Interreg
Italy - Croatia
EUROPEAN UNION

FROM SHARED RESOURCES
TO JOINT SOLUTIONS

INTERREG V A Italy – Croatia CBC Programme

Restricted Call for Proposals (IT-HR Clusters)

Factsheet n. 4

Project Application

Version of 5 October 2021

European Regional Development Fund   **www.italy-croatia.eu**

4d0d411e

TABLE OF CONTENTS

4d0d411e

A. INTRODUCTION

The application phase concerns the actual delivery of the project proposal to the Programme through the established procedures. The programming period 2014-2020 brings some changes and simplifications which also apply to the application procedures to facilitate applicants and increase the quality of submitted proposals. The application process of the Italy-Croatia Programme is mainly paperless and is managed through the on-line monitoring system named SIU (Sistema Informativo Unificato), accessible from the official site:

https://www.italy-croatia.eu/docs-and-tools

or directly at the following address:

http://siu.regione.veneto.it/DomandePRU/?tipoProgramma=INTERREG%20VA%20ITR

Only Lead Applicants can access the SIU system in order to fill in the Application Form and submit it.

The application procedure approved by the Italy-Croatia Monitoring Committee consists of a single step, meaning that the complete Application Form, together with the complementary documents (annexes), has to be submitted within the set deadline (see the Call Announcement) using the online SIU system.

The submission of the Application Form has to be accompanied by complementary documents, in electronic format (e-documents or scanned paper documents), notably declarations by the Lead Applicant and all project partners as well as other documents, if applicable (see details in part C). In case of scanned paper documents, original (hard copy) **documents have to be collected by the Lead Applicant and kept at its premises for further controls.**

Applicants are strongly advised to read carefully all the documents made available by the Programme for the Call for Proposals (CfP).

4d0d411e

The current Factsheet 4 contains the guidelines to describe the project and all the other requested information in the SIU Application Form, while the operative SIU User Manual and the SIU Video Tutorial are available in the application package:

https://www.italy-croatia.eu/docs-and-tools.

The SIU performs a number of automatic checks on the data inserted and saved into the system. These checks should be considered a supportive tool for Lead Applicants. SIU checks do not substitute in any form the Lead Applicant's responsibility to verify the compliance of the submitted proposal with all Programme requirements, including the respect of formal and eligibility criteria.

Applicants having a digital signature are invited to use it in the application process as this will speed up formal checks.

Only complete applications submitted within the call deadline and containing all complementary documents (annexes) will be considered.

In case the SIU system undergoes severe malfunctioning, which prevents proper submission of the applications during the opening period of Restricted Call for Proposals (IT-HR Clusters), the Managing Authority reserves the right to postpone the Call deadline for a number of days equal to the days of malfunctioning.

In case Lead Applicants experience any SIU malfunctioning, the technical support can be contacted at the following email address: It-Hr.SiuSupport@regione.veneto.it. **Please be aware that solutions will be granted if the assistance requests are sent within 12.00 p.m. before the call deadline.**

B. REGISTRATION

In order to receive an ID and a password to access the SIU system and operate in it to fill in and submit the Application Form, Lead Applicants are requested to register in the system of Veneto Region through **the web application called GUSI** (Gestione Utenti Sistema Informativo). The registration system is available from the official site:

https://www.italy-croatia.eu/docs-and-tools

4d0d411e

or directly at the following link:

http://siu.regione.veneto.it/GUSI/?tipoProgramma=INTERREG%20VA%20ITHR.

GUSI allows:

✔ New users' accreditation in order to obtain the user ID and password to access the SIU
✔ Access for registered users, in order to update their data and/or proceed with requests for registration of new users for the same Organization.

More details on the registration procedure and concerning the functioning of the GUSI system can be found in the user manual accessible from the "help" button available within the Application Package:

https://www.italy-croatia.eu/docs-and-tools.

C. THE APPLICATION FORM

The Application Form (AF) is the binding document which describes the project (relevance, partnership, objectives, results) and gives detailed information on the work plan and on the budget.

The AF serves as a basis for:

✔ Project assessment;
✔ Project selection by the Monitoring Committee.

Once the project is approved, the AF, possibly amended (e.g., in case of approval under conditions), becomes the reference document for the whole implementation of the project until its closure, including:

✔ Contracting and signature of the Subsidy contract;
✔ Project implementation and reporting;
✔ Project monitoring and evaluation;
✔ Project closure.

The AF consists of 14 sections which are further illustrated in part F.

4d0d411e

Lead Applicants are invited to structure their project AF according to the information provided in part F of this Factsheet. When filling in the sections of the SIU, they should be adapted to the specific needs of the project proposal: number of Partners, specific objective, work packages, activities, etc. may vary accordingly (keeping all the mandatory sections and information), in order to reflect the structure of the specific project features. Please consider that the SIU system does not provide any check on the English spelling thus Lead Applicants are warmly invited to write their AF with a word processor that provides a language check (e.g., the off-line AF provided by the Programme) and then copy-paste the boxes from the word document to the SIU system. Once information is included in the SIU system it is important to SAVE each page (by clicking the confirm/save button at the bottom of each page) before moving to a different page/section.

Please pay attention that a page can be saved only when all the compulsory fields (identified by an asterisk) are compiled.

A "**print draft**" button is available in the general overview page of SIU: applicants can use it anytime to print the provisional AF in pdf. The printed AF will report the print date and the status of the AF.

In case the Lead Applicant needs to **modify the information included in the** AF in the SIU system, different possibilities are foreseen depending on the status of the AF:

If the AF is "**in progress**", modifications are always allowed and the Lead Applicant can access the section/page and modify the contents except section H "Budget general information". To modify section H, Lead applicants shall create a new AF.

If the AF is "**confirmed**" and the deadline for submission is not expired, modifications are allowed but the Lead Applicant has to send an email to the JS (JS.Italy-Croatia@regione.veneto.it) to change the status of the AF from "confirmed" to "in progress". The request by email shall be received by the JS 3 working days before the call deadline, at the latest. Once the status is again "in progress" modifications will be allowed.

If the AF is "**submitted**"/"**registered**" and the deadline for submission is not expired, modifications of the submitted AF are not allowed. However, the Lead applicant can send to the MA (italia.croazia@pec.regione.veneto.it) a duly signed request (scanned request accompanied by copy of the ID of signing person or digitally signed request) asking the withdrawal of the AF. The request by email shall be received by the MA 5 working days

before the call deadline, at the latest. Once this procedure is completed, a new AF can be filled in the SIU system to replace the withdrawn one.

If the AF is "**submitted**"/"**registered**" and the deadline for submission is expired, modifications are not allowed.

Only after all the data has been duly inserted in the System and no error preventing the submission is displayed in Section N, the AF can be confirmed and subsequently all necessary Annexes uploaded in Section M. **Once confirmed the AF can no longer be modified** (see above for exceptions) **and only the Annexes can be uploaded by the user**.

D. THE ANNEXES TO BE SUBMITTED

In addition to the Application Form and Application Form Abstract (see Section M below for reference) the Annexes to be submitted are:

✔ Lead Applicant declaration, using the template provided by the Programme - COMPULSORY;
✔ Partner declaration, using the template provided by the Programme - COMPULSORY;
✔ Copy of a valid identity document (e.g., identity card, passport) of the subscribers of the above-mentioned documents – COMPULSORY in case the LP or the PP does not use digital signature;
Within the same project proposal, it is allowed to combine different procedures for the signature of the annexes (digitally or manually).

E. SUBMISSION PROCEDURE

Upon completion of the upload of all necessary compulsory documents the AF can be submitted (through a specific button called "SUBMIT AF" that will appear only after the duly completion of the submission procedure as described in this paragraph). Once the "SUBMIT AF" button is clicked, the AF status turns into "submitted". Since the system automatically registers the proposal, the status of the proposal also progresses from "submitted" to "registered".

To Submit the Application the following procedure has to be applied.

4d0d411e

Please note that in order to sign the AF, two different procedures are provided, depending on whether applicant has a digital signature or not:

✔ **USERS WITH DIGITAL SIGNATURE:**

After the confirmation of the AF, download the confirmed Request Form by clicking on the "Download AF" button in the main page. The downloaded PDF application form should not be modified in any way and has to be signed digitally and uploaded (only P7M format) in "Section M – Annexes" - Present application/request form.
More details on the digital signature procedure can be found in the "Implementation on SIU" section in the web site.

https://www.italy-croatia.eu/docs-and-tools

✔ **USERS WITHOUT DIGITAL SIGNATURE:**

After the confirmation of the AF, download the confirmed Request Form by clicking on the "Download AF" button in the main page and upload the Request form (PDF format) in "Section M – Annexes" - Present application/request form.

Download the AF Abstract by clicking on the "Download Abstract" button in the main page, print and sign it manually and then upload the scanned version in "Section M – Annexes" - Application form abstract.

Upload in "Section M – Annexes" – "ID card" the scanned version of the ID card of the AF Abstract signatory (if not previously already uploaded).

✔ **ALL USERS:** please pay attention to not have uploaded the draft of Application Form and then clicked on the "Submit" button.

F. HOW TO FILL IN A PROJECT PROPOSAL USING THE SIU SYSTEM

Here below all the different sections of the online platform are illustrated and for each section, when relevant, further information on specific Programme requirements and tips for filling in the AF are provided. All applicants shall read the full application package before starting to fill in the system the online AF with project proposal's data, as all the

4d0d411e

documents made available by the Programme contain useful information and are meant to support them in the application phase. In particular, the current **Factsheet n. 4 "Project Application"** shall be consulted together with the off-line AF provided by the Programme as the two documents complementing each other.

APPLICATION DATA	Section A	● <u>Application data</u>

LEAD APPLICANT	Section B	● <u>Lead Applicant data</u>
		
		   - <u>Other data</u>
		
		   - <u>Department</u>

LEGAL REPRESENTATIVE	Section C	● <u>Legal representative</u>
PERSON IN CHARGE OF SIGNATURE	Section D	● <u>Person in charge of signature</u>

PARTNERS	Section E	● <u>Partners</u>
		
		   - <u>Department</u>
		
		   - <u>Other data</u>
		
		   - <u>Legal representative</u>
		
		   - <u>Partner - Person in charge of signature</u>

PROJECT KEY DATA	Section F	● <u>Key data</u>
		
		   - <u>Programme output indicator</u>
		
		   - <u>Cluster indicator</u>
		
		   - <u>Target Groups</u>

COMMUNICATION APPROACH	Section G	● <u>Communication approach</u>

BUDGET GENERAL INFORMATION	Section H	- Net Revenues

PROJECT	Section I	● Project Locations
		
		● Project Workplan
		
		   - WP Details
		
		   - WP Activities
		
		   - WP Activity locations
		
		● Project Budget

FINANCIAL PLAN	Section J	● Financial Plan
STATEMENTS	Section K	● Statements
COMMITMENTS	Section L	● Commitments
ANNEXES	Section M	● Annexes
ERRORS	Section N	● Errors

STARTING PAGE
Please refer to the SIU user manual available at the Programme website: https://www.italy-croatia.eu/docs-and-tools for operational information in order to create the New Request. Select the **Type of request**, the **Call for proposals** and the **Priority Axis** from the drop-down lists.

APPLICATION DATA   Section A
Select the **Specific Objective/Cluster** from the drop-down lists.

9

LEAD APPLICANT DATA	Section B

This section contains information on the Lead Applicant organization and on its Legal Seat.

Please note that the "Implementing Unit" field shall be filled in with the name of the internal office/unit/division acting as LA. In case the Implementing Unit can be defined as a "Department" (Ministries; Regions/Counties; Universities), the LA shall fill in also the related box "Department" in Section B – Department. In the latter case the "Implementing Unit" and the "Department" fields shall coincide.

Please note that in the Lead Applicant section the requested information (e.g., phone number, certified email) concerns the general body organization, while in the department sub-section the information concerns the specific department data.

Exemption from Chamber of Commerce registration: for Croatian LA, the data refers to the exemption from registration at the Commercial Court in Croatia.

Chamber of Commerce registration (place, number, date): for Croatian LA, the data refers to the registration at the Commercial Court in Croatia.

Please refer also to the paragraph E "Eligible partnership" of the call.

2 ADDITIONAL BOXES SHALL BE FILLED IN: applicants have to click on the buttons at the bottom of the section B of the SIU

LEAD APPLICANT DATA	Section B – Other data

From a lookup menu, select the financed project in which you participated.

Automatically the information below will be filled in:

- **National co-financing description**
- **Details on VAT recovery**
- **Assimilated partner**
- **Reason to be considered assimilated**

LEAD APPLICANT DATA	Section B – Department

Please note that in the department sub-section the information (e.g., phone number, certified email) concerns the specific department data, while in the Lead Applicant section the requested information concerns the general body organization.

LEGAL REPRESENTATIVE	Section C

This section contains information on the Lead Applicant's Legal Representative, Personal data, Residence information. Please note that the information requested in this section refer to the Legal Representative of the body/organization even if the power of signature is assigned to a different

11

person whose data are specified in the Section D "Person In Charge Of Signature".

PARTNERS	Section E [to be replicated for each partner]

PERSON IN CHARGE OF SIGNATURE   Section D
(to be filled in only if different from Legal Representative)
This section contains information on the Lead Applicant's Person in charge of signature in case this is different from the Legal Representative.

4d0d411e

This section contains information on the Project Partner organization and on its Legal Seat.

Please note that in the partner sections the requested information (e.g., phone number, certified email) concern the general body organization while in the department sub-section the information concern the specific department data.

Exemption from Chamber of Commerce registration: for Croatian LA, the data refers to the exemption from registration at the Commercial Court in Croatia.

Chamber of Commerce registration (place, number, date): for Croatian LA, the data refers to the registration at the Commercial Court in Croatia.

4 ADDITIONAL BOXES SHALL BE FILLED IN: applicants have to click on the buttons at the bottom of the section E of the SIU

PARTNERS	Section E - Legal Representative

This section contains information on the Project Partner's Legal Representative.

Please note that in the lead applicant section the requested information (e.g., phone number, certified email) concerns the general body organization, while in the department sub-section the information concerns the specific department data.

4d0d411e

PARTNERS	Section E – Partner - Person in charge of signature

This section contains information on the Project Partner's Person in charge of signature in case this is different from the Legal Representative.

PARTNERS	Section E – Department

Please note that in the department sub-section the information (e.g., phone number, certified email) concerns the specific department data, while in Partner section the requested information concerns the general body organization.

PROJECT KEY DATA	Section F

Project acronym

The acronym chosen to identify the project mustn't be longer than 15 characters. The choice of project acronym should respect few guidelines:

- Be short, catchy and easy to remember;

- The acronyms of previous projects shouldn't be repeated in order to prevent any confusion or mistakes with past projects;

- Be intuitive, meaning that it must correctly identify the project's mission and vision;

- Be easy to pronounce and likely to attract attention. For this reason, technical information should be avoided, including Programme specific terminology, or reference at Italy-Croatia Programme (already included in the logo).

Project description

Please provide an abstract of the project describing:

- the common challenge of the Programme area you will jointly be tackling in your project;

- the overall objective and the results of the project and the expected change your project will make to the current situation;

- the approach you plan to take and why is cross-border approach needed;

- what is new/original about it;

- the main outputs you will produce and who will benefit from them.

PROJECT RELEVANCE

Cluster approach

Please describe the relevance of the Cluster and solutions that will be developed to enhance the experiences and results achieved by the IT-HR Programme and in what way the approach intends to fully exploit and consolidate the results achieved and increase the knowledge base on the addressed topics in preparation for the next programming period.

PROJECT CONTEXT

Coherence with EUSAIR

The Project should describe the contribution to the EU Strategy for the Adriatic and Ionian Region (EUSAIR) with relevant pillars and flagships (About EUSAIR - adriatic-ionian.eu) as relevant for the selected Cluster (please see attribution in FS3).

Also please refer to Annex V of Factsheet n. 5 "Project Selection" for more information.

Synergies

Please describe the project coordination processes with ADRION Thematic Clusters as well as with other Interreg initiatives and EU/National/regional policies and/or strategies in the thematic domain(s) addressed by the project and the project synergies. Please describe also, if relevant, the project coordination with other ERDF regional/national programmes and other relevant regional/local financial instruments. Moreover, describe the coherence with the new IT-HR 21-27 Programme's Specific Objectives.

Building on existing knowledge

How does the project build on available knowledge? Please describe in detail what output from previous/current IT-HR project will be exploited in the cluster. The outputs the project draws on should be specified and quantified and should directly contribute to the achievement of project result(s) and project specific objectives, as well as any other available knowledge within the partnership.

CONTACT PERSON

This section contains details of the contact person of the project. This person should be working for the Lead Partner organization, ideally should play the role of Project Manager.

---

3 ADDITIONAL BOXES SHALL BE FILLED IN: applicants have to click on the buttons at the bottom of the section F of the SIU

PROJECT KEY DATA	Section F – Programme output indicator

Programme output indicator

Please select one of the Programme output indicators from the drop-down list. It is not a compulsory field.

Project main outputs description

For each selected Programme output indicator, please describe the project main outputs, include their target values and their relation to the selected Programme output indicator. Please refer to FS3.

PROJECT KEY DATA	Section F – Cluster indicator

16

Cluster indicator

Please select at least one Cluster indicator to which the project main outputs will contribute. Please refer to FS3.

Project main outputs description

For each selected Cluster indicator, please describe the project main outputs, include their target values and their relation to the selected Cluster indicator. Please refer to FS3.

PROJECT KEY DATA	Section F – Target Groups

Please select from the list one of the target groups addressed by your project main outputs. Please refer to the Cooperation Programme to find the list of possible Programme target groups related to each Specific objective.

Target value

Please indicate the total number of organizations/people of the selected target group you will reach in your project.

Description of the Target groups

Please further specify the target group selected and describe how you will address it.

COMMUNICATON APPROACH	Section G

4d0d411e

Title of Communication objectives

Projects must define their own communication objectives by explaining how the project will use communication in order to achieve each of the specific project objectives established. These objectives have to be SMART (specific, measurable, acceptable (feasible), realistic and temporally defined).

Description

In addition, for each communication objective, please describe the tactics/approach used to achieve them. For example, if you want to target a specific target audience or group within a defined territory, you can adopt a media or social media "strategy" that is limited in time to maximize the impact of the message.

Target groups of Communication

Who do you need to reach?

Tactics/Approach

How do you plan to reach your target groups? Please refer to FS3 (WP 2 - Communication activities) and include the mandatory activities.

BUDGET GENERAL INFORMATION   Section H

Section H is designed to gather important information on the Project's budget. Therefore, it has to be completed before starting to build the budget.

The information requested in this Section concerns the following fields:

1. <u>Selection of Flat-rate (40%) financing for costs other than staff costs for the Project as a whole</u>

According to the Programme rules, the **Partnership as a whole** can choose a flat rate for travel and accommodation, external expertise and office and administration. This is set at 40% of real staff costs. **The flat rate on costs other than staff costs is optional, but once selected, it will be applied to all Partners for the entire duration of the Project.** If flat rate has been chosen, the calculation is automatically done by the SIU.

2. Flat rate staff costs as 20% of direct costs for the Project as a whole

According to the Programme rules, the **Partnership as a whole** can choose a flat rate for staff. This is set at 20% of **total direct implementation costs (TDIC)** = external expertise and services + travel and accommodation. If the Partnership selects this option, the budget for staff cannot be planned on real costs basis; in addition, if this option is selected, the budget for staff cannot be increased or decreased. **The flat rate on staff costs is optional, but once selected, it will be applied to all Partners for the entire duration of the Project.** If flat rate has been chosen, the calculation is automatically calculated by the SIU on the basis of the TDIC.

3. Request of Office and Administration budget line for the Project as a whole

According to the Programme rules, the flat rate for "office and administration" is set at 15% of the reported staff costs, i.e., real costs are not allowed. By selecting the answer yes to the question "Does the Project request for Office and Administration costs", the Partnership as a whole requires this budget line, which will automatically be calculated on the basis of the total staff costs inserted in the budget and attributed to each Partner according to its relevant amount of staff costs. This request is not available for Flat-rate (40%) financing for costs other than staff costs option.

4. Activities outside the Programme area

Applicants are requested to indicate whether or not they plan to implement activities, including travel, outside the Programme area.

In case they plan such activities, they will have to describe them in the appropriate box and provide the cumulative amount of ERDF costs envisaged.

In the "Activities description" field, activities planned for each Project Partner (including Assimilated partner) having all the following characteristics (cumulative) shall be listed:

●   which are implemented outside of Programme area (e.g., Rome, Zagreb, Brussels and the rest of the world) with demonstrated benefit for the Programme area;

●   which are clearly indicated in the AF and are essential for the achievement of the results of the Project.

Please note that the total amount of activities outside the Programme area indicated in this Section has to be included among the costs budgeted in Section "I - Project", "Project Budget" (to be treated as all the other costs of the budget).

PROJECT	Section I

In order to fill-in the Project Section applicants **should start** completing the Location box, then the Workplan and finally the budget.

The following functions are made available in this Section:

See Workplan by Partner: it allows an overview of the budget and involved Partners with details of each partner's budget.

See Workplan by WP: it allows an overview of the budget and WPs with details of each activity.

PROJECT	Section I – Project Locations

Project locations are the physical places where project activities are carried out. Each project needs to select **at least one location**. One of the locations included has to be classified as „**Main Location**". Locations of the project included in this Section will then be displayed by the SIU System in the "Activities" box to allow the applicant to associate each activity to its location.

To include the locations, enter the "Update" box and then "Add" a location.

PROJECT	Section I - Project Workplan

To include the "Project Workplan" in the Application Form, it is necessary to enter the "Update" box and then fill in the following boxes:

✔ WP Details ("Update")

✔ Activities ("Activities List")

Before starting the updating of information related to the Workplan, it is recommended to carefully read the Factsheet 3 "Project Development", paragraph C. In particular taking into account that:

✔ the project proposal has to be articulated in 3 work packages (WPs);

✔ the work packages' titles are predefined by the Programme:

20

WP1 Project Management

WP2 Communication and dissemination

WP3 Clustering activities

The fields "WP expected outputs", "Durability of WP outputs" and "Transferability of WP outputs" have to be filled in only for the WP3.

Each WP is composed of a list of defined activities and related deliverables.

The titles of the WPs and of their mandatory activities are given by the Programme (please refer to FS3).

Activities List

For each of the pre-defined activities, the respective deliverables have to be defined. Each deliverable should be assigned the respective progressive number and should have indicated the period of conclusion.

Please keep in mind that within the "Project management and coordination of activities" work package, no outputs and connected deliverables are to be foreseen. Project outputs relate only to thematic achievements and are therefore only to be included in the thematic work packages.

The box "Activities List" is reachable both from the "Project Workplan" box and from the "WP Details" box.

Please note: From the box "Activities List" ("Updated "), the box "Locations" has to be filled-in and project locations must be associated.

PROJECT		Section I – Project Budget				
Budget line	↔	**Amount**	↔	**Partner**	↔	**Activity**

This means that if an activity requires costs pertaining to different budget lines and to different Partners, different lines will have to be created by clicking the button **ADD** at the bottom of the page. Likewise, each budget line can be linked, for each partner, to different activities by creating different lines.

It is advisable to insert the budget partner by partner.

The starting point for the project budget is section G – PROJECT, Column "Project Budget". Click on the button UPDATE to start creating the budget of the project.

Budget line (drop down list)

Click the button ADD and then select the budget line to be quantified.

Link to partner and WP activity (drop down list)

Partner: Select the partner to which the amount of the selected budget line has to be allocated.

Please note: the costs referring to associated partner should be linked to the PP who reports the expenses of associated partner.

Activity: Select the activity to which the amount of the selected budget line has to be allocated.

Amount

Insert the amount to be allocated to the selected budget line/partner and activity.

POINTS OF ATTENTION

✔ The system will propose a selection of budget lines based on the choice made in the section H - Budget general information

✔ Financial figures have to be entered without any digits after the comma (e.g., euro 1500 and

22

not 1500,50) to limit rounding;

✔ When building the budget for the implementation phase, projects are requested to estimate the amounts needed to carry out the planned activities;

✔ In a separate section of the AF, the Section J – Financial plan, projects are asked to indicate the amounts to be paid out within each reporting period consisting of six-months and automatically displayed by the System. Estimating in which period the actual payment will be made is important because approved projects are expected to report according to the budget per period as planned in the AF.

In order to fill-in the budget section applicants **first** have to fill-in the following **sections of the SIU system**:

A – APPLICATION DATA

B – LEAD APPLICANT DATA

E – PARTNERS

F – PROJECT KEY DATA

H – BUDGET GENERAL INFORMATION

I – PROJECT – box "Project Locations" – box "Project Workplan"

In particular, the part dedicated to the work plan shall be clearly defined in terms of WPs and Activities envisaged for each WP, as the association of costs is made at the level of Activities.

For further information on how to design a sound budget please see the "budget tool" available on the Programme's website.

The budget is built associating each budget line to the amount planned for a specific activity for each single Partner of the project proposal, as in the following scheme:

4d0d411e

BUDGET LINES

The System will propose a multiple-choice menu of budget lines based on the choice made in Section H - Budget general information.

The same procedure shall be followed to complete <u>the total budget associated to each single activity of each WP of the project</u> proposal in which Partners are involved.

Please refer to FS 3 for more detailed information.

In-house bodies involvement:

Please note that if it is planned to involve In-House bodies of Partners, the full budget of the In-House shall be inserted in the external expertise and services budget line.

Agreements between Public Authorities/ Bodies governed by public law:

Please note that if it is planned to enter agreements under Public Law (in accordance with Directive 2014/24/EU), the dedicated full budget shall be inserted in the external expertise and services budget line.

Please refer to FS 6 for more detailed information.

FINANCIAL PLAN **Section J**

In this section the amounts to be paid out within each reporting period have to be indicated.

The reporting periods are six-monthly periods and are automatically displayed by the System.

Reporting period	Total amount	Link to partner a	
Please select the concerned reporting period	Please insert the amount	Please select the concerned partner	

The following functions are made available in this Section:

● See Work plan by Partner: it allows an overview of the budget and involved Partners with details of each partner's budget.

4d0d411e

STATEMENTS	Section K

The SIU system checks that all the foreseen declarations per each Cluster have been included. It shall be noticed that these declarations refer to the information included in the Cooperation Programme under each S.O. section. Declarations shall be included even if the project as a whole is not affected or concerned by the content of each declaration and shall produce effects only if applicable.

COMMITMENTS	Section L

The SIU system checks that all the foreseen declarations per each Cluster have been included. It shall be noticed that these declarations refer to the information included in the Cooperation Programme under each S.O. section. Declarations shall be included even if the project as a whole is not affected or concerned by the content of each declaration and shall produce effects only if applicable.

ANNEXES	Section M

Please note that in order to upload the Annexes, two different procedures are foreseen depending on whether the applicant has a digital signature or not.

In case of availability of a digital signature, the applicant can directly proceed to digitally sign the following documents and then to upload them in this section:

1.   Application Form (Applicationform_Projectacronym);

2.   LP declaration (LPdeclaration_LPName_Projectacronym);

3.   PPs declarations (PPdeclaration_PPName_Projectacronym).

In case of handwritten signature, it is necessary to scan the originally signed documents and then upload the scanned version. In this latter case, the identity document of the person who signed the documents has to be uploaded as well (see below).

The following documents have to be attached, named as in parentheses:

1.   Application Form without signature (Applicationform_Projectacronym);

2.   Application Form Abstract (Applicationform_acronymProjectacronym_Abstract);

3.   LP declaration (LPdeclaration_LPName_Projectacronym);

4.   PPs declarations (PPdeclaration_PPName_Projectacronym);

5.   Identity card of the person who signed the AF or the other Annexes in case they are not signed   digitally (IDcard_LPName or IDcard_PPName).

Each annex shall be uploaded in low resolution and in PDF format.

ERRORS	Section N

The SIU carries out two different kinds of check on the AF. The first ones are warnings and they are aimed at helping applicants in filling-in the AF and are displayed during the completion of different sections of the AF. The second ones identify errors preventing the AF confirmation and submission and they are reported in this section. Warnings have to be solved in order to confirm and save each section, while errors must be corrected in order to confirm and consequently submit the whole AF.

4d0d411e

G. WHERE TO FIND ASSISTANCE

The Joint Secretariat (JS) is based in Venice, with a branch office in Zadar, and can be contacted at any time by Lead Applicants for any queries related to project application.

Contact details of the JS are:
INTERREG V A Italy – Croatia CBC Programme Joint Secretariat
c/o Veneto Region, Italy – Croatia Managing Authority

Dorsoduro 3494/a – 30123 Venice, Italy,

e-mail: JS.Italy-Croatia@regione.veneto.it

c/o JS Branch Office - Zadar:

Ministry of Regional Development and EU Funds

Franka Lisice 77, 23000 Zadar - Croatia

e-mail: js.it-hr.branch-offices@mrrfeu.hr

SIU Assistance

In case Lead Applicants experience any SIU malfunctioning, the technical support can be contacted at the following email address: It-Hr.SiuSupport@regione.veneto.it. **Please be aware that solutions will be granted if the assistance requests are sent within 12.00 p.m. before the call deadline**.

4d0d411e