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DEVELOPMENT
AGENCY**

BULGARIA - TURKEY IPA CROSS-BORDER PROGRAMME

GUIDELINES FOR APPLICANTS

Call for proposals

No. 2007CB16IPO008 – 2009 – 1

Deadline for submission: December 28, 2009

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Legal Basis

In the elaboration of these Guidelines for Applicants the following legal provisions have been observed:

Basic EU rules

- Council Regulation (EC) **No 1085/2006** of 17 July 2006 establishing an Instrument for Pre-accession Assistance – the IPA general regulation;
- Commission Regulation (EC) **No 718/2007** of 12 June 2007 implementing Council Regulation (EC) No 1085/2006 establishing an instrument for pre-accession assistance – the IPA implementing regulation (IPA IR).

Basic programme rules

- • Bulgaria-Turkey IPA Cross-border Programme 2007-2013 approved by Commission on 20.12.2007 with programme reference number CCI 2007CB16IPO008;
- Financing Agreement between the Commission of the European Communities and the Government of Republic of Turkey.

National legislation

Besides EU rules and rules of the Operational Programme, national rules have to be respected. Some examples:

- valid national legislation ruling specific fields e.g. environmental interventions, natural and cultural heritage, construction, and others.

Please note that all these legal provisions must also be observed by the applicants during both project preparation and implementation phases.

1 General Information

These Guidelines for Applicants aim to provide practical information to the potential beneficiaries under Bulgaria – Turkey IPA Cross Border Programme.

It is the most practical level of documentation needed for the successful submission of a project proposal under this programme. These Guidelines for Applicants provide information on how to fill in the application form, budget and related forms, the application procedure, the project selection criteria, the decision procedure and other practical advices.

IMPORTANT

Please note that this is not an EU Phare programme or Joint Small Project Fund. Therefore please read carefully these Guidelines for Applicants in order to avoid confusion!

1.1 Overview of Bulgaria – Turkey IPA Cross Border Programme

This programme is co-financed by the European Union through the IPA instrument and co financed by Bulgaria and Turkey through contributions from state budgets and if applicable - from project potential beneficiaries.

The programme document drafted jointly by the two countries through a large partnership with national, regional and local stakeholders was approved by the European Commission on 20 December 2007 (Decision no. C(2007) 6477). It sets out the general framework of intervention of IPA in the Programme cross-border area. **The programme document is available on www.bgregio.eu and <http://soi.tika.gov.tr>**

The programme continues the evolution of the EU's cross-border initiatives, reflected in the External Border Initiative Programme and Phare Cross Border Co-operation Programme between Bulgaria and Turkey.

Information on types of eligible projects, activities and beneficiaries, the budget breakdown per priority axes and key areas of intervention are given below.

1.1.1 Eligible Cross-border Area

The eligible co-operation area is determined in accordance with the IPA rules set out in Regulation 1085/2006 where only NUTS III regions (or respective equivalents) are eligible for cross-border co-operation programmes. In Bulgaria the corresponding NUTS III administrative-territorial units are the districts established by the Law on the Administrative Territorial System in Republic of Bulgaria. In Turkey the corresponding equivalent of NUTS III administrative-territorial units are the provinces established by Decision of Council of Ministers No 2002/4720.

The eligible cross-border co-operation area includes districts **Bourgas, Yambol** and **Haskovo** on the Bulgarian side and provinces of **Edirne** and **Kirklareli** on the Turkish side. Bulgaria – Turkey co-operation area covers a territory of 29032.9 km² with total population of 1 561 984 people. Common Bulgarian – Turkish border stretches along 288 km with 3 currently operating border crossing points.



Geographical structure of the co-operation area

1.1.2 Programme Strategy

IPA replaces five previously existing pre-accession instruments, namely PHARE, ISPA, SAPARD, Pre-Accession Financial Assistance Programme for Turkey and CARDS, and thus uniting under a single legal basis all the pre accession assistance. IPA has also been designed to better adapt beneficiaries to the different objectives and thus providing a targeted and effective support according to their needs and evolution.

Border regions are often facing disadvantages due to their peripheral geographical locations and relative isolation from national economies. At the same time the development of the internal market within the Union (and the free movement of people, goods, services and capital) also brought out the need for the balanced development and integration of the European territory.

The CBC Programme is targeted at maximizing the specific value that can be added within the described framework.

The Programme strategy is developed by giving a stress on fostering the strengths and use of the potential opportunities of the region through the defined priorities and spheres of intervention taking into account cross-border needs and possibilities for cooperation.

1.1.3 Programme Objectives

The strategy, therefore, sets out to address the specific needs of the border area both in the short and long term, and supports the following **overall objective**:

Achieving balanced sustainable development build upon the key strengths of the Bulgaria-Turkey cross-border co-operation area in contribution to stronger European co-operation and integrity.

The overall objective of the programme, with the core elements of the strategy derived from the SWOT analysis, together led to the formulation of the following **specific objectives of the IPA CBC Programme**, which should be taken into account when preparing a project:

- ***Specific objective No. 1: To boost sustainable economic development in co-operation area built on the comparative advantages.***
- ***Specific objective No. 2: To improve the overall social development and promote social cohesion among people and communities.***
- ***Specific objective No. 3: To improve the quality of life by efficiently use of common natural resources as well as protection of natural, cultural and historical heritage values***

Each of the development areas (economic, social, cultural, environmental) represent an integral part of the term: "sustainable development" which corresponds to the overall objective of the CBC Programme. The issues of sustainable development on other hand shall be addressed with an integrated approach, as the limited funds will not allow for special attention and separate funds to be spent for each issue.

📌 IMPORTANT

For further details on programme strategy please refer to the programme document.

1.1.4 Programme Priority Axes

In order to achieve the objectives set out in the programme document, the partnering countries have jointly agreed upon the main directions on which the interventions under this programme should focus. These main directions are called "Priority Axes" and are as follows:

- ***Priority Axis 1: Sustainable Social & Economic Development;***
- ***Priority Axis 2: Improvement the Quality of Life;***
- ***Priority Axis 3: Technical Assistance.***

📌 IMPORTANT

Only the first two Priority Axes finance projects submitted by applicants while the third one is dedicated to ensure the proper functioning of the programme management and implementation bodies.

The priority axes are broken down to key areas of intervention as follows:

Priority Axis 1: *Sustainable Social & Economic Development*:

Measure 1.1: Improvement of the social development and social cohesion links;

Measure 1.2: Economy Competitiveness increasing;

Measure 1.3: Infrastructural support for the improvement of the economic potential of the co-operation area;

Priority axis 2: Improvement the Quality of Life

Measure 2.1: Protection of environment, nature and historical and cultural heritage;

Measure 2.2: Capacity building for sustainable use of natural resources, cultural and historical heritage.

1.2 Programme Implementation Structures

According to the relevant IPA Regulations, the two partnering countries have established the following main management and implementation bodies:

Managing Authority - Bulgarian Ministry of Regional Development and Public Works.

Directorate General Programming of Regional Development at Ministry of Regional Development and Public Works of the Republic of Bulgaria is the Managing Authority (MA). The Managing Authority is responsible for managing and implementing the cross-border programme in accordance with the principle of sound financial management.

National Authority – Turkish International Cooperation and Development Agency (TİKA) cooperates in joint programming, management and implementation of the programme.

Joint Monitoring Committee (JMC) is formed of representatives at national, regional and local level from both countries, supervises the programme and is responsible for its strategic adaptation.

Joint Technical Secretariat (JTS-main office) is based in Haskovo (Bulgaria). It assists the programme management bodies in carrying out their respective duties and is the main contact point between the programme and the potential beneficiaries/project partners.

Joint Technical Secretariat (JTS-branch/antennae) is based in Edirne (Turkey) as part of the JTS, having as main role to serve as local contact point for potential beneficiaries/project partners.

📌 IMPORTANT

The JTS – main office and branch/antennae – are the main structures responsible for providing information and support to potential beneficiaries.

1.3 Programme Financial Allocation

The total budget of the programme for the 2007-2009 programming period is **11.814.525 Euro**, of which **10.042.346 Euro** is represented by EU contribution. The remaining **1.772.179 Euro** are national contributions from national budgets of partnering countries.

Please note that the programme financial allocation is neither broken down by each partner country nor by eligible region.

1.3.1 Financial Allocation for the First Call for Proposals

The total amount allocated for this call for proposals for the two priority axes is broken down as follows:
(in Euro)

Priority Axis	Community Funding	National Public Funding*	Total Funding
	(a)	(b)	(a)+(b)
Priority Axis 1	2 377 586	419 574	2 797 160
Priority Axis 2	2 971 983	524 468	3 496 451
TOTAL	5 349 569	944 042	6 293 611

**Contributions from national budgets of partnering countries*

The Managing authority saves the right to reallocate all financial resources in case of fewer projects applied or projects with insufficient quality.

1.4 State Aid

Commercial and profit-making activities are not eligible under this Call for Proposal. In case any activities will generate profit these will be deducted from the grant and the project will be subject of the state aid.

To this end, the following provisions shall be fulfilled by the project beneficiaries:

- When sub-contracting the activities in order to achieve the project objective, the contracting must be done by a transparent tendering procedure, following the PRAG (Practical Guide to Contract Procedures for EC External Actions) rules.
- The project must not create an economic advantage to an economic operator.
- All studies or other project results shall be made available for free to all interested individual or legal persons, in a non-discriminatory way.

Making the studies available only for certain individual or legal persons is strictly forbidden!

1.5 Revenue Generating Projects

No revenue generating projects shall be financed under the present call for proposals.

2 Rules of the Call for Proposals

2.1 General Information

Cooperation criteria:

The projects must have direct CBC impact, which shall be understood in terms of respecting at least one of the following conditions as described below: joint development, joint staffing, joint implementation and joint financing. However, projects addressing more than one of the cooperation criteria will be given additional points in the process of assessment.

Joint development – means that the project must be designed in close cooperation of the partners from both sides of the border. This means that project proposals must clearly integrate the ideas, priorities and actions of stakeholders on both sides of the border. The Lead Partner is the coordinator of this process but should include other partners from the beginning of the development process;

Joint implementation – means that activities must be carried out and coordinated among partners on both sides of the border. It is not enough that activities run in parallel. There must be clear content-based links between what is happening on either side of the border and regular contact between the two sides. The Lead Partner is responsible for ensuring that activities are properly coordinated, that schedules are kept and that the right quality levels are achieved;

Joint staffing – means that the project should not duplicate functions on either side of the border. Therefore, regardless of where the person is located, there should be a joint project management. The staff will be responsible for project activities on both sides of the border;

Joint financing – The budget should be divided between partners according to the activities carried out. There is only one project bank account for the EU and national contribution (held by the Lead Partner). The Lead Partner is responsible for administration and distribution of these funds and for reporting on their use.

👉 IMPORTANT

Projects covering more than one of the above conditions will be evaluated more favourably.

👉 IMPORTANT

Activities should not overlap activities already financed. On the other hand, coherence with and supplementing those activities would be treated favourably.

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Number of project proposals and grants per institution/organization:

Under the current call for proposals an institution/organization may submit maximum three project proposals as a Lead Partner. Only the highest scored proposal might be financed. In case an institution/organization has submitted more than three project proposal as a Lead Partner, all submitted proposals will be eliminated at the administrative stage.

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One project proposal must cover only one Key Area of Intervention. This is obligatory condition. Combination of activities from different Key Areas of Intervention is forbidden and will lead to direct elimination.

Applicable law

The projects must be in line with the national and European legislation on equal opportunities and environmental protection. The project must also respect the European legislation provisions on information and publicity.

The beneficiaries have the possibility to award contracts to subcontractors. Subcontractors are neither partners nor associates, and are subject to the procurement rules set out in the **PRAG (Practical Guide to Contract Procedures for EC External Actions)** rules.

📌 IMPORTANT

When the beneficiaries of a project sub-contract the activities in order to achieve the goals of the operation, the sub-contracting must be done by a transparent tendering procedure, following the provision of EU Regulation 718/2007, article 121, translated into Practical Guide to Contract Procedures for EC external actions.

📌 IMPORTANT

The project must include activities for information and publicity, according to the European Commission Regulations and observing the "Communication and Visibility Manual for EU External Actions" (available at http://ec.europa.eu/europeaid/work/visibility/index_en.htm).

The financing under the current Programme shall be made available to potential beneficiaries through a competitive process. The Managing Authority together with the National Authority and the Joint Technical Secretariat are launching the present call for proposals.

The present call for proposal has the goal of establishing solid partnerships in the eligible area by financing "soft projects" (as studies, strategies, seminars, know-how exchanges etc.) and "investment projects" (as works activities, supply etc.).

The submission of projects is open to all potential beneficiaries that meet the eligibility criteria set below.

2.2 Eligibility Criteria

In order to be eligible for funding under the programme, a project should meet three sets of eligibility criteria:

- eligibility of applicants (see section 2.2.1),
- eligibility of activities (see section 2.2.2),
- eligibility of expenditures (see section 2.2.3).

2.2.1 Eligibility of Applicants (Lead Partner and Partners)

📌 IMPORTANT

Under this call for proposal the Applicant is considered a group of Lead Partner and its Project partners.

Lead Partner Principle: For each project, a “Lead Partner” (LP) among the project partners must be appointed prior to the submission of the project proposal. The Lead Partner shall be a natural or legal person ***in the eligible border region of the Programme***. The Lead Partner, as the applicant of the project proposal, will be responsible for the development and submission of the project proposal, and will sign the grant contract (Annex C) with Managing Authority.

The lead partner assumes the following responsibilities:

- lays down the arrangements for its relations with the partners participating in the operation in an agreement comprising, inter alia, provisions guaranteeing the sound financial management of the funds allocated to the operation, including the arrangements for recovering amounts unduly paid;
- is responsible for ensuring the implementation of the entire operation;
- is responsible for transferring the relevant budget amount to the partners participating in the operation according to the partnership agreement and certified costs;
- ensures that the expenditure presented by the partners participating in the operation has been paid for the purpose of implementing the operation and corresponds to the activities agreed between the partners participating in the operation;
- verifies that the expenditure presented by the partners participating in the operation has been validated by the controllers referred to in Article 108 of Commission Regulation (EC) No.718/2007 of 12 June 2007;
- collects the information from the project partners, cross-checks the verified activities with the progress of the project and submits the reports to the JTS;
- signs the agreement for implementation of the operation with MA;
- informs MA about project modifications.

More information about the role and tasks of the Lead Partner are provided in the grant contract and in the partnership agreement template (Annex A3);

📌 IMPORTANT

Every project must include at least one partner from each side of the border region. Projects which do not comply with this requirement will not be eligible.

All partners are directly responsible for the project implementation and cannot act as an intermediary.

All organizations participating, as applicants, under this Call for Proposals, are called partners. The partners shall select one, from among themselves, to be the Lead Partner. All partners are also known as applicants.

2.2.1.1 General Criteria for Eligibility of Applicants (Lead Partner and Partners)

(1) Lead Partner and its partners must complete all of the following general eligibility criteria:

- be legally established organizations (legal persons) **and**
- be established within the eligible cross border region between Bulgaria and Turkey **and**
- be non profit making **and**
- belong to the one of the following categories:

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- be local/regional/national authorities or subsidiary structure(s) of local/regional/national authorities situated in the eligible area. In case a local/regional/national structure **is not and can not act as a legal entity**, its legally established central organization, if such exists, shall be the project partners
 - be national and regional agencies (responsible at central, regional and municipal level)
 - be nature park administrations
 - be local/regional forestry directorates
 - be health care institutions
 - be cultural institutions
 - be community centres
 - be regional employment agencies
 - be non-governmental or non-profit¹ organisations such as business support organizations, local enterprise agencies, development agencies, chambers of commerce, Information and Communication Technology (ICT) development agencies, educational, training and Research and Development (R&D) institutions, employers and producer associations, labour unions; state and public agencies and organizations
 - be educational institutions such as universities, schools, colleges and libraries
 - be Euro regions
- and
- be directly responsible for the preparation and management of the action, not acting as an intermediary.
- and
- not be affected by potential conflict of interest with the Joint Structures of the Programme (Managing Authority, National Authority, Certifying Authority, Audit Authority, Joint Monitoring Committee, Joint Steering Committee and Joint technical Secretariat). Should such situation arise during performance of the contract the beneficiary must immediately inform the Managing Authority

📌 IMPORTANT

Lead Partner must be registered within eligible border region between Bulgaria and Turkey at least 12 months before the deadline for submission of project proposals under current call for proposals.

📌 IMPORTANT

The maximum number of partners in a project shall not exceed ten (10), including the Lead Partner.

All partners must sign a partnership agreement with the Lead Partner that stipulates their rights and duties. The partnership agreement should be annexed to the application form. A partnership agreement template is annexed to the present Guidelines (Annex A3). The partners may decide to add additional provisions to the partnership agreement in a separate annex to partnership agreement.

All partners must have clear roles in project development and implementation.

¹ Profit is defined as:

- in the case of a grant for an action, a surplus of receipts over the costs incurred by the beneficiary when the request is made for final payment.

Lump-sums and flat-rate financing should be established in such a way as to exclude a priori a profit.

Under no meanings political parties and organizations are not eligible under this call for proposal.

2) Potential applicants are not eligible to participate in calls for proposals if:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation, arising from a similar procedure provided for in the national legislation or EU regulations;
- (b) they have been convicted of an offence concerning professional conduct by a judgment which has the force of *res judicata* (i.e., against which no appeal is possible);
- (c) they are guilty of serious professional misconduct proven by any means;
- (d) they have not fulfilled obligations relating to the payment of debts to the consolidated state budget;
- (e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the Communities or national financial interests;
- (f) they have been declared to be in serious breach of contract for failure to comply with their contractual obligations in connection with a procurement procedure or other grant award procedure financed by the Community or national budget.

Applicants are also excluded from participation in calls for proposals or the award of financial support if, at the time of the call for proposals, they:

- (g) are subject to a conflict of interests; the conflict of interests represents any circumstances that may affect the evaluation or implementation process, in an objective and impartial manner. Such circumstances may result from economic interests, political or national preferences or family connections.
- (h) are guilty of misrepresentation in supplying the information required by the Managing Authority/ Joint Technical Secretariat as a condition of participation in the call for proposals or fail to supply this information;
- (i) have attempted to obtain confidential information or influence the evaluation bodies during the evaluation process of current or previous calls for proposals;

In the cases referred to in points (a), (c), (d), (f), (h) and (i) above, the exclusion applies for a period of two years from the time when the infringement is established. In the cases referred to in points (b) and (e), the exclusion applies for a period of four years from the date of notification of the judgment.

📌 IMPORTANT

The LP on behalf of all partners should sign a "Declaration of eligibility" (Annex A4), declaring that all project partners including Lead Partner, do not fall into any of the above categories (a) to (i).

2.2.2 Eligibility of Activities

The project proposals must be in line with the indicative operations from the key area of intervention under each priority axis as stipulated in the Bulgaria – Turkey IPA Cross-Border Programme.

📌 IMPORTANT

Under this call for proposals, two types of projects shall be financed

- non-investment ("soft") projects aiming at developing studies, workshops, seminars and exchanges of experience **and**
- "investment" projects such as works activities, supply etc. Such projects may also include "soft" measures.

In addition feasibility studies or other types of preparation of technical documentation shall be financed under this call for proposals.

Project Duration and Grant Amounts

Priority axis	Area of intervention	Type of measure	Grant Amounts (€)	Project Duration (minimum-maximum months)
Priority Axis 1 <i>Sustainable Social & Economic Development</i>	1.1 Improvement of the social development and social cohesion links	Soft	10.000-100.000	6-12
	1.2 Economy Competitiveness increasing	Soft	10.000-100.000	6-12
	1.3 Infrastructural support for the improvement of the economic potential of the co-operation area	Investment	100.000-600.000	6-24
Priority Axis 2 <i>Improvement the Quality of Life</i>	2.1 Protection of environment, nature and historical and cultural heritage	Soft	10.000-100.000	6-12
		Investment	100.000-600.000	6-24
	2.2 Capacity building for sustainable use of natural resources, cultural and historical heritage	Soft	10.000-100.000	6-12

In addition, no grant may exceed 85% and be less than 50% of the total eligible costs of the project (see also section 2.2.3). The remaining amount (15%) is financed from the national budgets of the partnering countries as national co-financing. Contributions from the applicant's or partners' own resources are not obligatory.

There are no limits for the amount of the additional own co-financing.

Location: **Actions must take place in one or both following countries: Republic of Bulgaria and Turkey within the eligible regions listed below**

For Republic of Bulgaria the following regions and municipalities are eligible:

- ✓ District of **Burgas**: 13 municipalities – Aitos, Burgas, Sredets, Kameno, Karnobat, Malko Tarnovo, Tsarevo, Nesebar, Pomorie, Ruen, Sozopol, Sungurlare, Primorsko ;
- ✓ District of **Yambol**: 5 municipalities – Yambol, Bolyarovo, Elhovo, Straldja, Toundzha;
- ✓ District of **Haskovo**: 11 municipalities – Haskovo, Dimitrovgrad, Ivaylovgrad, Lyubimets, Madjarovo, Mineralni bani, Svilengrad, Simeonovgrad, Stambolovo, Topolovgrad, Harmanli.

For Turkey the following provinces and districts are eligible:

- ✓ **Province Edirne**: 9 districts - Edirne, Enez, Havsa, İpsala, Keşan, Lalapaşa, Meriç, Süloğlu, Uzunköprü;
- ✓ **Province Kırklareli**: 8 districts – Babaeski, Demirköy, Kırklareli, Kofçaz, Lüleburgaz, Pehlivan köy, Pınarhisar, Vize;

IMPORTANT

In case the project envisaged implementation of activities in the adjacent area, a strong justification has to be provided.

Types of Activities:

The types of activities financed under each Priority axis, Key areas of Intervention and Indicative operations must demonstrate a clear cross-border effect to the eligible programme area.

Detailed description of the eligible activities under this call for proposals are given below:

Priority Axis 1 – Sustainable Social & Economic Development

This priority axis aims to increase the overall competitiveness of the cross border economy and to improve social development and social cohesion of the border region:

The axis is split in three key areas of intervention, referring to:

- **Improvement of the social development and social cohesion links;**
- **Economy Competitiveness increasing;**
- **Infrastructural support for the improvement of the economic potential of the co-operation area.**

Key Area of Intervention 1 – Improvement of the Social Development and Social Cohesion Links

Eligible activities should use soft measures and are symbolically characterized by two types of characteristics: human resource development by promoting the European concept of Lifelong learning and people to people collaboration activities.

The list of activities includes but is not limited to:

- Development of joint training products, guides, textbooks, manuals etc. materials;
- Implementation of cross border activities targeting human resource development and improvement of skills of vulnerable persons so to match the labour market demands and requirements;

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- Establishment of joint Human Resources development systems, development of strategies and sharing of best practice in the field of HR management;
- Pilot actions and networking activities among organizations/institutions by implementation of training/education and capacity building initiatives and schemes aimed to reinforce social and cultural links; development and implementation of cross border initiatives between relevant (training/educational/scientific) institutions (such as seminars, conferences, training events, targeting transfer of know-how, technology transfer, scientific and cultural exchange), creation of cooperation between the education/vocational training institutions and the labour market, creation of a joint information systems giving the possibility of institutional contacts for cross-border activities, research for establishment of common social and public services including health care cooperation, etc.;
- Implementation of cross border activities in the border region aimed to promote best business and cross-border cooperation practices and strengthening the transfer of expertise;
- Creation of information networks for e-services (e-health, e-learning, e-government etc.)

Key Area of Intervention 2 – Economy Competitiveness Increasing

Eligible actions should use soft measures. The list of actions includes but is not limited to:

- Preparation of joint research studies for market opportunities.
- Implementation of initiatives for development of common labour market and more close collaboration between labour.
- Development of training, scientific transfer and best practices exchange aimed to creation of knowledge based economy.
- Cross-border awareness raising activities on acquis compliance for SMEs, about market development and market conditions across the border: seminars, training courses, information campaigns, joint development of guides and other publications, assessments and other types of co-operation in the field.
- Creation of co-operation structures for providing joint cross border services to business and especially SMEs, advising on preparation and certification of private companies, NGOs and public institutions ensuring systems for quality of management, products, ecological requirements;
- Joint actions for business-support of cross-border business activities: establishment of centres to support cross-border business initiatives, development of joint marketing and promotion services, use of ICT² for promoting cross-border cooperation between companies (information services, creation of databases for regional stakeholders, joint business directories, Internet platforms, various Internet-based informational resources), joint initiatives for attracting direct investment in the cross-border region and strengthening the transfer of expertise, etc.
- Counseling and advice in business start up, business planning and strategy development, technology transfer, patents and trade marks, legal affairs, finance and marketing;
- Cross-border initiatives for the promotion of entrepreneurial collaborations: training programmes, development of support schemes and establishment of economic networks;

² ICT – information and communication technologies

Guidelines for Applicants

- Promoting cross border networking by organization of cross-border business events such as meetings, seminars, training sessions, workshops, conferences, business excellence awards aimed to partner search, general business advice and training, development of clustering opportunities, etc.
- Support for the setting up of the joint ventures, co-operatives or consortia for joint manufacturing or provision of tourist services - preparation of business and marketing plans, market studies, market and public relations (PR) campaigns, direct export sales and marketing.
- Actions aimed to develop, diversify and promote sustainable tourism in the area based on the uniqueness of common natural heritage, biodiversity abundance and cultural richness, promoting cross border area as unique destination;
- Joint studies related to the increase of the energy efficiency and of the use of renewable energies;

Key Area of Intervention 3 – Infrastructural Support for the Improvement of the Economic Potential of the Co-operation Area

(1) "Soft" measures

Under this indicative operation, the following actions are eligible:

- Pre-feasibility and feasibility studies;
- Economic and technical studies;
- Cost-benefit analyses, marketing studies, financial and cash-flow plans;
- Environmental Impact Assessments;
- Research and information services for entrepreneur, health, social and education organizations – Creation of Data Bases, Internet platforms, Joint business directories, Technical Studies;
- Background studies and rules for the preparation of aid schemes and financial support tools
- Detailed project designs, architectural and engineering designs, and preparation of other necessary documentation;
- Preparation of tendering (public procurement) documents and bills of quantities

(2) "Investment" measures

Investment actions aimed to improve small scale infrastructure are eligible:

- Development/reconstruction social infrastructure (educational, health care, child care, etc.) including small-scale infrastructure ensuring equal opportunity access to main facilities;
- Investment/Supply of specialized equipment (i.e. data base, information systems equipment, etc);
- Renovation and establishment of small scale infrastructure, communication networks, and adjacent facilities (bus stops, parking places, pavements, lighting and green areas, street widening, etc);
- Works supervision services related to the small scale infrastructure investments.

👉 IMPORTANT

All envisaged investment activities have to be supported with detailed works design (where applicable according to the relevant legislation). Under this call for proposals the "two-phases" projects are ineligible under this area of intervention.

Guidelines for Applicants

The applicants will be allowed to participate either under project design phase or works/construction phase.

All investment activities should be implemented on a public municipal or public state-owned property.

All the investment proposals should have positive environmental impact assessment (EIA), if for such kind of activities an EIA is required by the national legislation.

Priority Axis 2 – Improvement of the Quality of Life

The overall objective of this Priority axis is to stipulate cooperation for protection of nature and specific fields of environment, protection of historical and cultural heritage as well as provision of assistance in emergency cases.

The axis is split in two key areas of intervention, referring to protection of environment, nature and historical and cultural heritage and capacity building for sustainable use of natural resources, cultural and historical heritage

Key Area of Intervention 1 – Protection of environment, nature and historical and cultural heritage

The list of actions includes but is not limited to:

(1) "Soft" measures

- Establishment of cross-border integrated approaches, networks and cooperation between the existing environmental institutions (e.g. environment protection agencies, administrations of the protected areas) for the maintenance of the sustainability of ecosystems and protection of the natural environment by development and implementation of joint/correlated management plans and joint solutions for nature protected areas and biodiversity safeguarding, by development and implementation of joint plans/educational/training programmes for pollution prevention, deforestation and soil erosion prevention;
- Activities aimed at strengthening of cross-border collaboration of cultural institutions/organisations by creation of new common cross-border cultural products and services, development of cultural tourism, joint studies on cultural heritage, elaboration of models for management of cultural sites, etc;
- Development of new cross border integrated rural tourism products covering the whole tourism cycle – destinations, services and skills development, interpretation programmes, marketing, promotion, etc.
- Cultural cooperation through development of joint traditional and new festivals, exhibitions, cultural events, encouragement/revitalization of traditional craftsmanship, traditional customs and cultural heritage;
- Initiatives promoting historical and cultural heritage in the cross border area;
- Development of joint early warning systems for prevention of natural and technological disasters;
- Joint studies on climate change impacts on the area and joint action plans for reducing these impacts;

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- Activities for mitigation of environmental pollution in mining sites (for example, exchange of experience, cross-border studies, elaboration of sustainable management plans, etc.);
- Pre-feasibility and feasibility studies and Environmental Impact Assessments;
- Development of detailed plans, detailed project designs, architectural and engineering designs, mapping (in line with the national legislation of partnering countries), and preparation of necessary documentation for investment under this particular key area of intervention;
- Research and information services – creation of Data Bases, Internet platforms, Technical Studies, etc;
- Implementation of programs and systems for observations, data gathering, data storage and dissemination, including institutional capacity building.
- Implementation of activities for improvement of forest management and sustainable usage of local natural resources, including collection of non-forest products (herbs, mushrooms) ensuring sustainable use of those and public awareness campaigns for promotion of nature protection.

(2) "Investment" measures

- Improvement and re/construction of small-scale infrastructure addressing natural and cultural sites;
- Restoration, prevention and conservation of important areas, species and habitats (remediation of impacted areas, including destroyed by fires, replanting, wetland restoration, revitalization of populations of endemic species, enrichment planting, etc.).
- Creation/renovation of marks - boards, pointers, map schemes, trail marking, interpretation/directional boards, etc., according to the established nomenclature, maps and written guides.
- Re/Construction or rehabilitation of a modern tourism infrastructure - camping grounds and associated facilities adjacent to areas of high natural value; systems of walking paths, hiking trails, eco-paths, riding trails; creation of zones and facilities for rock climbing, water sports; creation and equipment of rest places, fire safe picnic places and related supervision (as per the requirements of national legislation where the place of the action is settled).
- Construction of cycling and motor cycling trails in suitable locations (due to the environmental problems created by those activities, areas and routes liable to erosion should not be developed for this purpose. Environmental Impact Assessments must be required for this type of activities).
- Creation and equipment of animal-watching places: bird watchers' and photo-hunters' platforms, wild birds'/animals' feeding places made of aesthetically/environmentally appropriate materials, "Green' and 'theme' eco-paths (ornithological, botanical), educational/scientific itineraries.
- Creation of better infrastructure for tourist visits, including for disabled people, improvement of access and utilities to natural phenomenon/sightseeing and cultural spots e.g. stairs, lighting, water supply and sewerage, electricity, heating and ventilation; installation of signs, slopes, toilets, small waste collection facilities, etc.
- Works to improve road access to sights and objects for rural tourism - car-parks, re/construction of roads (with limited length of up to 2 km), recreation zones, etc., and related supervision (as per the requirements of national legislation where the place of the action is settled).

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- Re/Construction/refurbishment/rehabilitation of buildings, 'nature based' interpretation / education / visitor centers (these are centers which perform activities aiming at attracting the tourists closer to nature), combined/or not with vocational training of guides, animators, mountain guides, rescue teams etc.
- Development and construction of small-scale infrastructure related to cultural sites; Re/Construction/Rehabilitation of cultural centers/sites and adjacent small infrastructure.
- Small scale investment activities and supply of specialized equipment and technologies related to the nature protection and necessary for implementation of the actions under this component (e.g., purchase and implantation of systems for field observations, data gathering, data storage and dissemination, early warning systems, improvement of forest management, etc.).
- Procurement of equipment and materials - for interpretation, education, visitor or other centers; creation of information systems in tourism information and cultural centers, equipment for cultural events, equipment for monitoring systems (for example for monitoring of humidity and temperature in museums), for ventilating systems, for security systems, etc.
- Small scale investment measures aimed at improving/rehabilitating water wells/springs/ponds and surrounding areas, soil eroded and wet areas, archaeological, ethnographic and folklore spots.
- Preparation or reconstruction of farms for adoption (or conversion to) of technologies for organic aquaculture, farming and stock breeding.
- Small scale investment activities aimed at development of sustainable nature-friendly organic farming, fishery, agriculture and fruit-culture, including cultivation and production of herbs, nuts, medical plants, aromatic species, vegetables, honey products, animal products, mushroom-growing, wild berries, tree-nursery, etc.
- Small scale investment activities aimed at removing the technical barriers through improvement of infrastructure for agriculture/organic waste disposal, herbicides disposal, anaerobic digestion and biogas production, agricultural waste water treatment, etc.
- Activities for permanent protection on the negative effect of flood phenomena – cleaning of rivers beds, relief works, renewal/rehabilitation of water control and water redirection structures such as: protective walls, embankments, dikes, piers; rehabilitation and construction of drainage facilities and infrastructures, creating of small scale hydro-technical structures and other actions for improvement of the cross border flood management, reinforcement of river cross-sections for the purposes of water monitoring, etc.
- Works supervision services related to the small scale infrastructure investments.

📌 IMPORTANT

All envisaged investment activities have to be supported with detailed works design (where applicable according to the relevant legislation). Under this call for proposals the "two-phases" projects are ineligible under this area of intervention. The applicants will be allowed to participate either under project design phase or works/construction phase.

All investment activities should be implemented on a public municipal or public state-owned property.

All the investment proposals should have positive environmental impact assessment (EIA), if for such kind of activities an EIA is required by the national legislation.

Key Area of Intervention 2 – Capacity building for sustainable use of natural

resources, cultural and historical heritage

Indicative operations

(1) "Soft" measures

- Joint research studies, information and know how exchange on cross-border area's natural resources protection, exchange of best practices and know-how in the sphere of revival and preservation of the cultural heritage, promotion of natural and cultural sites and their transformation into tourist sites;
- Joint cross-border information and public awareness campaigns focused on environmental protection and nature-friendly behavior, protection of fragile/vulnerable areas/habitats, on environmental risk prevention and fight against climate change challenges, sustainable use of natural resources and popularization of regulations for collection of non-forest products, emergency readiness, reduction of negative effects of economic activities on the environment and encouraging of friendly environmental economic activities, etc.;
- Establishment of information networks for promotion of common cultural heritage in the region;
- Activities related to marketing and advertising of the cultural, natural and rural sights, such as publishing of brochures and leaflets, promotion of rural products in the particular area, organization of exhibitions/seminars/conferences, creation of data-bases, web pages and multimedia products, identification of the existing needs and trends of the market and development of proper marketing strategies for the products;
- Initiation of partnerships among local stakeholders in the border area and implementation of joint actions aimed at awareness raising, marketing and promotion, capacity building, organization of round tables and workshops for discussing topics related to sustainable rural tourism development and to valorization of local assets and cultural heritage.

Under both Priority Axis the following types of activities are ineligible:

- Activities concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- Activities concerned only or mainly with individual scholarships for studies or training courses;
- Activities without a real cross-border impact;
- Activities with provisions for financing the usual management activities of the local organizations,;
- Activities that started before Applicants have signed a contract for awarding grants except project preparation activities;
- Activities linked to political parties;
- Charitable donations;
- Activities covered by other Community programmes.

2.2.3 Eligibility of Expenditures

Only "eligible costs" can be taken into account for financial support. The budget is therefore both a cost estimate and a maximum ceiling for "eligible costs". Note that the eligible costs must be based on real costs based on supporting documents. The eligibility of expenditure applies to EU and national contribution.

Requirements for eligible expenditures:

Expenditures must be made according to the:

- Commission Regulation (EC) No 718/2007 of 12 June 2007 [OJ L 170 from 29.06.2007] implementing Council Regulation (EC) No 1085/2006 establishing an instrument for pre-accession assistance (IPA);
- Specific rules approved by the Joint Monitoring Committee.

To be eligible for financial support under the call for proposals, expenditures must:

- be necessary for carrying out the action and must comply with the principles of sound financial management, in particular value for money and cost-effectiveness;
- have been stipulated in the project budget;
- have actually been incurred by the Lead partner or its partners during the implementing period for the actions defined in the application form;
- be recorded in the partners' accounts and tax documents, be identifiable and verifiable, and be backed up by supporting documents;
- be verified and certified as eligible by the controllers designated by the Managing Authority and the National Authority respectively;
- be in line with the provisions of the grant contract, national and European legislation;
- have not been subject to financing from any other public funds;
- be effectuated until the end of project. The starting date for the eligibility of expenditure for project preparation is the date of the official approval of the Financing Agreement between the Government of Republic of Turkey and the Commission of the European Communities (May 26, 2009), but not earlier than one year before the date of call for proposals. The starting date for the eligibility of the rest of expenditures is the date of signing of the grant contract between MA and Lead Partner.

The expenditures are generally eligible if they comply with the principles of efficient financial management and, if applicable, with the relevant rules for public procurement.

The earliest possible start of the project is the date of signature of the Grant Contract with the exception of expenditures for project preparation.

In practice it is possible that the earliest starting date for eligibility of expenditure of an individual project partner can differ from one to another.

As VAT is not eligible if recovered by a final beneficiary, final beneficiaries claiming costs "inclusive VAT" will have to issue a statement that they do not recover VAT by any means. The

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final beneficiaries partially recovering VAT have to provide the controllers with the proof of the percentage of non-recoverable VAT.

According to Article 89(3) of Commission Regulation (EC) No 718/2007 by way of derogation from Article 34(3), the following costs shall be **eligible** for a contribution from the IPA:

- (a) value added taxes, if the following conditions are fulfilled:
 - (i) they are not recoverable by any means;
 - (ii) it is established that they are borne by the final beneficiary; and
 - (iii) they are clearly identified in the project proposal.
- (b) charges for transnational financial transactions;
- (c) Where the implementation of the operation requires a separate account or accounts to be opened, the bank charges for opening and administering the accounts;
- (d) legal consultancy fees, notarial fees, costs of technical or financial experts, and accountancy or audit costs, if they are directly linked to the co-financed operation and are necessary for its preparation or implementation;
- (e) the costs of guarantees provided by a bank or other financial institutions, to the extent that the guarantees are required by national or Community legislation;
- (f) overheads, provided they are based on real costs attributable to the implementation of the operation concerned. Flat rates based on average costs may not exceed 25% of those direct costs of an operation that can affect the level of overheads. The calculation shall be properly documented and periodically reviewed.

📌 IMPORTANT

In-kind contribution is not eligible expenditure!

List of Eligible Expenditures

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The total sum of the maximum rates of the budget lines listed below exceeds 100 %. In real project proposals with real expenditures the amount should be 100 %. **The below mentioned thresholds are not a ground for rejection of a project proposal, but are strongly recommended.**

BUDGET LINE 1: Project administration costs – maximum 25 % of total eligible project costs.

Staff involved in project implementation remuneration. Including all expenditures related to the offices as:

Sub-line	Eligible expenditures
Project staff remuneration	Administrative and technical staff is for example the Project Leader, Coordinator, accountant, secretary, technical assistant, procurement expert and other experts. All staff members must be essential for the implementation of the operation. Salaries/fees for technical and administrative staff plus social security charges and other remuneration-related costs.
Rent of office	Expenses covering rent of office.
Overheads	Expenses covering electricity, heating, water etc.
Consumables	Expenses covering paper, pens, diskettes, folders, toners etc.

BUDGET LINE 2: Travel and accommodation - maximum 15 % of total eligible project costs

This budget line will cover the expenses for the participants from both countries (project staff and/or direct beneficiaries) in events taking place in the two partnering countries, as follows:

- events related to the project (technical meetings, meetings of joint working groups, meetings of the project team etc., workshops, trainings & seminars)
- business trips related to the project activities;

Sub-line	Eligible expenditures
Travel costs	Travel costs will usually cover expenses for: <ul style="list-style-type: none"> • train tickets; • bus tickets; • car/mini-bus travels (expenditure for petrol/kilometre, insurances for cars, green cards, motor way taxes etc.): • medical insurances; • visa expenditures;
Daily allowances	Daily allowances In the eligible border region of the two partnering countries daily allowances are € 20; Outside the eligible area daily allowances are € 35.
	Accommodation costs In the eligible border region of the two partnering countries the accommodation costs are up to € 60; Outside the eligible area the accommodation costs are up to € 130.

BUDGET LINE 3: Meetings, conferences, events

Costs for organization of meetings, seminars, press conferences, awareness campaigns, trainings, evaluation committees etc. include:

Sub-line	Eligible expenditures
Rent of hall	Expenses for rent of halls – for meetings, trainings or evaluation procedures;
Rent of audio/video equipment	Expenses for rent of equipment, including: <ul style="list-style-type: none"> • translation equipment; • audio equipment; • video equipment; • other related to the purpose of the event equipment.
Coffee breaks, refreshments etc.	Expenses for coffee breaks, refreshments, catering, business diners and lunches for all participants in the events; ⚠ IMPORTANT Expenditures for alcoholic beverages and cigarettes are not eligible. The costs are only eligible if stated clearly and easily visible on the invitation/agenda.
Preparation of materials	Expenses for preparation of materials supporting the events (invitations, agenda, presentations etc.);
Consumables	Expenses for consumables as paper, files, folders, cases, diskettes, compact disks, etc.

BUDGET LINE 4: Information and publicity

Sub-line	Eligible expenditures
Purchase of advertising materials	Expenses for purchase of advertising materials as pens, key chains, CDs, USBs, hats, bags, note books, folders etc.
Elaboration, design, translation, etc.	Expenses for elaboration, design, translation, publishing or printing of: <ul style="list-style-type: none"> information materials (concerning the project documents, implementation provisions etc.) brochures, leaflets (informing about the project's implementation and results); manuals and guidelines (concerning the project); advertising elements (including elaboration and printing logo of the project, etc.)
Publications in mass-media	Expenses for preparation of materials and assuring promotions in radio, TV and press, billboards.

BUDGET LINE 5: External expertise and audit

Sub-line	Eligible expenditures
Feasibility, design works etc.	Expenses for feasibility, technical studies, design works etc.
Interpreters, lecturers, trainers	Expenses for interpreters, lecturers, trainers
Authorizations, certificates, etc.	Expenses for obtaining authorizations, certificates, agreements, permits etc. related to elaboration of documents, supplies and works. Bank charges for transnational financial transactions ; Bank charges for opening and administering the separate bank account(s) required by the programme;
Consultancy	Expenses for external consultancy (for studies, legal advice etc.);
Audit	Audit costs shall be eligible provided that an independent audit is requested by the programme management. Audit shall be performed on the project as a whole. Audit costs shall be ensured within the budget of the Lead partner.

BUDGET LINE 6: Investments

Sub-line	Eligible expenditures
Land intervention	Expenses for land preparation – any works aimed at making the land suitable for the purpose of the project (removal of unnecessary materials and vegetation, drainage etc.); Expenses for land rehabilitation after completion of works and/or environment protection activities;
Small scale investments	Main investment (construction, reconstruction, rehabilitation, widening and modernization of the building(s)/site(s) and the related installations). Connection to utilities: power connection, water supply and sewage

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	<p>connection, gas connection etc.</p> <p>Site organization: places for workers and equipment, waste removal, fences etc.</p> <p>Expenditure for supervision</p>
Supply*	<p>Expenditure for purchase and rental of IT equipment and furniture;</p> <p>Expenditure necessary to bring the equipment to working condition;</p> <p>Expenditure for software;</p> <p>Purchase of vehicles is eligible provided that they are mandatory for achieving the project objective (i.e. specialized vehicles for interventions in case of disasters).</p>

*** For equipment that will not be used by the project partners or the project target group after the project completion and if the economic lifetime of the equipment (respectively – the period of amortization) is longer than the project duration, only the depreciation costs for the period of project duration are eligible.**

The depreciation rate has to be in line with national rules.

Depreciation is charged proportionally for each relevant period for which a periodical report is required and prepared. The full value of depreciated costs on equipment in relation to the total project duration cannot be charged as total amount for one particular period.

Only the proportionate sum of the depreciations costs according to the use of equipment for the project is eligible. The amount (percentage used and time duration) has to be auditable.

The depreciation costs of equipment can never exceed the purchase price of the equipment.

BUDGET LINE 7: Others – maximum 15 % of total eligible project costs

Sub-line	Eligible expenditures
Project preparation	<p>Expenses for project preparation (meetings between partners, consultancy, studies, translation of documents, feasibility studies, detailed project design and other technical documentation, taxes and other charges) carried out before the grant contract is signed.</p> <p>📌 IMPORTANT Expenditures are eligible from the date of the Financing Agreement between the Government of Republic of Turkey and the Commission of the European Communities (May 26, 2009), but not earlier than one year before the date of call for proposals. Maximum 5 % of total eligible project costs. NB: Payment of a grant towards the cost of Project Preparation, will only be made to those applicants whose projects are approved for grant. Otherwise, this cost is not recoverable.</p>
Other specific for the project	<p>Specific activities foreseen in the project that cannot be put down under any of the above budget lines. Those costs are eligible only if they are detailed in the explanatory documents, according to the complexity of the project.</p> <p>📌 IMPORTANT Maximum 5 % of total eligible project costs.</p>
Contingency	<p>📌 IMPORTANT Maximum 5 % of total eligible project costs.</p>

Ineligible expenditures

1. According to Article 34(3) and Article 89(2) of Commission Regulation (EC) No 718/2007 the following costs **shall not be eligible** for a contribution from the IPA:

- (a) taxes, including value added taxes;
- (b) customs and import duties, or any other charges;
- (c) rent or leasing of land and purchase, rent or leasing of existing buildings;
- (d) fines, financial penalties and expenses of litigation;
- (e) operating costs;
- (f) second hand equipment;
- (g) bank charges, costs of guarantees and similar charges;
- (h) conversion costs, charges and exchange losses associated with any of the component specific euro accounts, as well as other purely financial expenses;
- (i) contributions in kind;
- (j) interest on debt.

2. **In addition**, the project **ineligible** expenditures are as follows:

- (a) items such as gifts (flowers, greeting cards);
- (b) subcontracts in which payment is defined as a percentage of the total cost of the operation unless such payment is justified with reference to the actual value of the work or services provided;
- (c) expenditure on housing;
- (d) purchase of land, purchase of real estate and tax on purchase of real estate and/or land;
- (e) purchase of artist works;
- (f) personnel salaries (including civil servants) financed from the national/regional or municipal budgets for the implementation of regular activities (usual day-to-day management tasks and statutory responsibilities of an employee);
- (g) special awards and bonuses to employees;
- (h) for the products which are considered as author works, the Lead Partner or its Project Partner/s can not claim for reimbursement deriving from copyrights;
- (i) unpaid partial amounts of invoices (e.g. compensation for damages, guarantee payments, cash discounts, rebates, etc);
- (j) commissions and dividends, profit payment;
- (k) purchase of business share and stock exchange shares;
- (l) fines, financial penalties and expenditure on legal disputes;
- (m) currency exchange commissions and losses in currency exchange rates;
- (n) charges for financial transactions within one country (national);
- (o) guarantee costs with the exception of guarantees from banks or other financial institutions in the amount demanded under the national or Community legislation;
- (p) membership fees and meeting honoraria;
- (r) tax counselling;
- (s) sponsorships;
- (t) individual scholarships or expenditure for formal studies or vocational education;
- (u) in kind contribution
- (v) financial awards.

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In addition to the above a detailed instruction on how to complete the project budget is given in these Guidelines for applicants – Application Form Part III.

2.3 How to Apply

2.3.1 How to get the Applicants' Package

The Applicants' Package contains the Guidelines for Applicants, Application Form, Annexes and Supporting documents. These are the official forms that should be submitted when applying for financial support under the programme. The Guidelines for Applicants provides potential beneficiaries with detailed guidelines on the application for funding process.

The Applicants' Package is available on the following websites:

- programme website: www.ipacbc-bgtr.eu
- MA website: www.mrrb.government.bg, www.bgregio.eu
- NA website: <http://soi.tika.gov.tr>
- Joint Technical Secretariat's website: www.ipacbc-bgtr.eu
- Bulgarian Ministry of Finance's website: www.eufunds.bg

Applicants may submit questions of substance in writing up to 21 calendar days before the deadline for submission of proposals. The JTS will reply no later than 11 calendar days before the deadline for the submission of proposals.

Questions may be sent by e-mail or by fax to the address listed below, indicating clearly the reference of the Call for Proposals:

Fax: ++359 2 94 05 680

E-mail: tcm_exbd@mrrb.government.bg

Questions that may be relevant to other applicants, together with their answers, will be published on the internet site: www.ipacbc-bgtr.eu

2.3.2 How to fill in the Application Form and its Annexes

Application Form and Annexes must be submitted using the forms included in the Applicants' Package.

The Application Form and Annexes must be filled in English. The Supporting documents issued by national/local authorities or other bodies shall be attached in the original language accompanied by a certified translation in English.

Please complete the application form and its annexes carefully and as clearly as possible so that it can be assessed properly.

Make sure you fill in the documents by computer; hand-written applications will not be accepted.

Modifying the standard application form or Annexes will result in the rejection of your application.

All pages should have written by hand consequent page number, in the lower right corner (which will continue from the Application Form until the last page of the last annex).

Application Form

Application Form Cover:

The project title and the name of the Lead Partner organization should be stated in English and in brackets – in the native language. Priority axis No. and Key area of intervention (Measure) no. should be taken from the table shown at item **1.1.4. Programme priority axis** of this document.

Application Form PART I

👉 IMPORTANT

Please fill the information below for every project partner starting with No 1 for Lead partner / beneficiary

1. Identity

1.1. Detailed information

State the official and *full name* of the organisation.

State the official address, legal representative, telephone, fax and e-mail.

If the partner is a regional/local branch with legal personality, it should be mentioned.

The names of all the partner organizations should be stated both in their native language and in English. The "legal status" field should be filled in with the type of organization (from public sector - Public body or Public equivalent body and from private sector - Non-profit organisation).

Public sector

- Public body - legal entity established and governed by public law assigned with specific competences and tasks performed in public interest (e.g. national, regional, local authorities).
- Public equivalent body - legal entity that has to fulfill the following criteria:
 - established under public or private law mainly for the specific purpose of meeting needs in the general interest;
 - having legal personality (including non profit organisation with public financing);
 - financed, for the most part, by the State, regional or local authorities, or other bodies governed by public law; or subject to management supervision by those bodies; or having an administrative, managerial or supervisory board, more than half of whose members are appointed by the State, regional or local authorities, or by other bodies governed by public law

Private sector

- Private non-profit organisation - legal entity whose primary objective is to support private interest or public concern for non-commercial purposes, without concern for financial profit (e.g. foundations, civic associations with private financing only).

For the all partners including the Lead Partner organization, the name and position of the legal representative are requested.

The Lead Partner and the partners must present data regarding the object of activity and the tax registration number.

The *Lead Partner* is, as lead beneficiary, responsible for the implementation of the entire project. The Lead Partner will be the addressee of the entire correspondence during the application evaluation process and will also be responsible for reporting to the JTS after approval of the project. More information about the role and tasks of the Lead Partner are stipulated in the grant contract template annexed to this Guide.

1.2. Partner profile

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State the past experience (over past 3 years) in territorial co-operation actions.

State the specific role of each partner in the implementation and management of the current project. If the Lead Partner participates as a partner in other project proposals under the present Call for Proposals, these project proposals should be clearly stated by the Lead Partner.

1.3. Partner experience

State already financed and implemented projects (maximum 10 per project partner).

Here the project partners must state if they have ever received financing from European funds.

Here partners must provide detailed information about those projects (maximum three projects per project partner).

2. Financial data

2.1. Detailed information

State national registration code, VAT registration, IBAN, BIC, bank details

2.2. Financial status, capacity and equipment

The project partners must state information concerning annual turnover, number of full time staff, number of part time staff, number of offices and equipment.

Application Form PART II

1. Project identity

1.1. Project title

State the official and *full name* of the project and acronym.

State priority and priority measure of the project. Priority axis no. and Key area of intervention no. should be taken from the table shown at section 2 - **item 2.2.2. Programme priority axes** of this document.

1.2. Project duration

State the project duration in months.

1.3. Cross border character of the project

In order to prove the cross-border character of the project you must explain which of the following criteria are fulfilled (**minimum one**): Joint Development, Joint Implementation, Joint Staffing, Joint Financing (please refer to section 2 – General requirements).

1.4. Cross border impact of the project

The applicants must provide information regarding the cross-border impact of the project. As it could be seen in the Evaluation Grids, the cross-border impact of the project is assessed under the Technical and Quality Evaluation No. 12. If the average score is less than **5 points** for this criterion, the project proposal will be rejected.

2. Financial information

2.1. Sources of financing (EUR)

State the information concerning total value of the project (based on eligible costs), total value of the EU funds, total value of the national co-financing and if applicable - own contribution.

2.2. Breakdown of eligible expenditure per year (EUR)

The partners shall describe eligible expenditures planned (per Budget Lines as included in Application Form – Part III – table 3).

3. Project description

3.1. Consistency with programme strategy

All projects in Bulgaria – Turkey IPA Cross Border Programme must comply with the *strategy set out in the Programme*. This can be demonstrated by explaining the foreseen contribution of a project to the aims of the programme. Project partners should explain briefly and clearly how their project will contribute to the aims of the programme.

In this area the partners must explain how the project complies with the programme strategy and state the priority axis, key area of intervention and indicative operation aimed by the project.

In case the project envisages activities which might contribute or influence another priority axis or key area of intervention or indicative operation, explanations are to be given in this section.

3.2. Project objectives

The projects should set its own clear objectives (general and specific), in line with the programme objectives. It must be explained how the project objectives comply with the objectives of the programme and of the priority axes.

3.3. Background and demand for the overall project

Project partners should provide a clear description of the problem which the project is going to tackle and the contribution which the project will make to help solve it. It is recommended to describe what is new about the project in relation to what has been previously achieved – including other supported by EU activities and other projects and programmes in the area – and in relation to what will be achieved in this area in the future. It should be described why the chosen partnership is necessary for the project. Furthermore, the level of achievements of the project should be justified in terms of having a long-lasting impact from its final results.

3.4. Description of the target groups, beneficiaries and estimated number

The project partners should provide clear description of the target groups, beneficiaries and estimated number.

“Target groups” are the groups/entities who will be positively affected by the project

“Direct beneficiaries” are those directly involved in the project implementation

“Final beneficiaries” are those who will benefit from the project in a long term

3.5. Project activities

Project partners should fill in the activities planned to achieve the objectives as set out in 3.2. Please state the location of each activity and the responsible partner for each activity.

3.6. Duration and action plan

For each activity must be clearly stated the starting date, the completion date and duration.

4. Monitoring indicators

4.1. Expected outputs

The project partners should provide quantification of those indicators that are relevant to the project outputs. If the project can identify other specific indicators they should be added in the table and quantified.

4.2. Expected results

The project partners should provide quantification of those indicators that are relevant to the project results. If the project can identify other specific indicators they should be added in the table and quantified.

In the “justification” field the applicants must describe the sources of verification of the results to be achieved.

4.3. Multiplier effect

Describe the possibilities for replication and extension of the action outcomes.

4.4. Sustainability

Explain how sustainability will be secured after completion of the action. This may include aspects of necessary follow-up activities, built-in strategies, ownership etc.

5. Project coherence with

5.1. Other programmes/strategies

The project partners should identify those regional/national/European programmes or strategies in the field to which the application refers and demonstrate the coherence of the project to the respective documents/actions if applicable.

5.2. Other projects

The project partners must identify projects to which the present application has complementary/ upgrading /multiplier impact.

5.3 Horizontal themes

Explain how your project will contribute towards the promotion of the three *horizontal themes* (equal opportunities, environmental impacts and Innovative elements/methods).

If a negative impact is envisaged, for any reason, then it should be clearly explained as to how such effects will be minimized or otherwise offset.

6. Management of the project

6.1. General coordination and management including administrative and financial aspects

The role and responsibilities of the Lead Partner and project partners should be clearly described.

In general Lead Partner is responsible for the overall coordination, management and administration of the project and project partners are responsible for definite activities.

The Lead Partner and the project partners should draft and sign a Partnership Agreement, which clearly defines the roles and responsibilities of each partner. A template for the Partnership Agreement is included in the application package, indicating the minimum standards of the Partnership Agreement. The concrete agreement for the project can be extended and more detailed.

📌 IMPORTANT

A partner can never be a sub-contractor and vice versa!

Please note that a "partner" involved in the project implementation as "Lead Partner" or "project partner" is excluded from any forms of sub-contracting to other partners within the project.

6.2. Team proposed for project implementation

The project partners should provide information regarding the project management staff and their roles and responsibilities in the project.

Additionally CVs of experts for the different positions have to be attached.

Partners should go for a balanced team in terms of experience, competences and capacity.

7. Information and publicity

According to the EC Regulations and the Programme, the project partners must promote their projects and the added value of the Community funds.

Within a project the Lead Partner or each of the partners in the project must perform communication and promotion activities (media campaigns, events, promotional and informational materials, electronic channels etc). All project partners shall indicate concrete measures to be taken in this respect and also in order to disseminate the project results. All costs for proposed measures need to be included in the financial plan for the project and accounted for in the Budget Form. It should also mention who will benefit from the project and it might also specify other target groups such as authorities on different levels, enterprises, NGOs, other projects concerning the same issues as the proposed project, the general public and the mass media. These activities must be eventually evaluated to establish the impact they had on the target groups (the means and methods of evaluation should be mentioned in the table). The beneficiaries will accept to be included on a list containing the following information: the names of the beneficiaries, the titles of the projects and the amounts of public funding allocated to the respective projects.

Application Form Part III

Table 1 – TOTAL BUDGET PER PROJECT PARTNERS

Above the table – fill project acronym,

In Table 1 – fill names of project partners starting with PP1 (Lead partner) and country code.

Total financial contribution will be automatically filled after you finish the AF part III.

Table 2 – DETAILED BREAKDOWN OF BUDGET LINES PER PARTNER (PP1, PP2, PP3 etc.)

All project partners fill a separate Table 2 – answering to their number in Table 1 (PP1, PP2, PP3 etc.) giving a breakdown of the expenditures that each of them will be responsible for during the project implementation. Table 2 – DETAILED BREAKDOWN OF BUDGET LINES PER YEARS will be automatically filled and will provide a detailed summary of the project costs per Budget lines and Sub-lines.

Table 3 – SUMMARY BREAKDOWN OF BUDGET LINES PER YEARS

Table 3 will be filled automatically providing a summary of the project costs only per BLs and years – this is the table that has to be inserted in AF part 2, item 2.2.

Table 4 - SUMMARY BREAKDOWN OF BUDGET LINES PER PROJECT PARTNERS

This table will be filled automatically providing information for the distribution (balanced/unbalanced) of the project budget between project partners.

Table 5 – PROJECT SOURCES/PARTNERS' CONTRIBUTION

In Table 5 the sources of national co financing should be inserted – 15 % state co-financing is provided and if applicable (not compulsory) own contribution and/or other sources.

👉 IMPORTANT

EU co-financing should not exceed 85% of the total project costs.

PARTNERSHIP AND COFINANCING STATEMENT- automatically filled. Additionally each project partner should fill name and position of the legal representative and date. After printing the statement has to be signed and stamped.

👉 IMPORTANT

The Managing Authority reserves the right to propose to the JMC reduction of the project costs if they are deemed excessive.

3 Annexes

3.1 Annexes (A)

The following Annexes should be filled according to the template and submitted together with the Application form:

A1. Project summary

📌 IMPORTANT

Project summary should be filled in English, Turkish and Bulgarian. In case of inconsistency between the three versions, the English version shall prevail.

A2. CVs of the project management team

A3. Partnership Agreement

A4. Declaration of eligibility

A5. Sworn Statement

A6. Declaration of Commitment

3.2 Supporting Documents (B)

The following Supporting documents should be provided and submitted together with the Application form:

B1. Documentary and other evidence (in original or certified copy and English translation) on the most recent legal status of all partners. (issued not later than 6 months prior the date of application *(notary certified)*)

B2. Copy and English translation of the partners' accounts - Annual Balance Sheet and Profit and Loss Accounts for 2007 and 2008 /if completed/

B3. Copies of the partners' national registration code and VAT registration (if applicable).

B4. Copies of the partners' certificate issued by the relevant body (National Income Agency) for lack of obligations (taxes and social security duties) issued not later than 6 months prior the date of application or plan for rescheduling of the debts if existing (notary certified).

B5. The applicants shall annex if applicable a Decision of Local Council/ Board of Directors or any similar body regarding the project development and implementation – copy and English translation. This decision will indicate the legal representative of the partner.

B6. Legalized mandates of delegation from the legal representatives of partners (in case the application form and annexed declarations are not signed by the legal representatives of the Lead Partner/partners) – **original and English translation.**

B7. Supporting documents concerning INVESTMENT SUPPORT ACTIVITIES ONLY

B7.1. In case investment activities will be performed on **public** property:

- Ownership act or certificate for public ownership of the tangible assets, which will be subject of works activities *(notary certified copy)*.
- Agreement with the owner, clearly stating that the assets are given for free right of use for the purpose of the project at least for 5 years after end of the project. *(notary certified copy)*.

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B7.2. In case of investment activities required passing through private territories the consent of the owners must be obtained and presented in a due legal form and copy of the ownership act (**notary certified copy**).

B7.3. In case of investment activities within territories with special status relevant documentation required by the respective national applicable law (**notary certified copy**).

B7.4. Copy of letter issued by the relevant body clearly stated that Environmental Impact Assessment is not necessary (notary certified copy)

OR

Copy of positive Environmental Impact Assessment (positive opinion from the relevant body), required by the national legislation (notary certified copy).

B7.5. Approved Detailed works design (if applicable according to the relevant legislation).

B7.6. Latest photographs of the site.

Any other documents/permissions/authorizations/etc. concerning the project should be provided as Annexes.

📌 IMPORTANT

Where such documents are not in English, a translation into English of the relevant parts of these documents, proving the partners' eligibility, must be attached and will prevail for the purpose of analysing the application.

3.3 Documents for information (C)

The following documents are provided for information only:

C. Grant contract - The contract annexed is only indicative.

📌 IMPORTANT

All copies should be certified "True to the original" by the legal representative of the respective partner or of the Lead partner.

4 Where and How to Send the Application

Each application form should be bound (together with its annexes) in the way that pages could not be taken away from a whole set. The cover page of the Application Form should be visible, where <Project Title>, <Name of the Lead Partner>, <Signature and Stamp of Lead Partner> should be written by the applicant. A full electronic version of the Application Form and its annexes must be also enclosed on a CD (all documents bearing official signature/s and/or stamps should be scanned). The electronic format must contain **the same** proposal as the paper version enclosed.

Applications must be received in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

Postal address, Address for hand delivery or by courier service

Bulgaria

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1202 Sofia

17-19 Kiril and Metodii str.

Floor 2

The outer envelope must bear the:

- **Call for Proposal number: 2007CB16IPO008 – 2009 – 1 and**
- **the full name and address of the applicant**

Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

Applications (application form and annexes) shall be submitted in one original and **2 copies**, bound in A4 format.

The complete application form must also be supplied in electronic format (CD or DVD). The electronic format must contain exactly the same proposal as the paper version enclosed. The documents issued by public authorities or other bodies should be scanned.

A copy of cover page of the application form must also be attached to the front side of the envelope for identification. This should show: The Project Title: The name of the Lead Partner: The Priority Axis and the Measure”.

5 Deadline for Receipt of Applications

📢 IMPORTANT

The deadline for the receipt of applications is December 28, 2009, 4 pm.

Any application registered after the deadline will automatically be rejected, even if the postmark indicates a date preceding the deadline or if the delay is due to the courier service.

6 Evaluation and Selection of Applications

The project evaluation and selection criteria prepared by the Managing Authority together with the National Authority and the Joint Technical Secretariat are approved by the Joint Monitoring Committee(JMC).

The JMC will decide on the approval of projects and the amount of programme’s financial contribution to each operation. Following that, each Lead partner/beneficiary will be informed with an official letter, signed by the MA on behalf of JMC, about approval/rejection of their project. For the approved projects this letter will also provide information on the next steps. Detailed rules on decision making will be included in the rules of procedure of the Joint Monitoring Committee.

Contracts with the lead beneficiaries of the approved projects will be prepared on the standard template. Implementation of the projects may start only after the contracts are signed by both - the MA and the lead beneficiary.

6.1 STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK

The following will be assessed:

- The deadline has been respected. If the deadline has not been respected the proposal will automatically be rejected.
- The project proposal satisfies all the criteria mentioned in the Table for administrative compliant check. If any of the requested information is missing or is incorrect, the proposal may be rejected on that sole basis and the proposal will not be evaluated further.

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🔔 **IMPORTANT** Additional clarification concerning administrative compliance of the project proposals could be requested. Please having in mind that additional information/clarification must not be requested when improvement of proposal is possible.

ADMINISTRATIVE COMPLIANCE CHECK

ADMINISTRATIVE PART (to be filled by JTS)

Registration No	
Project No	
Lead Partner	
Partner/s	
Project title	

No	CRITERIA FOR ADMINISTRATIVE COMPLIANCE	YES	NO
1.	The Project proposal has been delivered within the deadline		
2.	The identification details are clearly stated on the outside of the sealed package		
3.	All parts of the Application Form and supporting documents are submitted in one original and two printed copies		
4.	An electronic version of the Application Form has been provided		
5.	Project summary is submitted in 3 (three) languages English, Bulgarian and Turkish.		
6.	The Application Form is duly completed in compliance with the template		
7.	All sections of the Application Form are typed in English		
8.	CVs of the project team are presented in English (Annex 2)		
9.	Partnership agreement of all partners is presented (Annex 3)		
10.	Declaration of eligibility signed by Lead partner is presented (Annex 4)		
11.	Sworn statement signed by Lead partner and all partners is presented (Annex 5)		
12.	Partnership and co-financing statement signed and stamped by every partner		
13.	Declaration of Commitment signed and stamped by every partner (Annex 6)		
No	SUPPORTING DOCUMENTS	YES	NO
14.	Documentary and other evidence (in original or certified copy) on the most recent legal status of all partners is provided (issued not later than 6 months prior the date of application (notary certified))		
15.	Copy of the partners' accounts - Annual Balance Sheet and Profit and Loss Accounts for 2007 and 2008 /if completed/ <i>(certified by the partner that is a true copy)</i> .		
16.	Copies of the partners' BULSTAT registration and VAT registration (if applicable) <i>(certified by the partner that is a true copy)</i> .		
17.	Copies of the partners' certificate issued by the relevant body (National Income Agency) for lack of obligations (taxes and social security duties) issued not later than 6 months prior the date of application or plan for rescheduling of the debts if existing (notary certified) .		
18.	Decision of Local Council (Municipal Council)/Board of Directors or any similar body regarding the project development and		

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	implementation is provided		
19.	Legalized mandates of delegation from the legal representatives of partners (in case the application form and annexed declarations are not signed by the legal representatives of the Lead Partner/partners) – original and English translation is/are presented		
No	SUPPORTING DOCUMENTS CONCERNING INVESTMENT ACTIVITIES	YES	NO
20.	In case investment activities will be performed on public property		
20.1.	Ownership act or certificate for public ownership of the tangible assets, which will be subject of works activities (<i>notary certified copy</i>).		
20.2.	Agreement with the owner clearly stating that the assets are given for free right of use for the purpose of the project at least for 5 years after end of the project. (<i>notary certified copy</i>)		
21.	In case of investment activities required passing through private territories the consent of the owners must be obtained and presented in a due legal form and copy of the ownership act (<i>notary certified copy</i>)		
22.	In case of investment activities within territories with special status relevant documentation required by the respective national applicable law is/are presented		
23.	Copy of letter issued by the relevant body clearly stated that Environmental Impact Assessment is not necessary (<i>notary certified copy</i>) or Copy of positive Environmental Impact Assessment (positive opinion from the relevant body), required by the national legislation (<i>notary certified copy</i>)		
24.	Approved Detailed works design (if applicable according to the relevant legislation).		
25.	Latest photographs of the site		
COMMENTS		YES	NO
Project proposal satisfies all criteria for administrative compliance			
Assessor's name:		Assessor's signature:	
		Date of evaluation:	

📌 IMPORTANT

Only proposals that satisfy all the criteria mentioned in the administrative compliance checklist will be evaluated on technical and quality eligibility stage.

6.2 STEP 2: ELIGIBILITY CHECK

The eligibility check is a part of evaluation of the project proposal, based on the criteria for eligibility as follows:

Partners are eligible when:

- All partners are eligible according to the eligibility criteria laid down within Section of Applicant's Guide 2.2. Eligibility Criteria.
- All partners are one of the listed organizations for each axis/intervention.

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Project proposal are eligible when:

- Project proposal covers at least one of the following conditions: Joint development, Joint implementation, Joint staffing, Joint financing

ELIGIBILITY COMPLIANCE CHECK

ADMINISTRATIVE PART (to be filled by MA)

Registration No	
Project No	
Lead Partner	
Partner/s	
Project title	

No	ELIGIBILITY CRITERIA	YES	NO
1.	At least one partner from each side of the cross border region is involved		
2.	Lead partner is registered in the eligible border region at least 12 months before the deadline for submission of project proposals under current Call for Proposals		
3.	All partners are eligible organizations (public bodies/ public equivalents/ non-profit organizations)		
4.	The implementation period does not exceed the maximum project duration per area of intervention indicated in the Applicant's Guide		
5.	The value of the financial support requested is in line with the limits indicated in the Applicant's Guide		
6.	The co-financing rates for EU and national funds are within the limits indicated in the Applicant's Guide		
7.	At least one of the following conditions is covered: Joint development, Joint implementation, Joint staffing, Joint financing		
8.	All applicants and partners should have the capacity to ensure temporary availability of funds until reimbursement of claims is made from the Programme (<i>signed Annex 6 - Declaration of Commitment</i>)		
COMMENTS		YES	NO
Project proposal satisfies all criteria for eligibility compliance			
Assessor's name:		Assessor's signature:	
		Date of evaluation:	

📌 IMPORTANT Only proposals that satisfy all the criteria mentioned in the eligibility compliance checklist will be evaluated on technical and quality evaluation stage.

6.3 STEP 3: TECHNICAL AND QUALITY EVALUATION STAGE

An evaluation of the quality of the proposals, including the proposed budget, and of the capacity of the applicant and his partners, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria are intended to help evaluate the applicants' financial and operational capacity to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding;

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- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also applies to any partners of the applicant.

The award criteria allow the quality of the proposals submitted to be evaluated in relation to the set objectives and priorities, and grants to be awarded to actions which maximise the overall effectiveness of the call for proposals. They enable the selection of proposals which the Managing Authority can be confident will comply with its objectives and priorities and guarantee the visibility of the Community financing. They cover such aspects as the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

Scoring:

The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 10.

Note on Section 1. Management capacity

If the total average score is less than 10 points for section 1, the project proposal will not be proposed for financing.

Note on Section 2. Consistency with the programme and other documents and strategies

If the total average score is less than 20 points for section 2, the project proposal will not be proposed for financing.

Provisional selection

Following the evaluation, a table listing the proposals ranked according to their score and within the available financial envelope will be established as well as a reserve list following the same criteria.

TECHNICAL AND QUALITY EVALUATION

TECHNICAL AND QUALITY EVALUATION PART (to be filled by MA)				
Registration No				
Project No				
Lead Partner				
Partner/s				
Project title				
MANAGEMENT CAPACITY				
No	SELECTION CRITERIA		Max. score	Reference
1.	The partners are experienced in project management in similar or other EU financed projects		5	Part I p.1.3.
	<i>All partners implemented 3 or more projects</i>	<i>5 points</i>		
	<i>All partners implemented at least 1 project</i>	<i>4 points</i>		
	<i>Some partners implemented projects</i>	<i>2-3 points</i>		
	<i>None of the partners has experience</i>	<i>1 point</i>		
2.	The project team proposed has the capacity to manage the project		5	Part II p.6.1., p.6.2. & CVs of the proposed project team
	<i>The whole project team has experience in project management</i>	<i>5 points</i>		
	<i>Some of the project team have experience</i>	<i>2-4 points</i>		
	<i>None of the project team has experience</i>	<i>1 point</i>		

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3.	Participation of partners in project management team		5	Part II p.6.1. p.6.2. &
	<i>Balanced participation of all partners</i>	5 points		
	<i>Unbalanced participation but all partners</i>	3-4 points		
	<i>In case of several partners - no participation of some of them</i>	2 point		
	<i>In case of 2 partners – one does not participate</i>	1 point		
4.	Staff, technical capacity and financial stability of the project partners		5	Part I p.2.2.
	<i>All partners have permanent staff, good technical capacity and financial stability</i>	5 points		
	<i>Some partners have permanent staff, good technical capacity and financial stability</i>	2-4 points		
	<i>Newly established organizations/ no stability of all partners</i>	1 point		
SUBTOTAL			20	
CONSISTENCY WITH THE PROGRAMME AND OTHER DOCUMENTS AND STRATEGIES				
No	SELECTION CRITERIA		Max. score	Reference
5.	The project is relevant to the overall and respective specific objectives of the programme		5	Part II p.3.1.
	<i>Relevant to the overall and specific objectives of the programme</i>	5 points		
	<i>Partial relevance to the overall and specific objectives of the programme</i>	2-4 points		
	<i>No relevance to the overall and specific objectives of the programme</i>	1 point		
6.	The project is relevant to the objectives of one of the priority axes and one of the spheres of intervention and respective indicators		5	Part II p.3.2.
	<i>Clear relevance</i>	5 points		
	<i>Partial relevance</i>	2-4 points		
	<i>No relevance</i>	1 point		
7.	Clearly defined and strategically chosen are the target groups		5	Part II p.3.4.
	<i>Clearly defined and quantified target groups</i>	5 points		
	<i>Vague description of target groups</i>	2-4 points		
	<i>Not defined target groups</i>	1 point		
8.	The project fulfills one or several of the cooperation criteria: joint development, joint implementation, joint staffing, joint financing		5	Part II p.1.2. Passing
	<i>Covering all 4 of the above criteria</i>	5 points		
	<i>Covering 3 of the above criteria</i>	3-4 points		
	<i>Covering 2 of the above criteria</i>	2 points		
	<i>Covering 1 of the above criteria</i>	1 point		
9.	Coherence of the project with other programmes and/or strategies		5	Part II p.5.1. p.5.2. &
	<i>Clearly demonstrated coherence</i>	4-5 points		

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	<i>Unclear or vague coherence</i>	<i>2-3 points</i>		
	<i>No coherence demonstrated</i>	<i>1 point</i>		
10.	The project contains elements of value added providing coherence with the following horizontal themes: equal opportunities, environmental impacts, innovative elements		5	Part II p.5.3. Passing
	<i>Coherence with 3 of the above horizontal themes</i>	<i>5 points</i>		
	<i>Coherence with 2 of the above horizontal themes</i>	<i>3 points</i>		
	<i>Coherence with 1 of the above horizontal themes</i>	<i>2 points</i>		
	<i>No value added</i>	<i>1 point</i>		
	SUBTOTAL		30	
METHODOLOGY				
No	SELECTION CRITERIA		Max. score	Reference
11.	The project activities proposed are appropriate and consistent with the objectives and expected results		5	Part II p.3.3 & p.3.5.
	<i>Consistency between objective, activities & results</i>	<i>5 points</i>		
	<i>Not very well justified activities</i>	<i>2-4 points</i>		
	<i>Low level of consistency</i>	<i>1 point</i>		
12.	Cross-border impact of the project		10	Part II p.1.3. Passing
	<i>Strong cross-border impact</i>	<i>10 points</i>		
	<i>Weak cross-border impact</i>	<i>4-6 points</i>		
	<i>Unclear/doubtful cross-border impact</i>	<i>2-3 points</i>		
	<i>No cross-border impact</i>	<i>1 point</i>		
13.	Action plan and partners' responsibilities		5	Part II p.3.6.
	<i>Clear and feasible action plan and partners' responsibilities</i>	<i>5 points</i>		
	<i>Some activities not well justified/some responsibilities unclear</i>	<i>2-4 points</i>		
	<i>Unclear action plan and partners' responsibilities</i>	<i>1 point</i>		
14.	Level of involvement and participation of project partners in activities		5	Part II p.3.5.
	<i>Balanced participation of all partners</i>	<i>5 points</i>		
	<i>Unbalanced distribution of activities between project partners</i>	<i>3-4 points</i>		
	<i>In case of several partners - not all of them involved in project activities</i>	<i>2 point</i>		
	<i>In case of 2 partners – one is not involved in project activities</i>	<i>1 point</i>		
15.	Output and result indicators		5	Part II p.4.1. & p.4.2.
	<i>Quantified & relevant to the activities indicators are provided</i>	<i>5 points</i>		
	<i>Some indicators are provided</i>	<i>2-4 points</i>		
	<i>No or irrelevant indicators are provided</i>	<i>1 point</i>		
16.	Potential multiplier effects of the project and sustainability of expected results after EU funding ends		5	Part II p.4.3. &

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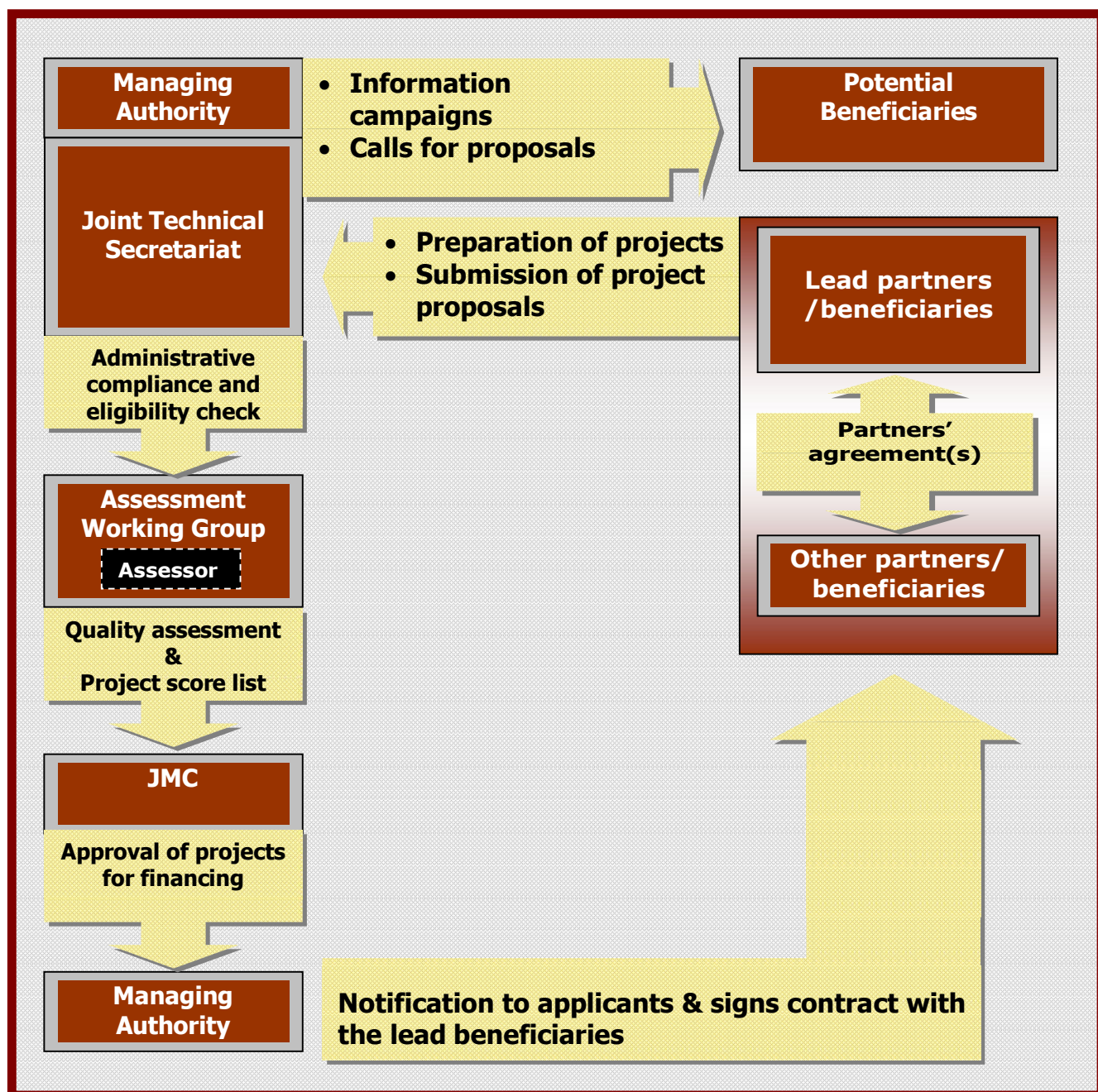
	<i>Possibilities for replication & well sustainability</i>	<i>5 points</i>		
	<i>Doubtful multiplier effect and sustainability</i>	<i>2-4 points</i>		
	<i>No possible multiplier effect or sustainability</i>	<i>1 point</i>		
	SUBTOTAL		35	
BUDGET				
No	SELECTION CRITERIA		Max. score	Reference
17.	Estimated expenditures are necessary for the implementation of the project		5	Part III Passing
	<i>All estimated costs are necessary for the implementation of the project</i>	<i>5 points</i>		
	<i>Some costs are not relevant to the activities proposed</i>	<i>2-4 points</i>		
	<i>Most estimated costs are not strictly necessary for the implementation of the project</i>	<i>1 point</i>		
18.	Budget lines' maximum rates		5	Part III Table 2
	<i>All BLs' maximum rates are taken into consideration</i>	<i>5 points</i>		
	<i>Some BLs' maximum rates are not taken into consideration</i>	<i>2-4 points</i>		
	<i>BLs' maximum rates are not taken into consideration</i>	<i>1 point</i>		
19.	Budget breakdown between partners		5	Part III Table 4
	<i>Balanced budget breakdown between partners</i>	<i>5 points</i>		
	<i>One or several partners have budget 2-3 times less than any other of the partners</i>	<i>2-4 points</i>		
	<i>One or several partners have budget 5 times less than any other of the partners</i>	<i>1 point</i>		
	SUBTOTAL		15	
	TOTAL		100	
COMMENTS				
Recommendation				
Assessor's name:		Assessor's signature:	Date of evaluation:	

IMPORTANT

Only projects with score of 65 and above will be proposed for financing

Taking into account the Good Administrative Practices, the Assessment Working Group can exclude an applicant at any stage of the Call for proposals evaluation process whenever it is obvious that the latter does not meet the eligibility criteria

Project Evaluation and Selection Procedure



7 Contracting

The Lead Partner of an approved operation shall sign an IPA **Grant Contract** for the total IPA funds with the Managing Authority.

Before signing the contract, the Managing Authority will have the right to carry out negotiations for budget revision (if necessary).

Before signing this contract, the Managing Authority will up-date the contract details and set in the annexes the specific and explicit binding elements to be respected by the final beneficiary.

After signing the IPA Grant Contract, the Lead Partner is responsible for implementing the EU co-financed operation.

Draft **Grant contract** is presented in **Annex C** to these Guidelines for applicants

Glossary of terms

Applicant	Any legal entity meeting the eligible criteria which submits an application to be financed by the programme
Beneficiary	Any applicant whose application has been approved for financing
Eligible expenditure	Expenditures made by a Beneficiary, related to the operations financed through the programme, which could be financed from the structural instruments, as well as from the state budget and/or own Beneficiary contribution
Eligible area/region	The border area of Bulgaria comprises the districts of Haskovo, Yambol and Bourgas. The border area of Turkey comprises the provinces Edirne and Kırklareli.
Lead Partner	An applicant designated by the partners involved in a project responsible for coordinating the process of development, submission and implementation of that specific project
Managing Authority	The structure responsible for managing the operational programme. is DG "Programming of Regional Development" , within Ministry of Regional Development and Public Works in Bulgaria.
National Authority	The counterpart of the Managing Authority in the partner state - Turkish International Cooperation and Development Agency (TİKA)
Priority Axis	A strategic priority within the operational programme, including a group of interconnected key areas of intervention and operations with measurable specific objectives
Partner	Any applicant involved in a project
Project	The operation for which funding is being sought under the Programme, expressed in the application form and its annexes.

Glossary of Acronyms

AA	Audit Authority
AF	Application Form
BG	Republic of Bulgaria
CA	Certifying Authority
CARDS	Community assistance for Reconstruction, Development and Stabilisation
CBC	Cross-Border Cooperation
CBA	Cost Benefit Analysis
EC	European Commission
ERDF	European Regional Development Fund
EU	European Union
DG	Directorate General
GD	Government Decision
ICT	Information and Communication Technology
IPA	Instrument for pre accession
IT	Information Technology
JMC	Joint Monitoring Committee
JTS	Joint Technical Secretariat
MA	Managing Authority
MF	Ministry of Finance (Republic of Bulgaria)
MIS	Management Information System
MoU	Memorandum of Understanding
MS	Member State
NA	National Authority
NGO	Non Governmental Organization
NUTS	Nomenclature of Territorial Units for Statistics
OP	Operational Programme
OPRD	Operational Programme Regional Development
PC	Personal Computer
PR	Public Relations
Phare CBC	Phare (Poland Hungary Aid for Reconstruction of the Economy)

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	Programme for Cross-Border Cooperation
PRAG	Practical Guide for Contract Procedures financed from the general budget of the European Communities in the context of external actions
RDA	Regional Development Agency
R&D	Research and Development
SEA	Strategic Environmental Assessment
SMEs	Small and Medium sized Enterprises
SOP	Sectoral Operational Programme
SWOT	Strengths, Weakness, Opportunities, Threats
TA	Technical Assistance
VAT	Value Added Tax
WFD	Water Framework Directive