

1st CALL FOR PROJECT PROPOSALS
CONTRACTING

Signing of Contract

Base: ***Joint Monitoring Committee's Decision*** for selected project for funding.

MA signs a ***Subsidy Contract*** with the **Lead Beneficiary** of the project.

Signing and submission of the ***Partnership Agreement*** to the JS is **a prerequisite** for signing of the Subsidy Contract.



Pre-contracting phase

After the approval for funding of the project:



1. JS/MA with the cooperation of the NA informs officially the Lead Beneficiary about:
 - results of the evaluation,
 - next steps.

Pre-contracting phase

2. The Lead Beneficiary in cooperation with other project beneficiaries **prepares all necessary documentation** required by the CfP for signing of the Subsidy Contract.

I. Particularly the Application form has to be adjusted to comply:

- With the evaluation comments;
- With funding conditions regarding the physical object;
- Work breakdown structure,
- Budget (if applicable), etc.;



Illustration by Chris Gash

II. Adjust the project workplan and time table according to the actual needs;

Final agreed and approved Application Form

- represents **the reference document** for the project implementation;
- will ensure consolidation of an effective and realistic working plan;
- will have to be agreed with the JS (including supporting documents) before the signature of the SC;



- Before signing of SC, time schedule on the first 6-9 months to be submitted to the JS/MA in order to be ensured that the project will have a successful start-up (setting the milestones).

Start-up period

At the end of the start-up period, or earlier if necessary:



1. Carrying out an internal assessment whether the milestones have been met by all partners.
2. Results to be submitted to the JS/MA;
3. Follow-up by the Programme bodies:
 - Propose corrective actions, if needed;
 - Other actions, like:

A. reduction of the physical object, and/or

B. reduction of the budget;

in major delays and non-achievement of the milestones,

However, actions taken respect that the project will remain operational.

Partnership Agreement

Partnership Agreement is required in accordance with Article 13 (2) of the ETC Regulation (EU) 1299/2013;

PA ensures:

- Quality of the implementation of the project;
- Satisfactory achievement of its goals;
- Concluded between all project partners;



Partnership Agreement - Specific information

1. Role and obligations of the individual partners in the project implementation,
2. Budgetary principles:
 - partner budget for each budget line;
 - spending forecast for each period;
 - budget flexibility if applicable;
 - allocation of the preparation lump sum per partner if applicable,
3. Provisions about financial management:
 - Accounting;
 - Reporting;
 - Financial control;
 - Receipt of IPA payments;



Partnership Agreement - Specific information (cont.)



4. Liability in case of failures in project delivery and project spending;
5. Provisions for changes to the work plan;
6. Partner's financial liability and provisions for the recovery of funds if amounts incorrectly reported and received by the partner;
7. Information and publicity requirements;
8. Resolution of conflicts in the partnership;
9. Working language of the partnership.

Subsidy Contract & Accompanying documents

- 1. Lead Beneficiary Cover Letter;**
- 2. Subsidy Contract;**
- 3. Partnership Agreement ;**
- 4. Application Form;**
- 5. Justification of the Budget (JoB);**
- 6. Procurement Plan;**
- 7. Decision of the designated bodies;**
- 8. Any other supporting documents if needed;**



Process of signing Subsidy Contract

Process of signing initiated and prepared by JS/MA, sent to Lead beneficiary for counter signing.

Cover letter with protocol required.

Signed Contract in 2 originals, from which:

- one original with JS/MA;
- one original with Lead Beneficiary filed in the Project folder;
- Scanned version must be communicated to all project beneficiaries (partners).



Accompanying documents



1. **Lead Beneficiary Cover Letter**, memo of the Lead Beneficiary with protocol number;
2. **Subsidy Contract** - template provided by JS/MA in two originals;
3. **Partnership Agreement** - template provided by JS/MA, signed and stamped by all project beneficiaries, original for each of them and one original for JS;
4. **Application Form**, finally agreed version with the JS, signed and stamped by the Lead Beneficiary;

Accompanying documents

5. **Justification of the Budget (JoB)**, finally agreed version with the JS, signed and stamped by the Lead beneficiary. One original for JS and one for Lead Beneficiary, which also communicated to all project beneficiaries;

6. **Procurement Plan** as agreed with the JS/MA.

All partners must also have their own copy of the document.

Procurement plan - Figure out what you need



"Time is money - order more clocks."

Accompanying documents



7. The Decision of the designated bodies of each Project beneficiary (e.g. Board of Directors, Municipal Board, etc) accepting:
- to implement the project,
 - that meet partner **compliance in cases of infrastructure and investment operations according Article 71 of Reg. 1303/2013.**

**Guidelines will be provided by the JS, if required special conditions;
Scanned versions of the decisions acceptable.**

**Lead Beneficiary responsible for keeping decisions from all partners
in the Project Folder.**

Accompanying documents

8. Any other supporting documents requested by the JS/MA, if needed (for instance, documents for issues related to infrastructure projects, financial capacity of partners, etc.);



Thank you
for your attention!

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