

# Interreg - IPA CBC



Greece - Republic of North Macedonia

## 2<sup>nd</sup> Call for Project Proposals

**ATTENTION: Submission Deadline extended until May 29, 2020**

### 4<sup>th</sup> set of Frequently Asked Questions (FAQs) (No. 31 – 40)

#### Question No31:

**Is there a MIS Project Application Manual?**

#### Answer No31:

Yes, there is. It can be found at

<http://www.ipa-cbc-programme.eu/gallery/Files/Library/1 -User's-Manual Application-Manual-ETC ENG.pdf> or in the Library section of MIS.

#### Question No32:

**If all partners already have a Body Code, is it necessary for all of them to register in the MIS, or is it only necessary for the Lead Partner?**

#### Answer No32:

Since only the Lead Beneficiary can electronically submit the Application Form in MIS, there is no apparent need for other partners to acquire a username and password before or during the submission procedure.

#### Question No33:

**Regarding the Partnership Declaration Form, is it possible for each partner to stamp and sign on different pages or is it mandatory that all partners stamp and sign the same page of the form?**

#### Answer No33:

It is not necessary for project partners to sign on the same page of the Partnership Declaration.



**Question No34:**

Is it necessary that the JOB is attached on the MIS both on pdf form (scanned, stamped and signed) and xls file (stamped and signed)?

**Answer No34:**

The Justification of budget costs (JoB – .xls standard form provided) should be;

a) signed, stamped, scanned and uploaded as at attachment in the MIS AND b) its .xls file uploaded in MIS

**Question No35:**

Is it possible to attach additional files on the MIS (e.g. Support Letters, Minute Reports of Preparatory Meetings etc.)?

**Answer No35:**

Any supporting document that *adds real value* to the project proposal and evaluation may be submitted.

**Question No36:**

On the 2<sup>nd</sup> Call of the Programme, on page 18, on the 7<sup>th</sup> bullet “Eligibility Documents” it is stated that:

**“A. In case the beneficiary is already participating in a project approved by the 1<sup>st</sup> Call and are already registered in MIS i) A statement indicating the Body Code of the Beneficiary and that no changes in their institution has affected their eligibility ii) A statement indicating the Body Code and the list of documents that are amended”**

- a. Is there a standard form of that statement provided and if there is where can I find it?
- b. If there is not a standard form provided, should that statement be an official letter stamped and signed by the Legal Representative of the institution?
- c. Correct me if I am wrong, but why is it necessary to present the list of the amended documents that affect the institution's eligibility if those kind of changes characterize the institution non eligible in the first place? Could you give me some examples of these changes?
- d. Regarding Local Authorities, is it necessary to present Eligibility Documents for them as well?



- e. **If a partner has a Body Code, but has not participated in the 1<sup>st</sup> Call, should we present the documents described on page 18 of the 2<sup>nd</sup> Call “B. For Beneficiaries not registered in the MIS”?**

**Answer No36:**

- a. There is no standard form of a statement indicating the Body Code of the beneficiary and that no changes in its institution has affected its eligibility
- b. The statement should at least refer to a beneficiary's institution title, the MIS Body Code and that no changes in its institution have affected its eligibility. It should be signed and stamped by the legal representative of the institution. The statement should be dated between December 10, 2019 (launch of the 2<sup>nd</sup> Call) and the deadline of the Call.
- c. There may be changes in an institution which can affect its eligibility in several ways.  
*Hypothetical Example 1:* The scope of a private institution changed from non-profit to profit. Then, this institution is deemed ineligible for applying under the 2<sup>nd</sup> Call for Proposals.  
*Hypothetical Example 2:* The place of establishment of a Greek institution changed and moved outside the Programme eligible area, but remained in Greece. Therefore, this institution can now be eligible under the condition that its activities are in benefit of the eligible area and its budget will not exceed 20% of the total project budget.  
 In general, we recommend potential beneficiaries –when in doubt- to include all amended documents that may affect eligibility
- d. Yes, local authorities should submit eligibility documents, as well
- e. Please refer to Question & Answer No23 of the 3<sup>rd</sup> set of FAQs

**Question No37:**

**The documents described on page 19 of the 2<sup>nd</sup> Call;**

- iii) Statutes including all modifications**
- iv) Official financial statements (e.g. Balance Sheets, Profit and Loss Account or its equivalent) or documents indicating the sources and uses of the body's revenues during the year preceding the submission of the project proposal. For IPA partners, the Central Register is the competent public institution for issuing the required documents.**
- v) Declaration for the non-distribution of profits signed and stamped (standard form provided)**



vi) *Any official document certified by a public administration authority proving that the organization operates for at least one year before the launch of the specific Call of Proposals. For IPA partners, the Central Register is the competent public institution for issuing the required document.*

a) Do those documents refer only to Private Organizations (of Article 7.1.c above)?

b) Will it be necessary in the future to provide all the documentation in physical form?

#### Answer No37:

a) These eligibility documents refer only to organizations under private law, as described on page 14.

b) The documentation in physical form will be requested later only be beneficiaries who participate in a project approved for funding

#### Question No38:

**Should we include a Deliverable “Audit Costs” a priori or will this be created only in case the project is approved?**

**If the answer is a positive one ( i.e., that we should include audit costs), please let us know the fixed amount for both Greece and the Republic of North Macedonia**

#### Answer No38:

Greece: Potential beneficiaries should include Audit costs in their budget. Based on previous experience and estimations, audit costs of 3.000,00€ incl. VAT are an adequate amount for any partner's budget under 200.000,00€. For higher budgets, audit costs of 5.000,00€ incl. VAT may apply.

In any case, the Audit costs amounts will be reviewed during the negotiation process of an approved for funding project.

Republic of North Macedonia: The cost for these controls is covered by the Ministry of Local Self Government, which is the National Authority of the Programme. Therefore the potential beneficiaries will not include Audit costs in their budget.

#### Question No39:

**I would like some further information regarding the eligibility of Preparation Costs.**

**More specifically, a Greek Municipality intends to outsource the preparatory activities to an experienced external company.**

**Their contract includes activities which will be implemented before the submission of the project proposal, as well as activities that would be implemented after the approval of the project (and before the signing of the Subsidy Contract).**



According to the Guidance on Management Verifications ([http://www.ipa-cbc-programme.eu/gallery/Files/Library/FLC/Guidance\\_Verifications-NEW.pdf](http://www.ipa-cbc-programme.eu/gallery/Files/Library/FLC/Guidance_Verifications-NEW.pdf)) “Preparation cost is eligible if it has been realized between 1 January 2014 and the date of submission of the Application”.

Please let me know which of the following is considered as a realization: the existence of a contract or the existence of an invoice?

Furthermore, is it possible the invoice to be issued after the project's approval and before the subsidy contract (as the external's services include activities related to the pre- contacting phase)?

#### Answer No39:

All projects can claim as a Lump Sum the amount of 10.000€ in order to cover costs of external expertise costs and/ or staff costs for the preparation of the application documents, joint meetings for the preparation of the project, travelling expenses directly related to joint meetings, including participation in info days for the call for proposals, cost analysis and preparatory research reports for the project activities, external expertise costs for the preparation of technical design studies, other costs regarding licenses and permits fees, environmental impact assessment studies, technical assessment reports ([2<sup>nd</sup> Call Project Manual](#), page 31).

All procurement procedures and relevant signed contracts or direct awards should have been completed before the project proposal submission. The payment procedures (incl. issuing and payment of invoices) will be finalized according to the national legislation and the signed contract/direct award itself. The related payments should have been actually made preferably in the first request for verification.

#### Question No40:

On page 19, it is stated; “Decision of the governing/designated body of each project partner (Regional Council, Municipal Council, Board of Directors etc.) stating its agreement for participation in a particular project, according to the internal rules/statute of each partner or the national legislation.”

However, Municipal Councils' physical meetings have been cancelled due to covid-19 and a decision cannot be issued.

Can the decision of the Municipal Council be in Greek (and not English?)

#### Answer No40:

The Decisions should be issued by the competent body authorized to take decisions that legally bind the potential beneficiary.

Nowadays and due to covid-19 virus spread, physical meetings of the Municipal Councils are postponed and/or cancelled. In some cases, Municipal Council meetings are held virtually or decisions are taken by circulation procedures.

For this reason, the 2<sup>nd</sup> extension of the Call (new submission deadline: May 29, 2020) should remedy such situations.

The decisions of the designated body of each project partner can be in a national language of the Programme's participating countries (and not English).

Published at the Programme website on April 14, 2020.



Co-funded by the European Union and National Funds of the participating countries

