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# INTERREG V A Italy – Croatia CBC Programme

## Strategic Calls for proposals

### Factsheet n. 4

### Project Application

Version n. 1 of 17<sup>th</sup> September 2019





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## 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) have 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).**

The current Facsheet 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:





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<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 systems undergoes severe malfunctioning which prevents proper submission of the applications during the opening period of the strategic project Call for proposals, the Managing Authority reserve the right to postpone the Call deadline of 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: [Hr.SiuSupport@regione.veneto.it](mailto:Hr.SiuSupport@regione.veneto.it). **Please be aware that solutions will be guaranteed if the assistance requests are sent within 12.00 a.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>

or directly at the following link:

<http://siu.regione.veneto.it/GUSI/?tipoProgramma=INTERREG%20VA%20I THR>





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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 or/and 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, eventually 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.

Lead Applicants are invited to structure their project AF according to the information requested in the offline template and in part F of this Factsheet. The offline template is provided in order to facilitate applicants in filling in the sections of the SIU, reflecting its structure and listing all the fields to be filled in. However, it has to be adapted to the specific





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needs of the project proposal: number of Partners, specific objective, work packages, activities etc. may vary accordingly, therefore applicants have to add or remove lines and adapt the structure of the template according to 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;

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](mailto: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](mailto: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;





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If the AF is “**submitted**”/“**registered**” and the deadline for submission is expired: modifications are not allowed.

Only after all data have 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 cases b) c) d) 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;
- ✓ Delegation or ratification from the UTI (Unione Territoriale Intercomunale)– COMPULSORY in case of Friuli Venezia Giulia Municipalities which are part of a UTI and intend to participate individually.
- ✓ Authorisations/Permits/Legal documents for projects with a significant effect on natural habitat Natura 2000
- ✓ Authorisations/Permits/Legal documents for projects with small scale infrastructures

The templates for the declarations described above are provided together with the application package and can be downloaded at the following address <https://www.italy-croatia.eu/docs-and-tools>; the templates shall be filled in the format set by the Programme without any modification.

Within the same project proposal it is allowed to combine different procedures for the signature of the annexes (digitally or manually).





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## 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, then the status of the proposal also progresses from "submitted" to "registered".

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

Please note that in order to subscribe 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 (P7M format or PDF) in "Section M – Annexes" - Present application/request form.

✓ **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) loaded.

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







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## 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 filling in the system the online AF with project proposal's data, as all the 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 complement each other.

APPLICATION DATA	Section A	<ul style="list-style-type: none"> <li>• <u>Application data</u></li> </ul>
LEAD APPLICANT	Section B	<ul style="list-style-type: none"> <li>• <u>Lead Applicant data</u> <ul style="list-style-type: none"> <li>- <u>Other data</u></li> <li>- <u>Department</u></li> </ul> </li> </ul>
LEGAL REPRESENTATIVE	Section C	<ul style="list-style-type: none"> <li>• <u>Legal representative</u></li> </ul>
PERSON IN CHARGE OF SIGNATURE	Section D	<ul style="list-style-type: none"> <li>• <u>Person in charge of signature</u></li> </ul>
PARTNERS	Section E	<ul style="list-style-type: none"> <li>• <u>Partners</u> <ul style="list-style-type: none"> <li>- <u>Department</u></li> <li>- <u>Other data</u></li> <li>- <u>Legal representative</u></li> <li>- <u>Partner - Person in charge of signature</u></li> </ul> </li> </ul>
PROJECT KEY DATA	Section F	<ul style="list-style-type: none"> <li>• <u>Key data</u> <ul style="list-style-type: none"> <li>- <u>Programme output indicator</u></li> <li>- <u>Project main output</u></li> <li>- <u>Target Groups</u></li> <li>- <u>Natura 2000 Sites Involved</u></li> </ul> </li> </ul>
COMMUNICATION APPROACH	Section G	<ul style="list-style-type: none"> <li>• <u>Communication approach</u></li> </ul>
BUDGET GENERAL INFORMATION	Section H	<ul style="list-style-type: none"> <li>• <u>Budget general information</u> <ul style="list-style-type: none"> <li>- <u>Infrastructure List</u></li> <li>- <u>Net Revenues</u></li> </ul> </li> </ul>





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PROJECT	Section I	<ul style="list-style-type: none"> <li>• <u>Project</u></li> <li>• <u>Project Locations</u></li> <li>• <u>Project Workplan</u> <ul style="list-style-type: none"> <li>- <u>WP Details</u></li> <li>- WP Macro-activity</li> <li>- <u>WP Activities</u></li> <li>- <u>WP Activity locations</u></li> </ul> </li> <li>• <u>Project Workplan and Budget</u></li> </ul>
FINANCIAL PLAN	Section J	<ul style="list-style-type: none"> <li>• <u>Financial Plan</u></li> </ul>
STATEMENTS	Section K	<ul style="list-style-type: none"> <li>• <u>Statements</u></li> </ul>
COMMITMENTS	Section L	<ul style="list-style-type: none"> <li>• <u>Commitments</u></li> </ul>
ANNEXES	Section M	<ul style="list-style-type: none"> <li>• <u>Annexes</u></li> </ul>
ERRORS	Section N	<ul style="list-style-type: none"> <li>• <u>Errors</u></li> </ul>

**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/Strategic theme** from the drop-down lists.





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LEAD APPLICANT DATA	Section B
<p>This section contains information on the Lead Applicant organization and on its Legal Seat.</p> <p><u>Please note</u> 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” the LA shall fill in also the related box “Department” in Section B – Department. In this latter case the “Implementing Unit” and the “Department” fields shall coincide.</p> <p><u>Please note</u> that in the Lead Applicant section 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.</p> <p><u>Exemption from Chamber of Commerce registration:</u> for Croatian LA, the data refer to the exemption from registration at the Commercial Court in Croatia.</p> <p><u>Chamber of Commerce registration</u> (place, number, date): for Croatian LA, the data refer to the registration at the Commercial Court in Croatia.</p> <p>Please refer also to the paragraph G “Lead Applicants” of the call.</p>	



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





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LEAD APPLICANT DATA	Section B – Other data
<p><b>Partner category:</b></p> <p>Please indicate the eligible category of project partner chosen from the list in the strategic theme concepts.</p> <p><b>National co-financing description</b></p> <p>Please indicate the source of co-financing:</p> <ul style="list-style-type: none"> <li>✓ Own public contribution</li> <li>✓ Automatic public contribution (only for IT public/public equivalent beneficiaries Italian Ministry of Economy and Finance - I.G.R.U.E - CIPE Resolution 10/2015)</li> <li>✓ Other public contribution</li> <li>✓ Private contribution</li> </ul> <p><b>Details on VAT recovery</b></p> <p>Please explain if your organization is entitled to recover VAT based on national legislation for the activities implemented in the project. Please provide details, also in case of partially recoverable VAT.</p> <p><b>Competence</b></p> <p>Please describe the organisation's thematic competences and experiences relevant for the project.</p> <p>If the Lead Applicant applies as a Department, competences must be referred to it and not to the whole organisation to which it belongs.</p> <p><b>Organisational structure and resources</b></p> <p>Please describe the organisation's structure and the resources available in terms of knowledge, people, equipment, etc. and the related potential benefits for the project.</p> <p>According to the FVG regional law 26/2014, Municipalities which are part of an UTI (Intermunicipalities Territorial Union), and intend to participate in the Call individually have to obtain a specific delegation or ratification in due time from the UTI they belong to and they should mention in this field the details of the delegation/ratification. The delegation/ratification has to be attached to the AF.</p> <p><b>Expertise in EU/International projects</b></p> <p>If applicable, describe the organization's experience in participating in and/or managing EU co-financed projects, especially ETC or other international projects. If the Partner is an Implementing Unit, experiences must be referred to it and not to the whole organization to which it belongs. Please refer to the last 5 years.</p>	





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**Benefits on participation**  
Please describe the benefit for the organization from participating in the project and the contribution of the Lead Applicant to the Project.

**LEAD APPLICANT DATA** Section B – Department

Please note that in the department sub-section the information (e.g. phone number, certified email) concern the specific department data, while in the Lead Applicant section the requested information concern 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 are referred to the Legal Representative of the body/organization even if the power of signature is assigned to a different person whose data are specified in the Section D “Person In Charge Of Signature”.

**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.





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PARTNERS	Section E [to be replicated for each partner]
<p>This section contains information on the Project Partner organization and on its Legal Seat.</p> <p><u>Please note that in the partner sections</u> 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.</p> <p><u>Exemption from Chamber of Commerce registration:</u> for Croatian partner, the data refer to the exemption from registration at the Commercial Court in Croatia.</p> <p><u>Chamber of Commerce registration</u> (place, number, date): for Croatian partner, the data refer to the registration at the Commercial Court in Croatia.</p>	



**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 - Other data
<p>This section contains additional information on the project partner, e.g.:</p> <p><b>Partner category</b> Please indicate the eligible category of project partner chosen from the list in the strategic themes concepts.</p> <p><b>Assimilated partner</b> Please, if the case, describe the reasons to be considered Assimilated (see paragraph F “Eligible applicants and partnership requirements” of the call).</p> <p><b>Associated partner</b> Please, if the case, describe the reason to be considered associated and report the partner who reports the expenses of associated partner; associated partners are key stakeholders that can be involved in a project without financially contributing to it and without receiving ERDF funding (see paragraph F “Eligible applicants and partnership requirements” of the call).</p> <p><b>National co-financing description</b> Please indicate the source of co-financing:</p> <ul style="list-style-type: none"> <li>• Own public contribution</li> </ul>	





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- Automatic public contribution (only for IT public/public equivalent beneficiaries Italian Ministry of Economy and Finance - I.G.R.U.E - CIPE Resolution 10/2015)
- Other public contribution
- Private contribution

**Details on VAT recovery**  
Please explain if your organization is entitled to recover VAT based on national legislation for the activities implemented in the project. Please provide details, also in case of partially recoverable VAT.

**Competence**  
Please describe the organization’s thematic competences and experiences relevant for the project.

**Organizational structure and resources**  
Please describe the organization’s structure and the resources available in terms of knowledge, people, equipment, etc. and the related potential benefits for the project.  
  
According to the FVG regional law 26/2014, Municipalities which are part of an UTI (Intermunicipalities Territorial Union), and intend to participate in the Call individually have to obtain a specific delegation or ratification in due time from the UTI they belong to and they should mention in this field the details of the delegation/ratification. The delegation/ratification has to be attached to the AF.

**Expertise in EU/International projects**  
If applicable, describe the organisation’s experience in participating in and/or managing EU co-financed projects, especially ETC or other international projects. If the Partner is an Implementing Unit, experiences must be referred to it and not to the whole organisation to which it belongs. Please refer to the last 5 years.

**Benefits on participation**  
Please describe the benefit for the organisation from participating in the project and the contribution of the Lead Applicant to the Project.

PARTNERS	Section E - Legal Representative
<p>This section contains information on the Project Partner’s Legal Representative.</p> <p><u>Please note that in the lead applicant section 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.</u></p>	





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<b>PARTNERS</b>	<b>Section E – Partner - Person in charge of signature</b>
<p>This section contains information on the Project Partner’s Person in charge of signature in case this is different from the Legal Representative.</p>	

<b>PARTNERS</b>	<b>Section E – Department</b>
<p><u>Please note that in</u> the department sub-section the information (e.g. phone number, certified email) concern the specific department data, while in Partner section the requested information concern the general body organization.</p>	

<b>PROJECT KEY DATA</b>	<b>Section F</b>
<p><b>Project acronym</b></p> <p>The acronym chosen to identify the project mustn’t be longer than 15 characters. The choice of project acronym should respect few guidelines:</p> <ul style="list-style-type: none"> <li>• Be short, catchy and easy to remember;</li> <li>• The acronyms of previous projects shouldn't be repeated in order to prevent any confusion or mistakes with past projects;</li> <li>• Be intuitive, meaning that it must correctly identify the project mission and vision;</li> <li>• Be easy to pronounce and likely to attract the attention. For this reason, technical information should be avoided, including Programme specific terminology, or reference at Italy-Croatia Programme (already included in the logo).</li> </ul> <p><b>Project description</b></p> <p>Please provide an abstract of the project describing:</p> <ul style="list-style-type: none"> <li>• the common challenge of the Programme area you will jointly tackling in your project;</li> <li>• the overall objective and the results of the project and the expected change your project will make to the current situation;</li> <li>• the approach you will plan to take and why is cross-border approach needed;</li> <li>• what is new/original about it;</li> <li>• the main outputs you will produce and who will benefit from them.</li> </ul>	







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#### **PROJECT RELEVANCE**

##### **Territorial challenges tackled**

Please describe the relevance of your project for the Programme area in terms of common challenges and opportunities addressed. Please refer to Section 1 of the CP and to the help box in Annex III C.1.1 Project context - relevance and strategy of Factsheet n. 5 "Project Selection".

##### **Project approach**

Please describe new solutions that will be developed during the project and/or existing solutions that will be adopted and implemented during the project lifetime and in what way the approach goes beyond existing practice in the sector/Programme area/participating countries. The innovative character of the project shall be carefully illustrated in this box.

##### **Cooperation need**

Please explain why the project objectives cannot be efficiently reached without adopting a cross-border approach and acting only on a national/regional/local level and describe what benefits the project partners/target groups/ project area/Programme area gain in taking a cross-border approach. The need for common and/or joint solutions shall be fully explained.

#### **PROJECT FOCUS**

##### **Project overall objective**

- Specify the project main objective and describe its contribution to the Programme priority specific objective addressed by the project. Please refer to the Glossary, to Factsheet n. 2 "Project Generation" and to Annex V of Factsheet n. 5 "Project Selection" for more information.

##### **Project results**

Specify one or more project result and describe their contribution to the programme result indicator. Please refer to the Glossary and to Factsheet n. 2 "Project Generation" for more information.

##### **Project specific objective description**

Please refer to the Glossary and to Factsheets n. 1 "Introduction and background" and n. 2 "Project Generation" for more information.

##### **Outputs and results durability**

List the main outputs of the project and describe by which manner and to what extent it will be possible to transfer the outputs and results to other organizations/regions/countries outside of the current partnership.

##### **Outputs and results transferability**





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List the main outputs of the project and describe to what extent it will be possible to transfer the outputs and results to other organisations/regions/countries outside of the current partnership.

#### PROJECT CONTEXT

##### **Coherence with EUSAIR**

Please refer to the Glossary and to Annex VI of Factsheet n. 5 “Project Selection” for more information.

##### **Description of the coherence with relevant policies and plans**

Please describe in what way the project contributes to the policies and plans mentioned in the above documents. For more information please refer to Annex VI of Factsheet n. 5 “Project Selection”.

##### **Synergies**

Please describe the project contribution to EU/National/regional policies and/or strategies in the thematic domain(s) addressed by the project and the project synergies with other ERDF regional/national programmes and other relevant regional/local financial instruments.

##### **Building on existing knowledge**

How does the project build on available knowledge? Please describe in details the state of the art, experiences/lessons learned/achieved outputs the project draws on, and other available knowledge the project capitalizes on.

#### COOPERATION CRITERIA

Art. 12(4) of Regulation (EU) No 1299/2013 stipulates four cooperation criteria that specifically characterise territorial cooperation projects. These four cooperation criteria are:

- Joint development. The project idea and scope are jointly developed by the partners.
- Joint implementation. The activities, outputs and results are jointly realised by the partners.
- Joint staffing. All partners assume the necessary role to coordinate and take a part of the responsibility.
- Joint financing. All partners contribute financially to the project resources.

Projects **shall cooperate** in the **development** and **implementation** of projects and in **financing** (3 compulsory criteria). In addition, they **can cooperate in the staffing**.

Please confirm which of the cooperation criteria apply to your project and for each of them describe how will be fulfilled. For more information, please refer to Factsheet n. 1 “Introduction and background”.





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#### **HORIZONTAL PRINCIPLES**

Please confirm that your project proposal complies with the horizontal principles and for each of them describe how it will fulfill it. For more information, please refer to Annex V of Factsheet n. 5, "Project Selection". Please note that compliance must be ensured with all horizontal principles.

#### **NATURA 2000**

As described in the CP "any project proposal likely to have a significant effect on natural habitat Natura 2000 sites shall be subject to appropriate assessment of its implications for the site in view of the site's conservation objectives and shall be financed only after having ascertained that it will not adversely affect the integrity of the site concerned as regulated by Habitat Directive 92/43/EEC".

In order to assess this aspects the following questions have to be answered:

#### **Project with likely effect on natural habitat Natura 2000 sites - (No/Yes)**

Answer Yes if your project proposal could cause significant effects on the Natura 2000 sites (according to Habitat Directive).

Answer No: if your project proposal is not expected to cause significant effects on the Natura 2000 sites (e.g. project activities directly connected with or necessary to the management of Natura 2000 sites)

**Only soft intangible measures are concerned** (answer only if your answer to the previous question is YES) - (No/Yes)

Please specify if in your project proposal only soft intangible measures are concerned so that the expected effects on Natura 2000 sites are not to be considered significant (a coherence statement has to be provided in section K "Statements").

1. the assessment of implications for the N2000 site is already available: a coherence statement has to be provided in section K – "Statements" ;
2. the assessment of implications for the N2000 site is not yet available, but it will be produced at least within 1 month after the closure of the Call: a coherent commitment has to be provided in section L – "Commitments".

#### **Justification**

If your answer is "Yes" to "Only soft intangible measures are concerned" please describe the soft intangible measures, explaining why the expected effects on Natura 2000 sites are not to be considered significant.

If your answer is "No" to the previous question please provide details on the environmental





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assessment and competent authority.

**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
<p><b>Programme output indicator related</b></p> <p>Please select at least all the compulsory Programme output indicator to which the project main outputs will contribute. The compulsoriness depends on the strategic themes.</p> <p><b>Project main outputs description</b></p> <p>For each selected Programme output indicator, please describe the project main outputs, include their target value and their relation to the selected Programme output indicator.</p>	

PROJECT KEY DATA	Section F – Target Groups
<p>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. Please refer to the Programme Glossary for more information.</p> <p><b>Target value</b></p> <p>Please indicate the total number of organisations/people of the selected target group you will reach in your project.</p> <p><b>Description of the Target groups</b></p> <p>Please further specify the target group selected and describe how you will address it.</p>	





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PROJECT KEY DATA	Section F – Natura 2000 Sites Involved
<p>If natural habitat Natura 2000 are involved please select from the list.</p> <p><u>Pay attention</u>: to fill in this box, applicants have to click on the button “Natura 2000 sites involved” at the bottom of the section F of the SIU.</p>	

COMMUNICATON APPROACH	Section G
<p><b>Title of Communication objectives</b> 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).</p> <p><b>Description</b> 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.</p> <p><b>Target groups of Communication</b> Who do you need to reach?</p> <p><b>Tactics/Approach</b> How do you plan to reach your target groups?</p>	

BUDGET GENERAL INFORMATION	Section H
<p>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.</p> <p>The information requested in this Section concerns the following fields:</p> <p>1. <u>Selection of Simplified Cost Option (SCO) for the staff of the Project as a whole</u> According to the Programme rules, the <b>Partnership as a whole</b> can choose a flat rate for staff. This is set at 20% of <b>total direct implementation costs (TDIC)</b> = external expertise and services + travel and accommodation + equipment + small scale infrastructures and construction works. 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. <b>The flat rate on staff costs is optional, but once selected it will be applied to all Partners for the entire</b></p>	





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**duration of the Project.** If flat rate has been chosen, the calculation is automatically calculated by the SIU on the basis of the TDIC.

2. 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, that is 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 be automatically 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.

3. Small scale infrastructures

By replying “yes” to the question “Does the project include small scale infrastructures?”, the Applicant states that small scale infrastructures and construction works are planned and it is requested to fill in an additional box accessible by clicking on the button **infrastructures list** at the bottom of the page. **The insertion of a new infrastructure is made by clicking on the button ADD at the bottom of the page.**

For each infrastructure and/or construction works planned a first set of information is required

4. Net Revenues

Net revenues are defined by Regulation (EU) No. 1303/2013 (articles 61 and 65) as cash in-flows paid by users for the goods or services provided by the project, such as payments for services minus any operating costs and replacement costs of short-life equipment which are incurred during the corresponding period. Examples of services may be e.g. conference fees, sales of publications, or other services offered to target groups against payment. This means for instance that if the gains derived from the selling of a service by the project are higher than the operating costs, this gap would be a net revenue and will have to be indicated in the AF (in order to be deducted in full or pro-rata from the project eligible costs during its implementation, depending on whether it was generated entirely or only partly by the co-financed project).

For projects expecting to generate net revenues, the value of these net revenues has to be estimated and indicated in section H.

5. 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 and Associated partner) having all the following characteristics (cumulative) shall be listed:





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- which are implemented outside of Programme area (e.g. Rome, Zagreb, Brussels and 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).



**2 ADDITIONAL BOXES SHALL BE FILLED IN (IF APPLICABLE): applicants have to click on the buttons at the bottom of the section H of the SIU**

**BUDGET GENERAL INFORMATION      Section H – Infrastructure List**

**This box is activated only if in the main page of Section H the Lead Applicant has selected “Yes” under “Small Scale infrastructures”.**  
**“Infrastructure details”** - Once this information are saved, for each infrastructure inserted it will be necessary to complete the boxes **“Locations”** and **“Involved partners”**, accessible by click on the relevant **Detail** buttons.

**INFORMATION      Section H – Net Revenues**

**This box is activated only if in the main page of Section H the Lead Applicant has selected “Yes” under “Net Revenues”.**  
 Estimated revenues have to be assigned to the related WP/Activity and Partner using the relevant boxes of the System.

Please note that the total amount of net revenues included in this Section is not displayed in Section “ I - Project” , “Project Budget”. The management of net revenues is postponed to the implementation phase of each funded project.





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PROJECT	Section I
<p>In order to fill-in the Project Section applicants <b>should start</b> completing the Location box, then the Workplan and finally the budget.</p> <p>The following functions are made available in this Section:</p> <p>See Workplan by Partner: it allows an overview of the budget and involved Partners with details of each partner's budget.</p> <p>See Workplan by WP: it allows an overview of the budget and WPs with details of each activity.</p>	

PROJECT	Section I – Project Locations
<p>Project locations are the physical places where project activities are carried out. Each project needs to select <b>at least one location</b>. One of the locations included has to be classified as „<b>Main Location</b>“.</p> <p>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.</p> <p>To include the locations enter the “Update” box and then “Add” a location.</p>	

PROJECT	Section I - Project Workplan
<p>To include the “Project Workplan” in the Application Form it is necessary to enter the “Update” box and then fill in the following boxes:</p> <ul style="list-style-type: none"> <li>✓ WP Details (“Update”)</li> <li>✓ WP Macro Activities (“Macro-activities list”)</li> <li>✓ Activities (“Activities List”)</li> </ul> <p>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:</p> <ul style="list-style-type: none"> <li>✓ the project proposal can be articulated in maximum 7 working packages (WPs);</li> <li>✓ the WPO preparation costs is non-compulsory;</li> <li>✓ the WP1 Project Management, the WP2 Project Communication and at least one (to a maximum of four) WP(s) Project implementation are compulsory.</li> </ul> <p>The fields “WP expected outputs”, “Durability of WP outputs” and “Transferability of WP outputs” have to be filled in <b>only for the WP(s) implementation</b>.</p> <p>Each WP is composed of a list of defined activities and related deliverables. The WPO, if inserted, has to be structured differently from other WPs as only the budget line “Preparation Costs” can be budgeted with the lump sum of maximum EUR 20.000,00 (ERDF+co-financing) per project. Please</p>	







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refer to Factsheet n.3 "Project Development" for further details. Moreover, the following specifications shall be taken into account:

#### WP0

The title of this WP is given by the Programme, as follows: **Title: WP0 – Project preparation.** WP0 shall have only one activity and one budget line, "preparation costs". Activity 0.1 of WP0 should be named "Preparation of the proposal" and the budget line "preparation costs" shall be linked to Activity.

✓ 0.1 and to each PP that is involved. The only deliverable of Activity 1 shall be the AF of the Project. No outputs shall be foreseen within the "Project preparation" work package.

#### WP1

The titles of this WP and of its mandatory activities are given by the Programme, as follows:

##### **Title: WP1 – "Project management and coordination of activities"**

- ✓ Activity 1.1 – "Start-up activities" (e.g. signature of the Partnership Agreement, setting up of management structures, etc.)
- ✓ Activity 1.2 – "Day-to-day project management, coordination and internal communication" (tools and procedures, incl. coordination meetings, monitoring of progress of activities and preparation of reports, quality management, project closure)
- ✓ Activity 1.3 – "Steering and monitoring of the project implementation" (structure and procedures, meeting of the decision making bodies / steering committee / advisory board, appraisal of project progress and management such as evaluation and reviews)
- ✓ Activity 1.4 – "Financial management" (incl. monitoring of incurred expenditure, transfer of funds and cash flow management, preparation of necessary documentation in view of the validation of expenditure and of controls/audits)

For each of the pre-defined activities the respective deliverables have to be defined. Please keep in mind that within the "Project management and coordination of activities" work package no outputs are to be foreseen. Project outputs relate only to thematic achievements and are therefore only to be included in the thematic work packages.

#### WP2

The title of this WP is given by the Programme, as follows:

##### **Title: WP2 – "Communication activities"**

Please give your overall description of the communication approach (based on the Section G) and explain how you will coordinate and communicate internally, how to centralise and divide information and involve partners.

The first activity is mandatory and it has to be called "Start-up activities" (e.g. organization of the





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project kick-off meeting)the other activities can be chosen freely.

Describe how the project will address the communication coordination issues with the Programme and internally among partners. It is most important to specify the partners roles regarding tasks:

- ✓ As regards communication with the Programme and project external target groups (e.g. how to collect information and 'stories' from partners, how to involve partners within activities);
- ✓ As regards communication on the Programme website as a hub of communication (roles and implication of partners);
- ✓ As regards internal communication: how to guarantee that partners are updated on all ongoing project's (communication) activities? How to guarantee that project partners learn from others experiences in communication activities carried out (e.g. share best practises on past local events)? How to guarantee that all partners speak with one voice and provide updated information about the whole project?

#### WP3/WP4/WP5/WP6

The WP title should reflect the strategic cross-border focus and the intended results of the work package rather than the planned activities. For each WP, activities and respective deliverables have to be defined.

Project outputs shall also be included in each thematic Work Package.

#### **Macro-activity**

The box "macro-activities list" is reachable from the "I - Project" box. The mandatory macro-activity related to each strategic theme concept should be selected from the drop down box menu and should be linked to a relevant implementation WP. In the Description box please give the overall description of the selected macro-activity. Please in the description refer also to specific activities (listed in the Activities list) related to the selected macro-activity.

#### **Activities List**

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

Each deliverable should be assigned the respective progressive number and should have indicated the period of conclusion.

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





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PROJECT		Section I – Project Budget				
Budget line	↔	Amount	↔	Partner	↔	Activity
<p>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 <b>ADD</b> at the bottom of the page. Likewise, each budget line can be linked, for each partner, to different activities by creating different lines.</p> <p>It is advisable to insert the budget partner by partner.</p> <p>The starting point for the project budget is <u>section G – PROJECT, Column “ Project Budget”</u> Click on the button <u>UPDATE</u> to start creating the budget of the project</p>						
<b>Budget line (drop down list)</b>						
Click the button <b>ADD</b> and then select the budget line to be quantified						
<b>Link to partner and WP activity (drop down list)</b>						
<p>Partner: Select the partner to which the amount of the selected budget line has to be allocated</p> <p>Pleas note: the costs referring to associated partner should be linked to the PP who reports the expenses of associated partner.</p>						
Activity: Select the activity to which the amount of the selected budget line has to be allocated						
<b>Amount</b>						
Insert the amount to be allocated to the selected budget line/partner and activity						
<b><u>POINTS OF ATTENTION</u></b>						
<ul style="list-style-type: none"> <li>✓ Financial figures have to be entered without any digits after the comma (e.g. EUR 1500 and not 1500,50) to limit rounding;</li> <li>✓ When building the budget for the implementation phase, projects are requested to estimate the amounts needed to carry out the planned activities;</li> <li>✓ In a separate section of the AF, the <b>Section J – Financial plan</b>, 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. This should be taken into account when planning the budget of each Activity: if an activity will be implemented towards the end of period 1</li> </ul>						





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and the actual payment will only be made in period 2, the budget for this activity has to be planned in period.2.

- ✓ Adequate resources should be budgeted to implement project activities. As the core of the project is represented by the content related activities, it is expected that the relevant work packages absorb most of the budget. Because pilot initiatives have a test character supporting
- ✓ the main project activities, attention should be paid that costs for such initiatives remain reasonable.
- ✓ The budget for project management should remain reasonable and it is recommended that it does not exceed 20% of the total project budget.

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 workplan 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.

**All amounts shall be budgeted by rounding figures, without decimals(i.e.: ",00").**

**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:

Please note that the total amount and the relevant ERDF share displayed in Section “ I - Project” , “Project Budget” **does not take into account net revenues eventually included in Section “H - Budget general information”**. The management of net revenues is postponed to the implementation phase of each funded project.





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#### **BUDGET LINES**

The System will propose a multiple choice menu of budget lines. The same procedure shall be followed to complete the total budget associated to each single activity of each WP of the project proposal in which Partners are involved.

#### **1. Preparation costs**

This budget line is available only if associated to Activity 1 of WPO – Preparation costs and it consists of a lump sum.

The amount of Preparation costs for a Project is a lump sum of maximum EUR 20.000 (ERDF+co-financing).

It is up to each Project Partnership to decide how to distribute preparation costs among the Partners, to do so the budget line shall be associated to each Partner involved in WPO.

When the budget is saved by clicking on the SAVE button, the System will perform a check on the

total amount of Preparation costs inserted and in case they exceed EUR 20.000 will give a warning at the top of the page and will not consent to save the changes until the amount is modified in a correct way.

**For additional information on how to implement WPO, please refer to the Workplan Section.**

#### **2. Staff**

This budget line is available for all WPs, with the exception of WPO.

It is requested to insert the total estimated costs of staff of each Activity of the WPs in which each Partner is involved.

Depending on choice of the Partnership as a whole, the staff costs inserted shall be either based on real costs or calculated as a flat rate equal to the 20% of the **total direct implementation costs (TDIC)** = external expertise and services + travel and accommodation + equipment + small scale infrastructures and construction works. If flat rate has been chosen the System SIU will automatically calculate the “Staff” budget as 20% of related total direct implementation costs.

#### **3. External expertise and services**

This budget line is available for all WPs, with the exception of WPO.

It is requested to insert the total estimated costs of external expertise and services of each





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Activity of the WPs in which each Partner is involved.

The associated partners concerned costs shall be included in the project partner budget under this budget line.

**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.

Applicants shall briefly describe in the “WP Description” field of each WP, whether they plan to involve In-House Bodies or to stipulate Agreements as described above, the budget they intend to assign them and for which purpose (example: In-House Body for the management of an awareness campaign targeted to SMEs active in the tourism sector – total budget 50.000€ for 3 events and 1 video spot on TV).

**4.Equipment**

This budget line is available for all WPs, with the exception of WP0.

It is requested to insert the total estimated costs of equipment of each Activity of the WPs in which each Partner is involved.

It is mandatory to associate the budgeted “thematic” equipment to **Implementation WPs**, providing for a description of the items of equipment planned in the box “Description” of Activities planned within Implementation WPs.

Be aware that equipment items connected to operating and administrative expenses of project partners (e.g. IT systems for project management) are covered by the flat rate for **office and administration** and cannot be budgeted in addition under the budget line **equipment**.

For thematic equipment the full purchase price is eligible, for equipment for general (office) use the full purchase price is eligible if the equipment is used solely for the purpose of the project and depreciable within the implementation period of the Project (start date – end date), otherwise a pro- rata calculation needs to be carried out. When building the budget, the depreciation costs should be split and allocated to the respective reporting periods. Please refer to Factsheet n. 3 “Project Development” for further details.





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**5. Travel and accommodation**

This budget line is available for all WPs, with the exception of WPO.

It is requested to insert the total estimated costs of travel and accommodation of each Activity of the WPs in which each Partner is involved.

**6. Small scale infrastructures and construction works**

This budget line is available for all implementation WPs.

It is requested to insert the estimated costs of each small infrastructures and construction works, already reported in Section H, to activities for each involved partner.

<b>FINANCIAL PLAN</b>	<b>Section J</b>
-----------------------	------------------

In this section the amounts to be paid out within each reporting period have to be indicated. The reporting period are six-monthly periods and are automatically displayed by the System.

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

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.





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## STATEMENTS

## Section K

The SIU system checks that all the foreseen declarations per each Specific Objective 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. *(Please select from the given list only the statements which are relevant for the selected Specific Objective. For Nature 2000 sites-related statements, please see Section F.)*

## COMMITMENTS

## Section L

The SIU system checks that all the foreseen declarations per each Specific Objective 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. *(Please select from the given list only the commitments which are relevant for the selected Specific Objective. For Nature 2000 sites-related commitments, please see Section F.)*

## 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 documents and then to upload them in this section.

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 (Applicationform\_Projectacronym);
2. Application Form Abstract (Applicationform\_acronymProjectacronym\_Abstract);
3. LP declaration (LPdeclaration\_LPName\_Projectacronym);







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4. PPs declarations (PPdeclaration\_PPName\_Projectacronym);
5. Delegation or ratification from the UTI - only in the event of FVG Municipalities which are part of a UTI and intend to participate individually (UTIdelegation\_LPName\_Projectacronym or UTIdelegation\_PPName\_Projectacronym);
6. 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);
7. Authorisations/Permits/Legal documents for projects with a significant effect on natural habitat Natura 2000;
8. Authorisations/Permits/Legal documents for projects with small scale infrastructures;

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, they are aimed at helping applicants in filling in the AF and they are displayed during the completion of the 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, errors must be corrected in order to confirm and consequently submit the whole AF.





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## G. WHERE TO FIND ASSISTANCE

The Joint Secretariat (JS) is based in Venice, with two branch offices in Dubrovnik and 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,**

Organisational Unit MA of INTERREG V A Italy – Croatia CBC Programme

Dorsoduro 3494/a – 30123 Venice, Italy

e-mail: [JS.Italy-](mailto:JS.Italy-Croatia@regione.veneto.it)

[Croatia@regione.veneto.it](mailto:Croatia@regione.veneto.it) - website:

[www.italy-croatia.eu](http://www.italy-croatia.eu) –

phone: +39 041 279 3120

### **c/o JS Branch Office in Zadar**

Liburnska obala 6, 23 000 Zadar,

Croatia e-mail: [js.it-hr.branch-](mailto:js.it-hr.branch-offices@mrrfeu.hr)

[offices@mrrfeu.hr](mailto: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](mailto:It-Hr.SiuSupport@regione.veneto.it). **Please be aware that solutions will be guaranteed if the assistance requests are sent within 12.00 a.m. before the call deadline.**

