



**ENPI
CBCMED**
CROSS-BORDER COOPERATION
IN THE MEDITERRANEAN



Programme funded by the
EUROPEAN UNION

Guidelines for Applicants

Only valid for Standard Projects

MEDITERRANEAN SEA BASIN PROGRAMME 2007-2013

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INTRODUCTION

This document is integral part of the ENPI CBC Mediterranean Sea Basin Programme “Application pack” developed by the Joint Managing Authority (JMA) and composed by the:

- **Call for proposals**, underlining the priority areas and the available budget;
- **Guidelines for applicants** meant for supporting applicants in project design and development;
- **Application form, Budget for the Project, Logical Framework, Declaration by the Applicant and Partnership Statement;**
- **Guidelines for the drafting of the Partnership Agreement (PA);**
- **Grant Contract and related annexes.**

These Guidelines have been drafted in conformity with the provisions of the ENPI CBC Mediterranean Sea Basin Joint Operational Programme, the ENPI Regulation (EC) No 1638/2006 of the European Parliament and of the Council of 24 October 2006 laying down general provisions establishing a European Neighbourhood and Partnership Instrument, the ENPI CBC Implementing Rules (Commission Regulation (EC) No. 951/2007 of 9 August 2007 laying down implementing rules for cross-border cooperation programmes) and the Practical Guide to contract procedures for EC external actions¹ (PRAG).

Please be aware that in case of differences between the present Guidelines for Applicants and the text of the call for proposals, the information contained in the latter shall prevail.

¹ Available at http://ec.europa.eu/europeaid/work/procedures/implementation/grants/index_en.htm



1. THE ENPI CBC MEDITERRANEAN SEA BASIN PROGRAMME

1.1 Background information on the ENPI

In the framework of the reform of EC assistance instruments, the European Neighbourhood and Partnership Instrument (ENPI), of which the present Programme is part, has replaced from 1 January 2007 onwards the MEDA and TACIS programmes (and various other programmes).

The ENPI targets sustainable development and approximation to EU policies and legislation, and bring a radical improvement in the capacity to support cross-border cooperation along the EU's external borders – thus giving substance to the aim of avoiding new dividing lines. The ENPI is a “policy driven” instrument that operates in the framework of the existing bilateral agreements between the Community and the neighbouring countries. It is focused in particular on supporting the implementation of the European Neighbouring Policy (ENP) Action Plans. In that context, it goes further than promoting sustainable development and fighting poverty to encompass, for example, considerable support to measures leading to progressive participation in the EU's internal market. Legislative approximation, regulatory convergence and institution building will be supported through mechanisms such as the exchange of experience, long-term twinning arrangements with Member States or participation in Community programmes and agencies.

Compared to the previous financial tools, ENPI introduces several innovations. These are most evident in the Cross-Border (CBC) component that finances “joint programmes” bringing together regions of EU Member States and Partner Countries sharing common borders. ENPI procedures are simplified and bring substantial gains in efficiency. It uses a “Structural Funds” approach, based on multi-annual programming, partnership, and co-financing. The “Cross-Border component” of the ENPI is in fact co-financed by the European Regional Development Fund (ERDF).

1.2 Features of the ENPI CBC Mediterranean Sea Basin Programme

1.2.1 Key documents

For preparation and implementation of the projects, the applicants are invited to consult the following documents:

- ENPI CBC Mediterranean Sea Basin Joint Operational Programme as approved by European Commission decision C (2008) 4242 on August 14th 2008;
- Regulation (EC) No 1638/2006 of the European Parliament and of the Council of 24 October 2006 laying down general provisions establishing a European Neighbourhood and Partnership Instrument;
- Commission Regulation (EC) No. 951/2007 of 9 August 2007 laying down implementing rules for cross-border cooperation programmes;
- Practical Guide to contract procedures for EC external actions (PRAG).

All these documents can be consulted on the Programme website (www.enpicbmed.eu).

1.2.2 General objective, priorities and measures

Based on the ENPI Cross-Border Cooperation Strategy Paper 2007-2013 and on the context analysis of the cooperation area, the countries participating in the Programme have identified the following general objective:



To contribute to promoting the sustainable and harmonious cooperation process at the Mediterranean Basin level by dealing with the common challenges and enhancing its endogenous potential.

The objective of the Programme is articulated into 4 Priorities:

1. **Promotion of socio-economic development and enhancement of territories:** concentrating on innovation and research in key sectors for the cooperation area, creating synergies among potentials of the Mediterranean Sea Basin countries and strengthening strategies of territorial planning;
2. **Promotion of environmental sustainability at the basin level:** pursued through the preservation of natural common heritage, the reduction of risk factors for the environment, the improvement of energy efficiency and the promotion of the use of renewable energy sources;
3. **Promotion of better conditions and modalities for ensuring the mobility of persons, goods and capitals:** supporting the flows of people among territories as a cultural, social and economic plus for countries on both shores, and improving the conditions and modalities of circulation of goods and capitals among the territories;
4. **Promotion of cultural dialogue and local governance:** supporting the exchange, training and professional development of young people and all forms of dialogue among the communities as well as improving the governance process at local level.

The following table shows the 4 Priorities and their 10 related Measures:

PRIORITIES	MEASURES
1. Promotion of socio-economic development and enhancement of territories	1.1 Support to innovation and research in the process of local development of the Mediterranean Sea Basin countries
	1.2 Strengthening economic clusters creating synergies among potentials of the Mediterranean Sea Basin countries
	1.3 Strengthening the national strategies of territorial planning by integrating the different levels, and promotion of balanced and sustainable socio-economic development
2. Promotion of environmental sustainability at the basin level	2.1 Prevention and reduction of risk factors for the environment and enhancement of natural common heritage
	2.2 Promotion of renewable energies use and improvement of energy efficiency contributing to addressing, among other challenges, climate change
3. Promotion of better conditions and modalities for ensuring the mobility of persons, goods and capitals	3.1 Support to people flows among territories as a means of cultural, social and economic enrichment
	3.2 Improvement of conditions and modalities of circulation of goods and capitals among the territories
4. Promotion of cultural dialogue and local governance	4.1 Support to mobility, exchanges, training and professionalism of young people
	4.2 Support to the artistic creativity in all its expressions to encourage dialogue among communities
	4.3 Improvement of governance processes at local level

1.2.3 Financial allocation

The overall budget of the Programme for the 2007 – 2013 period is € 173.607.324 of which € 156.246.591 will be dedicated to project financing. The Programme finances maximum 90% of the total eligible costs of the projects while a co-financing of minimum 10% has to be provided at project level.



The Programme does not foresee any pre-allocation of funds by territory or country. Therefore, projects will be selected solely on the basis of the selection and award criteria.

The table below illustrates the Programme budget breakdown per priority for project funding:

<i>Total</i>	EU contribution 156.246.592		Co-financing 15.624.659	Total 171.871.251
<i>Priority 1</i>	62.498.637	40,00%	6.249.864	68.748.500
<i>Priority 2</i>	46.873.977	30,00%	4.687.398	51.561.375
<i>Priority 3</i>	15.624.659	10,00%	1.562.466	17.187.125
<i>Priority 4</i>	31.249.318	20,00%	3.124.932	34.374.250

1.2.4 Management structures

Programme management and coordination is entrusted to the following joint structures:

- **Joint Monitoring Committee (JMC):** as the decision-making body, it monitors the strategy and the effective implementation of the Programme. It is composed by the representatives of the countries participating in the Programme;
- **Projects Selection Committee (PSC)** in charge of evaluating project applications. Formed at the occasion of the launch of each call for proposals, it is composed of 7 voting members, representing 7 countries participating in the Programme;
- **Joint Managing Authority (JMA):** as executive body and Contracting Authority of the Programme, the JMA is responsible for its management and implementation. The JMA is the Autonomous Region of Sardinia and is located in Cagliari (Italy);
- **Joint Technical Secretariat (JTS):** it assists the JMA in the day-to-day management of the Programme. Composed of international staff, it will be located in Cagliari;
- **Two branch offices**, respectively located in Valencia (Spain) and Aqaba (Jordan) in order to ensure closer proximity with potential beneficiaries.



2. FEATURES OF THE STANDARD PROJECTS

Standard projects aim at encouraging joint initiatives prepared by partnerships including public and private actors coming from the two shores of the Mediterranean.

According to the ENPI CBC Mediterranean Sea Basin Programme, these are the possible types of standard projects:

- **Integrated:** partners implement on their respective territory a part of the activities of the project.
- **Symmetric:** similar activities are implemented by the partners in parallel, from one side in the EU Mediterranean Countries and from the other in Mediterranean Partner Countries.
- **Simple:** implemented only in Mediterranean Partner Countries, but for the benefits of the whole partnership.

Cross-cutting issues common to all standard projects are presented in the following box.

CROSS-CUTTING ISSUES

Equality of opportunity, non-discrimination, respect for human rights. During the implementation of the projects, Beneficiaries should pay attention to the principle of non-discrimination in order to avoid discrimination based on race, sex, nationality, language or religion.

Environmental sustainability. All activities related to the development of the Programme will have to be carried out made in accordance with the principles of environmental soundness. Furthermore projects will have to be designed in conformity with the principle of sustainable development.

Communication and visibility. Applications **shall** include a detailed Information and Communication Strategy linked to specific budgetary allocation and possibly professional Human Resources in the area of information and communication. Related activities may include information days, the elaboration of brochures or announcements via local media. The strategy is a key to project success and sustainability. Applications must therefore foresee mechanisms for using all available information relays (newspapers, radio, internet, etc.) to promote the project and its deliverables with dedicated attention to messages in the languages of the project partners.

2.1 Use of languages

English, French and Arabic are Programme languages. English and French are project languages used also for legal and arbitration issues.

In all procedures and documents referring to projects - from the submission of the application to the drafting of the final project reporting – partners must choose only one of the two projects languages: **English or French.**

Requests of information addressed to the JMA or the JTS and the related answers will have to be drafted in one of the Programme languages. For more information on the use of the languages, please see paragraph 3.5 of the ENPI CBC Mediterranean Sea Basin Joint Operational Programme.



2.2 The Beneficiary (Lead Partner)

Projects must be submitted by an Applicant that is responsible for management, implementation and co-ordination of activities among the partners involved. **The Applicant shall be directly responsible for the preparation and management of the project, not acting as an intermediary.**

In case the project proposal is approved the Applicant will become **Beneficiary** (Lead Partner). The Beneficiary bears legal responsibility and liability for the whole partnership *vis-à-vis* the Joint Managing Authority.

Therefore, the Applicant acting as a link between the project and the JMA:

- signs and submits the Application Form on behalf of the partnership;
- if the project is approved, it signs the Grant Contract with the JMA for the amount allocated and it fulfils all obligations set out in this document;
- is responsible for the division of tasks among the partners involved in the project and ensures that these tasks are subsequently fulfilled in compliance with the Grant Contract and Partnership Agreement;
- ensures proper communication with and among the partners;
- guarantees efficient administrative and the sound financial management of the project, by establishing an appropriate control system;
- is responsible for achieving the recovery of the unused Programme funds or Programme funds used to cover ineligible expenses to be reimbursed to the JMA, also including those of its partners according to the provisions of the Grant Contract. In case of duly justified difficulties of recovery by the Beneficiary, the JMA will apply the procedure set by article 27 of the Implementing Rules (Regulation (EC) No 951/2007).

2.3 Project coordination and management

For each project, the Beneficiary (Lead Partner) should appoint as minimum requirements:

- **a project coordinator** responsible for its overall organisation and successful implementation. This person should be able to cope with the technical, administrative, financial nature of a project and its related communication issues. A coordinator, focusing on a partnership approach and with a time-frame perspective, is the key for achieving the objectives of the project. Moreover, he/she should guarantee the regular exchange of information among project partners. Several years of experience in the management of cross-border Mediterranean projects are recommended for this position as well as the command of projects languages (English and French). Knowledge of Arabic is an asset for the success of the partnership.
- **a financial manager** responsible for the accounts, financial reporting, the internal handling of the ENPI funds and national co-financing as well as for the eligibility of expenditure incurred. The financial manager should work in close contact with the coordinator and the partners in order to enable efficient overall financial management of the operation. The financial manager should be familiar with the accountancy, as well as with handling international transactions. He/she should be aware of the EU and national legislation in the field of financial management and controls, public procurement and, where appropriate, state aid, as it is the responsibility of the financial manager to follow up on the application of these. It is advisable that the financial manager is fluent in at least one of the projects' languages.

A detailed list of tasks of the Project coordinator and Financial manager has to be included in the Application Form and will be considered in the evaluation phase.



2.4 Programme contribution to the projects and co-financing

No grant may exceed 90% of the total eligible costs of the project. The remaining 10% balance must be co-financed from: the applicant's and partners' own resources or from public or private sources other than the European Community Budget and the European Development Fund.

Co-financing in kind is not eligible. The Beneficiary and its partners will have to provide evidence of actual payments for all project expenditures, irrespective of the source of funding. Expenditure for staff assigned to the project (Human Resources) is not considered as contributions "in kind" and may therefore be considered as co-financing.

At least 50% of the total budgeted costs of a project shall be dedicated to activities implemented in the Mediterranean Partner Countries territories, as listed in section 3.1.1. This has to be indicated in the dedicated table in the "Budget for the Project".



3. ELIGIBILITY CRITERIA

Eligibility criteria are defined under three perspectives, namely:

- **Applicants** which may request a grant and their partners;
- **Projects** for which a grant may be awarded;
- **Types of cost** to be taken into account in setting the amount of the grant.

In order to be evaluated, an application must satisfy all the eligibility criteria.

Please note that this call for proposals is launched under suspension clause. Partners located in Mediterranean Partner Countries eligible territories may apply for ENPI CBC Mediterranean Sea Basin Programme funding but can receive Programme funds only if their respective country has signed a Financing Agreement with the European Commission within December 31st 2009.

3.1 Who may apply

3.1.1 Eligibility of the Applicants

In order to be eligible for a grant, Applicants **must**:

a) be established in the territories eligible under the Programme. Eligible territories per participating country² are:

- **Cyprus**: the whole country
- **Egypt**: Marsa Matruh, Al Iskandanyah, Al Buhayrah, Kafr ash Shaykh, Ad Daqahliyah, Dumyat, Ash Sharquiyah, Al Isma'iliyah, Bur Sa'id, Shamal Sina'³
- **France**: Corse, Languedoc-Roussillon, Provence-Alpes-Côte d'Azur
- **Greece**: Anatoliki Makedonia - Thraki, Kentriki Makedonia, Thessalia, Ipeiros, Ionia Nisia, Dyтики Ellada, Sterea Ellada, Peloponnisos, Attiki, Voreio Aigaio, Notio Aigaio, Kriti
- **Israel**: the whole country
- **Italy**: Basilicata, Calabria, Campania, Lazio, Liguria, Puglia, Sardegna, Sicilia, Toscana
- **Jordan**: Irbid, Al-Balga, Madaba, Al-Karak, Al-Trafila, Al-Aqaba
- **Lebanon**: the whole country
- **Malta**: the whole country
- **Morocco**: Oriental, Taza-Al Hoceima-Taounate, Tanger-Tétouan

² Algeria, Libya and the United Kingdom (Gibraltar) have not yet formally adhered to the Programme and do not take part for the time being to its activities. Turkey, as a pre-accession country, has required to be excluded from the list of eligible countries. The participation of actors coming from the eligible territories of Egypt and Tunisia to projects related to Priority 3 is not envisaged.

³ The Region of Shamal Sina' will not participate for the time being in the Programme.



- **Palestinian Authority:** the whole country
- **Portugal:** Algarve
- **Spain:** Andalucía, Cataluña, Comunidad Valenciana, Murcia, Islas Baleares, Ceuta, Melilla
- **Syria:** Latakia, Tartous
- **Tunisia:** Médenine, Gabès, Sfax, Mahdia, Monastir, Sousse, Nabeul, Ben Arous, Tunis, Ariana, Bizerte, Béja, Jendouba.

Please note that the participation of Applicants not having their main headquarter but a decentralised registered office or structure in the eligible regions is admitted provided that the said structure has the capacity to undertake legal obligations and assume financial liability. These conditions must be proved by providing supporting documents (such as statutes, registration papers and/or other official documents) that might be requested during the evaluation process.

b) be part of the following list, according to the categories foreseen by the article 14 of the Regulation (EC) No. 1638/2006 (ENPI Regulation):

- partner countries and regions and their institutions;
- decentralised bodies in the partner countries, such as regions, departments, provinces and municipalities;
- joint bodies set up by the partner countries and regions and the Community;
- international organisations, including regional organisations, UN bodies, departments and missions, international financial institutions and development banks, in so far as they contribute to the objectives of the ENPI Regulation⁴;
- Community institutions and bodies, but only for the purposes of implementing support measures of the type referred to in Article 16 of the ENPI Regulation;
- European Union agencies;
- the following entities and bodies of the Member States, partner countries and regions and any other third country complying with the rules on access to the Community's external assistance referred to in Article 21 of the ENPI Regulation, in so far as they contribute to the objectives of the ENPI Regulation:
 - (i) public or parastatal bodies, local authorities or administrations and consortia thereof;
 - (ii) companies, firms and other private organisations and businesses;
 - (iii) financial institutions that grant, promote and finance private investment in partner countries and regions;
 - (iv) non-state actors as defined in the following point;
- the following non-state actors:
 - (i) non-governmental organisations;
 - (ii) organisations representing national and/or ethnic minorities;
 - (iii) local citizens' groups and traders' associations;
 - (iv) cooperatives, trade unions, organisations representing economic and social interests;

⁴ Please note that International Organisations can participate only if they have an agreement with the government of the country in which they are going to carry out project activities.



- (v) local organisations (including networks) involved in decentralised regional cooperation and integration;
- (vi) consumer organisations, women's and youth organisations, teaching, cultural research and scientific organisations;
- (vii) universities;
- (viii) churches and religious associations and communities⁵;
- (ix) the media;
- (x) cross-border associations, non-governmental associations and independent foundations.

The Joint Monitoring Committee may decide to restrict the list of eligible actors. This will be indicated in each call for proposals.

Participation of international organisations⁶

Pursuant to Article 43 of the Implementing Rules of the Financial Regulation for the General Budget of the European Communities, international organisation means international public-sector organisations set up by intergovernmental agreements, and specialised agencies set up by such organisations – these organisations may have worldwide or regional scope. Organisations created under national law are not international organisations (e.g. national NGO with several regional/country offices).

International organisations act under international law and they can only participate in the Programme upon explicit acceptance, in line with what is requested to any of the Programme eligible body, of all requirements deriving from the ENPI CBC Regulations and the other provisions applicable in the framework of the ENPI CBC Mediterranean Sea Basin Programme, including – but not limited to – the following:

- Adherence to applicable Community Policies, including the respect of rules on public procurement;
- Acceptance of the control requirements set by the PRAG (Grant Contract and its annexes) in the framework of the Programme and/or by the national control systems of EU Member States (applicable if the organisation is located in the EU Member State that adopted its own national control system);
- Acceptance of undergoing audits and checks by all those bodies entitled to carry out such controls in the framework of the Programme, including the European Commission, the Joint Managing Authority, the European Court of Auditors, the European Anti-Fraud Office, as well as the relevant national authorities if the organisation is located in a EU Member State. Storage of all documents required for these controls must allow performing them in the geographical area covered by the Programme;
- Final financial liability for all the sums wrongly paid out.

The international organisation will have to submit, as supporting document, an *ad hoc* declaration explicitly stating it undertakes to these obligations. The format of this declaration will be provided by the JMA.

⁵ The funding of projects involving Tunisian partners for this category of actors is not envisaged since the classification of associations according to Tunisian law does not envisage this category.

⁶ Please note that for those international organizations, which have passed a compliance assessment carried out by the European Commission, a standard contribution agreement (Annex H) will be used.



Participation of private companies

Participation of private companies and of other bodies defined as economic operators (regardless of their legal status, private or established by public law) to the call for proposals is subject to the following limitation: the outputs of the project should not generate profit for the Applicant and its partners.

Moreover, for EU Member States, according to Regulation (EC) 1998/2006 of the Commission of 15 December 2006, participation of private companies and other organisations defined as economic operators (regardless their legal status, private or established by public law) is subject to the following limitations: project activities must not generate a competitive advantage and the gross amount of public funding granted does not exceed the thresholds set by the *de minimis* regime.

During the evaluation of the project proposal, if the activities, outputs, typologies of project partners and target groups are considered to be potentially in conflict with one or more of the above mentioned limitations, the JMA on behalf of the PSC, will require a declaration concerning the respect of such conditions that will have to be submitted in handwritten and original as supporting document (see Section 4.3).

Potential Applicants may **not** participate in calls for proposals or be awarded grants if they:

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

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

- g) subject to a conflict of interests;
- h) guilty of misrepresentation in supplying the information required by the JMA as a condition of participation in the call for proposals or fail to supply this information;
- i) attempted to obtain confidential information or influence the Projects Selection Committee or the other subjects involved in the evaluation process of current or previous calls for proposals.



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

In the “Declaration by the Applicant”, Applicants must declare that they do not fall into any of the above categories a) to i).

3.1.2 Partnership and eligibility of partners

The cross-border dimension of the projects is the specific and strategic feature of the ENPI CBC Mediterranean Sea Basin Programme, representing a key driver for the Programme effectiveness. Therefore, applicants will act in partnership as specified hereafter.

For standard projects, partnerships should represent a minimum of three countries, including at least one European Union Mediterranean Country and one Mediterranean Partner Country. International organisations, which can participate as Applicant or partner, do not contribute to the fulfillment of the geographical partnership requirement.

In the projects selection phase, an added value will be recognized for projects promoted by balanced partnerships including more than one Mediterranean Partner Country.

Applicants' partners participate in designing and implementing the project, and the costs they incur are eligible in the same way as those incurred by the Beneficiary. They must therefore satisfy the same eligibility criteria as applicants (**see section 3.1.1**).

In the Partnership Statement project partners must declare that they do not fall into any of the categories a) to i) as mentioned in section 3.1.1.

Moreover, the participation to calls for proposals of partners located in adjoining regions⁷ of level Nuclear Unit of Territorial System (NUTS II) or equivalent may be allowed by the Joint Monitoring Committee (JMC) on a case by case basis, taken into account the objective benefits that such participation would ensure to a specific project and to the Programme as a whole. **The amount of resources devoted to the participation of partners of the adjoining regions should not exceed 20% of allocations to a specific project.**

Before the signature of the Grant Contract, it is compulsory that the Partnership Agreement is signed and provided to the Joint Managing Authority within 60 calendar days from the notification of award. Failure to provide the Partnership Agreement within the above-mentioned deadline may result in the revoking of the award.

The following organisations are not partners and do not have to sign the Partnership Agreement:

- **Associates:** other organizations, which may be involved in the project. Such associates play a real role in the project but may not receive funding from the grant with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in Section 3.1.1. The associates have to be mentioned in Section 1.4 of the Application Form - “Associates of the partnership participating in the Project”.
- **Subcontractors:** the grant beneficiaries have the possibility to award contracts to subcontractors. Subcontractors are neither partners nor associates, and are subject to the procurement rules set out in Annex IV to the Standard Grant Contract. Examples of sub-

⁷ An adjoining region must be located in the same country of the eligible region to which it is adjacent.



contractors are: a web-site company, a printing firm for the production of information material etc. In any case, the Applicant has to be directly responsible for the preparation and management of the project, not acting as an intermediary.

- **Organisations** being awarded sub-grants (please see section 3.2.1, point on Sub-granting).

Moreover the Projects Selection Committee (PSC) will consult each JMC national representative on the technical and administrative eligibility of its national proposed partners (including the Applicant).

3.2 Eligible projects

3.2.1 Projects for which an application may be made

A project is a set of coherent activities aiming at achieving quantified objectives in a defined time-frame with an agreed budget.

In order to be eligible, projects have to comply with the following criteria:

- **Duration.** The planned duration of a project may not exceed 48 months. Specific information will be included in each call for proposals;
- **Sectors or themes.** Project proposals must fall within the ENPI CBC Mediterranean Sea Basin Programme Priorities and Measures and within the specific requirements of each call for proposals;
- **Location.** Projects must take place in one or more of the eligible territories or, in case of participation of partners from adjoining regions, in those areas provided that such activities are necessary for the success of the project and for the benefit of the Programme area. **Moreover, at least 50% of the total eligible costs of the project shall be dedicated to activities implemented in the Mediterranean Partner Countries territories as listed in section 3.1.1.**
- **Type of actions.** Examples of actions per Priority are indicated in Table B. The list is not exhaustive and has only preliminary information value. Sub-granting as hereafter presented is part of the type of actions to be implemented in the framework of the Programme.

Moreover, proposed projects have to be coherent with the policies and the programmes at national and regional level. Therefore the Projects Selection Committee (PSC) will consult each JMC national representative on the coherence of the proposals with these policies, ensuring at the same time impartiality and confidentiality of the selection process.

Sub-granting

In order to support the achievement of the objectives of the project, and in particular where the implementation of the project proposed by the Applicant requires financial support to be given to third parties, the Applicant may propose awarding sub-grants. However, sub-granting may not be the main purpose of the project and it must be duly justified.

In case where the Applicant foresees to award sub-grants, it has to specify, under heading “**Other costs**” of the Budget, the total amount of the grant, which may be used for awarding sub-grants specifying the maximum amount per sub-grant. Moreover, a list with the types of activity, which may be eligible for sub-grants, must be included in the Application Form (Section 2.5). Criteria for the selection of the beneficiaries of these sub-grants must also be indicated and attached to the Application Form.



The maximum amount of a sub-grant is limited to EUR 10.000 per third party while the total amount which can be awarded as sub-grants to third parties is limited to EUR 100.000.

3.2.2 Ineligible projects

The projects concerning only or mainly the following foreseen activities are ineligible:

- individual sponsorships for participation in workshops, seminars, conferences, congresses;
- individual scholarships for studies or training courses;
- pure academic and research oriented activities;
- studies.

Moreover, in order to avoid “double financing”, projects already financed by other European Community initiatives or other donors will be considered ineligible.

3.3 Costs which may be taken into consideration for the grant

Only "eligible costs" can be taken into account for a grant. These are as detailed below. The budget is therefore both a cost estimate and a ceiling for "eligible costs".

The project total eligible costs **MUST be within a minimum of 500.000 euros and a maximum of 2.000.000 euros including Programme contribution and other co-financing.**

It is possible to submit projects having a budget higher than 2.000.000 euros, bearing in mind that the maximum Programme contribution will not exceed 1.800.000 euros, therefore the remaining balance must be indicated and provided by the partnership.

Furthermore, for **Priority 4 (Promotion of cultural dialogue and local governance)**, in order to facilitate the participation of civil society and private sector to the Programme, the minimum ceiling for projects will be set at 200.000 euros for 50% of the total budget allocated to this priority.

Eligible costs must be based on actual costs justified by supporting documents (except for indirect costs where flat-rate funding applies). This implies that costs estimates have to be computed bearing in mind that they will have to be justified in the financial reports.

According to the non-retroactivity principle, as indicated in PRAG, grants may only cover costs incurred after the date on which the grant contract is signed or a later date indicated in the contract. **No grant** may be awarded retroactively for projects already carried out.

Recommendations to award a grant are always subject to the condition that the checking process that precedes the signing of the Grant Contract does not reveal problems requiring changes to the budget (for instance arithmetical errors, inaccuracies or unrealistic costs and other ineligible costs). The checks may give rise to requests for clarification and may lead the Joint Managing Authority to impose modifications or reductions to address such mistakes or inaccuracies. The amount of the grant and the percentage of co-financing as a result of these corrections may not be increased in any case.

It is therefore in the Applicant's interest to provide a **realistic and cost-effective budget.**

3.3.1 Eligible costs

To be considered eligible for Programme financing, the expenditure of a project must respect the provision of article 14 of the General Conditions to the Standard Grant Contract. Therefore they must meet the following criteria:



- they are incurred during the implementation of the project as specified in Article 2 of the Special Conditions with the exception of costs relating to final reports, expenditure verification and evaluation of the project, whatever the time of actual disbursement by the Beneficiary and/or its partners. Procedures to award subcontracts for goods/services/works used/provided/delivered during the implementation period, as referred to in the article 1.3 paragraph 3 of General Conditions, may have been initiated but contracts may not be concluded by the Beneficiary or its partners before the start of the implementation period of the project, provided the provisions of Annex IV of the Grant Contract were respected;
- must be indicated in the estimated overall Budget for the Project;
- must be necessary for the implementation of the Project which is the subject of the grant;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the Beneficiary and determined according to the applicable accounting standards of the country where the Beneficiary is established and according to its usual cost accounting practices;
- must be reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency;
- must be in accordance with applicable legislation at European and national level, in particular with public procurement rules as stated in Annex IV of the Grant Contract.

Subject to the above and where relevant to the provisions of Annex IV to the Grant Contract being respected, the following direct costs of the Beneficiary (Lead Partner) and its partners shall be eligible:

- **the cost of staff assigned to the project**, corresponding to actual gross salaries including social security charges and other remuneration-related costs; salaries and costs must not exceed those normally borne by the Beneficiary or his partners, as the case may be, unless it is justified by showing that it is essential to carry out the activities of the project;
- **travel and subsistence costs** for staff and other persons taking part in the Project, provided they do not exceed those normally borne by the Beneficiary or its partners, as the case may be. Any flat-rate reimbursement of the subsistence costs must not exceed the rates set out published by the European Commission at the time of signing the Grant Contract, available at the following internet address:

http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm)

- **infrastructures**, usually concerning small investments. In order to be eligible, they must be listed and specified in the Budget for prior approval of the PSC due to their potential territorial impact;
- **purchase or rental costs for equipment and supplies** (new or used) specifically for the purposes of the project, and costs of services, provided they correspond to market rates;
- **cost of consumables**;
- **administrative costs**: a fixed percentage not exceeding 7% of the total amount of direct eligible costs may be claimed as indirect costs to cover the administrative overheads incurred by the Beneficiary and its partners in implementing the project. The flat-rate funding in respect of indirect costs does not need to be supported by accounting documents;
- **subcontracting** expenditure;
- costs deriving directly from the **requirements of the Grant Contract** (for example, information and dissemination activities, evaluations, external audits, translation, etc.) including financial service costs (in particular the cost of bank transfers and financial guarantees).



Moreover, a “contingency reserve” not exceeding 5% of the direct eligible costs has to be included in the Budget for the Project. It can only be used with the prior written authorisation of the Joint Managing Authority.

3.3.2 Ineligible costs

The following costs are not eligible:

- debts and provisions for losses or debts;
- interest owed;
- items already financed in another framework;
- purchases of land or buildings;
- currency exchange losses;
- taxes, including VAT, unless the Beneficiary (or the Beneficiary's partners) cannot reclaim them and the applicable regulations do not forbid coverage of taxes;
- credits to third parties.



4. APPLICATION PROCEDURE

Standard projects will be selected on the basis of the award criteria, through calls for proposals.

4.1 How to apply

4.1.1 Application Form

Applications for standard projects must be submitted to the Joint Managing Authority using the Application Form and related documents. Applicants should keep strictly to the format of the Application Form and fill in the paragraphs and the pages in order. Please provide also the Budget indicating costs and unit rates rounded to the nearest eurocent.

The following general principles have to be taken into account in its preparation:

- Applications must be submitted **ONLY** in English or French;
- Please complete the Application Form carefully and as clearly as possible so that it can be assessed properly;
- Hand-written applications will not be accepted.

Only the Application Form together with the related documents will be transmitted to the Projects Selection Committee. Therefore, it is of utmost importance that these documents contain ALL the relevant information concerning the project. No supplementary documents should be sent.

4.1.2 Where and how to submit the Application Form

The Application Form must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address specified in the call for proposals.

Application Forms sent by fax or delivered to other addresses will be rejected.

Application Forms must be submitted in one original and 2 copies (A4 size, each bound), as well as in electronic format (a CD-Rom must be included in the envelope). The electronic format must contain exactly the same proposal as the paper version enclosed.

The outer envelope must bear the wording ***“ENPI CBC Mediterranean Sea Basin Programme: call for proposals for standard projects”***, the reference to the Priority and Measure for which the grant is sought, the full name and address of the Applicant as well as the wording ***“NON APRIRE / NOT TO BE OPENED BEFORE THE OPENING SESSION ”***.

Applicants must verify that the Application Form is complete using the checklist (section 4 of the Application Form).

4.1.3 Deadline for the submission of the Application Form

Please note that in order to be considered, applications must be submitted within the deadline.

The deadline for the submission of applications is specified in each call for proposals, as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at **6,00 p.m.** local time (Italy) as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.



However, for reasons of administrative efficiency, the Joint Managing Authority will reject any application received after the effective date of approval of the report on administrative compliance check by the Projects Selection Committee (end of step 1 of the evaluation process, see section 4.2.1).

4.1.4 Further Information

Information sessions on this call for proposals may be held according to the dates indicated in the Programme website.

Questions may be sent by e-mail or by fax no later than 21 calendar days before the deadline for the submission of the proposals to the address below, indicating clearly the reference of the call for proposals:

E-mail address: enpi.projects@regione.sardegna.it

Fax: +39 070.606.2458

Replies will be given no later than 11 calendar days before the deadline for the submission of the proposals.

In the interest of equal treatment of Applicants, the Joint Managing Authority cannot give a prior opinion on the compliance of the proposals with the eligibility and selection criteria. Questions that may be relevant to other Applicants, together with the answers, will be published on the Programme website.

4.2 Evaluation and selection

Applications Forms will be examined and evaluated by the Projects Selection Committee, supported by the Joint Managing Authority and the Joint Technical Secretariat, and with the assistance of external assessors. All project proposals will be assessed according to the following steps and criteria.

4.2.1 Step 1: Opening session and administrative check

The following aspects will be assessed:

- The deadline for submission has been respected. If the deadline has not been respected the Application will automatically be rejected;
- The compliance with the specific conditions on the eligibility of the Applicant and its partners set in the call for proposals and in sections 3.1.1 and 3.1.2 of the Guidelines for Applicants.
- The Application Form satisfies all the criteria mentioned in the “Administrative compliance check of the project” (see table below) and also reported in the “Checklist” (Section 4 of the Application Form). In case of minor errors or inconsistencies in the submitted documents to be evaluated with regards to the administrative requirements (see below and in section 4 of the Application Form), Applicants will be given 14 calendar days to provide clarifications after notification by the Joint Managing Authority. Failure to provide clarifications within the deadline will lead to the rejection of the Application on this sole basis.
- **Any major inconsistency or non compliance** with the technical criteria (see below and in section 4 of the Application Form) will lead to the immediate rejection of the proposal.



Following the opening session and administrative check, the Joint Managing Authority will send a letter to the Applicants, informing them of the reference number they have been allocated, whether their application has satisfied all the criteria mentioned in the “Administrative compliance check of the project” (see table below) and also reported in the Checklist⁸ and has been recommended for Evaluation. The Projects Selection Committee will have to approve the report on the administrative compliance check of project proposals.

ADMINISTRATIVE COMPLIANCE CHECK OF THE PROJECT		
ADMINISTRATIVE REQUIREMENTS	Yes	No
1. The application form published for this call for proposals has been used and it has been submitted within the set deadline.		
2. The proposal is typed in English or in French.		
3. One original, two copies and an electronic version (CD-ROM) of the application are included.		
4. The budget is presented in the requested format, is expressed in euros and is enclosed. All folders of the Budget for the Project have been filled in.		
5. The Application contains the table indicating the partnership sources of funding (Table D of the Budget for the Project).		
6. The logical framework has been completed and is enclosed.		
7. The Declaration by the Applicant has been filled in, signed and stamped.		
8. Each partner has completed and originally signed a Partnership Statement. The statements are included.		
TECHNICAL REQUIREMENTS		
9. The duration of the project is in line with the requirements of the Guidelines for Applicants (maximum 48 months).		
10. The partnership represents at least three participating countries including one Mediterranean Partner Country and one EU Mediterranean Country.		
11. The total eligible costs of the project are in line with the requirements of the Guidelines for Applicants (minimum 500.000 € and maximum 2.000.000 € with the exception of Priority 4, where a minimum of 200.000 € is allowed).		
12. The requested contribution is equal to or lower than 90 % of the total eligible costs of the project (maximum rate allowed) and the co-financing rate represents at least 10% of the total eligible costs of the project.		
13. At least 50% of the budgeted costs shall be dedicated to activities implemented in the Mediterranean Partner Countries territories ⁹ .		
14. The Application is clearly relevant to the priorities of the call for proposals.		
15. The Applicant and its partners are eligible under the conditions set in the call for proposals and in sections 3.1.1 and 3.1.2 of the Guidelines for Applicants.		

⁸ Please note that the length of period between the opening session and the sending of this letter will depend on the number of proposals received.

⁹ This criterion does not apply to projects under Priority 4 whose budget is comprised between euro 200.000 and 500.000.



4.2.2 Step 2: Evaluation of the Application Form

An **evaluation of the quality of the project proposals** (including the proposed budget and the overall capacity of the applicant and his partners) will then be carried out by the Projects Selection Committee in accordance with the Project Evaluation Grid (see below).

Two types of evaluation criteria will be applied: **selection** and **award** criteria.

The selection criteria are intended to evaluate the technical, financial and operational capacity of the Applicant and its partners in order to ensure that the partnership:

- has **stable and sufficient financial resources** to maintain their activity throughout the period during which the project is being carried out and, where appropriate, to participate in its funding;
- has the **management capacity, professional competencies** and qualifications required to successfully complete the proposed project.

The award criteria allow the quality of the proposals submitted to be evaluated in relation to the objectives and priorities foreseen in the call for proposals and also to the grants to be awarded for projects, which maximise the overall effectiveness of the Programme. These criteria enable the selection of proposals that will comply with the set objectives and priorities guaranteeing at the same time the visibility of the Community financing and of the Programme itself. They cover such aspects as the relevance of the project, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

Scoring:

The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 in accordance with the following rating: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

*Note on Section 1 of the grid. **Partnership: technical, financial and operational capacity***

If the total average score is less than 18 points for section 1, the Projects Selection Committee will reject the proposal and will not proceed further in the evaluation of the Application Form.

*Note on Section 2 of the grid. **Relevance***

If the total average score is less than 12 points for section 2, the Projects Selection Committee will reject the proposal.

*Note on Section 3 of the grid. **Methodology***

If the total average score is less than 18 points for section 3, the Projects Selection Committee will reject the proposal.

*Note on Section 4 of the grid. **Sustainability***

If the total average score is less than 12 points for section 4, the Projects Selection Committee will reject the proposal.

*Note on Section 5 of the grid. **Budget and cost-effectiveness***

If the total average score is less than 12 points for section 5, the Projects Selection Committee will reject the proposal.



Project Evaluation Grid

Sections	Max. Score
1. Partnership: Technical, financial and operational capacity (Minimum score: 18 points)	30
1.1 Does the applicant have sufficient and proven experience of project management?	5
1.2 What is the level of technical expertise of the partnership (in particular, knowledge of the issues to be addressed)? What are the management capacities of the applicant and its partners (in terms of quality of staff, equipment and ability to handle the budget for the project)?	5
1.3 Is the institutional status of the partnership components adapted to the activities to be implemented?	5
1.4 Are the tasks of the Project coordinator and Financial manager listed in the Application Form sufficiently detailed?	5
1.5 Do the applicant and its partners have stable and sufficient financial resources?	5
1.6 Is the partnership balanced? In particular, does each partner bring a technical and financial contribution to the activities of the project?	5
2. Relevance (Minimum score: 12 points)	20
2.1 Is the project proposal relevant to the Programme general objective and to the aims of the Priority for which the application is submitted? In particular does the proposal have a real cross-border impact?	5
2.2 Is the proposal relevant to the particular needs and constraints of the target territories?	5
2.3 Are the final beneficiaries and target groups clearly defined and strategically selected? Have their needs been clearly defined and does the project proposal address them appropriately?	5
2.4 Does the project proposal contain innovative features avoiding duplication and promoting synergies with other current initiatives, policies and strategies implemented in the cooperation area?	5
3. Methodology (Minimum score: 18 points)	30
3.1 According to the Logical Framework, are the proposed activities appropriate, practical, and consistent with the objectives and expected results?	5
3.2 Is the overall design of the project coherent? In particular, does it take into account external factors and the analysis of the problems involved? Is the relation between the activities-outputs-results-objectives well structured?	5
3.3 Does the proposal contain objectively verifiable and appropriate indicators for measuring the outcome of the project?	5
3.4 Is the action plan clear, realistic and feasible?	5
3.5 Is the methodology for management and coordination of the project clearly defined and efficient? In particular, is the proposed approach for internal project monitoring & assessment satisfactory?	5
3.6 Does the proposed project methodology allow the achievement of the objectives of the Priority/measure(s) for which the application is made?	5
4. Sustainability (Minimum score: 12 points)	20
4.1 Is the project likely to have a tangible impact on the target groups?	5
4.2 Is the project proposal likely to have multiplier effects (including scope for replication and extension of the deliverables, dissemination of information, distribution of publications and maintenance of the project website after the end of the project) ?	5
4.3 Are the expected results of the proposed project sustainable: <ul style="list-style-type: none"> financially (<i>how will the activities be financed after the Programme funding ends?</i>); institutionally (<i>will structures allowing the activities to continue be in place at the end of the project? Will there be local and joint "ownership" of the results of the project?</i>); at level of national and local policies (where applicable) (<i>what will be the structural</i> 	5



<i>impact of the project — e.g. will it lead to improved legislation, regulations, planning methods, etc?)?</i> <ul style="list-style-type: none"> environmentally (if applicable) (<i>will the project have a negative/positive environmental impact?</i>) 	
4.4 Is the communication strategy clearly defined in order to ensure an efficient and well-targeted dissemination and capitalisation of the project results?	5
5. Budget and cost-effectiveness (Minimum score: 12 points)	20
5.1 Is the ratio between the estimated costs and the expected results satisfactory?	5
5.2 Is the proposed expenditure necessary for the implementation of the project (including project management and communication strategy) ?	5
5.3 Is the budget logically planned and distributed along the duration of the project?	5
5.4 Are the budget allocated to each cost category and the activities carried out coherent?	5
Maximum total score	120

According to the Joint Operational Programme, the evaluation of the quality of the proposals will be conducted as follows:

- The Projects Selection Committee informs the participating countries on the submitted proposals and consults with each of them on the eligibility of the proposed partnerships, their technical and administrative capacity to implement projects as well as on the coherence of the proposals with the policies and the programmes at national and regional level. These consultations, with an advisory non-binding status, shall be carried out in a way ensuring impartiality and confidentiality of the selection process, the Projects Selection Committee being independent regarding the selection decision. Participating countries should give their opinion within 20 calendar days.
- PSC assessors carry out an evaluation of the applications with secretarial and logistical support from staff of the JMA and JTS nominated on a personal basis and having signed a declaration of impartiality and objectivity. The assessors must submit for approval to the PSC the evaluation grid of each project filled in, together with detailed comments justifying the scores. On this basis, the PSC will draft a list of projects classified in accordance with the results of the evaluation grids, a list of improvements and minor clarifications to be requested to the Applicants of provisionally selected projects and the motivated reasons for the approval and rejection of projects.
- The PSC transmits to the JMA the list of provisionally selected projects and authorises it to proceed with the verification of the eligibility of the Applicant and its partners.

4.3 Step 3: Verification of the eligibility of the Applicant and partners

The eligibility verification, based on the supporting documents requested by the Joint Managing Authority (see section 4.3.1), will only be performed for the applications that have been provisionally selected according to their score and within the available financial envelope.

- The Declaration by the Applicant will be crosschecked with the supporting documents provided by the Applicant. Any missing supporting document or any incoherence between the Declaration by the Applicant and the supporting documents may lead to the rejection of the application on that sole basis.



- The eligibility of the Applicant, the partners and the project will be verified according to the criteria set out in sections 3.1.1, 3.1.2 and 3.2.

4.3.1 Submission of supporting documents for provisionally selected applications

Applicants which have been provisionally selected will be informed in writing by the Joint Managing Authority. Applicants will be requested to supply the following documents in order to allow the JMA to verify the eligibility of the applicants and their partners:

- The statutes or articles of association of the applicant organisation¹⁰ and of each partner organisation. This obligation does not apply to international organisations which have signed a framework agreement with the European Commission¹¹;
- Where the grant requested exceeds EUR 500 000, an external audit report produced by an auditor, certifying the applicant's accounts for the last financial year available. This does not apply to public administrations, public bodies and international organisations;
- Legal entity sheet (see list of annexes) duly completed and signed by the Applicant, accompanied by the justifying documents which are requested therein;
- A Financial Identification Form (see list of annexes), certified by the bank to which the payments will be made. This bank must be located in the country where the Applicant is registered;
- The composition of the Management Board (when appropriate);
- Declarations and other related documents in order to demonstrate the respect of the State Aid provisions may be requested¹².

The supporting documents requested must be supplied in the form of originals or photocopies of the said originals. Where such documents are not in one of the official languages of the European Union, a translation into one of the languages of the call for proposals of the relevant parts of these documents, proving the applicant's eligibility, must be attached and will prevail for the purpose of analysing the proposal.

Where these documents are in an official language of the European Union other than one of the languages of the call for proposals, it is **strongly** recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the applicant's eligibility, into one of the languages of the call for proposals.

Each participating country is responsible for confirming the legal status of the partners located in its territory.

If these documents are not provided before the set deadline (they have to be received within 40 calendar days from the receipt of the letter of request sent by the Joint Managing Authority), the application may be rejected.

Based on the verification of the supporting documents by the JMA, the PSC prepares its recommendations in the "Evaluation Report" in accordance with the model annexed to the PRAG

¹⁰ Where the applicant and/or (a) partner(s) is a public body created by a law, a copy of the said law may be requested.

¹¹ A list of the relevant framework agreements is available at the following address: http://ec.europa.eu/euopaaid/work/procedures/index_en.htm

¹² Only applicable to organizations coming from EU Mediterranean Countries.



(including a table listing the proposals ranked according to their score and within the available financial envelope for each priority) and transmits it to the JMC via the JMA.

The JMC makes the final decision on the list of projects proposed by the PSC. Whenever the JMC decides not to follow all or part of the recommendations of the PSC, it should justify its decision in writing. This decision is sent to the European Commission via the JMA, for its agreement.

The Applicants of projects selected for financing may receive requests of improvements to be made to their proposals.

Each Applicant of non-selected projects will receive a notification of the reasons for its rejection through an explanatory letter prepared by the JMA/JTS in accordance with the decision of the JMC.

The JMC sends the whole list of projects, both selected and non-selected for financing, to the European Commission, together with the JMA advice on the formal regularity of selection procedures. If an Applicant fails to include the improvements requested to a project, the amount not allocated will be added to that available for the following call for proposals.

4.4 Notification of the Joint Monitoring Committee decision

Applicants will be informed by the JMA in writing of the JMC decision concerning their application and the reason for the decision. A decision to reject an application or not to award a grant will be based on the following grounds.

Non-administrative compliance (to be communicated to the Applicant at the end of Step 1) , such as:

- the application was submitted after the deadline;
- the application was incomplete or otherwise non-compliant with the administrative and technical requirements stated in the Administrative compliance check grid (see section 4.2.1);
- the project proposed is not covered by the Programme and by the call for proposals, the proposal exceeds the maximum duration allowed, the requested contribution is higher than the maximum allowed, etc.

Qualitative assessment (to be communicated to the Applicant at the end of Step 2), such as:

- the proposal did not obtain the minimum required score for one or more of the sections of the Evaluation Grid;
- although the proposal fulfils the quality criteria required for a favourable opinion, another proposal of a similar nature was awarded a higher score;
- several proposals were submitted by the same Applicant and selected for financing, but the Applicant does not have the financial and operational capacity required to implement the projects all together.

Verification of eligibility of the Applicant and partners (to be communicated to the Applicant at the end of Step 3), such as:

- one or more of the requested supporting documents were not provided before the set deadline;



- the Applicant or one or more of its partners was not eligible after the eligibility check carried out on the basis of the submitted supporting documents.

Any other criterion included in these Guidelines has not been respected.

4.5 Complaint procedure

Applicants believing that they have been harmed by an error or irregularity during the evaluation process may file a complaint with the JMA within 30 calendar days from the date of the notification of rejection.

Applicants must duly reason and justify their complaints. Unjustified requests for re-evaluation will not be accepted by the JMA.

Should the JMA find the Applicant's complaint justified, or should it not be able to settle the dispute with the Applicant, it should forward the case to the JMC.

Should the JMC not be able to settle the dispute with the Applicant, the matter can **exceptionally** be addressed to the European Commission by the JMA.

In any case, the JMA shall reply within 90 calendar days from the receipt date of the complaint.

The signature of contracts with Applicants having been awarded a grant shall not be affected by ongoing complaint procedures.



4.6 Indicative time-table of the evaluation procedure¹³

- A. Deadline for submission of Applications: 120 calendar days from the date of the launch of the Call for Proposals;
- B. Communication to the applicants about the outcome of the opening session and the administrative check of the Application Form: about 45 calendar days from the deadline for submission of applications;
- C. Deadline for submitting clarifications if requested: 14 calendar days from step b);
- D. Information to the Applicants about the outcome of the qualitative evaluation (rejection letters to unsuccessful applicants and request for supporting documents to Applicants of provisionally selected projects): 90 calendar days from step c);
- E. Deadline for submitting supporting documents: 40 calendar days from step d);
- F. Notification of final award decision (after the eligibility check): about 30 calendar days from step e);
- G. Deadline for selected Applicants to introduce improvements to projects if requested in the award notification and to submit the signed Partnership Agreements: 60 calendar days from step f);
- H. Signature of Grant Contract between Beneficiary and JMA.

¹³ Subject to the number of proposals received.



4.7 Conditions applicable to the project implementation following the Joint Monitoring Committee's decision to award a grant

Following the decision to award a grant, the Beneficiary will be offered a contract based on Standard PRAG Grant Contract annexed to the Guidelines. By signing the Declaration by the Applicant, the Applicant declares accepting, in case where it is awarded a grant, the Contractual conditions as laid down in the Standard Contract.

4.7.1 Implementation of the project

Where the implementation of the project requires the Beneficiary to award procurement contracts, it must award the contract to the tenderer offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interest. To this end, the Beneficiary must follow the procedures set out in Annex IV of the Standard Contract.



TABLE A - NINE SUCCESS FACTORS IN PROJECT DESIGN AND MANAGEMENT

Build on the experiences of previous similar programmes and projects, the applicants should take into account the following success factors in applying to the Programme:

- 1. Adequate institutional support.** Develop the project in the framework of a national or local policy or political agenda. This will contribute to build future sustainability. Avoid submitting a project in an institutional vacuum.
- 2. Quality of project design.** Design the project in terms of realistic, simple and not too ambitious objectives; define objectively verifiable indicators (OVIs) and clear activities answering to the needs of the partners, with a realistic time-frame, sound organizational structure and coherent budget. The call to realism and pragmatism is a must in project design.
- 3. Involve an adequate number of partners.** Since there is no correlation between the number of partners and the award criteria, it is not recommended to design the project with a too high number of partners. The higher the number of partners is, the more demanding is the management of the project. In any case, the applicant is required to respect the minimum amount of partner as indicated in the Operational Programme, which is 3 for standard projects. It is also recommended to develop a financially and geographically balanced partnership.
- 4. A shared Partnership Agreement (PA).** The PA defines roles, responsibilities, budget allocation and administrative procedures between the Beneficiary (Lead Partner) and the projects' partners. Transparent and clear relations among the partners are one of the most important pre-condition for a successful project management. Therefore, the Beneficiary should secure that the PA is duly drafted according to the proposed layout before the signature of the grant contract.
- 5. Quality of the project management.** Projects managed by only one organization performed better with respect to projects with a "dual-approach" system, for instance one organization in charge of the technical management and the other one of the financial management. Moreover, experience shows that applications not defining the role of staff in charge of the project and the respective responsibilities of the partners resulted in confusing management structure: scientific coordinators, trans-national team leader, programme director, etc. Make it simple and explain who does what.
- 6. A reliable Project Coordinator.** An energetic, committed coordinator, focusing on a partnership approach and with a time-frame perspective is the milestone for the effective implementation of project. Too often project coordinators are on a part-time basis without full control on the project and without the necessary engagement. The project coordinator must guarantee the continuous exchange of information among project partners. For example, sharing budget breakdown with partners is evidence of transparency; diffuse financial reports among the partners is a good practice for an effective internal communication. Project implementation gains in efficiency if partners are aware of the provisions contained in the Grant Contract and its annexes.
- 7. A dedicated Financial Manager.** He/she should be familiar with both complex accounting and financial procedures. A Financial Manager unfamiliar with contractual procedures is not qualified to carry out such an important task and will affect the entire project implementation.
- 8. An ongoing internal monitoring and evaluation procedure.** A 12 monthly reporting timeframe in a project with a 36 months duration means that partners can monitor project activities only twice in the project lifetime. This is too long: report the evaluation pattern each 6 months.
- 9. Familiarity with similar or similar-scoped projects.** In order to avoid duplications of projects activities, applicants should become familiar with similar projects already financed by other programmes or with projects dealing with the similar subject in other EC/international programmes.



TABLE B - EXAMPLES OF POSSIBLE ACTIONS

Priority 1. Promotion of socio-economic development and enhancement of territories

Measures	Examples of actions
1.1 SUPPORT TO INNOVATION AND RESEARCH IN THE PROCESS OF LOCAL DEVELOPMENT OF THE MEDITERRANEAN SEA BASIN COUNTRIES	<ul style="list-style-type: none"> Promoting the transfer of scientific and technological knowledge through joint actions of research and capitalisation in the production sectors, research centres, universities, SMEs and public authorities, with the aim of promoting a greater competitiveness of local productive systems Supporting the development of innovation and technology transfer centres, through networking Supporting the introduction of innovative technical and financial services to SMEs and their networks, by promoting public-private partnership Supporting pilot projects aimed at developing business incubators, technology parks, technological development agencies, etc. Strengthening the offer of university and post university professional training programmes in order to offer to the main economic sectors a qualified human capital, associating universities, public and private research centres, SMEs (single or clusters), technological and scientific parks, business incubators organised in excellence networks and exchanging platforms
1.2 STRENGTHENING ECONOMIC CLUSTERS CREATING SYNERGIES AMONG POTENTIALS OF THE MEDITERRANEAN SEA BASIN COUNTRIES	<ul style="list-style-type: none"> Joint definition of strategies and services supporting the development of agro-industrial, textile and clothing sectors through platforms of cross border cooperation at Basin level in order to promote collaboration among SMEs clusters supported by the joint development of financial and regulatory tools adapted to the different national contexts Developing a sustainable Mediterranean tourism by carrying out joint actions in order to promote the offer of tourist products on new markets and to the joint development of new products (including the definition of new trans-Mediterranean tourist routes based on geographical or thematic criteria) Promoting pilot projects for the development of a sustainable aquaculture and the promotion of fishing, also considering linkages to activate and to strengthen the tourist sector Developing competitiveness of the handicrafts industry, agro-food products and regional product sectors, improving the quality of the products as well as the economic value of local know-how Supporting the competitiveness of the productive sectors strengthening the relationships among sectorial professional organisations, in order to contribute to the elaboration of a common strategic vision
1.3 STRENGTHENING THE STRATEGIES OF TERRITORIAL PLANNING BY INTEGRATING THE DIFFERENT LEVELS AND PROMOTION OF SOCIO- ECONOMIC DEVELOPMENT	<ul style="list-style-type: none"> Support to local competitiveness through the development of networks of institutions in charge of territorial planning at various levels, aimed at the development and implementation of joint integrated planning methodologies on priority sectors, through best practices exchange, local actors training and the adoption of new technologies Using innovation to support economic activities in rural areas as a territorial strategy to safeguard the Mediterranean area Experiences exchanges for the development of procedures and fiscal instruments (incentives/constraints) to support local development processes oriented towards an efficient use of natural resources and the innovation through experiences exchange and joint formulation of innovative solutions Drafting of joint pilot projects to disseminate and to promote the utilisation of the environmental certification (such as EMAS and ISO 14001) and the procedures of territorial planning developed under Agenda 21 Improving intermodal transport services, in particular through the use of "short sea shipping" systems and inland waterborne traffic routes to improve the performance and the integration of passenger and goods transport network Joint development of innovative strategies for effective and sustainable management of public transports Development of innovative welfare systems at regional and local levels by promoting public/private partnership aimed at improving the health services for rural populations and most vulnerable groups (elderly persons, disabled, immigrants, women and young) Promoting joint initiatives aimed at decreasing school drop out rates, especially among girls in countryside Promoting networks among local communities concerning social policies (employment and health)



Priority 2. Promotion of environmental sustainability at the basin level

MEASURES	EXAMPLES OF ACTIONS
2.1 PREVENTION AND REDUCTION OF RISK FACTORS FOR THE ENVIRONMENT AND ENHANCEMENT OF NATURAL COMMON HERITAGE	<ul style="list-style-type: none"> ▪ Support for the reduction of marine pollution through the implementation of transnational initiatives for the adoption of environmental monitoring systems in port areas and during maritime navigation, and drawing up of joint protocols for dealing with shipping damages ▪ Development of good practices, mainly through the exchange of experiences, in the management of coastal areas, in combating coastal over-exploitation, beach degradation, in preventing and reducing the pollution of natural resources (water and soil) in urban, industrial and agricultural areas; mitigation and management of the effects of the climatic changes ▪ Support for the conservation and enhancement of the maritime heritage (flora and fauna, archaeological sites, etc.) by adopting transnational joint monitoring systems ▪ Promoting pilot initiatives for the joint use of new technologies for environmental protection, risk management and territorial planning ▪ Development of pilot projects for the transfer of experiences on management and urban waste recycling and integrated planning in the framework of the management of natural resources ▪ Adoption of joint forms of environmental impact assessment for the Mediterranean's greatest urban areas ▪ Adoption of joint approaches on water cycle planning and management, including rivers ▪ Adoption of standards for "maritime social responsibility" for SMEs at the level of operators of maritime clusters ▪ Support for the creation of networks among the Mediterranean's natural parks and protected areas for sustainable tourism purposes ▪ Enhancement of halieutical resources to guarantee sanitary quality of products ▪ Improving technical and administrative skills at local level for the prevention, monitoring and management of natural and technological risk, particularly through the exchange of best practices on environmental planning methodologies ▪ Promoting coordination among emergency services and civil protection departments in order to promote the development of joint intervention procedures in cases of major crises as consequence of natural phenomena or human activities ▪ Promoting joint awareness, information and mobilising campaigns for people on common challenges and environmental issues related to the valorisation and the rational utilisation of natural resources.
2.2 DIFFUSION OF RENEWABLE ENERGIES AND IMPROVEMENT IN ENERGY EFFECTIVENESS TO CONTRIBUTE ADDRESSING CLIMATE CHANGE	<ul style="list-style-type: none"> ▪ Development of joint activities to spread the use of renewable energies (solar, photovoltaic, wind, geothermal) and energy efficiency in the public and private sectors ▪ Conducting joint awareness and mobilising campaigns for people on common challenges related to the cooperation area and on the rational use of energy resources



Priority 3. Promotion of better conditions and modalities for ensuring the mobility of persons, goods and capitals

MEASURES	EXAMPLES OF ACTIONS
3.1 SUPPORT TO PEOPLE FLOWS AMONG TERRITORIES AS A MEANS OF CULTURAL, SOCIAL AND ECONOMIC ENRICHMENT	<ul style="list-style-type: none"> ▪ Promoting joint structures for observing migration flows (legal and illegal) associating local communities and networks of associations from both Mediterranean shores, aimed at carrying out studies on migration impact on origin, transit and hosting territories ▪ Promoting information, education and awareness raising campaigns on migration, immigrants' rights, non discrimination, etc. addressed to different target groups (migrants, economic operators, institutions, communities, associations) ▪ Exchange of good practices on local government policies on migrants integration in hosting territories, in cooperation with the civil society and joint elaboration of action plans in order to facilitate their integration (labour market, education, knowledge of languages, services for housing, health and social services, etc.) ▪ Drafting of joint programmes for improving skills qualification and re-qualification of human resources and to increase employment ▪ Development of transfer mechanisms for immigrants' remittances so as to promote economic development of the communities of origin (development of economic activities, strengthening of the financial sector, transparency of financial flows)
3.2 IMPROVEMENT OF CONDITIONS AND MODALITIES OF CIRCULATION OF GOODS AND CAPITALS AMONG THE TERRITORIES	<ul style="list-style-type: none"> ▪ Dissemination, adoption and application of common, shared and harmonised technical and administrative standards procedures, involving ports, airports, customs, producers SMEs and consumers (transport, logistics, maintenance, port storage, etc.) ▪ Carrying out joint training activities for operators (productive sectors and public administrations) especially in relation to quality standards and health controls, with particular attention to the agro-food chain ▪ Promoting joint information, education and awareness raising campaigns on the circulation and movement of goods and capitals, targeted to the different actors involved in cooperation activities ▪ Strengthening the links and the networking among Mediterranean ports especially through the utilisation of ITC applied to sea transport and port operations ("communication hubs") ▪ Improvement of the logistic systems on both shores of the Mediterranean and networking



Priority 4. Promotion of cultural dialogue and local governance

MEASURES	EXAMPLES OF ACTIONS
4.1 SUPPORT TO MOBILITY, EXCHANGES, TRAINING AND PROFESSIONALISM OF YOUNG PEOPLE	<ul style="list-style-type: none"> ▪ Promoting cultural cooperation and exchange activities for young people (primary and secondary schools and universities) including training for teachers, educators and operators of local associations ▪ Setting up platforms of dialogue among and through young people about issues related to the pan-Mediterranean culture, to be organized by students in order to support the understanding process among people ▪ Promoting joint pilot experiences in participatory democracy involving young people ▪ Promoting exchange of good practices in order to contribute to the development of a Mediterranean-wide voluntary service ▪ Support for dialogue among universities in complementarity to other EU programmes (such as TEMPUS and ERASMUS) ▪ Joint development of modalities for supporting employment among young people, including placement in companies for young people ▪ Promoting joint vocational training initiatives as well as joint university and post-graduate initiatives especially in those economic sectors which constitute the basis for the integration of this particular cooperation area
4.2 SUPPORT TO THE ARTISTIC CREATIVITY IN ALL ITS EXPRESSIONS TO ENCOURAGE DIALOGUE AMONG COMMUNITIES	<ul style="list-style-type: none"> ▪ Promoting dialogue through initiatives of intercultural exchange among young emerging artists (painters, musicians, writers, actors), and artistic cross-fertilization ▪ Support for creativity in the arts, industry, design and architecture through the establishment of trans-Mediterranean networks of art colleges and cultural associations ▪ Spreading knowledge of Mediterranean cultures through the use of new technologies, including the digitisation and distribution of cultural and scientific material ▪ Promotion of sustainable actions of cultural heritage, scientific and artistic preservation and promotion of local identities ▪ Support for cooperation in the audio-visual and media sectors, through the joint production of documentaries, short films, TV programmes, books, etc. ▪ Development of joint measures for training technicians of different cultural sectors through the promotion and the dissemination of the use of new technologies ▪ Development and consolidation of local public initiatives in the cultural sector at the cross-border basin level
4.3 IMPROVEMENT OF GOVERNANCE PROCESSES AT LOCAL LEVEL	<ul style="list-style-type: none"> ▪ Exchanges among local administrations for the elaboration and implementation of good practices aimed at supporting decentralisation processes and administrative reforms ▪ Setting up joint pilot initiatives at local level on participatory decision-making processes and inter institutional cooperation ▪ Training and professionalization of the elected members of local authorities, and those working in trade and non profit associations ▪ Promoting public/private partnerships in the various fields of local development, through the transfer and the exchange of experiences, models and tools ▪ Promoting exchanges of good practices at local level on efficient public services subjects



LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

- **ANNEX I: APPLICATION FORM, INCLUDING:**
 - Declaration by the Applicant;
 - Partnership Statement;
- **ANNEX III: BUDGET FOR THE PROJECT;**
- **LOGICAL FRAMEWORK;**
- **LEGAL ENTITY SHEET (UPON REQUEST OF THE JMA);**
- **FINANCIAL IDENTIFICATION FORM (UPON REQUEST OF THE JMA).**

DOCUMENTS FOR INFORMATION

- **STANDARD GRANT CONTRACT (SPECIAL CONDITIONS) INCLUDING:**
 - Annex II - General Conditions applicable to European Community-financed grant contract for external actions
 - Annex IV - Contract-award procedures
 - Annex V - Standard Request for payment
 - Annex VI - Narrative and financial report
 - Annex VII - Model report of factual findings and terms of reference for an expenditure verification of an EC financed grant contract for external actions
 - Annex VIII – Model Financial Guarantee
- Guidelines for the drafting of the Partnership Agreement (PA);
- Annex G: Daily allowance rates (Per Diem), available at the following address: http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm;
- Annex H: Standard Contribution Agreement, applicable in case where the Beneficiary is an International Organisation (only for those international organisations which have successfully undergone a “four pillars assessment” by the European Commission);
- Project Cycle Management Guidelines, available at the following address: http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm.