

## Guidance Note 4 Project Application

**Please be aware that the Programme has a zero-tolerance approach to Fraud of any form. This includes knowingly making of false declarations in Application Forms (AFs), and exercising or attempting to exercise undue influence over the selection process.**

### I. Calls for projects

Calls for projects will be held throughout the Programme's lifetime. A calendar of future calls is available on the [Programme website](#).

The launch of each call and related documents will also be announced on the Programme's website.

In general calls will be open for all Programme Priorities. However, the Programme Monitoring Committee (PMC) reserves the right to restrict some calls, depending on the specific demand for certain topics or the availability of funding (especially later in the Programme's lifetime).

Applications shall be submitted by the closing date and time of each call for projects. It is important to meet the set deadline for submission as this will allow the application to be appraised and presented for decision to the following the SSC.

In the case of an SSC decision to Refer Back an Application (please refer to Guidance Note 5 for more details) a timeline for submission agreed between the Joint Secretariat (JS) and Project Partners (PPs) will be put in place. The date for submission will not exceed nine months from the Letter of Notification and will be in-keeping with the Programme call calendar. The procedure for submission of a Full Application will have to be followed in full, as described further in this Guidance Note.

### II. Application Form

#### How to apply?

##### Procedure

Applicants wishing to submit an AF are strongly encouraged to notify the JS of their intention to submit an application **at least one week in advance of the call opening**, in order to plan and manage the facilitators' diaries.

The Lead Partner (LP) will need to create an account on [eMS](#). The LP must register on the eMS homepage. Following the registration, a confirmation email will be automatically sent to the email address provided in the registration form. This account will be used to create and submit applications.

Full details on how to create, edit and submit an application is available in the [eMS Technical Guidance Note](#) available for download from the [Programme website](#).

If the partners have not already contacted their local facilitator, they should do so before submitting an application. Their contact details are available on the Programme website, or partners can email [interregva.apply@norfolk.gov.uk](mailto:interregva.apply@norfolk.gov.uk) to be put in contact with a facilitator

The AF is to be submitted through [eMS](#).

Working documents in Word and Excel format are available on the [Programme website](#).

Guidance to complete the form is given throughout the documents.

The below tree is structured on the following rationale:

- Section
  - Subsection
    - Question

The AF consists of the following sections which have to be filled in:

- Project Summary
  - Project Summary
- Partner
- Project Description
  - Project Relevance
    - Common Territorial Challenges
    - Project Challenges and Approach
    - Cross-Border Added-Value
    - Value For Money
  - Project Focus
    - Programme Priority Specific Objective
    - Overall project objective
    - Programme Result Indicator
    - Project Main Result
    - Durability / sustainability of project outputs and results
  - Project Context
    - Wider strategies and policies
    - Synergies
    - Location of project activities
  - Horizontal Principles
    - Sustainable development
    - Equal opportunities and non-discrimination
    - Equality between men and women
- Work Plan
  - Work Package List
    - WP P Preparation
    - WP M Management
    - WP C Communication
    - WP T Implementation
  - Target Groups
  - Define Periods
- Project Budget
  - Partner Budget per period
  - Project Breakdown Budget
- Project Budget Overview
- Attachments

- Annex 1: De Minimis Form (for each PP)<sup>1</sup>
- Annex 2: Description of project Investment (if any)
- Draft Partnership Agreement
- Letters of Engagement (In case of external match-funding or shared costs)
- Letters of Intent and organisation charts (if applicable)
- Covering Letter

A number of compulsory annexes must be submitted with the AF. The templates of the annexes are available on the [Programme website](#), and are to be completed, signed, and uploaded in eMS. More specifically, and as indicated on the above tree the following annexes are required:

- **Each PP must provide a signed, scanned copy of a Letter of Intent.** The Letter of Intent is to confirm that the organisation is prepared to participate in the Interreg VA France (Channel) England Programme. This does not commit the organisation financially to the project, however it must be signed by a duly authorised representative of the partner. A duly authorised representative must be a person who has the authority to commit their organisation to take part in the project. An organisation chart showing the position of the individual within the organisation should be attached to the letter.
- In case of external match-funding, signed Letters of Engagement for each organisation contributing to the project. This also applies to PPs in case of shared costs. The Letter of Engagement is a commitment to support the Programme activities and verifies that the organisation is willing to commit financially to the project. The amounts reported in the letter have to correspond to the amounts stated in the AF. The financial commitment in the letter of engagement must be set out in Euro. It must be signed by a duly authorised representative of the organisation committing the finance, who must be a person who has the authority to commit the organisation to the level of expenditure;
- Signed De Minimis State Aid Form for all PPs. Further details are available on the Guidance Note on “State Aid;”
- Draft Partnership Agreement, including provision on shared cost calculation methodology (if applicable), Intellectual property rights (if applicable) and preparation cost lump sum partner allocation. The final signed Partnership Agreement should be presented to the Managing Authority after the project approval and before the Grant Offer Letter can be signed.
- For organisations which are private sector (including charities), a copy of the last three years of accounts must be provided. If the organisation in question is less than three years old, all available accounts should be provided, including draft accounts if a full years set of accounts is not available.

The AF shall be signed by a duly authorised representative of the LP organisation i.e. the person authorised to commit resources for that period of time.

Please note that electronic signatures are acceptable.

Please note that only a scanned copy of the signed original AF has to be sent to the JS, within 5 working days after submission of the application on eMS. Please email the scanned copy of the signed original AF to [interregva.apply@norfolk.gov.uk](mailto:interregva.apply@norfolk.gov.uk)

Hardcopies of the signed original AF must be kept by the LP.

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<sup>1</sup> If for any reason a partner is unable to complete a De Minimis Form, the LP should contact their facilitator.

## **Covering letter**

The recommendations made by the Selection Sub Committee in relation to the Intervention Logic Outline should be addressed throughout the AF. However, in some cases, it may be difficult to address some of them in the AF, specifically when responding to the recommendations which require the partners to give details on:

- Something which does not directly relate to the future implementation of the project, such as difficulties met during the preparation phase ;
- Misunderstandings of the meaning of an element of the Intervention Logic Outline ;
- Issues related to State Aid or Revenue.
- How private sector partners will fund their participation in the project, taking into account both the match funding and the need to cover the project cash flow. If the source of funds is external then a corresponding letter of engagement indicating this amount must be included. If use of overdraft or similar facilities are planned which are not the company's own funds, evidence of these facilities should be provided.

In these cases, the applicants may write a covering letter to address the issues mentioned above. The covering letter is not a compulsory annexe of the AF, with the exception of a statement on how private sector partners will fund their participation (if applicable).

In general, it should not be longer than 2 pages, apart from sections which deal with the issues on State Aid or Revenue. For these sections partners may use as many pages as necessary to fully explain the issues. In the event of large numbers of recommendations given to the project in response to an Intervention Logic Outline this can be extended to 5 pages with permission from the JS. The covering letter must be submitted in both English and French.

## **Investment Annex**

The investment annex allows PPs to provide information about project outputs and deliverables that will remain in use after the project is completed. This should be completed where there is a tangible project output or deliverable relevant to the long term use of the project after its closure.

In particular this should be used where items charged at full cost to the Programme would normally be depreciated over a longer period than the project lifetime. Examples could include;

- Equipment purchases, in particular where these will lead to productive activity after the project;
- Land purchases;
- Construction;
- Computer software or systems that will be used after the project;
- Registered Intellectual Property rights.

When completing the investment annex, each investment should be tied to a complete set-up, rather than presented as an individual item. For example, an environmental monitoring station should be treated as an individual investment, rather than listing each piece of equipment and building as a separate investment annex. Likewise if equipment all relates to one process, then this can all be listed as a single investment in processing equipment.

All Investment Annexes must be completed in both English and French.