



INTERREG IV A '2 Seas' Programme

Lead Applicant Seminar-First call
Maidstone, 24th June 2008
www.interreg4a-2mers.eu





Schedule

2 Mers Seas Zeeën

INTERREG IV A

FRANCE - ENGLAND - VLAANDEREN - NEDERLAND

Application form presentation

Question/answer

Break

Additional Question/answers and wrap up





Table of contents

What type of projects are allowed?

Who can apply?

Partnership geographical coverage

First call timetable

How much funding can I get?

Guidance

Whom can I turn to?

How can I apply?





What type of projects are allowed?

2 Mers Seas Zeeën

INTERREG IV A

FRANCE - ENGLAND - VLAANDEREN - NEDERLAND

"Regular" cross-border Cooperation Projects

- Bring together partners from different countries in the programme area
- Develop or solve a shared cross-border issue in line with the objectives of the programme priorities
- Bottom-up approach initiated by the partners

3 Priorities

- Priority 1 – Supporting an economically competitive, attractive and accessible area
- Priority 2 – Promoting and enhancing a safe and healthy environment
- Priority 3 – Improving quality of Life



Who can apply?

2 Mers Seas Zeeën

INTERREG IV A

FRANCE - ENGLAND - VLAANDEREN - NEDERLAND

Beneficiaries

- Legal status: public body, body governed by public law, private body (micro, small, medium enterprises) , not-for-profit-organisations

Partnership

- 2 partners minimum from different MS
- 1 English partner minimum
- 1 partner minimum in eligible area
- 10 partners (recommendation)
- Lead Partner principle
- Project co-ordinator, finance and communication manager at Lead Partner



Partnership geographical coverage

2 Mers Seas Zeeën

INTERREG IV A

FRANCE - ENGLAND - VLAANDEREN - NEDERLAND

Programme Area

- Eligible areas (Lead or project partner)
- Adjacent areas (Lead or project partner)
- In case a Lead Partner is in adjacent area, at least one partner must be in the eligible area





1/1/2007
Start date of
eligibility of
expenditure

24/4/2008
Launch
call

25/7/2008
End
call

SC decision,
response
to Lead Partner,
contracts sent out

1st PR and
partnership
agreement
to JTS

2nd PR and
Communication
Plan to JTS

31/12/2011
Expected end
date of
implementation
phase

Project end
date and
submission
final report

31/12/2025

Project preparation, implementation and reporting

Eligible expenditure

Eligible costs:
communication,
dissemination,
coordination and
project
management only

Evaluation

Contracting

Project management and monitoring

Closure
administrative
issues
3 months

Maintenance
accounting
documents



How much funding can I get?

ERDF contribution = 50% of the total eligible costs of the eligible partners in the eligibility period

- Total eligible costs = Total costs – Revenues
- Eligible partners: only the partners listed in the application form are eligible for funding
- Eligibility period: for the first call runs from 1/1/2007 to the end date of the project's activities (31/12/2011)
- Remaining 50% must be covered with match-funding commitment indicated in the Letters of Support of each partner



Guidance

- Application form guidance note
- Programme Guidance on eligibility
- Programme Guidance on first level control
- Programme Guidance on public procurement





Joint Technical Secretariat

Programme Director

v.weyland-ammeux@interreg4a-2mers.eu

Véronique WEYLAND-AMMEUX

Project Unit Coordinator

t.caulfield@interreg4a-2mers.eu

Tim CAULFIELD

Finance Unit Coordinator

c.petri@interreg4a-2mers.eu

Chiara PETRI

Communication Officer

j.arnaud@interreg4a-2mers.eu

Julie ARNAUD

Programme assistant

n.houard@interreg4a-2mers.eu

Nathanaël HOUARD

Facilitators UK

sarah.thevenet@medway.gov.uk

anita.bungaroo@brighton-hove.gov.uk

steve.samson@kent.gov.uk

rory.curran@eastsussex.gov.uk



How can I apply?

Application Form

- **Project Overview**
- **Section 1:** Description of Project and Implementation
- **Section 2:** Programme Indicators and Project Finances
- **Section 3:** Confirmation, certification, signature and additional information
- **Annex I:** Letters of Support for each project partner
- **Annex II:** Guarantee for LP if it is a SME or a Not-for-profit organisation



What are the rules?

Structural funds regulatory framework

Council Regulation (EC) No 1083/2006

Regulation (EC) No 1080/2006

Commission Regulation (EC) No 1828/2006

Community regulatory framework

State Aid: Commission Regulation (EC) No 1998/2006 "de minimis"

Public procurement rules: Directive 2004/18/EC

European Union horizontal policies

National rules

**Programme rules set by the Operational Programme Document,
Programme Guidance, Programme Authorities and Member States**



What costs are eligible?

Budget line structure

1. **Partner staff costs**
2. **Administration costs (direct and indirect general costs) limit of 25% of budget line 1 costs**
3. **External consultants and suppliers limit in daily fee**
4. **Travel and accommodation limits set in per diems**
5. **Equipment limited to depreciation and to some items**
6. **Investment max ERDF limited to 25% of total cost of investment or 500.000,00 euro whichever is the lower**
7. **Validation of expenditure ERDF 100% of the cost**

Detailed description of the costs to be budgeted/reported under each BL is given in Programme Guidance on eligibility



What if the project is approved?

2 Mers Seas Zeeën

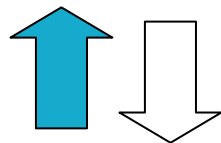
INTERREG IV A

FRANCE - ENGLAND - VLAANDEREN - NEDERLAND

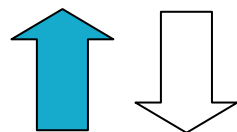
- **Signature of subsidy contract ASAP!**
- **Signature of the partnership agreement**
- **Participation in the Lead Partner seminar**
- **Submission of 1st progress report (PR) to JTS**
- **Submission of partnership agreement to JTS**
- **Progress reports every six months to JTS**
- **Setting up of the Communication plan (max with 2nd PR)**
- **End of the activities expected 31/12/2011**
- **Preparation of final progress report and submission to JTS maximum by 1/3/2012**



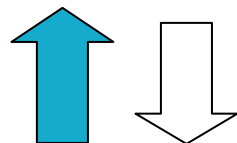
Certifying authority



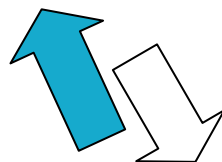
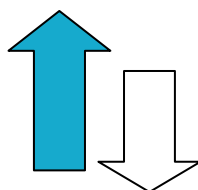
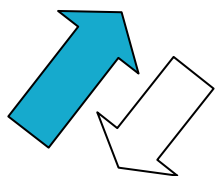
Managing authority



JTS



Lead Partner/LP's first level controller*



Project partner
PP's first
level
controller*

Project partner
PP's first
level
controller*

Project
partner
PP's first
level
controller*

CA approves/rejects the PR.
Payment order is prepared
and transferred to the LP
If rejected, PR is sent back to
MA/JTS

MA approves the PR and sends it
to the CA. If MA rejects, PR is sent
back to JTS

PR monitored by the JTS

LP compiles PP's reports into a
single PR: LP controller verifies LP
expenditure + compiling of PP's
reports into PR
LP transfers Programme funds upon
receipt

Each PP's expenditure
validated by first level controller*

* In countries where the partner is located:



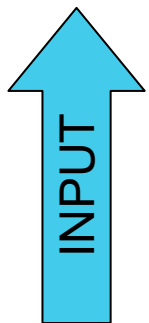
The progress report includes

- **activity report**
- **financial report**
- **payment claim**
- **proof of validations performed by first level controllers (on LP and PPs expenditure)**

Templates will be prefilled by JTS and sent to the LP beforehand

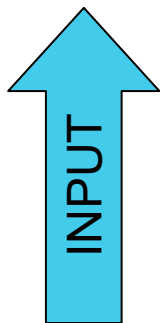


**LP collects inputs
from each PP
progress report
and compiles the
project progress
report**



PP n.1
Progress
report

FLC
validation of
PP1
expenses

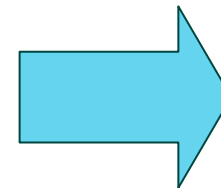


PPn.2
Progress
report

FLC validation
of PP2
expenses

Docs sent to JTS

- FLC of LP validation of expenditure of LP share of costs and of the overall project expenditure
- FLC validations of all PP
- Project progress report (financial and activity sections)



JTS

Acronyms

LP= Lead partner

PP= project partner

FLC= first level control

JTS= Joint Technical Secretariat



Reporting period at fixed deadlines

1st reporting period

Cost incurred from 1st January to 30th June (year n)

Reporting deadline 1st September (year n)

2nd reporting period

Cost incurred from 1st July to 31st December (year n)

Reporting deadline 1st March (year n+1)

In monitoring the reports the JTS will follow the principle “first come first served”

SUGGESTION: try to anticipate the reporting deadlines!



Validation of the expenditure

- **First level controllers designated by the MS must validate the expenditure of each partner located in their territory**
- **National systems have been established by the MS: centralised (BE) or decentralised (NL, FR)**
- **Programme Guidance on first level controls available with contact details of the FLC bodies at national level**
- **Tools for FLC are being prepared by JTS and MS together (available soon on Programme web site)**
- **JTS will train FLC on Programme requirements : compulsory participation in Lead Partner Seminars**



Schedule for the validation (PROJECT LEVEL!)

1st reporting period

Cost incurred from 1st January to 30th June (year n)

Validation 1st July to 30th August maximum (year n)

Reporting deadline 1st September (year n)

2nd reporting period

Cost incurred from 1st July to 31st December (year n)

Validation 1st January to 28th February (year n+1)

Reporting deadline 1st March (year n+1)

SUGGESTIONS

Plan the validation carefully in advance with the FLC so not to miss the reporting deadline!

Extention of reporting deadline are possible for an extra month but payment will be processed later too!



What costs can I claim?

Costs are eligible if they fulfil the conditions below:

Are incurred (paid out)

Are incurred by the partners

Are directly linked to the project implementation

Are incurred and accounted in compliance with the Legal framework

Are incurred within the eligibility period

Are correctly reported within the approved budget lines