaration on legal status
- Modifying the AF
- Role of the LP in preparing and submitting the AF
- Mandatory information in the AF
- Revenue generating projects
- Project relevance
- WP Management
- WP FLC
- WP Communication
- Durability = Sustainability Plan
- General tips & examples
- Attention points

Application form – full package for call 5

1. Application form filled in the eMS
2. Annexes
   a) Cooperation 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

The annexes mentioned at 2 are mandatory to be uploaded in the eMS
All other attachments in the eMS are optional

Use the programme forms available in the different languages!
- See programme website for templates

Application form – full package for call 5

Cooperation agreement signed by all applicant organisations

- Use the templates on the EMR programme website available in EN, DE, NL, FR
- Signed documents to be submitted in one language: **English or the language of the LP**
- *If there is an understanding within the consortium, the partnership agreement can be made in all 3 languages – provided the programme translations are used*

Application form – full package for call 5

Cooperation agreement signed by all applicant organisations

- ***The cooperation agreement can be customized by adding extra articles at the end of the document and/or by filling in the yellow fields***
- ***<u>Any extra articles added by the consortium should be checked with the JS/MA/RAs before signing the document</u>***

The legal departments of the partners should not change the terms used in the other sections of the document (sections not marked in yellow) – this is the template validated at programme level!!!

Application form – full package for call 5

Cooperation agreement signed by all applicant organizations

- ***Art.15 of the partnership agreement:***

This cooperation agreement will take effect on …… and is being concluded for the duration of the project, as laid down in the subsidy contract. If the completion of the project requires such, the duration of the cooperation agreement may be extended.

- ***Although not marked in yellow, the space … has to be filled in by the PPs***
- ***The date used can be earlier than the official project start date included in the application form, but not later than 01.01.2020***
- ***The date has to be agreed beforehand by all consortium members***

Application form – full package for call 5

State-aid self-assessment questionnaire

- ***The document has to be filled in by every project partner, irrespective of the type of organization involved (university, SME, research center, etc.)***

- There has to be a filled-in document for every project partner
- Each partner has the responsibility of investigating state-aid in regards to the tasks it is carrying out in the project
- **The questionnaire has to be filled in to the best knowledge of each partner – the quality of the information provided in the questionnaire will not impact the decision made by the MC when selecting or rejecting the project**

Application form – full package for call 5

State-aid self-assessment questionnaire

- ***The 5 questions and text boxes listed in the document have to be applied to every activity of the content WPs planned by the consortium***
- ***They will be copy & pasted in the document for every activity***

- E.g. **Activity 1.1 – Market research**
  - All text boxes from the questionnaire will be filled in accordingly
  - Market research may be regarded as an economic activity when performed by an undertaking – may be state-aid relevant

  Activity 1.2. – Legal framework
  - All boxes from the questionnaire will be filled in accordingly
  - Etc.

Application form – full package for call 5

State-aid self-assessment questionnaire

- WP Communication, Management and FLC are not state-aid relevant and do not need to be taken into consideration in the self-assessment questionnaire
- If there are services that will be purchased for Communication and Management, public procurement rules should be applied
- To avoid the issue of distorting the competition when making a selection via public procurement, it is always recommended to make sure that the invitation for participating to the procurement has been made to parties from the neighboring countries as well:
    - ***E.g: purchasing consultancy service for WP Management by a Belgian LP – the announcement for the procurement should be available to interested parties from Germany and/or the Netherlands as well***

Application form – full package for call 5

Self-declaration on legal status and undertaking not in difficulty

- Each project partner has to fill in this document and sign it
- All the self-declarations need to be uploaded in the eMS, in the attachment section for all the project partners

Application form – full package for call 5

- **All modifications in the AF based on the recommendations received have to be included in the eMS in the actual AF**
- **The vital information has to be in the AF – a reference to the attachments can be made, in case the applicant would like to provide extra contextual details.**
  !Selection decision is only taken on the basis of the information in the AF!
- **In case recommendations were issued by the JS/MA – an attachment can be included in the eMS pointing where/if modifications were done as compared to the initial draft**
- **E.g. of attachments: different types of studies, explaining the need of the project or the target groups addressed, statistics, letters of support/interest, etc.**

Modifying the AF

- All AFs submitted must tell a coherent story: **the financial part matches the planned work**
- All AFs have to be well though-out, before submission
- **A project selected for funding under a certain form that makes modifications before receiving the grant letter – may end up in not receiving the public funds anymore!**
- **If selected for funding and issued a grant letter, no modifications will be performed in the first 12 months of project implementation**
  - Modifications after receiving the grant letter are to be done in **exceptional cases**, and have to be **assessed on a case-by-case basis**.

Role of the LP in preparing & submitting the AF

- Prepares and submits the AF in line with the **programme guidelines and deadlines**
- Represents the consortium in its communication with the programme bodies
- Ensures that all involved PPs have read, understood and agree with the descriptions listed in the application form and its annexes (cooperation agreement, state-aid self-assessment questionnaire, etc.)
- In case of questions, the LP will contact the RA/MA/JS within a reasonable timeframe before the official deadline of submitting the AF in call 5 – **11th June 2019, 16:00 CET**
- ***The manner in which the recommendations received from the Interreg EMR bodies are incorporated into the final AF is the responsibility of the project consortium***

Mandatory information in the AF

- Project name & acronym – to be selected carefully

- Summary – project pitch in non-specialist language
- AFs must be written in all 3 languages of the programme: **FR, DE, NL**
- English is optional & can be added later if the project is approved

- **Common start date: 1 January 2020**
- **Maximum duration: 36 months**

Project acronym – a brand name!

Go for a **meaningful** acronym that tells something about the content

Avoid random letter combinations (e.g. BB2)

Revenue generating projects

- **Revenue generating projects** are projects which generate net revenue during their implementation and/or after their completion (**3 years after their completion**)

- **Net revenue** means **cash in-flows directly paid by users** for the goods or services provided by the operation, such as charges borne directly by users for the use of infrastructure, sale or rent of land or buildings, or payments for services, **less any operating costs and replacement costs of short-life equipment incurred during the corresponding period.**

- **Operating cost-savings generated by the operation shall be treated as net revenue unless they are offset by an equal reduction in operating subsidies.**

Revenue generating projects

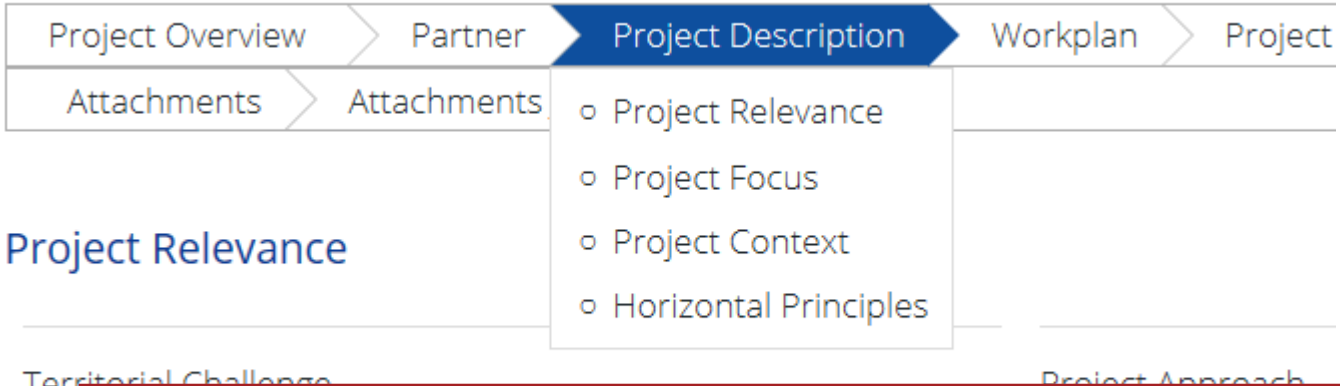
Option 1: Net revenue is generated only after the project is finalized

Option 2: Net revenue is generated only during project implementation

Option 3: Net revenue is generated during and after project implementation

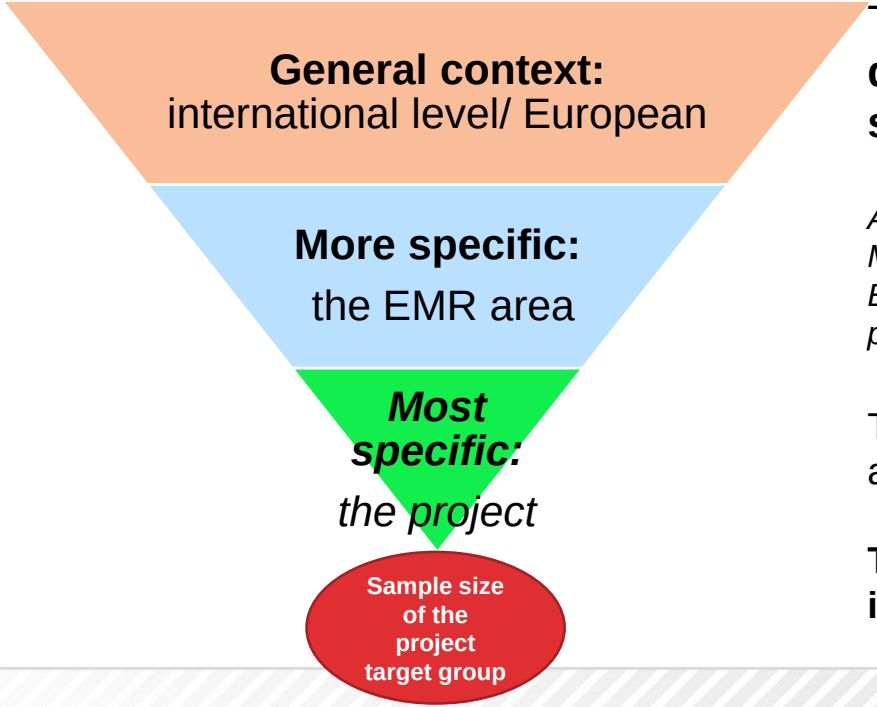
- Estimation methodologies for net revenue used by the consortium partners have to be mentioned in the AF and attached as annexes
- In case where it is impossible to make an estimation on net revenue, this aspect should also be highlighted in the AF
- **In case of revenue generating projects selected for funding discussions with the MA/JS/RAs will be carried out in order to determine the best approach for the next steps**

Project description



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

Project description: Project relevance



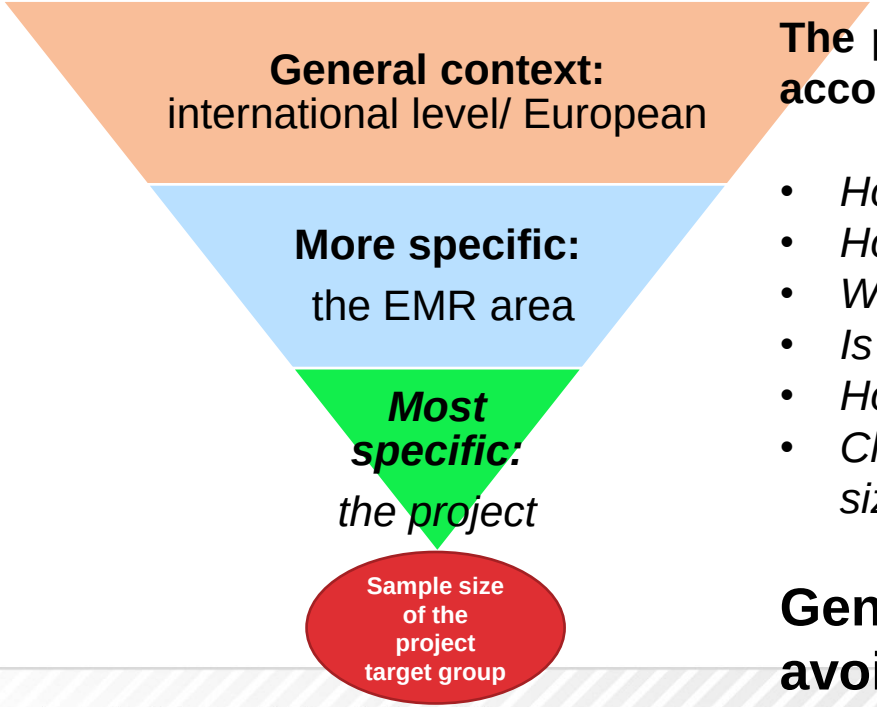
The need for the project has to be linked to **quantifiable information from reliable sources**:

According to study X of the WHO (attachment YY) there are 5 Mil people who suffer from rare diseases in the world, 1.5 Mil in Europe, 0.5 Mil in the EMR. The project will focus on 0.2 Mil patients in the EMR suffering from…

The studies concerned can be uploaded as attachments, but have to be named in the AF.

The size of the target group + the project budget influence the project's value for money

Project description: Project relevance



The problem tackled has to be clearly presented accompanied by verifiable data:

- *How many SMEs are concerned?*
- *How many citizens/patients?*
- *Where is the data coming from?*
- *Is it a growing trend?*
- *How urgent is it to deal with this problem?*
- *Clearly linked to the target group selected and its size*

General descriptions have to be avoided at all costs!

Work package Management

- 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

- Description of management arrangements (team, reporting, meetings)
- Explain how the different management units within the partnership members interact with each other
- Who checks the reports, who validates the final documents, who approves the changes during implementation within the partnership, etc.?
- **Only the lead partner budgets costs**

Work package First level control

- 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! Communication tasks are tailor-made!

Not just a formal WP to be ticked on a list !!!

Avoid 'standard formulas'…

…but include publicity requirements (poster, partner website)

Do not copy & paste from other AFs

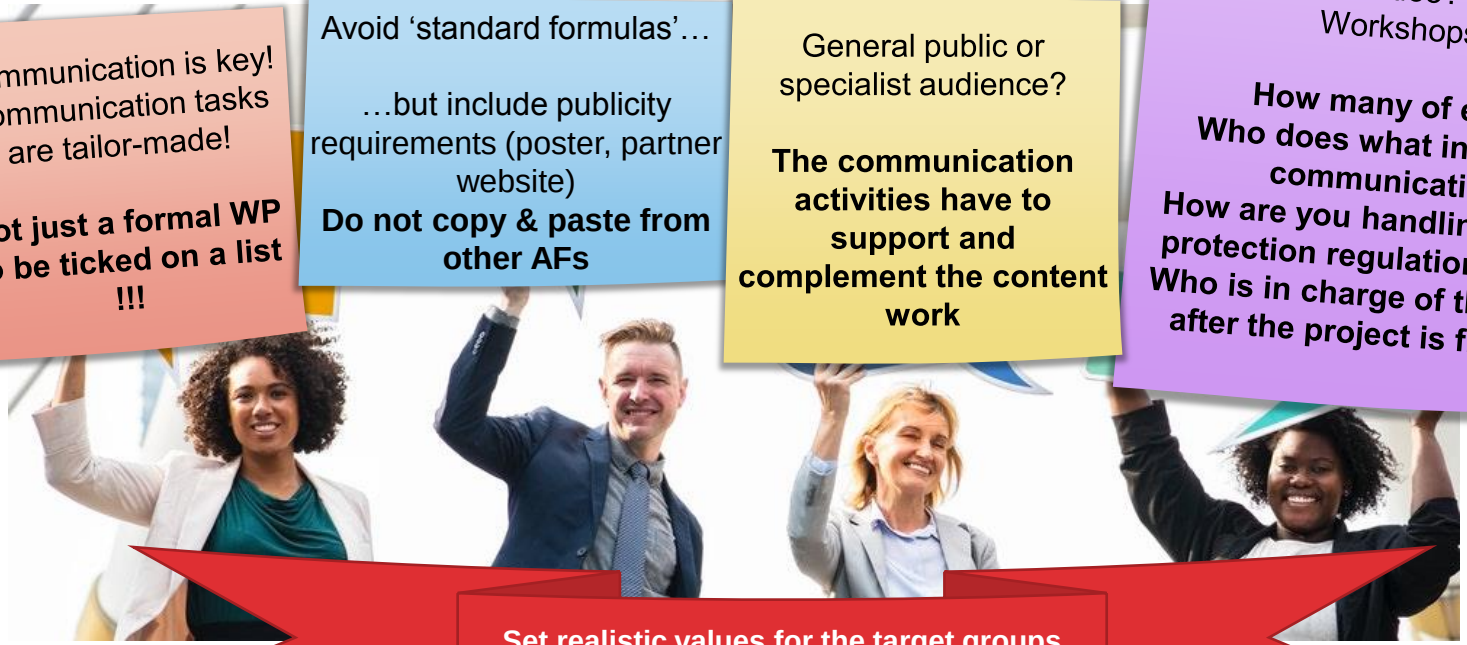
General public or specialist audience?

The communication activities have to support and complement the content work

What works for the project content?

Website?
Social media?
Newsletter?
Video?
Workshops?

How many of each?
Who does what in terms of communication?
How are you handling the data protection regulation (GDPR)?
Who is in charge of the website after the project is finalized?



Set realistic values for the target groups and make sure the planned communication activities help achieve them

https://pro.europeana.eu/page/sustainability-planning

Durability – Project Sustainability Planning

Durability And Transferability Of Main Outputs

Describe: To what extend will it be possible to transfer the results to other organisations / regions / countries outside current partnership?

Describe:

- concrete measures to be applied during and after the project implementation, through which the durability of the project's outputs and results is ensured and/or strengthened.
- How and when the outputs will be further used once the project has been finalised.
- If relevant, explain who will be responsible and/or will be the owner of results and outputs after project closure.

In each WP sustainability measures have to be included for each of the outputs listed

In addition to this section, the partnership *can opt for an entire WP dedicated to Sustainability*

- **Create a general framework for the measures listed for the outputs**

Durability – Project Sustainability Planning

- **The project end date is not a dead end!**
  - *The public funds received are an incentive to create something that is able to carry on*
  - ***Auditing*** *from different bodies (Programme/ National/ European) may happen during project implementation and afterwards as well*
  - ***Internal knowledge management****: if the project team members leave after the project finalization – who will offer justifications in case of an audit happening later?*
  - ***All project documents to be saved until 31.12.2028!***

Durability – Project Sustainability Planning

Sharing results with potential users - peers in the research field, industry, other commercial players and policymakers during project implementation and afterwards as well

Sharing information to the public plays a key-role when assessing state-aid

Sharing results can be linked to the Communication activities

Implement open access and consider how you manage your data – e.g. what will happen to the project data after its finalization

- *Who will continue to disseminate information about the project?*
- *What happens to the project website created?*
- *Where will public documents be available for download and who will act as contact persons?*

Durability – Project Sustainability Planning

- Think ahead how you will make the results come to life and improve/ capitalize on them
- Use the project implementation period to:
  - **Involve potential end-users and stakeholders in your work and get their input – e.g. events, surveys, pilot studies, etc.**
  - **Include specific deliverables tackling sustainability, such as a sustainability plan/ strategy**
    - ✓ consider different scenarios
    - ✓ financial and institutional sustainability to be addressed
    - ✓ designate PPs responsible for sustainability issues – reflect this in their budget

Durability – Project Sustainability Planning

- **Say how you expect the results of your project to be applied and give the main advantages of the new solution(s) you expect**
  - **direct** - e.g. a manual, test, model, prototype, new therapy, better product or process, improved understanding of mechanisms, etc.
  - **indirect** - improved safety, better-trained staff, reduced carbon footprint, reduced pollution, etc.

- **Show dependencies, if any:**
  - **Are you considering writing new proposals relying on the results of the project?**
  - **Are there adjacent fields that could be impacted by your project results?**
  - **Are there new policies to be developed/improved as a result of your work?**

Durability – Project Sustainability Planning

- **Identify potential obstacles to your work and find solutions for them in your sustainability plan/ strategy**
- **Pick those aspects that are relevant to your work and that you can positively influence, such as:**
  - inadequate financing
  - skills shortages
  - regulation that hinders innovation
  - intellectual property right issues
  - traditional value chains that are less keen to innovate
  - incompatibility between parts of systems (lack of standards)
  - mismatch between market needs and the solution
  - any other relevant issue for your work

General tips for LPs…

Be specific!

Who, what, when, where, how?

Don't reinvent the wheel!

Existing projects… **synergies**

Non-specialist language to be used

Cross-border is key!

Interreg = not H2020, not eurostars, …

A PP is involved in more than 1 or 2 WPs

What is the (cross-border) challenge?

What is the problem the partnership will tackle jointly?

PPs with budgets under 100,000 EUR for 3 years – do they really have an added value that is well explained in the AF?

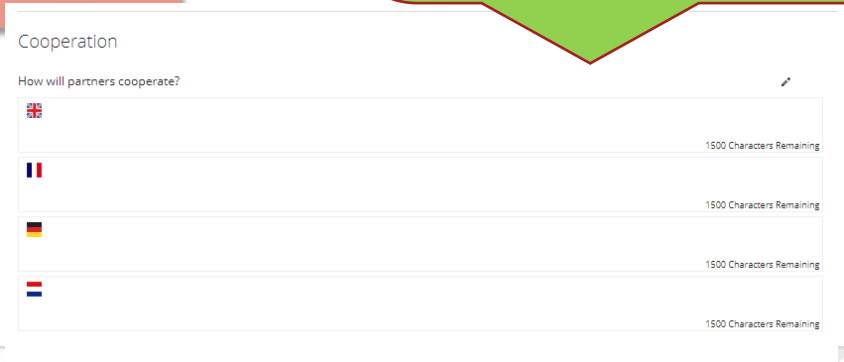
Could they not act as external experts instead selected via public procurement?

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



Assigning specific deliverables to partners – clear distribution of tasks reflected in the budget allocation as well

Example

Be specific!

Who, what, when, where, how?

The **Associated PP** should also be listed in the description of the **WPs with what is their expected involvement – see point 1 of the partnership agreement for Associated PPs.**

Associated PP 1 will for example:

- **attend the kick-off and the final event**
- **disseminate information about the project on its website**
- **provide feedback to deliverable D.1.2**

Partnership agreement associated partners for projects

The Lead partner..... of the project.....and the associated partner(s) for this project .....have agreed the following:

1. The associated partners will participate in the project..... and carry out all the activities as described in the proposal of .....
2. The associated partners will make sure that sufficient capacity and other means are provided to carry out this task;
3. The associated partners will not claim any external funding for these activities ;
4. The associated partners will benefit from the results of the project in the same way as all other partners;
5. The associated partners will support the dissemination of the results and the publicity together with the other partners.

On behalf of the Lead Partner

On behalf of the associated partners

Cooperation

How will partners cooperate?

1500 Characters Remaining

1500 Characters Remaining

1500 Characters Remaining

1500 Characters Remaining

VAT question in eMS

Is your organization entitled to recover VAT based on national legislation for the activities implemented in the project?

- *The proof on VAT should be uploaded in the eMS as attachment for each PP, if applicable*
- *If not available upon submitting the AF it can be added later*

VAT ?

YES 1.

- **VAT is not eligible** as an expense in the project
- Invoices excluding VAT – declared in eMS
- No proof needed from the PP

PARTIALLY 2.

- For some invoices **VAT may be eligible & for some VAT may not be eligible**
- Proof needed from the PP – list of activities for which VAT is not recoverable

NO 3.

- **VAT is eligible** as an expense in the project
- Invoices including VAT – declared in eMS
- Proof needed from the PP

Attention points before final submission 1

- ✓ Is the correct start date included?
- ✓ Is the correct project duration included – max. 36 months?
- ✓ Are the correct Nuts codes used?
- ✓ Are address field and names of contact persons properly filled in?
- ✓ Is the answer to the VAT question properly ticked and are the attachments provided for each of the PPs – where applicable?
- ✓ Is the type of organisation and legal status of the organisation properly filled in the application form for every project partner?

Attention points before final submission 2

- ✓ Is the application form in the eMS filled in the 3 languages: FR, DE, NL?
- ✓ Are all the budget fields filled in for all the PPs?
- ✓ Is the indicative budget filled in for every activity listed in the AF?
- ✓ Are subcategories used for staff costs/ external expertise/ equipment/ investment, etc. when completing the budget of every PP?
- ✓ Are specific and verifiable explanations provided in the budget description fields for each cost category?
- ✓ Are the boxes for flat rate and flat rate office – 15% ticked in the eMS?

Attention points before final submission 3

- ✓ Has the FLC budget been properly calculated and listed under external expertise in a different WP entitled FLC?
- ✓ Are the WP Management budget shares calculated in keeping with the programme rules?
- ✓ Is the state-aid self-assessment form filled in and included in the eMS?
- ✓ Is the full package of documents signed by all the partners and uploaded in the eMS?
- ✓ Has the pre-check of the AF been performed in the eMS?
- ✓ If any error messages have been issued, have the items been corrected?

…more questions?

Contact your regional antenna!

www.interregemr.eu/contact