INTERREG IIIB

ALPINE SPACE PROGRAMME

2000-2006

APPLICANTS MANUAL

3rd Call for proposals

May 24th – July 2nd 2004

Please, read this document carefully, since it provides ADDITIONAL instructions for filling in the Application Form!

INDEX

APPLICANTS MANUAL
Practical guide to fill in the Application form

I. GENERAL INFORMATION ON PROJECT APPLICATION

This document provides applicants with guidelines on how to fill in the Application form. Applicants are required to carefully follow the instructions contained in this guide.

Further useful information to prepare your proposal can be found in the Operational Programme and in the Programme Complement, which have to be referred to as the basic documents of the INTERREG IIIB Alpine Space Programme.

Eventual updating of Programme contents as well as download of the above mentioned documents and information on calls for proposals are available at the site **www.alpinespace.org**

II. GENERAL NOTES FOR FILLING IN THE PROJECT APPLICATION FORM

Please complete the project application form electronically (i.e. not by handwriting).

All sections of the Application form shall be filled out in **ENGLISH.**

In the interests of an accurate assessment of your application, you are advised that:

- all sections of the Application form have to be filled in, except when different instruction is given in the Application form itself and/or in the Applicants Manual;
- you do not have to fill in the **green boxes:** the information required there will be automatically generated by filling in the other boxes of the form containing the related information;
- if you use the "copy/paste" function, please double click in the section where you want to paste your text so that the cursor is visible and then paste your text.
- all input fields have been locked in order to supply all applicants with the same amount of space for presenting their project proposal;
- the form has to be properly signed by the Lead Partner and by the ERDF-LP (if LP comes from a Non Member State).
- by your signature you consent that, in case of approval, contents and results of your project are disseminated for information purposes.

III. HOW TO SUBMIT?

III.1 CALLS FOR PROPOSALS

The Joint Technical Secretariat is responsible for the general management of the project application process, which will be processed by regular open calls for proposals.

It is envisaged that there will be at least one call for proposals every year. Calls can cover several submission periods. As a rule, the calls will cover all Priorities and Measures as set out in the CIP and in the Programme Complement.

All information about the calls for proposals is published on the website www.alpinespace.org.

An announcement of the opening of the call is also published on national newspapers in the different national languages.

III.2 DEADLINES

The project Application form including annexes has to be filled in and returned (only the parts actually filled in!) to the INTERREG IIIB Joint Technical Secretariat (JTS) in **Rosenheim** – Germany **not later than July 2nd, 2004** (date of the post stamp).

The signed paper version will be the legally relevant document for the acceptance of the form: if the paper version is duly sent but the electronic version is sent late, the project will be considered as eligible. On the contrary, if the electronic version is properly sent but the paper version is transmitted after the deadline, the proposal will be rejected.

All Lead Partners will receive a letter of confirmation of receipt by the Joint Technical Secretariat informing either that the Application Form was sent in time or that the project cannot be accepted because transmitted after the deadline.

Applications sent after this date will not be further assessed and may be re-submitted to the next calls.

III.3 DOCUMENTS TO BE SUBMITTED

The Application form (including annexes) has to be:

1. Uploaded on the section "Projects" of the Programme website (www.alpinespace.org). Please register there by choosing your own login and password. Once you are logged in, you will be required to fill in a title (please use the acronym of your project) and upload your Application form (including annexes).
   The possibility of uploading will stop contemporarily with the closure of the call.

   Until this date, you are allowed, if needed, to change an Application form already uploaded (in this case the old document will be automatically deleted).

2. Sent as **one signed and stamped original version and two copies by post (PREFERABLY BY A PARCEL SERVICE!)** to the following address:

INTERREG IIIB Alpine Space
Joint Technical Secretariat
Postfach 1209
D – 83013 ROSENHEIM
Germany

Checklist of the documents required:

1) DOCUMENTS TO BE UPLOADED ON THE WEBSITE:

- One copy of the Application Form in English;
- One digital copy (signed and stamped) of the Letters of commitment of all partners in your national language on the basis of the standard forms provided. Please note that partners from EU-member-countries shall indicate only the national co-financing (i.e. without the ERDF funds), whereas Swiss and Liechtenstein partners shall indicate the full amount (own funds and national co-funding). **Please insert all monetary amounts in EURO!**
- A copy (in your national language) of the first written contact with national/regional responsible authorities containing the request for project

funding <u>(a written confirmation by the national responsible authorities will be considered as sufficient).</u> This document has to be provided ONLY if the request for funding concerns payments made <u>BEFORE</u> the submission of the project application, i.e. since December 21st 2000 till the submission to the Joint Technical Secretariat.

- The *curricula vitae* of the Lead Partner Project Manager and of the ERDF-LP Project Manager (if existing) in English;
- The Budget Planning Tool presenting the repartition of costs per Project partner per year (which has to be downloaded on the website <u>www.alpinespace.org</u>). This set of tables will be checked only at national level by the National Contact Points and therefore they shall neither be printed out nor sent by post to the JTS.
- A supplementary Budget Planning Tool highlighting the repartition of costs per project Partner per Work Package. Be aware that this tool is "**Optional".** This table will be checked only at national level by the National Contact Points and therefore they shall neither be printed out nor sent by post to the JTS.

2) DOCUMENTS TO BE SENT BY POST (<u>PREFERABLY BY A PARCEL SERVICE):</u>

- One original printed version of the Application form (<u>signed and stamped</u>) and two copies;
- One original (<u>signed and stamped</u>) version (fax is considered as original) and two copies of the letters of commitment of all partners to be attached in the respective national languages on the basis of the standard forms provided. Please note that partners from EU-member-countries shall indicate only the national co-financing (i.e. without the ERDF funds), whereas, Swiss and Liechtenstein Partners shall indicate the full amount (own funds and national co-funding). **Please insert all monetary amounts in EURO!**
  In case the person signing the Letter of Commitment is different from the person signing the Application form (legal responsible) necessary information shall be given on the reasons why this solution has been adopted (e.g. internal administrative procedures) in section 9 of the Application form "Other information";
- A copy (in the respective national languages) of the first written contact with national/regional responsible authorities containing the request for project funding <u>(a written confirmation by the national responsible authorities will be considered sufficient).</u> This document has to be provided ONLY if the request for funding concerns payments made <u>BEFORE</u> the submission of the project application, i.e. since December 21st 2000 till the submission to the JTS).
- The *curricula vitae* of the Lead Partner Project Manager and of the ERDF LP Project Manager (if existing) in English;

<u>Letters of commitment sent **by fax**</u> within the deadline of the call will be considered as valid.

On the contrary Application forms transmitted by fax will not be considered as acceptable.

<u>Additional annexes will not be considered by the JTS when assessing the proposal.</u>

However, at national level, some further documents are required by some National Contact Points to the partners of their nationality.

A complete list per Country is indicated below **<u>(Please contact your National Contact Point!).</u>**

DOCUMENTS REQUIRED ONLY TO SLOVENE PARTNERS:

a) Copy of signed and stamped Letter of Commitment from Slovene Project Partners to be sent to Slovene National Contact Point at the same time as to the Lead Partner;

b) in case of LP coming from Slovenia, a copy of signed and stamped Letter of Commitment to be sent to the Slovene National Contact Point before or at the time of submission of the project;

c) stamped and signed Letter of confirmation of secured funds for the participation in the project from Slovene Project Partners or Slovene Lead Partner (please download the standard form of the letter in English or in Slovene language from the folder "Additional Slovene attachments" on the website – section "Documents"). (Please contact the National Contact Point!)

DOCUMENTS REQUIRED ONLY TO FRENCH PARTNERS:

a) A translation of the following sections of the Application form into French is recommended in order to facilitate the national evaluation:

- Project abstract (1.3);
- Project data (3.1.1 and 3.1.2)
- Contribution to the objectives of the Alpine Space INTERREG III B programme (3.2.1);
- work-packages (4.2).

If you submit as Lead Partner, you have to translate the section dedicated to the management of the partnership (2.5)

b) An explanation in French of your role, your tasks and your contribution in the partnership and the added value you bring into the project.

c) The financial tables included in the Excel planning tool (published on the website) with the detailed breakdown of the foreseen expenditure per partner/Work package/ year and all the proof or basis of costs (day working time, estimates...)

Before fulfilling these requirements, please contact the French National Contact Point who will explain to you when these requirements have to be achieved.

DOCUMENTS REQUIRED ONLY TO AUSTRIAN PARTNERS:

You will find all instructions on the additional information required by consulting directly the folder "Additional Austrian attachments" on the website – section "Documents". Please, read carefully the documents included there and provide for the required information.

DOCUMENTS REQUIRED ONLY TO GERMAN PARTNERS:

You will find all instructions on the additional information required by consulting directly the folder "Additional German attachments" on the website – section "Documents". Please, download and fill in the standard form included there.

DOCUMENTS REQUIRED ONLY TO SWISS PARTNERS:

The standard form for national co-funding has to be downloaded from the site www.interreg.ch and must be sent **no later than 2nd July 2004** to the Swiss National Contact Point, including proofs of the cantonal and regional or private co-funding. (Please contact the National Contact Point in advance!)

DOCUMENTS REQUIRED ONLY TO ITALIAN PARTNERS:

An evaluation on financial reliability of Italian Project Partners will be carried out during the national evaluation. At this aim all Project Partners fall into three different categories:

Public bodies/ equivalent public bodies/ private bodies.

Public bodies: are not required to prove their financial reliability.

Equivalent Public bodies follow the rules set for Public Bodies and are therefore not required to prove their financial reliability. Nevertheless they shall provide Italian NCP with a self-declaration on their status within the same deadline for project submission to the JTS, and after the Project approval they shall provided the National Coordination Body (Italian Ministry for Infrastructure and Transport) with necessary documents to prove what previously declared (Statute, Public Constitutive Decree, etc.) and they shall also commit themselves to provide a Financial Guarantee for their total Project participation amount in case the check after the approval will detect that they do not fall into category "similar public body".

Private bodies (profit and non-profit) are required to provide the National Coordination Body (Italian Ministry for Infrastructure and Transport), with a guarantee for the total amount of funds received for the project. In particular, ***before the project submission*** Italian Private partners participating in a Project shall provide Italian NCP (same deadline as for project submission to the JTS) with: 1 a self declaration committing themselves to provide a financial guarantee for their total project amount from the project start until 31/12/2012 (ERDF+national funds); 2 an excerpt from the register of corporation by the Chamber of Commerce (*visura camerale*). ***After the approval***, the Italian Private Partner shall provide the National Coordination Body with a financial guarantee (by a bank or an insurance company) within the deadline established for the signature of the Subsidy Contract between the LP and the MA. The Bank Guarantee cost is eligible and shall be budgeted among cost category "Other Costs". The total eligible **annual** amount shall not be higher than **0.80%** of the total PP participation in the project.

You will find all instructions on the additional information required by consulting directly the folder "Additional Italian attachments" on the website – section "Documents". Please, download and fill in the standard form included there.

LIECHTENSTEIN:

No additional documents needed.

Please, be aware that these additional documents will be checked exclusively at national level by your respective National Contact Point (not by the JTS) and have, therefore, to be sent by e-mail ONLY to your National Contact Point at the following e-mail addresses (a fax version as well is needed for Austria):

SLOVENIA: asa.mansoor@gov.si	Phone: +386 (0) 14787022
FRANCE : fboissac@cr-rhone-alpes.fr	Phone: +33 (0) 4 72 59 45 67
AUSTRIA: wiederwald@oerok.gv.at or cerovska@oerok.gv.at	Phone: +43 (1) 535 34 44 21
GERMANY: ballnus@alpenforschung.de	Phone: +49 (0) 88219431620
ITALY: cristina.palamini@mail.ll.pp.it	Phone: +39 (06) 44124100
SWITZERLAND: silvia.jost@are.admin.ch	Phone: +41 (0) 31 322 06 25
LIECHTENSTEIN: remo.looser@hba.llv.li	Phone: +42 32366072

For any further information and/or clarification please contact directly your National Contact Point.

IV. LEGAL FRAMEWORK

The basic documents to be taken into consideration when drawing up a proposal under this Programme are the following:

1) EU Regulations:

- **Council Regulation 1260/99 of 21 June 1999** laying down general provisions on the Structural Funds;
- **Commission Regulation 438/2001 of 2 March 2001** laying down detailed rules for the implementation of Council Regulation 1260/99 as regards the management and control systems for assistance granted under the Structural Funds, as modified by the **Commission Regulation 2355/2002 of 27 December 2002**;
- **Commission Regulation (EC) No 448/2001 of 2 March 2001** laying down detailed rules for the implementation of Council Regulation (EC) No 1260/1999 as regards the procedure for making financial corrections to assistance granted under the Structural Funds;
- **Commission Regulation (EC) No 448/2004 of 10 March 2004** amending **Regulation (EC) No 1685/2000** laying down detailed rules for the implementation of **Council Regulation (EC) No 1260/1999** as regards the eligibility of expenditures of operations co-financed by the Structural Funds and withdrawing the **Regulation (EC) No 1145/2003;**
- **Commission Regulation (EC) No 1159/2000 of 30 May 2000** on information and publicity measures to be carried out by the Member States concerning assistance from the Structural Funds;
- **Communication from the Commission to the Member States of 28 April 2000** laying down guidelines for INTERREG III

All the above mentioned documents can be downloaded from the following address: http://www.alpinespace.org

2) Programme Documents:

- **Community Initiative Programme (CIP) ,** including the priorities of the eligible area subdivided into more specific Measures, the description of the common management structures of the Programme and the financial resources available;
- **Programme Complement (PC),** entering into the details of the evaluation process, giving a clear description of the evaluation procedure and of the obligations linked to the project implementation as well as more precise indications at Measure level as regards the eligible actions and beneficiaries and the financing plan;

  After Approval:
- **Model Subsidy contract** to be signed between the Lead Partner of an approved project and the Managing Authority of the Programme to obtain the ERDF funds;
- **Model Partnership Agreement** to be signed between the Lead Partner and its project partners in order to lay down respective roles and responsibilities;
- **Model Progress Reports** to be submitted to the JTS by the Lead Partner according to the deadlines stated in the subsidy contract, in order to monitor the physical and financial progress of the project.

All the above mentioned documents can be downloaded from the following address: http://www.alpinespace.org

3) Other relevant transnational documents

- European Spatial Development Perspective and related documents (http://europa.eu.int/comm/regional_policy/index_en.htm);
- CEMAT Guidelines (www.nature.coe.int/english/main/planning/guidingp.pdf);
- Alpine Convention and its Protocols (http://www.alpenkonvention.org/).

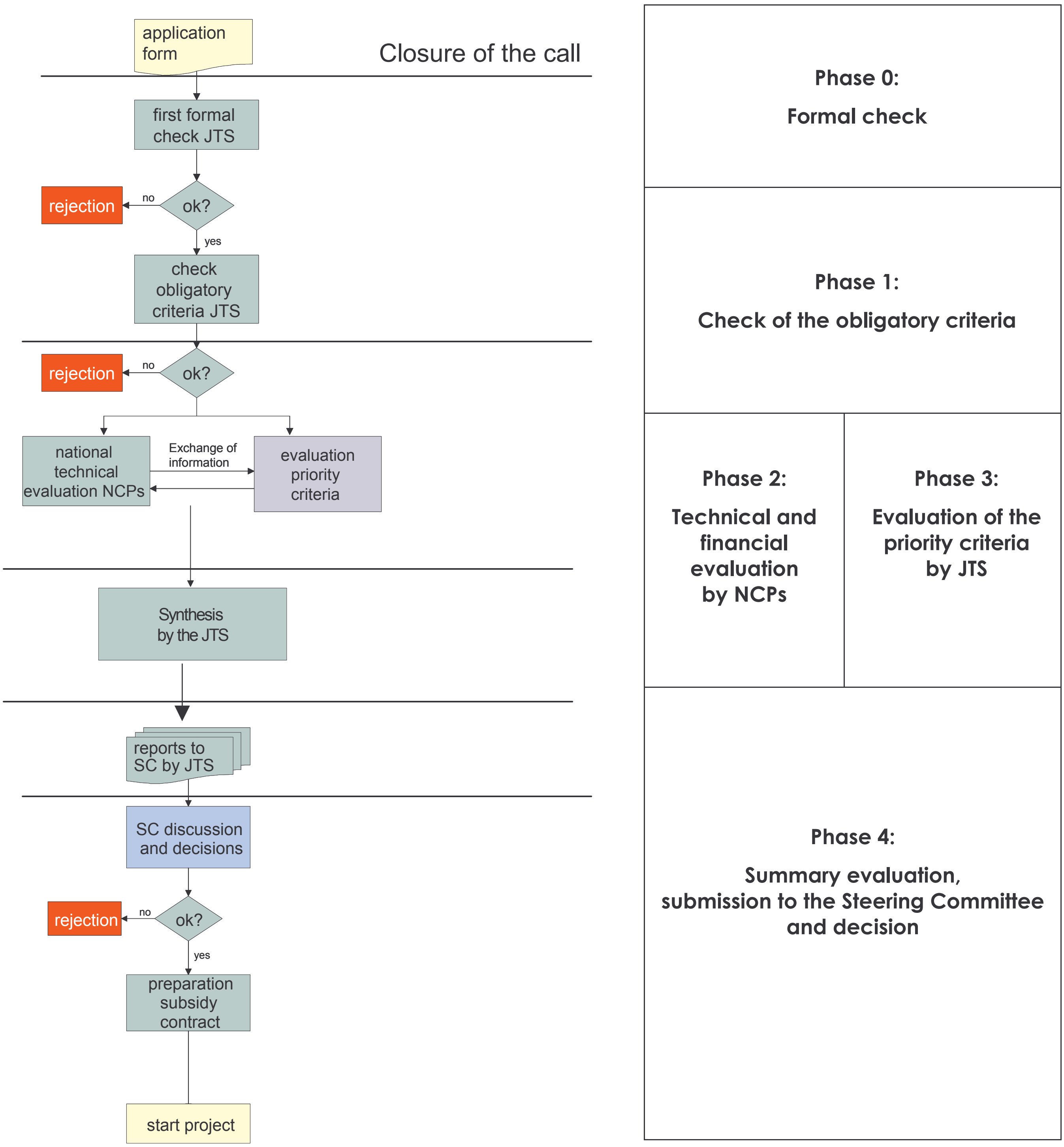
Further relevant documents to be considered are listed in section 3.2. of this Manual.

V. PROJECT EVALUATION AND SELECTION PROCESS

As a general rule, all projects sent within the fixed deadline will be assessed on the exclusive basis of the information included in the Application Form.

However, the JTS and the National Contact Points will be allowed to collect additional information not related to the contents of the project idea but to the technical data, which need to be confirmed to check the eligibility of the proposal.

The evaluation consists of the following main steps:



PHASE 0: FORMAL CHECK

The formal check will be carried out by the JTS and based on the compliance of the Application Forms with the following formal aspects:

- sending within the deadline of the call;
- formal completeness of the documentation (including attachments)[1]
- Application form properly signed.

The Lead Partner of each project will receive a letter of confirmation of receipt (including the registration number) by the JTS informing either that the Application form was sent in time or that the project cannot be assessed because transmitted after the deadline. In this last case, the Lead Partner is given the possibility to prove that the late sending depended on causes not directly imputable to him.

All proposals not eligible from the formal point of view will not be further evaluated.

Eligible proposals will enter the second stage of the evaluation.

PHASE 1: CHECK OF THE OBLIGATORY CRITERIA

The obligatory check will be carried out by the JTS on the basis of the obligatory criteria listed in the Programme Complement and a common position will be formalised.

Proposals not eligible at obligatory level will not be further evaluated.

PHASE 2: TECHNICAL AND FINANCIAL EVALUATION BY NCPS

All proposals considered as eligible by the JTS will be assessed from the point of view of technical and financial requirements at national level by the National Contact Points. The list of the aspects which are relevant at national level can be found in Annex IV "Guidelines for the evaluation – national level" at the end of this document.

PHASE 3: EVALUATION OF THE PRIORITY CRITERIA

During this phase eligible project proposals will be assessed by the JTS on the basis of the priority criteria listed in the Programme Complement and each of them a final rank will be assigned reflecting the overall quality and maturity of the proposal and taking the results of the national evaluation into consideration.

Whenever deemed as necessary in order to come to a better evaluation, at this stage the JTS can ask for the support of external experts. The recommendations of the experts will be included in the final report and considered when submitting the recommendations to the Steering Committee.

PHASE 4: SUMMARY EVALUATION AND SUBMISSION TO THE STEERING COMMITTEE

On the basis of all the evaluations carried out the JTS will submit an argued recommendation to the Steering Committee for each project.

Proposals will be grouped into 3 categories:

- to be approved;
- to be approved under condition/s;
- to be rejected;

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[1] Please find further details on the contents of the formal check in the draft paper "Proposal of guidelines for the evaluation". In that document also Slovene comments under this point have been included.

The results of the evaluation will be presented by the JTS to the Steering Committee for a decision.

After the formal decision of the Steering Committee, the results and the reasons for rejection as well as the conditions for approval will be communicated to the Lead Partners by the Managing Authority.

All approved projects will be registered in a monitoring system.

For further details on the contents of the evaluation, please see Annex IV of the present document.

1. GUIDELINES FOR FILLING IN THE PROJECT APPLICATION FORM

1.1. PROJECT TITLE AND ACRONYM

Give the full project title and acronym (not longer than 20 characters).

Please choose an acronym related to the subject matter of the project that can be easily identified by the public.

1.2. PRIORITY AND MEASURE OF PROGRAMME

Priorities and Measures of the INTERREG IIIB Alpine Space Programme are listed in this section.

Note that projects have to clearly relate to one of the Programme Measures. Therefore, tick **only one** Measure that best matches the strategic focus of the project. In case of approval, project activities will be co-financed through the resources allocated for the chosen Measure.

Be aware that, in case no Measure is indicated, your project will not be further assessed.

For further information about the content of each Priority and Measure, see Chapter 4 of the Operational Programme and Chapter 2 of the Programme Complement.

1.3. PROJECT ABSTRACT

Please, give a short overview (max 1000 characters) of the contents of your project (main objectives and activities).

Note that you will be required for more detailed information about the contents of your project in section 3.

1.4. TOTAL PROJECT COST

Please do not fill in this section!

The total amount of your project costs (in Euro) will be automatically indicated when filling in the Table 7.1.

1.5. TOTAL ERDF FUNDS APPLIED FOR

Please do not fill in this section!

The total amount of ERDF funds for which you apply will be automatically indicated when filling in Table 7.1.

1.6. GEOGRAPHICAL AREA COVERED BY THE ACTIVITIES OF THE PROJECT

Please refer to the geographical areas where project activities will be implemented.

In case of EU Member States, please tick the boxes indicating which NUTS[1] II regions will be covered by project activities.

In case of non EU Member States please select the whole Country's territory. In case of Switzerland, you are given the possibility also to select the Canton(s) covered by project activities.

[1] Nomenclature of Territorial Units for Statistics.

Project activities will be eligible for ERDF co-financing only if they will be implemented in eligible areas (please see Guidelines for INTERREG III: Communication from the European Commission to the Member States of April, 28th 2000).

2. PROJECT PARTICIPANTS

GENERAL INFORMATION

- **Who can be partner in an INTERREG IIIB Alpine Space project?**

The partners willing to participate in an INTERREG IIIB Alpine Space project must be located in the eligible area.

The only exception to this rule concerns public actors located outside the eligible area but competent in their scope of action for certain parts of this area (e.g. Ministries, Federal agencies, government departments, statistical offices, national research bodies, etc.), which will be considered as eligible partners, if their involvement in the project clearly benefits the eligible area. One example could be a study where the relevant national planning body which would participate as a partner is located outside the eligible area, and where the results of the study are clearly for the benefit of the eligible area. In such cases, it could be accepted that these public bodies be partners in the project, and therefore the costs they incur would be eligible for ERDF funding.

Private organisations or institutes (including universities, foundations, research centres, etc) located outside the Programme area will not be deemed as eligible partners, unless they have branches located in the area, acting as partners.

However, external bodies outside the eligible area may participate as sub-contractors to implement certain actions or activities within a project, under contract with a partner located in the cooperation area. Please be aware that national and EU regulations on public procurement have to be observed.

A further condition applies to the Lead Partner of a project, i.e. the fact that it has to be included among the list of final beneficiaries eligible for the Measure under which it intends to submit the proposal. For a complete list of the beneficiaries per Measure, please read the Programme Complement (Chapter 2).

Concerning project partners coming from Non Member States, they are entitled to participate in Alpine Space projects, but not to receive ERDF funding.

Since the first of May 2004, Slovenia is a member of the European Union. Following the information of European Commission, given in different INTERREG programmes, Slovene partners are eligible for ERDF co-funding for activities carried out after 1st January 2004.

Further information regarding Slovene partners are available under http://interreg.gov.si (Slovene partners).

For more information on the participation of Non Member States partners, applicants are advised to contact the relevant National Contact Points, as well as consult the following Web Site: www.interreg.ch (Swiss partners).

- **Project submitted by organisations without legal status**

Projects submitted by ARGE ALP, ALPEN ADRIA, COTRAO or similar organisations (as unique partner) that do not have legal capacity and where formally only one partner is contributing financially and foreseeing budgetary compensations at the end of each year of activity, will not be deemed as eligible.

In order to participate in the Programme these organisation shall either invite their members to act independently within the project, or involve other partners (outside the organisation itself) in the projects according to the requirement of the Programme Complement.

- Size of the partnership

According to the Programme Complement, the minimum requirement at Programme level to ensure the eligibility of a project from the point of view of the partnership is that it includes at least 2 partners from different States securing national co-funding.

At Measure level, however, a stricter condition (at least three partners from different States) is required for Measures 1.1, 2.1, 2.2, 3.1 and 3.2. On the contrary no maximum limit of partners is fixed.

As a general rule a project which involves a number of partners higher that the minimum required will get a higher score in the evaluation.

Each project has its history, its characteristics and its necessities; therefore, the number of partners may considerably vary depending on the problem tackled, the aimed objectives and the management capacity of the Lead Partner.

Therefore, the Lead Partner should always reflect on the correct number of partners to involve in order to make its project more effective and have in mind that a too small partnership could reduce the potential of the project but that a too large partnership could cause problems of management, organisation and communication.

- Consistency of the partnership

In order to be considered as eligible, a project shall base on an effective and balanced partnership.

This means on the one hand that there shall be an actual participation of all partners in the implementation of the project and their role shall clearly appear in the Application Form; on the other hand the distribution of partners per Country shall be geographically balanced.

- Reliability of the partnership

Partners will be considered as reliable when:

- the partnership is effective: project partners have concrete tasks in the project and are informed not only about what their specific tasks but also about the overall transnational aims and contents of the project;
- the financial plan is reliable with clearly identified expenses and real and sufficient receipts;
- the co-funding decisions are secured;
- they are able to take on and accept the consequences of their involvement (self-financing, funds, durability…).

- Promotion of public-private partnership

Public-private partnership is encouraged since it helps to ensure a broad participation in the project as well as in the dissemination of the results. It furthermore may bring a win-win-situation to both partners in the sense that it not only improves the evaluation of the project concerning the partnership but also facilitates the exchange of information among bodies which deal with the same subject.

- Private contribution

National co-funding can be made up of public and private funds according to the availability of the partners.

As regards Measure 1.2. the Programme Complement states that "a contribution of at least 10% of the project budget is expected to be provided by private project partners"

This request has to be considered as a general recommendation and not as an obligation. However, at the stage of the evaluation in case two projects under this Measure have the same degree of quality and maturity, the one eventually providing for private contribution will be preferred.

- ### Observer status

A partner is considered as observer when he does not contribute actively (neither financially nor in kind) to the implementation of the project. However he may represent a potential partner in a later project phase or have an advisory capacity.

- ### Difference between subcontractor and Project Partner

According to the EU regulations, a subcontractor acts for-profit and is paid 100% to provide a service, whereas the PP charges only expenditure actually paid out and contributes financially to the activity. He is supposed to bring a value added to the cooperation with his participation.

The consequence is that the activities to be subcontracted must be tendered according to EU and national regulations whereas the activities carried out by one Project Partner do not need to be tendered. A Project Partner cannot be at the same time a subcontractor and therefore he does not provide 'services' but carries out part of the work to be implemented by the project partnership.

- ### How to find partners?

According to the Operational Programme it is a task of the National Contact Points to help applicants to get into contact with potentially interested partners in a project. In order to harmonise the information circulating, a standard model for partner search has been created by the Secretariat and can be downloaded on the site www.alpinespace.org, section "Projects – Project partners search forum". Once compiled, this form (which is not replacing the Application form!) can be forwarded to the National Contact Points who will be in charge to circulate it and put applicants into contact with interested partners.

Moreover, on the same section of the website the links to the Slovene and Swiss national sites can be found, where a database of project ideas can be consulted.

TECHNICAL INFORMATION

When filling in section 2 of the Application form, please be aware that:

1) all partners participating in the project have to be indicated in the partnership list (please enter your direct telephone and e-mail address);
2) In the list of *"Financial beneficiaries"* please tick **only one** category for each partner. For the complete list of final beneficiaries per Measure, please check the Programme Complement (Chapter 2);
3) In the tick-box *"Legal status"* please choose the relevant category (public/private) for you and your partners according to the definition given by the law in each Country;
4) in the tick-box *"Country"* please chose the State according to the following abbreviations:

A	Austria
F	France

D	Germany
I	Italy
FL	Liechtenstein
SLO	Slovenia
CH	Switzerland

In this section you have the possibility to insert the data of maximum 12 partners for EU Member States and of maximum 6 partners coming from Non EU Member States.

Should the number of your project partners be higher, please contact the JTS in order to obtain an extra large version of the Application Form.

It is strongly recommended that you inform your National Contact Point that you intend to take part in a project.

Please, be aware that the JTS/National Contact Points can collect further information to check the reliability of the data provided in this section.

2.1. TOTAL NUMBER OF PARTICIPANTS IN THE PROJECT

Please, insert the number of partners per Country participating in the project (including the Lead Partner).

In case your Lead Partner comes from a Non Member State, please select "no" in the last box (to activate the cell first click on it with the right button of the mouse and then select the correct data).

2.2. LEAD PARTNER

Please supply complete details of the project Lead Partner.

The Lead Partner needs to be aware that:

- it takes over the administrative and coordinative responsibility for carrying out the project as a whole, including network activities and the co-ordination of activities of all project partners;
- it can only be represented by **one** institution or organisation;
- it has to indicate a **legal responsible,** entitled to legally bind its organisation towards both the Managing Authority (Subsidy Contract) and its project partners (partnership agreement) and to sign the official documents: s/he is responsible for signing the Application Form as well as the attached documents (Lead Partner letter of commitment). In case the person signing the Application Form is different from the legal responsible explanations shall be given in section 8 "Other information";
- it shall appoint a **Project Manager** (who can be different from the legal responsible) in charge of the administrative and coordinative project management on behalf of the Lead Partner. Note that it is possible to appoint profit or non-profit organisations or external consultants as Project Manager on behalf of the Lead Partner. In these cases, remember that the selection procedure of the Project Manager by public authorities shall fulfil the provisions of the European and national (of the contracting/ERDF-Lead Partner) public procurement regulations ;

In case the Project Manager is different from the legal responsible, please indicate the name and contact numbers (phone/fax/mobile/e-mail) of the Project Manager. The Project Manager will be the contact for the JTS during the implementation of the whole project and therefore should be involved in and informed about all details of the project. The Lead Partner has to attach to the project Application Form a *curriculum vitae* of the Project Manager (in English language) indicating, among other, in maximum 1000 characters if the Project Manager had already experience in project management at international or EU level in the past and – if yes - specifying the title of the project, the Programme of reference, the date of project submission, his/her role in the project (executive or managing tasks) and the skills achieved;

- it is responsible for forwarding to its project partners all information transmitted by the Joint Technical Secretariat and by the Steering Committee concerning the result of project assessment;
- it has to fulfil the reporting tasks as set out in chapter 1.6.6 of Programme Complement as well as to support the JTS as regards the project monitoring by collecting data from its project partners and forwarding them to the JTS according to the deadlines stated in the subsidy contract.

For further information about Lead Partner responsibilities, please see the Operational Programme – Point 7.2.3.

2.3. ERDF LEAD PARTNER

Please supply complete details of the ERDF Lead Partner.

This section has to be filled in only if the project Lead Partner comes from a Non Member State. In this case, EU Regulations on Structural Funds foresee that another Lead Partner coming from a Member State will be entitled to deal with ERDF-funding (= ERDF Lead Partner).

In case the Lead Partner comes from a Member State, it will act also as ERDF Lead Partner.

The ERDF Lead Partner needs to be aware that:

- it is the final beneficiary of ERDF co-financing;
- it takes the overall co-ordination of the financial project management but it does not bear the financial responsibility for its project partners, who are responsible by themselves for the sound and efficient use of ERDF-funds transferred to them by the Lead Partner.
- it has to indicate an **ERDF legal responsible,** entitled to legally bind its organisation towards both the Managing Authority (ERDF Subsidy Contract) and its project partners (partnership agreement) and to sign the official documents: s/he is responsible for signing the Application Form (together with the Lead Partner coming from a Non Member State) as well as the attached documents (ERDF Lead Partner letter of commitment). In case the person signing the Application Form is different from the legal responsible explanations shall be given in **section 8** "Other information";
- it shall appoint an ERDF Project Manager (who can be different from the ERDF legal responsible). Note that it is possible to appoint profit or non-profit organisations as an ERDF project manager on behalf of the ERDF Lead Partner. In these cases, remember that the selection procedure of the Project Manager by public authorities shall fulfil the provisions of the European and national (of the contracting/ERDF-Lead Partner) public procurement regulations;

In case the ERDF Project Manager is different from the ERDF legal responsible, please indicate the name of the ERDF Project Manager including contact numbers (phone/fax/mobile/e-mail). The ERDF Project Manager will be the contact for the JTS during the implementation of the whole project and therefore should be involved in and informed about all financial details of the project. The ERDF Lead Partner has to annex to the project Application Form a curriculum vitae of the ERDF Project Manager (in English language) indicating, among other, in maximum 1000 characters if the ERDF Project Manager had already experiences in project management at international or EU level in the past and – if yes – specifying the title of the project, the programme of reference, the date of project submission, his/her role in the project (executive or managing tasks) and the skills achieved.

- it is responsible for ERDF accounting and reporting.

For further information about the ERDF Lead Partner responsibilities, please see the Operational Programme – Point 7.2.3.

2.4. PROJECT PARTNERS

Please supply complete details of the Project Partners by inserting them in alphabetic order. Firstly the partners coming from EU Member States and secondly the partners coming from Non EU Member States shall be inserted.

Each Project Partner needs to be aware that:

- it has to indicate a **legal responsible** (i.e. entitled to bind the organisation and to sign the official documents) for the project towards the other partners and the LP;
- it shall appoint a **Project Manager** (who can be different from the legal responsible. Note that it is possible to appoint profit or non-profit organisations as a permanent Project Manager on behalf of the Partner. In these cases, the selection procedure of the Project Manager by public authorities of EU Member States shall fulfil the provisions of the European and national public procurement regulations

  In case the ERDF Project Manager is different from the ERDF legal responsible, please indicate the name of the ERDF Project Manager including contact numbers (phone/fax/mobile/e-mail).

  A consultant can be engaged to carry out the co-ordinating tasks on behalf of the Project Partner;
- it has to provide the ERDF Lead Partner with a certification of expenditure given by the respective national authorities stating that the financial implementation of its project part does apply to national and EU rules and on which the ERDF Lead Partner is allowed to rely. However, since – according to EU Regulations on Structural Funds – it is also the Member State who keeps the responsibility for financial Programme management vis-à-vis the European Commission, it is up to each Member State to install a system securing the correctness of certifications of expenditure. For further details see 1.8 of the Programming Complement.

2.5. PRESENTATION OF THE PARTNERSHIP

Please give (in max 1500 characters) a brief description of the partners specifying for each of them the legal typology (public institution, institution related to/owned by public authorities, private firm, non- profit organization, etc.).

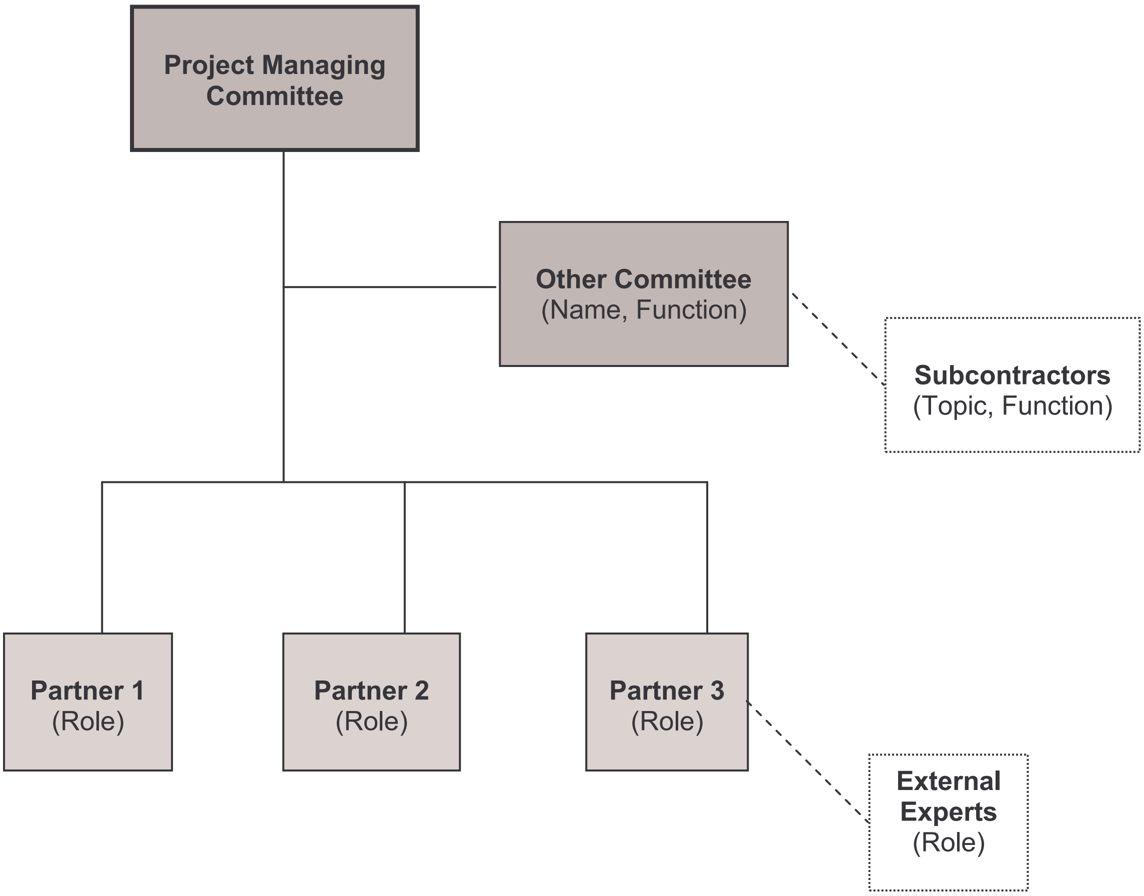
Please argue why this constellation of partners has been chosen and in which sense it supports the realization of the project aims. If appropriate, please describe the type and structure of former contacts or network relations on which the partnership has been based.

2.6. ORGANISATIONAL STRUCTURE OF THE PROJECT MANAGEMENT.

Please illustrate **with a graph** how the project will be managed. This organisational structure shall reflect the internal management structure of the project showing the different managing and decision taking bodies as well as their specific roles, the mechanisms of co-operation, the management of the work flow and so on.

In general, this graph shall give a deeper insight into the quality and coherence of the project organisation.

Example of flow chart specifying the organisational structure of the project management



Please, be aware that the JTS/National Contact Points can ask/collect further information to check the reliability of the data provided in this section.

3. PROJECT INFORMATION

3.1 PROJECT DATA

3.1.1. BACKGROUND AND OBJECTIVES OF THE PROJECT

One of the fundamental elements to ensure the eligibility of the proposal is the choice of the problem to be faced, which shall have a real transnational dimension, i.e. a problem which cannot be efficiently tackled at local, regional or even national level only but requires a transnational co-operation in order to come to an effective solution. Therefore, the problem should not be localised in only one State/area nor have a mere cross-border relevance, which would justify its submission rather to a cross-border Programme.

On the contrary it should affect a large area (possibly the entire Alpine territory) or at least the solution proposed should be easily reproducible in different regions.

Possible examples of transnational problems typical of the Alpine area can be the prevention of risks, the management and protection of water resources, the environmental pollution, transalpine traffic, rural areas, etc.

Please specify in not more than 1500 characters the motives why your project should be implemented and in particular highlight which transnational problems your project will be based on.

Explain as well the solutions at transnational level, proposed in terms of overall objectives you intend to achieve. Please take into consideration especially those objectives which give an idea of an added value at European level and contribute to spatial development in the Alpine Space.

<u>If your project refers to Measure 1.2, please give a complete list of the pilot areas where activities will be implemented and explain concretely why these areas can be considered as representative for and qualified to represent the whole Alpine Space territory. The results of the activities have to demonstrate a relevant impact on sustainable spatial development.</u>

3.1.2. MAIN ACTIVITIES AND EXPECTED RESULTS

Please indicate in maximum 4500 characters which **activities** will be carried out in order to achieve the overall objectives of the project.

The foreseen activities shall have a widespread interest in relation to the area and the partners involved by the project. This means that they shall not be purely concentrated at local level (e.g. in one administrative region or area) nor focussed on only one economic sector or implemented by a single partner in its territory without – at least - a larger perspective. Only in case a proper justification for an activity implemented at local level or by one partner is given in the Application Form, the proposal can be considered as eligible (e.g. specific skill of the partner, pilot action, etc).

Describe as well the **expected results** of the project in terms of direct outputs[1], short-term results[2] and long-term impact[3].

In particular, please explain the transnational added value of your project.

In case of small scale infrastructure investments, please give details on the contribution of your project to the preparation of visible investment activities and describe in specific the planned intervention(s).

3.1.3. TYPE OF ACTION

The following five types of actions are eligible under this Programme:

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[1] OUTPUT (direct effects) is the immediate product of a project's activity. It comprises everything that is obtained in direct exchange for public expenditure. Output can be measured in physical or monetary units (e.g. broadcasting of transnational networks, number of local authorities involved, number of protected areas linked, etc.).

[2] RESULT (mid-term effects) is the immediate effect of the project on the direct beneficiaries such as changes of behaviour, capacity or performance. Results can be measured in physical (e.g. number of trainees, number of target groups reached, increase in know-how exchange among actors, etc.) or financial (e.g. leverage of private resources) units

[3] IMPACT (long-term effects) is the long-term consequences of the project beyond the immediate effects on its direct beneficiaries. Impacts can be **specific** when they occur after a certain lapse of time but are, nonetheless, directly linked to the action taken or **global** when they consist of longer-term effects affecting a wider population (e.g. creation of new jobs, decrease in natural disasters, increase in tourist flows, increase in investment opportunities, improvement of public or private services, etc) .

- **Observation, data processing and monitoring**

This kind of projects are expected to develop common strategies, methodologies and tools (database and indicators) to monitor the different sectors of intervention (from spatial development to transport to natural heritage).

- **Studies and strategies**

Only projects mainly focused on the development of a study or a strategy are included into this category (i.e. projects having mainly a training or networking focus and developing a study as part of the activities cannot and will not be considered as falling into this group).
These studies aim at developing common visions and strategies strongly related to spatial development issues. They are expected to adopt an operational approach and to involve all or great part of the Alpine territory, to have a high degree of transferability of results to other areas of co-operation and to include all the relevant actors competent or responsible for the addressed issue.

- **Networking**

Projects under this category have as main objective to set up new networks or to develop existing ones among institutional authorities, private actors and local bodies (NGOs and associations) with the aim of exchanging experiences and know-how.

- **Information, training and awareness raising**

Main aim of these projects is to develop common information systems in order to spread the information to the relevant decision makers and to train local actors improving their skills, but they are also aimed at raising awareness in the broad public as far as the relevant issues developed are concerned.

- **Infrastructure and Investments**

When eligible, these interventions aim at enhancing economic activities and at improving mobility and risk prevention and management. All these kinds of interventions, however, must be in line with the provisions of the European Regulations.

Note that your project shall be compliant to one of the foreseen actions. Therefore, please check in Chapter 2 of the Programme Complement to verify that the chosen action is foreseen under your Measure of interest.

Make sure as well that the information you provide in this section is coherent with the distribution of the budget in section 7.

Please tick in the first column the category **<u>(only one)</u>** that best matches the type of action of the project.

In the second column, please indicate the synergies of the main action, if existing, with the other categories of actions.

<u>Please note that proposals ready for implementation and focused on concrete actions (not pure research) are particularly encouraged!</u>

3.1.4. CATEGORIES OF INTERVENTION

Referring to the Measure of reference of your project please list the relevant categories of intervention. This information is essential to facilitate monitoring and reporting activities in case of approval.
<u>Please be aware that the activities implemented by your project shall be coherent with one or more categories listed under the Measure of reference</u> (see Annex I of this document or the Programme Complement).

3.1.5. EXPECTED OUTPUT AND RESULT INDICATORS

Taking into account the description of the expected results given in point 3.1.2, list <u>up to three</u> output indicators **<u>(at least 1 is obligatory)</u>** and <u>up to three</u> result indicators (**<u>at least 1 is obligatory)</u>** of your project.

<u>In accordance with the Commission working papers n. 3 and 7, you are recommended to provide for a quantification of the selected indicators.</u>

A complete list of indicators at Programme level is provided for each Measure in the Programme Complement (Chapter 2). You can make reference to them as a general indication but you are free as well to choose other indicators which best match the aims of your project.

The indicators you have chosen will have to be considered when developing the periodical progress reports. They will allow monitoring and evaluating the main outcomes of your project. Therefore, it is important that the indicators you list here are SPECIFIC, RELIABLE AND VERIFIABLE.

3.1.6. LINKS TO OTHER PROJECTS

Please state whether you or any other partner has ever submitted this or a similar project proposal to other INTERREG Programmes (INTERREG IIIA, INTERREG IIIC) or to any other Community Programme. If yes, please give details of which other Programmes you have applied for (max. 700 characters).

Please state whether your project or parts of it has already been funded by other EU funding. If yes, please give information, in not more than 700 characters, on which other funding you have applied for (name of the Programme, foreseen activities, amount of the grant obtained, and date of approval).

In case of double EU funding, the project will not be considered as eligible for further evaluation.

Please state whether the submitted proposal builds on the results of a previous project. If yes, please give detailed information about how it has been funded, if it has already been concluded and what is the added value of the proposal compared to the previous project (max. 700 characters).

You are invited to search in relevant databases if any other project raising the same issue has already obtained a Community subsidy.

Please, be aware that the JTS/National Contact Points can collect further information to check the reliability of the data provided in this section.

3.1.7. SYNERGIES WITH OTHERS PROJECTS ALREADY APPROVED UNDER THE ALPINE SPACE PROGRAMME (maximum 500 characters)

Please indicated here if your project has any links with an already approved project under the INTERREG IIIB Alpine Space Programme. Overviews of already approved projects can be found under **http://www.alpinespace.org**

If yes, please be so kind to give the name of the concerned project and further information on the synergy.

Be aware that this section is optional.

3.2 COHERENCE WITH EUROPEAN POLICIES AND PROGRAMME OBJECTIVE

3.2.1. COHERENCE OF THE PROJECT TO THE OBJECTIVES OF THE INTERREG IIIB ALPINE SPACE PROGRAMME (harmonious and balanced development of the Alpine Space)

Please explain in not more than 1000 characters how your project contributes to the objectives of INTERREG IIIB Alpine Space Programme. Give the objectives that best match the scope of the Operational Programme by referring to Chapter 3.

In order to check the correspondence of your project to the objectives of the Programme, please see also Annex V (Guidelines for the evaluation) of this Manual.

3.2.2. COHERENCE TO ESDP POLICIES OBJECTIVES AND TO SUSTAINABLE SPATIAL DEVELOPMENT

Please describe in not more than 1000 characters how your project will contribute to the ESDP policies objectives and what impact this project will have on sustainable spatial development.

Please, note that, in order to properly assess the contribution of your project to this aspect, the effects produced by its implementation on the domain of sustainable development shall be clearly identifiable and concrete and a clear explanation on how your proposal will affect the spatial and regional development of the areas concerned shall be given.

The project has to demonstrate cross-sectoral and vertical co-ordination i.e. it has to cover all relevant sectors for the solution of the problem tackled and involve all the relevant authorities at different levels. Proposals too specifically focused on one issue (e.g. one species of flora or fauna, localised transport problem) will not be considered as providing for a contribution to the spatial development issues.

Furthermore, as a general rule, proposals should not be mainly focused on research activities, which could be funded under other more specific Programmes (e.g. Research and Development Framework Programme, ESPON, etc.) as well as should not be aimed at pure inventory activities, not linked to the implementation of the ESDP.

Project results shall have an applicative focus and represent the basis to start policy decision processes.

The main documents to be referred to as far as this aspect is concerned are the following:

- European Spatial Development Perspective and related documents (http://europa.eu.int/comm/regional_policy/index_en.htm
- CEMAT Guidelines

  (www.nature.coe.int/english/main/planning/guidingp.pdf)
- Alpine Convention and its Protocols agreed by the signing bodies (http://www.alpenkonvention.org/)

In order to get further information on the aspects which will be evaluated under this domain, please refer to Annex IV of this Manual (Guidelines for the evaluation).

3.2.3. COHERENCE to the EUROPEAN POLICIES (e.g. PHARE, NATURA 2000, TENS, 6th Environmental Action Plan, etc.) AND TO OTHER RELEVANT COMMUNITY INITIATIVES (LEADER, URBAN, EQUAL)

Please, explain in not more than 1000 characters how your project is consistent with relevant European policies and Community Initiatives and how it contributes to their implementation. In particular take into consideration:

- Trans-European Transport Networks

  (http://europa.eu.int/comm/energy_transport/en/tn_en.html)
- Natura 2000 – “Habitat and Birds” - Directive (http://europa.eu.int/comm/environment/nature/home.htm)
- 6th Environmental Action Plan

  (http://europa.eu.int/comm/environment/newprg/)
- 6th Periodic report on the social and economic development of the regions in the European Union

  (http://europa.eu.int/comm/regional_policy/index_en.htm)

- PHARE Programme
  (http://europa.eu.int/comm/enlargement/pas/phare/)
- LEADER EU Initiative
  (http://www.europa.eu.int/comm/agriculture/rur/leaderplus/index_en.htm)
- URBAN EU Initiative
  (http://www.europa.eu.int/comm/regional_policy/urban2/index_en.htm)
- EQUAL EU Initiative
  (http://www.europa.eu.int/comm/employment_social/equal/index_en.html)

3.2.4. COHERENCE TO OTHER INTERREG PROGRAMMES (e.g. INTERREG IIIA, INTERREG IIIB CADSES, MEDOC, NORTH West EUROPE, etc)

Please, explain in not more than 1000 characters if/how your project is linked with other INTERREG Programmes and which are the synergies with them. In order to have a complete overview and useful information you are invited to contact the Secretariats of other relevant Programmes.

In particular the following Programmes may be considered:

INTERREG IIIA co-operation Programmes

- (http://www.infrastrutturetrasporti.it/NuovoSito/dicoter/interreg/home.htm)
- (http://europa.eu.int/comm/regional_policy/INTERREG3/abc/voleta_en.htm)
- (http://www.INTERREG.at/)
- (http://www.INTERREG.ch/)
- (http://INTERREG.gov.si)

INTERREG IIIB co-operation Programmes:

- CADSES (www.cadses.net)
- Western Mediterranen (http://www.INTERREG.medocc.net/)
- North –West Europe (http://www.nweurope.org/)

INTERREG IIIC co-operation Programmes:

- (www.interreg3c.net)

3.2.5. INNOVATIVE APPROACH

Please list (in max 700 characters) at least three reasons why the approach adopted within your project and the activities carried out can be considered as innovative.

A project should try to adopt an innovative approach to territorial planning, for example through developing and implementing new methodologies in the area of territorial planning, new forms of co-operations, new products or instruments as well as proposing sustainable solutions for EU priority topics.

In order to have a more detailed indication of the aspects which will be assessed under this issue, please refer to Annex V "Guidelines for the evaluation" of this Manual.

3.2.6. CONTRIBUTION TO GENDER MAINSTREAMING & 3.2.7 CONTRIBUTION TO ENVIRONMENTAL POLICIES

Please tick one box in order to indicate how your project is coherent with the equal opportunities principle between men and women, and one box in order to indicate how it takes the environment into consideration.

If you tick the box (a) or (b), you are requested to describe in not more than 300 characters the positive effects on the equal opportunity principle and on the environment.

Please, note that to fulfil this criterion your project is not required to improve equal opportunities, but it is sufficient that it does not produce a negative impact in this domain.

Please note that, to allow a proper assessment, the information provided shall be sufficient to prove that no obvious discriminations will be produced by your project.

3.2.8. EFFECTS ON REGIONAL ECONOMY

Please describe in not more than 500 characters if/how your project will contribute to a further development of the economic situation of the area involved.

In particular provide information on the following aspects:

- improvement of the employment situation (creation of permanent jobs, job opportunities for young people and women, etc);
- increment of quality and mobility of labour force;
- creation of income opportunities;
- contribution to the economical and social welfare on the regional scale.

Please, note that your project has not necessarily to improve the regional economy, but it is sufficient that it does not produce a negative impact on it.

3.2.9. CONTRIBUTION TO THE IMPROVEMENT OF INSTITUTIONAL SETTING AND TO THE DECISION MAKING PROCESS

Please explain in not more than 1000 characters if and how your project will help to improve the institutional setting and will concretely provide arguments for practical decision making, by highlighting in particular the following aspects:

- set up of a network between and/or within institutions during the project (e.g. governmental, regional and/or local authorities, business and research institutes and other involved partners);
- creation of a permanent network also after the project;
- creation of new co-operation structures;
- assistance to decision making authorities (with particular emphasis to regional and local authorities);
- bottom-up approach.
- promotion of public-private partnership (information to be provided **particularly** if you apply under Measures 2.1 and 2.2);

In order to get further information on the aspects which will be evaluated under this domain, please refer to Annex V of this Manual (Guidelines for the evaluation).

3.2.10. CONTRIBUTION TO MULTISECTORAL INTEGRATION AND CO-OPERATION, CROSS SECTORAL APPROACH

Please describe in max 1000 characters in which way your project involves partners from various sectors and covers various issues in the scope of spatial development (culture, social and economical issues, transport networks, environment, sustainable development, information society, etc.)

Specify the benefits and advantages of such an approach in the project, i.e. what objectives can be achieved when using a multi-sectoral approach compared to what would have been the case when focusing the activities in only one field of intervention.

In order to get further information on the aspects which will be evaluated under this domain, please refer to Annex V of this Manual (Guidelines for the evaluation).

4. PROJECT DURATION AND PLAN OF ACTIVITIES

In this section you are asked to give indications on the overall duration of your project and to present the plan of project activities as well as the contents of each of them through work packages (i.e. thematically/regionally diversified activities, depicting the content and the aim of each part of the project).

Please, be aware that the JTS/National Contact Points can ask/collect further information to check the reliability of the data provided in this section

4.1. PROJECT DURATION

Please specify if your project is "*ready to go*", i.e. the foreseen activities can be immediately started after project approval and they are able to produce visible results in a short period after the implementation (e.g. concepts already elaborated, clear picture of implementation already existing).

In the second section you are required to specify the expected date (MM/YYYY) of the project start (or the actual date if it has already started), the date when the project is expected to be concluded and the total project duration (in months).

If your project has already started, in order to allow the check of the eligibility of already occurred expenditure (i.e. after the 21st December 2000 but before the approval of your project by the Steering Committee), in the third section, please indicate the exact date (DD/MM/YYYY) when the Lead Partner had the first written contact with its public authorities responsible at national or regional level for INTERREG III B Alpine Space Programme and/or with the JTS in order to inform them about the project idea and the request of ERDF co-financing (a written confirmation of the national authority responsible for national co-financing stating that it was informed about the project idea and the request of co-funding will be considered as sufficient).

Only expenditure occurred after this date will be considered as eligible (see Programme Complement –point 1.4).

Be aware that eligibility for ERDF co-funding starts on December, 21st 2000, i.e. the date when the Operational Programme was accepted by the European Commission (see Programme Complement – point 1.4)

In any case be aware that project activities shall be concluded within September 2008 (closure of the Programming period).

4.2. WORK - PACKAGES

In order to facilitate the proper management and the transnational co-ordination of the project, please divide it into at least 5 thematically/regionally diversified work packages (WPs) and assign each of them a title. The title should correspond to the focus of the work package.

The way of managing your project should reflect its logic: since each project has particular strategic needs, the logic of management can vary from project to project. Therefore, you are given the possibility to provide a higher number of work packages (up to 12) in order to give a more detailed description of your project plan.

For each work package explain which are the objective you intend to achieve, and the expected results and give a short description of the activities foreseen (not more than 300 characters).

In the description of the main activities intended to be reached by this Work Package, please also mention those activities which are foreseen to be subcontracted.

Moreover, specify for each WP the expected date of start (MM/YYYY), the overall duration in months and the costs foreseen.

Then, indicate the project partner responsible for implementing each work package by mentioning its ACRONYM only **(except for the Work Package 3 since it only focuses on national project management for which each Project Partner is responsible)**.

Under the heading "are there any Common Transnational Activities", please indicate by YES or NO if Common Transnational Activities* are planned. **Please note that each time you will tick YES, you will have to fill in the Excel sheet entitled "Breakdown of costs per common transnational activity (CTA)" (containing request on the foreseen budget and activities) enclosed to the Application Form. Please fill <u>in as many Excel sheets (e.g. CTA 1, CTA 2...etc)</u> as common transnational activities are foreseen.**

<u>* Transnational Activities are activities carried out by one Project Partner on behalf of the whole partnership. The costs arising from these activities are shared between the project partners (condition: the responsible Project Partner bears also a part of these costs).</u>

Please list all Project Partners involved in the Work Package and specify the tasks of each individual PP. Be aware that an effective transnational co-operation implies a balanced distribution of responsibilities and an actual participation of all partners in the project activities.

Lastly, list up the outputs and results you expect from this WP in not more than 500 characters. A complete list of outputs and results at Programme level is provided for each Measure in the Programme Complement (Chapter 2). You can make reference to them as a general indication but you are free as well to choose other indicators which best match the aims of your project. **<u>Please be aware that the indicators you have chosen will have to be considered when developing the periodical progress reports</u>.**

WP1 (Transnational project preparation activities) <u>is optional</u>, i.e. this section shall be filled out only if preparatory expenses are foreseen in your project and you ask for their refunding; in this case, you are asked to explain all the activities at transnational level which have been put into practice to structure the project in its preparatory phase (development of the partnership, start up meetings, other activities implemented during the initial period, strategy of internal communication among partners, etc.).

Please be aware that the activities included in this Work Package <u>are NOT</u> considered as <u>part of the project duration</u> and therefore shall not be included in the calculation of the overall

official project length (i.e. the duration of this Work Package will not interfere with the admitted average project duration of 2-3 years referred to below).

Project preparation costs will be eligible only starting from the date of the first written contact and not before December 21st 2000.

On the contrary, Work packages 2, 3 and 4 are obligatory, since the referred activities should be part of each project.

In **WP 2 Transnational Project Management**, you are required to describe those activities which are carried out on the benefit of the whole project management (e.g. especially transnational project co-ordination, compiling of reporting documents, transnational project meetings).

If the costs arising from these activities shall be shared among the partnership, please be aware that these activities shall be described in the enclosed ANNEXE 1 (last Excel sheet of the Application Form)

In **WP 3 (Project management),** you are required to describe how each Project Partner intends to organise its own part of the project management (i.e. co-ordination meetings, financial management of the Project Partner budget, co-ordination structures, etc).

Under the **WP 4 (Information and Publicity activities),** you are expected to describe in detail all the information and publicity activities you intend to put into practice in order to ensure that project activities and results are efficiently disseminated among the relevant decision-makers, public authorities at various levels and general public. The measures to be taken must take the following major imperatives into consideration:

1) disseminate the results achieved and the good practices implemented in order to stimulate a multiplier effect for the realisation of similar actions;

2) ensure greatest transparency in the use of public funds;

3) increase awareness of the joint actions carried out by the European Union in partnership with the Member State. The tools of information at publicity at disposal are:

   a) information events (seminars, conferences, symposiums, fairs, workshops, etc.).

   b) publications that may be connected to the realisation of a specific information event or may be produced with the aim of providing general information about the project or about some of its actions (leaflets, brochures, manuals, newsletters, etc.); publications include the realisation of the project website, CD ROM's or other digital material.

Other means of dissemination may be taken as long as they fulfil the requirements set up above.

All information and communication activities shall be implemented in compliance with the provisions of EU Regulation n. 1159/2000 which establishes specific rules for the realisation of information events and publications.

5. TIME SCHEDULE

Referring to the previous point, please present in the table your work plan by marking the duration of each work package (the official project duration begins after the conclusion of the preparatory work; this means that duration of WP1 has to be indicated but not calculated as part of the official duration of the project).

Please, remember that according to the Operational Programme (p. 72) the average duration of a project should be **2-3 years.**

The Steering Committee may select a project longer than the average duration established by the Operational Programme only if the proposed duration is well justified on the basis of project aims and contents.

In case your project lasts longer than 3 years, the whole requested budget will be allocated by the Steering Committee at the moment of project approval. After 3 years since the beginning of its implementation, your project will be re-evaluated by the Steering Committee in order to assess the opportunity to continue the activities on the basis of the results achieved.

Example:

	2001												2002												Etc…								
Title of WP … (first words)	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**
Transnational Project pr …																																	
Transnational Project Ma …																																	
Project Management …																																	
Dissemination Activities …																																	
…																																	

6. TRANSFERABILITY OF RESULTS AND FOLLOW-UP ACTIONS

6.1. HOW WILL THE RESULTS OF THE PROJECT BE USED, BY WHOM WILL THEY BE USED AND HOW WILL THE PROJECT BE FOLLOWED UP ONCE THE PROJECT HAS BEEN FINALISED?

Describe in max 500 characters how and by whom the results achieved by the project will be further used, e.g. how strategies will be carried out or plans will be put into practice. Please make an estimation of the effort and the resources required in order to maintain and update the project results after its finalisation.

Furthermore, indicate if the project will lay grounds for further investigation or political declarations or strategies once the project has been finalised.

Please describe the potential of transferability of your project results, i.e. indicate concretely and in detail in which way they can be transferred to and used in other parts of the Alpine Space area as well as in other INTERREG IIIB co-operation areas.

In particular, you are recommended to provide for information on the following points:

- accessibility by the public to project results;
- involvement of external experts during the project;
- dissemination of results in written form, e-form or in any other form.

6.2. WHAT WILL HAPPEN TO THE PARTNERSHIP AFTER THE CLOSURE OF THE PROJECT ?

In not more than 500 characters please specify if and in which way the partnership set up by the project will continue to co-operate once the project has been finalised or if partnership is expected to be closed after project realisation.

7. PROJECT FINANCING

The Operational Programme states that the average dimension of a project should be between 500.000 and 1.000.000 €.

Stricter conditions can apply at Measure level; please refer to the Programme Complement (Chapter 2.2).

In case of projects overcoming the established average, the Steering Committee will decide case by case if the proposal can be co-funded on the basis of the justification given for the required amount, the partnership involved and the aimed objectives.

The Steering Committee can also approve a project under the condition that the required amount of ERDF funds is reduced down to a certain amount, which varies from project to project.

GENERAL REMARKS

- A classification of eligible expenditure is provided in Annex II at the end of this Manual. Please note that the list is not meant to be exhaustive but has to be considered as a helping document for filling in the budget tables.
- For more complete information concerning this issue you are recommended to refer to the Programme Complement (point 1.4)[1] **Commission Regulation (EC) No 448/2004 of 10 March 2004** amending **Regulation (EC) No 1685/2000** laying down detailed rules for the implementation of **Council Regulation (EC) No 1260/1999** as regards the eligibility of expenditures of operations co-financed by the Structural Funds and withdrawing the **Regulation (EC) No 1145/2003;** which can be downloaded from the following site:
http://www.europa.eu.int/eur-lex/pri/en/oj/dat/2004/l_072/l_07220040311en00660077.pdf
- Beside Community rules, each Partner State will apply its existing national legislation for the classification of eligible expenditure. Please contact your National Contact Point in order to obtain more precise information about national legal provisions.
- All amounts have to be rounded down to the previous entire number (up to 5 – included) or rounded up (from 5 - excluded) to the following entire number.
- All amounts shall be inclusive of VAT only if VAT cannot be in any way recovered by the project partners. In all cases where Project Partners can be refunded of VAT, amounts shall be given without this value. For more details on this aspect please read carefully Rule N. 7 of Commission Regulation (EC) No 448/2004. Concerning Project Partners coming from Non Member States, please ask their National Contact Point for further information.
- In case your project involves observers, be aware that they shall not appear in the tables nor shall their eventual contributions (e.g. costs for travel and accommodation to participate in the meetings) be included in the financial tables **since they are not considered as eligible expenditure**.
- For technical reasons, we kindly ask you, when inserting the figures in the tables, not to use the copy/paste function and not to transfer data from one cell to another but to insert them manually.

7.1. DISTRIBUTION OF PROJECT FUNDING PER PARTNER

Please indicate in the two first columns the "Total Project Costs" as well as the "Project Revenues"

[1] The list contained in the Programme Complement should not be considered as exhaustive since it provides for merely general categories of costs.

Please be aware that the "Costs to be funded" (3^{rd} Column) is the result of the difference between "Total Costs" and "Project Revenues".

Note that in order to ensure the coherence of the inserted financial data the column "Costs to be funded" has been connected with the columns "national funds" and "ERDF funds" in order to avoid mistakes in your calculation. In case of not corresponding figures between these three columns, the following warning message will be visualised "Please check again. Costs to be funded = national funds + ERDF funds".

In this case, please correct the data.

Please indicate which kind of funds i.e.

- ERDF requested
- Public funds requested, distinguishing between cash contribution and contribution in kind
- Private funds engaged, distinguishing between contribution in cash and contribution in kind.

For partners contributing in kind to the project, please enter the estimated value of the contribution in the respective boxes.

For EU partners, in order to verify the eligibility of your contribution in kind, please refer to the Commission Regulation (EC) No 448/2004 of 10 March 2004 amending Regulation (EC) No 1685/2000 laying down detailed rules for the implementation of Council Regulation (EC) No 1260/1999 as regards the eligibility of expenditures of operations co-financed by the Structural Funds and withdrawing the Regulation (EC) No 1145/2003 and to the Annex 1 of the Applicants Manual.

For projects submitted to **Measure 1.2**., it is **recommended** that a contribution of at least 10% of the total budget is provided for by private partners.

As a general rule, projects providing for a lower rate will be accepted. However, the fulfilment of this recommendation will be considered as a desirable priority which can ensure preference between projects being assigned the same rank.

- How to get national co-funding?

AUSTRIA:
Generally, no national co-financing instrument is available in Austria. Project partners are recommended to address their request for co-funding directly to the authorities which are expected to have a special interest in the intervention. Thus, it is useful to involve those authorities in a very early project development stage to meet possible specific requirements.

FRANCE:
Project partners are recommended to address their request for co-funding directly to the authorities which are expected to have a special interest in the intervention. Thus, it is useful to involve those authorities in a very early project development stage to meet possible specific requirements.

It is worth to mention that French public administrations have no specific budget line devoted to the INTERREG Programmes. Therefore, partners searching for public co-financing have to make a specific request to each authority potentially concerned (regional level: Region or/and Prefecture; local level: Department or/and Prefecture, Cities, Communities, etc.).

Please be aware that the communication of the final decision by the authority assigning funds to a project can take quite a lot of time (minimum 4 months!). Therefore, a partner search which is done at the last minute has very low chances of success.

However, in order to encourage and facilitate the participation of French partners in this Programme, a letter of engagement of the public authorities willing to ensure the co-funding will be considered as sufficient at the moment of project submission. However, the formal deliberative decision shall be submitted to the National Contact Point, preferably before the Steering Committee.

The situation where public authorities could be partner or Lead partner is limited (e.g. studies in spatial planning, transport issues on inter-modality, etc.). These bodies are mainly seen as mere support to other organisms, institutions, associations which are expected to be the main actors.

GERMANY:
Generally, no national co-financing instrument is available in Germany. Project partners are recommended to address their request for co-funding directly to the authorities which are expected to have a special interest in the intervention. Thus, it is useful to involve those authorities in a very early project development stage to meet possible specific requirements.

ITALY:
Italian national co-funding is ensured to all Italian partners, in case of approval of the project by the Steering Committee of CIP Alpine Space, by Fondo di Rotazione per l'attuazione delle politiche comunitarie. (Delibera CIPE n. 67/2000).

SLOVENIA:
Slovenia has secured funds in national budget to partly co-finance Slovene partners in INTERREG III B projects. A call for project proposals will be launched on national level in order to allow potential Slovene project partners to apply for national co-financing. It is suggested to potential Slovene project partners to send written contact to Slovene National Contact Point as soon as they decide to take part in INTERREG III B project and also to regularly check the national web page http://interreg.gov.si , where information on the call will be published.

SWITZERLAND
The standard form for national co-funding has to be downloaded from the site www.interreg.ch and must be sent **no later than 02nd July 2004** to the Swiss National Contact Point, including proofs of the cantonal and regional or private co-funding. Please contact the National Contact Point as soon as possible in order to establish the project funding.

Please note that in table 7.1 the national co-funding is considered as national public funds. If there are other national funds please sum up the full national amount as national public funds. Please note that your own contribution in working time will not be considered as contribution in kind but as staff costs (please ask the Swiss National Contact Point for further information).

7.2. DISTRIBUTION OF PROJECT COSTS PER PARTNER

Please specify how the costs referring to each listed category will be distributed among the partners.

Please note that during project implementation, for reallocations of funds between categories of costs and work packages up to 20 % of the amount indicated in each cost category/work package in table 7.2. only the communication to the JTS and the Managing Authority (through the regular reporting routines) is required. If the reallocation exceeds this limit an approval by the Steering Committee (based on a well-founded request) will be necessary.

Note that in order to ensure the coherence of the inserted financial data the totals of this table have been connected with the information given under Table 7.1 in order to highlight any discrepancy. In case of not corresponding figures between these two tables, the following warning message will be visualised "Values between Table 7.1. and Table 7.2. are different". In this case, please correct the data.

7.3. APPORTIONMENT OF ESTIMATED EXPENDITURE

This summary table will be automatically filled in by summing up data inserted **in table 7.3.**

7.4. ANNUAL DISTRIBUTION OF TOTAL EXPENDITURE

In this table you have to indicate those project costs which will be carried by the project partners i.e. Members States AND non Member States

Please, indicate how you intend to distribute the eligible expenditure per year of project duration and precise the total amount devoted to the project preparation and the budget allocated for the implementation of each work package.

Please distinguish between ERDF funds and other sources of contribution (comprising public and private funds).

Note that only expenditure occurred after December 21st 2000 (date of Operational Programme acceptance by the European Commission) is considered as eligible. After this date, the eligibility starts when national/regional authorities and/or the JTS got to know about the project (and the request for ERDF co-funding) in written form[1].

Note that in order to ensure the coherence of the inserted financial data the totals of this table have been connected with the information given under Table 7.5 in order to highlight any discrepancy. In case of not corresponding figures between these two tables, the following warning message will be visualised "Values between Table 7.4. and Table 7.5. are different". In this case, please correct the data.

7.5. OVERALL BREAKDOWN OF PARTNER EXPENDITURE PER WORK PACKAGE

For each partner please specify the overall expenditure per Work Package in which the partner is involved.

Note that in order to ensure the coherence of the inserted financial data the totals of this table have been connected with the information given under 4.2 in order to highlight any discrepancy. In case of not corresponding figures between these two tables, the following warning message will be visualised "Values in table 4.2. and Table 7.5. are different". In this case, please correct the data.

8. OTHER INFORMATION

1) Add in max 1000 characters any further key points that you consider relevant to support your application (e.g. additional funds provided for at national, regional or local level not to be included in the tables, explanation in case 10% of private contribution under Measure 1.2 is not provided for; reasons in case of difference between the legal responsible and the person signing the Application form, participation of observers, etc.).

2) Following the wish of some Steering Committee members, you are advised to enclose in addition to the application form a 10 slides or images (power point) presentation as pdf document (less 1 Mbyte)

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[1] Expenditure occurred after the date of Operational Programme acceptance by the European Commission (21st Dec 2000) will be eligible only starting from the first written contact(e.g. letter, fax, e-mail) with the responsible authorities. If your project has started before December, 21st 2000, the expenditure occurred till this date will not be considered as eligible, even if you have informed your responsible authorities about the beginning of your activities in written form.

This presentation should contain the essential information about the project, the planned activities and type of action, the co-operation structure, the essentials, expected results and other relevant information of section 3 "project information" of the application form.
No further additional or special guidelines are given for this voluntary action.
The aim of this task is to provide visual and basic information on the project.

The target groups for this task are the members of the bodies of the programme, thus persons already involved in the Interreg III B activities.

Please note that this presentation will not be assessed.

9. CERTIFICATION AND SUBMISSION

The Application Form has to be signed by a person who is entitled to legally bind the Lead Partner.

In case an ERDF Lead Partner is nominated, its legal responsible has to sign the Application Form as well.

The person legally responsible for each Partner (including the Lead Partner and ERDF-LP, when existing) has to sign the respective letter of commitment.

Please be aware that by your signature you consent that, in case of approval, the content of your project as well as names and addresses mentioned in the Application Form are disseminated for information purposes.

ANNEX 1. Overview of Common Transnational Activities

General Remark

Please note that this ANNEX 1. has to be filled in for each Work Package, where you tick the box "YES" (section 4.1) i.e. please fill in for each Common Transnational Activity a separate table.

You are requested to indicate in which Work Package these Common Transnational Activities shall be carried out.

Then you shall give a short description of the concrete activities.

Please indicate the responsible Project Partner who will be in charge of the implementation of the concerned Work Package.

Please tick the relevant box in order to indicate if the Common Transnational Activities will be implemented by the responsible Project Partner itself or if it is going to be subcontracted.

Please fill in the second column with total financial contribution to the Common Transnational Activities, presenting the financial contribution of each project partner to this Common Transantional Activity.

Please be aware that the total amount of the second column shall be reported to the respective responsible partner (third column). The responsible partner is managing the whole costs of the CTA (that is his contribution plus the contribution of all other financially participating project partner).

Please note that, if the total resources managed by the responsible project partner do not correspond to the total amount of Common Transnational Activities, a warning message will appear. In this case please check your entries again.

As regards the financial table, please note that only the second and third columns have to be filled in. The first column will be generated automatically.

ANNEX II: CATEGORIES OF INTERVENTION

Measure 1.1

- Research projects based in University and research institutes (181);
- Innovation and technology transfers, establishment of networks and partnerships between business and/or research institutes (182);
- Information and communication technology (including security and safe transmission measures (322);
- Services and applications for the citizen (health, administration, education (323);
- Innovative actions (414).

Measure 1.2

- Innovation and technology transfers, establishment of networks and partnerships between business and/or research institutes (182);
- Information and communication technology (including security and safe transmission measures) (322);
- Services and applications for the citizen (health, administration, education) (323);
- Services and applications for SMEs (electronic commerce and transactions, education and training, networking) (324);
- Basic services for the rural economy and population (1305);
- Encouragement for tourist activities (1310).

Measure 2.1

- Environment-friendly technologies, clean and economical energy technologies (162);
- Business advisory services (information, business planning, consultancy services, marketing, management, design, internationalisation, exporting, environmental management, purchase of technology (163);
- Research project based in universities and research institutes (181);
- Rail (311);
- Roads (312);
- Airports (314);
- Urban transport (317);
- Intelligent transport systems (319);
- Information and communication technology (including security and safe transmission measures) (322);
- Regional/local roads (3122);
- Cycle tracks (3123).

Measure 2.2

- Environment-friendly technologies, clean and economical energy technologies (162);
- Business advisory services (information, business planning, consultancy services, marketing, management, design, internationalisation, exporting, environmental management, purchase of technology (163);
- RTDI infrastructure (183);
- Rail (311);
- Roads (312);
- Regional/local roads (3122);
- Cycle tracks (3123);
- Airports (314);
- Waterways (316);
- Urban transport (317);
- Multimodal transport (318);
- Intelligent transport systems (319);
- Information and communication technology (including security and safe transmission measures) (322).

Measure 3.1

- Agriculture-specific vocational training (113);
- Improving and maintaining ecological stability of protected woodlands (127); Forestry-specific vocational training (128);
- Research project based in universities and research institutes (181);
- Renewable sources of energy (solar power, wind power, hydroelectricity, biomass (332);
- Energy efficiency, cogeneration, energy control (333);
- Air (341);
- Noise (342);
- Drinking water (collection, storage, treatment and distribution (344); Protection, improvement and regeneration of the natural environment (353); Agricultural water resources management (1308);
- Protection of the environment in connection with land, forestry and landscape conservation as well as with the improvement of animal welfare (1312).

Measure 3.2

- Agriculture-specific vocational training (113), forestry-specific vocational training (128);
- Business advisory services (information, business planning, consultancy services, marketing, management, design, internationalisation, exporting, environmental management, purchase of technology (163);
- Physical investment (information centres, tourist accommodation, catering facilities (171);
- Research project based in universities and research institutes (181);
- Drinking water (collection, storage, treatment and distribution (344);
- Protection, improvement and regeneration of the natural environment (353);
- Renovation and development of villages and protection and conservation of the natural heritage (1306);
- Encouragement of tourist activities (1310);
- Protection of the environment in connection with land, forestry and landscape conservation as well as with the improvement of animal welfare (1312).

Measure 3.3

- Restoring forestry production potentially damaged by natural disasters and introducing prevention instruments (125)[1];
- Improving and maintaining ecological stability of protected woodlands (127);
- Research project based in universities and research institutes (181);
- Innovation and technology transfer, establishment of networks and partnerships between business and/or research institutes(182);
- Information and communication technology (including security and safe transmission measures) (322).

[1] Only the part that regards the prevention instruments has to be considered.

ANNEX III: CLASSIFICATION OF ELIGIBLE EXPENDITURE

As a general rule, expenditure is considered eligible when the following conditions are fulfilled:

- it falls under a category of expenditure listed in the budget;

- it is justified by project activities;

- it has already been paid and certified by the responsible body at national level.

In particular, for ERDF co-financing, eligibility of expenditure starts from the date of OP acceptance by the European Commission; as a consequence, concerning INTERREG IIIB Alpine Space Programme, the starting date for expenditure eligibility is December 21st 2000. After this date, only expenditure occurred after a written contact with the national/regional responsible authorities or to the JTS by the Lead Partner will be considered as eligible.

GENERAL REMARKS

a. All costs inserted in the respective budget lines have to be indicated with eligible VAT already included.

Please note that, according to the **Commission Regulation n. 448/2004, by eligible VAT is meant only VAT which cannot be recovered by the final beneficiary, i.e. which is genuinely and definitively borne by the final beneficiary.**

The eligibility of VAT for co-financing does not depend on whether the final beneficiary is public or private.

Any refundable VAT is excluded from the amount of eligible expenditure even if it has not actually been refunded or if it can be partially recovered.

b. The cost of depreciation of real estate (e.g. infrastructure investment) and equipment is eligible when:

- it is directly linked with the objectives of the project;
- national or Community grants have not contributed to the purchase of such real estate or equipment;
- the depreciation cost is calculated in accordance with the relevant accountancy rules;
- the costs relate exclusively to the period of co-financing of the project[1].

c. Contribution in kind is considered as any contribution of work for which no invoices can be provided for.

According to the Commission Regulation (EC) n. 448/2004 of 10 March 2004, contributions in kind are eligible when:

(a) they consist in the provision of land or real estate, equipment or materials, research or professional activity, or unpaid voluntary work;
(b) they are not made in respect of financial engineering measures referred to in Rules 8, 9 and 10;
(c) their value can be independently assessed and audited;
(d) in the case of the provision of land or real estate, the value is certified by an independent qualified appraising officer or duly authorised official body;

[1] E.g. if a computer, whose depreciation is foreseen in 5 years, is used in a 3 year-lasting project, the eligible expenditure will correspond to the 3/5 of the computer value at the time when it has been purchased.

(e) in the case of unpaid voluntary work, the value of that work is determined taking into account the amount of time spent and the normal hourly and daily rate for the work carried out;
(f) the provisions of Rules 4, 5 and 6 are complied with where applicable.

Examples for contribution in kind are:

- provision of meeting rooms for seminars, workshops or conferences;
- provision of office space and equipment partly or fully used for the project;
- provision of research results on which the partner has exclusive rights and which are essential for the project;
- execution of some tasks by unpaid volunteers;

The global contribution in kind of partners coming from Member States cannot be higher than **15%** of the total project budget.

As far as the Non Member States are concerned:

- no limitation applies Liechtenstein contributions;
- in Switzerland the proportion of such contributions will be assessed separately for each project and will depend on the Federal grant applied for and the co-financing for the remainder of that project.

Staff time actually paid for, whether within a public or a private organization, is not defined as a contribution in kind but as cash contribution. As well staff costs of organisations partly staffed by paid employees or involving self-employed members will not be considered as contribution in kind but as cash contribution.

All contributions in kind have to be integrated into the respective budget line (Table 7.1).

An indicative classification of eligible costs based on the general categories mentioned in the Programme Complement is provided below.

a. Staff:

- Personnel and administrative costs: costs related to persons working permanently or temporarily in the project (technical, administrative staff), e.g. salaries (including tax, employer's contribution for national social security purposes according to national regulations).

  Salaries can be calculated individually for each employee or as an average by category of staff (the method should fairly represent actual labour costs).

  Personnel costs could consist of either direct costs actually paid for by the project or of contributions in kind (value of unpaid voluntary work).
- costs for the overall staff management and control of the project, e.g. steering groups, advisory groups or similar;
- Subsistence allowances.

If the expenditure is based on salaries or wages actually paid out, the expenditure is not regarded as contribution in kind but as cash contribution (please integrate the amount in the respective column of national public or private funds), which must be supported by specific documents – refer to point 1.1. of the eligibility **Commission Regulation (EC) n. 448/2004**. The hours should be directly attributable to the relevant operation (project) and include real expenditure. This expenditure must be eligible according to the relevant rules and backed up by documentary evidence – refer also to rule 11, point 4, as regards expenditure by public administrations relating to the execution of operations.

The following documents shall be provided at the moment of certifying expenditure in order to verify the actual work of internal staff in the project:

- a *letter of order* dated and signed by the Head of the Department in which the tasks of the person in charge of working in the project are stated as well as the amount of worked days/hours per month;

- *monthly time sheets* reporting the actual work carried out by the officer in charge.

b. External experts and consultants

- all payments towards external bodies who realise a temporary and specific work in the frame of the project or towards self-employed workers who intervene as free lance or towards research and/or advisory organisations.

  All expenditure directly related to experts (e.g. travel, accommodation, equipment, information and publicity activities etc.) can either be budgeted under this line or be split into the different budget lines.

  No maximum limit is fixed for external experts. Their rates shall be calculated according to the field of activity, the Country of provenience and in any case shall be economically reasonable, i.e. in accordance to the market prices.

c. Travel and accommodation

- costs for accommodation, meals and travel to the location where the project work is carried out;
- Costs for travel and accommodation of project partners coming from a Non Member State **when a meeting/seminar/working group takes place on the territory of the European Union** (only if they are part of an operation already foreseen in the AF);

  As a general rule, travel expenses also outside the EU territory are eligible if the payment is effected by a partner coming from an EU member State. In this case, the Project Partner from a Member State who bears the travel costs of a Project Partner from a Non-Member State pays any invoices (like plane ticket, hotel costs) directly in order to avoid any transaction between the two project partners.

d. Conferences and seminars

- overall costs for organisation of meetings and seminars;
- costs for catering, translation and interpretation.

Expenditure borne by a Project Partner from a Member-State to finance events or activities (e.g. a meeting) in a Non-EU-Member State are eligible, if the need and benefit of them for the project are proved

Please note that internal staff costs as well as costs for travel and accommodation in connection with meetings and seminars have to be budgeted separately in the respective budget lines! As regards external experts the two possibilities mentioned under point 2 are given.

e. Infrastructure investment

- small-scale infrastructure of transnational relevance e.g. restoration, conversion and rehabilitation of existing infrastructures, information centres, thematic tourist routes, booking centres, institutions alongside transnational corridors and networks, alternative energy production, use of renewable raw material and IT networks. Main road construction, motorways and other similar infrastructure is excluded.
- costs linked to problems of water resources management caused by flooding or drought are exceptionally eligible.

Please note that according to the Programme Complement infrastructure investment is not allowed under Measure 1.1 .

As regards Measure 2.1 infrastructure investment is eligible only for pilot actions already initiated.

Concerning the costs of depreciation, please refer to the general remark at the beginning of this section.

f. Equipment

- office equipment (e.g. acquisition of hardware and software, office furniture, other technical equipment, equipment used for information and publicity matters).

Concerning the costs of depreciation, please refer to the general remark at the beginning of this section.

g. General expenses

- logistic costs (e.g. rent for rooms and office space) directly linked to project activities;
- overhead costs (e.g. fax, phone, photocopies, Internet fees, electricity, heating, water and others fees).
- Office related consumables (e.g. paper, ink, pencils etc.)

  The overhead costs should be reasonable, capable of verification and based on real costs, which relate to the implementation of the project. They shall be allocated pro rata to the project according to a duly justified, fair and equitable method.

Other general expenses usually paid by the project partner but not related to the project are not eligible.

h. Other

- auditing costs in case the first level control is assigned to private auditors selected by the project partners;
- charges on ERDF account: costs stemming by the opening and administering of bank accounts for ERDF funds;
- costs of bank guarantees for private partners when required by national or Community legislation;
- all other project costs which cannot be included under the previous categories and which are directly linked to project activities.

ANNEX IV: CHECKLIST FOR APPLICANTS

Give an answer to the following questions having in mind that they represent the minimum requirements for project further assessment and that therefore the answers to all of them have to be affirmative.

If this is not the case, please re-check the contents of your project in order to modify them according to the listed requirements.

1. Does your project focus only on one Measure of the Programme?
2. Are your project activities located in the eligible area?
3. Has your project appointed a Lead Partner?
4. In case of Lead Partner coming from a Non member State, have you appointed an ERDF Lead Partner?
5. Does your project involve the minimum number of partners from different States required for the Measure of reference?
6. Do at least two of the partners secure national co-financing?
7. Does each EU partner contribute financially to the project?
8. Is your project compliant to the principle of non-double EU funding?
9. Is your project compliant to the equal opportunities principle?
10. Does your project close before September 2008?
11. Does your project foresee an efficient dissemination of the achieved results?
12. Is the application form duly completed?
13. Did you attach all the documents required and are they properly signed by each responsible person?
14. Has the Application form been signed by a person entitled to legally bind the Lead Partner and the ERDF Lead Partner?

ANNEX V: GUIDELINES FOR THE EVALUATION

The following section contains a list of "sub-criteria" , specifying the criteria listed in the Operational Programme and Programme Complement, which the JTS will adopt at

- obligatory level to check the eligibility of the proposals and
- at priority level to assign them a rank.

At Programme level the financial eligibility of the proposal will be checked when considering the criteria of "Lead Partnership" (obligatory level) and "Efficient work organisation" (priority level).

At Measure level for each criterion the Measures to which it applies are indicated into brackets.

The sub-criteria have been approved during the Steering Committee meeting on 24-25 October 2002 in Vienna.

"SUB-CRITERIA" TO BETTER DEFINE OBLIGATORY AND PRIORITY CRITERIA (for Programme and Measure level) LISTED IN Operational Programme AND Programme Complement

FORMAL REQUIREMENTS according to Applicants manual

The project will not be considered as eligible when:

1. the proposal is sent after the deadline of the call[1];
2. the documentation submitted is not complete;[2]
3. the Application form is not signed correctly[3].

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[1] The signed paper version will be the legally relevant document for this check: if the paper version is duly sent but the electronic version is sent late, the project will be considered as eligible; on the contrary if the electronic version is properly sent but the paper version is transmitted after the deadline, the proposal will be rejected. All Lead Partners will receive a letter of confirmation of receipt by the JTS informing either that the Application was sent in time or that the project cannot be assessed because transmitted after the deadlines. In this last case, the Lead Partner is given the possibility to prove that the late sending depended on causes not directly imputable to it (typical example is the official postal receipt in case of postal errors).

2 All parts of the Application must be filled out in English, all required documents must be attached. ONLY for the attachments faxes will be considered as original and sufficient to ensure the formal eligibility of the Application with reference to the deadline of the call. However, the Lead Partners are required to send the paper version of the attachments by snail mail as well within maximum one week (date of the post stamp) after the deadline of the call. If this second deadline will not be respected, the proposal will be considered as non eligible. In case of incomplete documentation (including not original Letters of Commitment), the proposal will not be deemed as eligible. However, if only minor problems are encountered (CV of the Project Manager missing, non corresponding dates for the eligibility of previous expenditure between Application Form and first written contact, percentages instead of monetary amounts in the financial tables) the Lead Partner will be contacted by the JTS and asked to submit the missing/correct information within **one week** starting from the date of request. If the required information is not transmitted within the fixed deadline, the proposal will not be further evaluated.

[3] In case the person signing the Application Form is different from the legal responsible for the Lead Partner indicated in section 2 (Project partners) of the Application Form, the Lead Partner is required to include the explanation of this difference in section 9 (Other information) of the Application form.

OBLIGATORY CRITERIA AT PROGRAMME LEVEL according to the Operational Programme and the Programme Complement.

1. **TRANSNATIONALITY**

The project is considered as eligible when:

a. at least 2 partners coming from 2 different States participate with corresponding national co-financing;

b. all the partners and the activities are located within the eligible area[1].

c. the partnership is balanced[2] and effective[3].

d. the financial contribution is balanced among the partners. Projects characterised by a high concentration of resources coming from the partners of the same country will be rejected unless – as an exception –they are pilot projects:

- showing the concrete results of the project itself;
- insisting only in a limited area specifically chosen for showing the project results;
- whose objectives cannot be achieved without that amount of money.

e. the project has not only a cross-border orientation;

f. due attention will equally be paid to the level of involvement of every partner in the joint action plan of the project as well as to the extent to which real common benefits can be expected for the partnership as a whole.

2. LEAD PARTNERSHIP

The project shall follow the Lead Partner principle:

a. the global responsibility is taken by the Lead Partner;

b. an ERDF Lead Partner is appointed, when the Lead Partner comes from a Non Member State and ERDF funds are involved;

c. the Lead Partner secures a sound and efficient programme management through:

- experiences of the Project Manager in the field of international or EU project management;

[1] Also public actors located outside the eligible area but competent in their scope of action for certain parts of this area (e.g. Ministries, Federal agencies, government departments, statistical offices, national research bodies, etc.) will be considered as eligible. On the contrary, private organisations or institutes (included universities, foundations, research centres, etc) located outside the Programme area will not be deemed as eligible partners (i.e. their expenditure will not be considered as eligible) - unless they have branches located in the area, acting as partners.

[2] There shall not be a concentration of partners coming from one State. In principle projects having the majority of the partners coming form the same country will not be considered as eligible. Exceptions will be made for pilot projects located in a specific site, that shows the concrete results of some project activities.

[3] There shall be an actual participation of the partners in the activities, i.e. activities and/or budget shall not be concentrated in the hands of only one partner .

- clearly and in detail described co-ordination and management structure in the Application form;
- clearly described structures for financial project management~~.~~

3. CONSISTENCY WITH THE PROGRAMME

The project will not be considered as eligible if:

a. it does not refer to one Measure of the Programme[1];

b. it is not coherent with the objectives of the chosen Measure[2].

4. FINANCIAL CORRECTNESS

The project will not be considered as eligible if:

a. the tables of the Application Form are not correct and the totals among the tables do not correspond[3]

b. the figures in the Letters of Commitment and the tables of the Application Form do not correspond;

c. partners coming from Member States ask for more than 50% ERDF funds[4];

d. the EU partners required at Programme and at Measure level as obligatory do not contribute financially to the project[5];

e. the contribution in kind[6] for partners coming form Member States is higher than 15% of the total eligible costs;

h. the project has a pure commercial orientation.

5. RESPECT NATIONAL AND EU POLICIES

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[1] In case no indication on the Measure is given, the project will be rejected.

[2] In case the project does not fit to the aims of the Measure, according to the general quality and interest of the proposal, a recommendation will be given to the SC to advise the applicants either to shift or to resubmit the project under a different Measure. The choice between shifting or resubmission will depend on the contents of the project: a project which could fit to a different Measure only by introducing some changes in objectives/activities shall be asked for resubmission (i.e. rejected), whereas a simple shift under the same call (i.e. approval) will be recommended as a condition when no particular change is needed or when the shift is advisable for financial reasons (e.g. more resources available or lower concentration of projects under another Measure).

[3] Minor mistakes such as percentages instead of monetary amounts, incoherence of some Euros will not be considered as a reason for rejection.

[4] Budgets where one of the partners asks for more than 50% of ERDF funds, even though compensated by a lower rate asked by the other partners, will not be considered as eligible.

[5] Projects submitted by ARGE ALP, ALPEN ADRIA, COTRAO or similar organisations (as unique partner), where formally only one partner is contributing financially, will not be deemed as eligible. In order to participate in the Programme these organisation shall either invite their members to act independently within the project, or involve other partners (outside the organisation itself) in the projects according to the requirement of the Programme Complement.

[6] According to the EU Regulation n. 1685/2000, Rule No 1, 1.6 contribution in kind is defined as provision of land or real estate, equipment or materials, research or professional activity or unpaid voluntary work. In EU-terminology, contribution in kind is briefly defined as a contribution which cannot be proved with invoices.

The project must:

a. not conflict with the Structural funds regulations and with the relevant legislations at EU level, in particular with the environmental legislation (Habitat Directive, Natura 2000) and with the competition law.

b. not conflict with national legislations relevant to the topic of the project.

6. ACCORDANCE WITH EU AND NATIONAL SPATIAL DEVELOPMENT POLICY ISSUES

a. the project does not conflict with the ESDP[1], the CEMAT[2] guidelines and the strategies of spatial development at national level;

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[1]Proposals shall be compliant with one of the following ESDP priorities:

- Development of a polycentric and balanced urban system and strengthening of the partnership between urban and rural areas as well as promotion of diverse productive rural areas. Overcoming the outdated dualism between city and countryside. /

- Promotion of integrated transport and communication concepts, which support the polycentric development of the EU territory. Parity of access to infrastructures and knowledge.

- Development and conservation of the natural and the cultural heritage through wise management. Preservation and deepening of regional identities and maintenance of the natural and cultural diversity of the regions and cities of the EU.

[2] Proposals shall be compliant with one of the following CEMAT priorities:
1. General principles of a planning policy for sustainable development in Europe:
- promoting territorial cohesion through a more balanced social and economic development of region and improved competitiveness;
- encouraging development generated by urban functions and improving the relationship between town and country side;
- promoting more balanced accessibility;
- developing access to information and knowledge;
- reducing environmental damages;
- enhancing and protecting natural resources and natural heritage;
- enhancing the cultural heritage as a factor for development;
- developing energy resources while maintaining safety;
- encouraging high quality, sustainable tourism;
- limiting the impacts of the natural disasters;
- encouraging the involvement of private sector in spatial development.

2. Spatial development measures for different types of European regions: (especially mountain regions).

Special attention should be given to the following sectoral policies:
- Economic policy which should promote diversification and multiple job-holding, crafts and SMEs as well as co-operation between small enterprises
- Agriculture and forestry where marketing activities should be strengthened and development policy based on quality products. Agricultural and forestry initiatives contributing to the protection and the management of the environment should be supported. The protection, development and sustainable use of forest resources should be encouraged
- Initiatives contributing to the development of the quality of tourism, respectful management of the natural, economic, social and cultural environments of mountainous regions should be fostered and supported.
- The provision of public services, with no discrimination against mountain regions as compared with the rest of the territory.
- Promotion of rail transport in particular international and interregional traffic.
- Promotion, sustainable management and rehabilitation of land, water, air and landscapes, the conservation of fauna and flora as well as their habitats
- Maintenance and the promotion of mountain population and the diversity and richness of their cultural heritage.

7. CONCENTRATION ON A TRANSNATIONAL PROBLEM CALLING FOR A TRANSNATIONAL SOLUTION

a. the project is focused on a problem having a real transnational dimension[1];

b. the interest of the activities is widespread and multi-sectoral[2];

c. models or solutions of regional development shall be created. Benefits consist in having solutions tested that could be applied to a large area;

d. solutions proposed to the problem can be easily transferable to other areas presenting similar characteristics;

e. in the Work Packages sufficient space is given to transnational activities (project management, information and dissemination activities)[3];

f. the project shall show a clear trans-national added value.

8. DESCRIPTION OF QUANTIFIED OUTPUTS

a. the outputs of the project are quantified[4] and clearly listed (see output indicators in the Programme Complement);

b. in case projects including small scale infrastructure investments[5] the outputs of the investments must be clearly described.

9. CONCLUSION WITHIN THE PROGRAMMING PERIOD

a. Financial commitments in the project must not continue after September 2008.

10. NO FUNDING WITHIN OTHER EU-PROGRAMMES[6]

a. the project is not financed by other EU programmes[7].

11 NO DUPLICATION OF WORK[8]

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[1] i.e. problem not localised in one State/area nor having a mere cross-border relevance but typical of a larger area or easily reproducible in different regions – e.g. risk prevention, water management and protection, etc;

[2] i.e. not concentrated at local level in one administrative region or area nor concentrated to only one economic sector or implemented by a single partner in its territory without – at least - a larger perspective (e.g. investment carried out at local level).

[3] Projects too much focused on activities at national level or implemented by single partners will not considered as eligible unless a clear justification is given (e.g. specific skill of the partner, pilot action, etc).

[4] whenever possible.

[5] Except for Measure 1.1.

[6] According to the EU Regulations a single project can only be co-funded within one EU Structural Funds Programme. However, other funding out of e.g. research framework programme is eligible.

[7] Except for PHARE, ISPA, SAPARD funds for Non Member States. Additional information to prove this aspect can be required.

[8] Additional information to prove this aspect can be required.

a. the issue covered by the project can be similar to other interventions already carried out or still ongoing and the partners can be the same but the focus of the project in objectives, results and impact on the territory must be different and the additional benefits and results to be expected clearly explained;

b. if the project is a continuation of an already implemented intervention (e.g. under INTERREG II) the added value and operational impact of the follow-up project must be clearly highlighted.

12. CONTRIBUTION TO SUSTAINABLE SPATIAL DEVELOPMENT

a. The project has to demonstrate how it will affect spatial and regional development of the areas concerned;

b. the project must consider relevant sectors to come to the aimed results[1];

c. the project focuses on improvement of understanding of spatial processes and/or solutions for spatial conflicting interests[2];

d. the project provides results which can be used in further spatial development planning;

e. the project has not a too sectoral and local dimension;

f. the project has not only a research focus[3] but has an applicative nature and can be used in spatial economic and social development.

13. TANGIBLE AND VISIBLE RESULTS

a. the description of contents and results in the Work Packages shall de detailed: it shall be clearly described for whom, where, when and in which way the results are visible.

b. This condition will not be considered as fulfilled if the project consists of a mere exchange of experience, or a series of seminars or events or just enforcing networking.

14. INNOVATIVE APPROACH

A project will be considered as innovative and therefore eligible when at least one of the following conditions is given:

a. the methodology adopted is new[4];

b. the project develops new forms of co-operation[5];

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[1] The project has to demonstrate cross sectoral and vertical co-ordination: projects too specifically focused on a sectoral issue (e.g. one species of flora or fauna, localised transport problem) will not be considered as providing for a contribution to the spatial development issues and therefore not eligible.

[2] This sub-criterion will particularly apply to Measures 1.1, 2.1, 3.1 and 3.3, due to the special relevance of the spatial dimension within these Measures.

[3] Projects merely focused on research activities, which can be funded under other more specific Programmes (e.g. Research and Development Framework Programme, ESPON, etc.) will not be deemed as eligible as well as proposals aimed at pure inventarisation, not linked to the implementation of the ESDP. Project results shall represent the basis to start policy decision processes.

[4] i.e. not simple collection of existing data.

[5] e.g. actors coming from different sectors and/or levels.

c. the project contributes to transfer innovative methods experimented at small scale level to a wider territorial scale;

d. the project creates new products/instruments;

e. the project is not purely focused on research issues but includes an applicative part[1];

f. project proposes sustainable solutions for EU priority topics;

g. the project contributes to develop and implement new models, techniques and methods in the area of spatial planning.

15. EQUAL OPPORTUNITIES FOR MEN AND WOMEN

a. The project shall not produce - for pursued objectives or planned activities – obvious discriminations between men and women.

16. CONSULTATION WITH PUBLIC AUTHORITIES AT PROJECT DEVELOPMENT STAGE[2]

a. The project shall prove that relevant public authorities are involved in the development of the project

<u>OBLIGATORY CRITERIA AT MEASURE LEVEL</u>

1. PARTNERSHIP (applies to Measures 1.1, 2.1, 2.2, 3.1, 3.2)

a. the project involves partners of at least 3 different Partner States;

b. at least 3 Partners from 3 different Partner States provide for national co-funding;

2. CONCRETE PROBLEMS (applies to Measure 1.2)

a. the project tackles an existing problem e.g. new developments of market, limited accessibility to transport systems, natural catastrophes, etc.

3. PILOT AREAS (applies to Measure 1.2)

a. Project activities/results are implemented or tested in pilot area(s);

b. pilot areas are listed;

c. a justification of the relevance of the pilot areas for the entire area is given.

4. SUSTAINABILITY OF THE TRANSPORT SYSTEM (applies to Measure 2.1)

a. projects shall not focus only on sectoral issues: cross sectoral approach shall be adopted (e.g. link between transport and spatial development);

b. projects shall propose solutions saving energy;

5. INVOLVEMENT OF LOCAL AUTHORITIES (applies to Measure 3.1)

[1] See note 1 of this page.

[2] New obligatory criteria at Programme level.

a. proof of involvement of local authorities[1] in project development stage shall be given.

PRIORITY CRITERIA AT PROGRAMME LEVEL

1. CROSS SECTORAL APPROACH

Priority will be given to projects which:

a. take into consideration all the policy sectors relevant to the pursued objectives;

b. involve actors coming from all the relevant sectors (especially public authorities);

c. promote vertical[2] and horizontal[3] co-operation among authorities responsible for relevant policies;

d. give a clear explanation of the benefits and of the added value of the cross-sectoral approach towards a one-sector approach of the project;

2. EFFICIENT WORK ORGANISATION

a. trans-national project management does include transnational meetings among project partners;

b. project management does include clear responsibilities of the partners involved;

c. project management does foresee a transparent communication system/procedure;

d. project budget should be within the limits stated [4].

e. have a good input-output relation: no obvious incoherence of the budget required towards the objectives of the project and the planned activities[5], coherence between the budget allocated to each category of expenditure and the activities carried out under that category[6], coherence between the budget allocated to each WP and the activities carried out within that Work Package;

f. no obvious incoherence between the overall budget and the budget allocated per Work Package [7];

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[1] Public institutions at local level, associations, foundations, organisations, NGOs, mountain communities, etc.

[2] coming from different regional levels

[3] coming from different sectors

[4] A decision of the SC is needed on this point to establish when a budget is considered coherent with the average of the PC (e.g. when it is not higher/lower than a percentage to be fixed). See open questions.

[5] e.g. infrastructure investment localised in only one part of the territory involved and producing only local benefits will not be considered as sufficient to justify a high budget, most of the budget allocated to categories such as travel and accommodation or information and publicity rather than to concrete activities (research, monitoring, pilot actions, conferences, etc.).

[6] e.g. high budget for travel and accommodation not justifiable if partnership is reduced and coming from bordering States; low budget for information activities not justifiable if the main aim of the project is networking or raising awareness in the public on a certain issue, etc.

[7] e.g. resources for transnational management of the project higher than 20% (indicative depending on the number of partners and the aims of the project); budget allocated to investments not justified by the description, etc.

g. no obvious incoherence between the annual allocation of resources per WP and the planned time schedule[1].

3. CONTRIBUTION TO THE INSTITUTIONAL SETTING

Priority will be given to projects which:

a. facilitate the relations among authorities, institutions and organisations acting in the relevant sectors affected by the project;

b. lay ground for a development of a sound network among the institutional actors beyond the duration of the project;

c. set up new co-operation structures among institutional actors or develop already existing ones[2];

4. SYNERGIES WITH OTHER PROJECTS

Priority will be given to projects, which:

a. are synergetic with previous or ongoing projects carried out under this or other Programmes, avoiding any form of duplication;

b. provide added value to already finished projects under this or other Programmes.

5. GIVE ARGUMENTS FOR PRACTICAL DECISION MAKING

Priority will be given to projects, which:

a. Provide a sound basis for public decision making;

b. foresee a good and widespread dissemination of results to the authorities responsible for the decision-making process[3];

c. adopt a critical approach towards a problem (not simple collection of information) and analyse different alternatives in order to find the best solution to it[4].

6. CONTAINS ELEMENTS FOR SYSTEM BUILDING

Priority will be given to projects which:

a. contribute to the development of common tools aimed at reducing the administrative differences in the sector of interest among the partners involved.

7. CONTINUATION OF THE ACTIVITIES AFTER 2006

Priority will be given to projects which:

a. develop a concept which ensures the use of the results also after 2006;

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[1] e.g. most of the resources allocated to one year, where no activity is planned or vice versa.

[2] e.g. widening of participants or of the domain of activities. The added value compared to the past should in any case be visible.

[3] i.e. ensure the circulation of information and the exchange of knowledge and experiences among them.

[4] e.g. development of a case study.

b. ensure the continuation of the cooperation among partners via the set up of new structures of cooperation.

8. TRANSFERIBILITY OF RESULTS

Priority will be given to projects which:

a. have a detailed and effective communication strategy;

b. clearly identify the targets of the information and highlight the different actions and means which will be put into practice to reach each of them. Applicants should calculate approximately how many people, communities, administrations, etc. will be affected by the projects results;

c. consider as targets not only specialised groups but also the relevant decision makers at regional and local level and the civil society[1]

9. PILOT PROJECT

Priority will be given to projects which:

a. are not purely focused on research issues but foresee an implementation phase;

b. aim at testing a procedure or at verifying a theory by developing a case study;

c. aim at implementing a theory/procedure at local level able to be transferred to a larger scale.

<u>PRIORITY CRITERIA AT MEASURE LEVEL</u>

1. PARTNERSHIP (applies to Measures 1.1, 2.1, 2.2, 3.1, 3.2)

Priority will be given to projects which:

a. involve more than 3 partners coming from different levels (national, regional, local) or of different types (public, private) and different sectors;

b. involve more than 3 partners from different Partner States[2];

2. CONTRIBUTION TO A JOINT ALPINE SPACE PERSPECTIVE (applies to Measure 1.1)

Priority will be given to projects which:

a. have a wide and differentiated partnership and cover a wide territory;

b. face widespread problems and ensure development of models that when applied would have a large territorial impact;

c. tackle issues which are of common interest to all the States involved but which are treated according to different approaches in the single Countries.

3. TRANSFERIBILITY OF RESULTS (applies to Measures 1.1, 1.2,2.1, 2.2, 3.2)

See Programme level

[1] i.e. groups who are not informed about the contents and the objectives of INTERREG.

[2] The higher the number of partners and States involved is the higher score will be assigned.

4. PARTNERSHIP AMONG DIFFERENT COUNTRIES (applies to Measures 1.1, 3.2)

Priority will be given to projects, which:

a. involve countries of different languages or cultural background;

The maximum score will be assigned to projects involving partners of all the 7 Partner States of the Programme.

5. READY TO GO (applies to Measures 1.2, 2.2)

Priority will be given to projects which do not need a definition phase: implementation activities can be immediately started after approval.

6. PROMOTION OF PUBLIC-PRIVATE PARTNERSHIP (applies to Measures 2.1, 2.2)

Priority will be given to projects, which:

a. involve both public and private partners;

b. involve transport providers as project partners[1];

c. set up permanent networks among public and private partners.

7. CONTRIBUTION TO SOLVE EU TRANSPORT PROBLEMS (applies to Measures 2.1, 2.2)

Priority will be given to projects, which:

a. focus on a problem actually relevant at Alpine level;

b. ensure comprehensive approach and co-ordination among decision makers of different sectors;

c. contribute to the sustainable improvement of accessibility of peripheral areas.

8. DISSEMINATION OF RESULTS (applies to Measures 2.1, 3.3)

Priority will be given to projects which:

a. ensure a widespread dissemination of results to the relevant target groups[2].

b. describe in detail the information strategy.

9. CO-OPERATION WITH NGOS AND ENVIRONMENTAL ASSOCIATIONS (applies to Measure 3.1)

Priority will be given to projects which:

a. involve NGOs as project partners;

b. involve environmental associations as project partners;

c. set up a permanent network among these actors.

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[1] Private companies in the domain of transport, public bodies (e.g. bus, ferry, rail, road, air or maritime transport).

[2] e.g. open events, general publications.

10. ASSISTANCE TO THE DECISION MAKING AUTHORITES (applies to Measures 3.1, 3.3)

See Programme level

11. PILOT PROJECT (applies to Measures 3.1, 3.2, 3.3)

See Programme level

TECHNICAL AND FINANCIAL ASSESSMENT AT NATIONAL LEVEL

1 Check of the content of the Letters of Commitment including co-financing commitments;

2 Eligibility of previous expenditure (written contact with the national/ regional authorities);

3 Legal capacity of the person who signed the Application Forms and legal capacity of each PP;

4 Plausibility check of the national part of the proposed budget;

5 Financial reliability of the national partners involved and their capacity to manage resources

6 Assessment of the quality of partnership by checking the reality of the involvement of the national partner(s) in the project

7 Compliance with European relevant rules (competition and public procurements, State aids);

8 Compliance with relevant national and regional regulations in the specific fields of environment, transport, sustainable development, natural risk prevention, etc;

9 Contribution to the harmonious and balanced development of the Alpine Space;

10 Economic interest of the project at local/regional level for the partner and for the territory concerned in view with sustainability;

11 Social interest of the project at local/regional level in terms of employment, equal opportunities, etc.;

12 Interest of training operations;

13 Other requested advices relevant at national level.

14 Subcontracting activities i.e. check of the respect of the national public rules on this matter (optional);