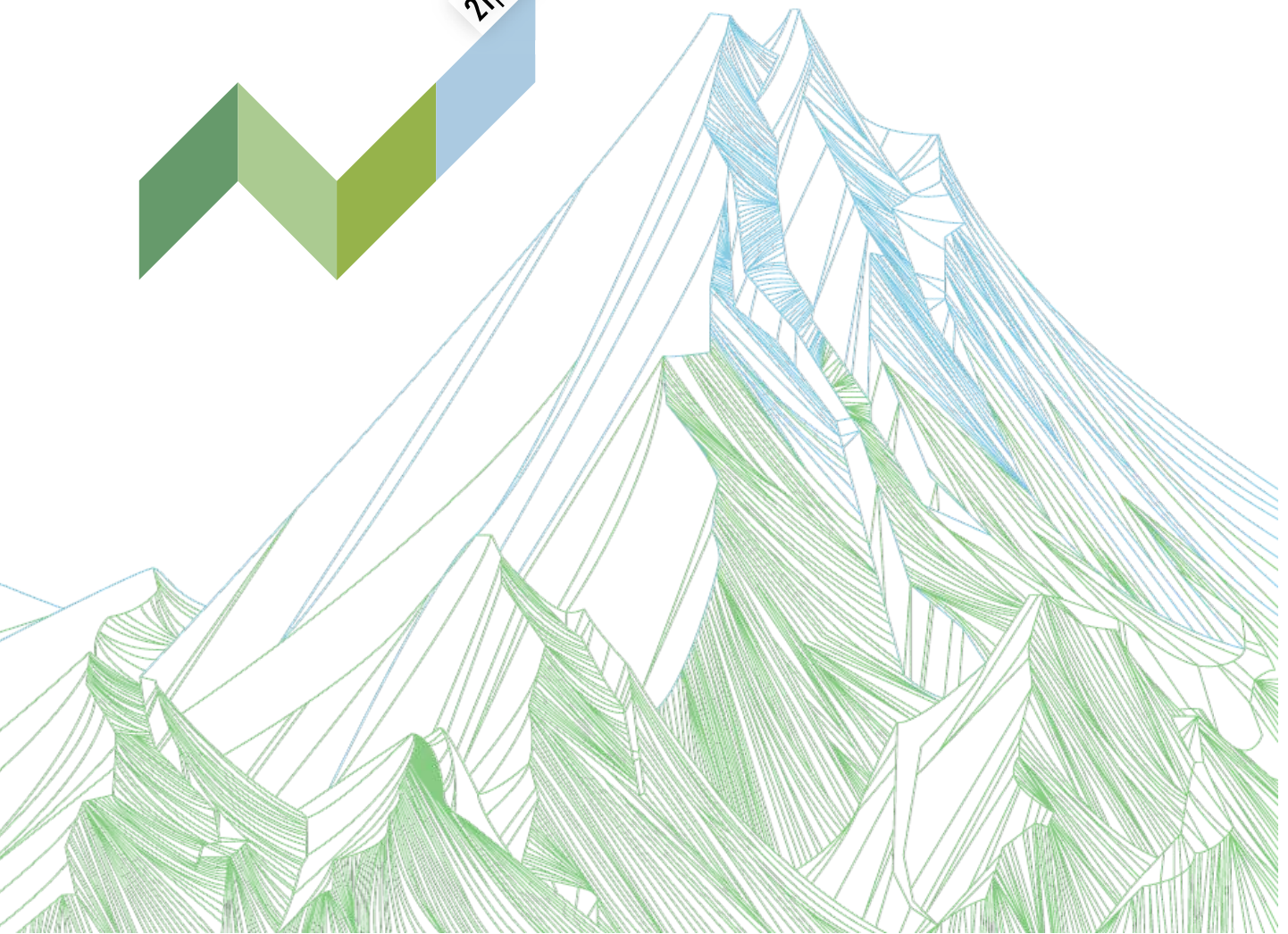


# Programme Manual - Annexes

June 2024

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## Table of Annexes

Annex Ia: Application Form guidance for classic projects - step 1 and step 2.....	3
Annex Ib: Application Form guidance for ‘roll-out’, ‘set the scene’ and ‘governance’ projects (small-scale projects).....	35
Annex IIa: Selection criteria for Classic projects .....	58
Annex IIb: Selection criteria for Small-scale projects.....	66
Annex III: Template Partnership Agreement Lead Partner from a Member State.....	71
Annex IV: Template Partnership Agreement Lead Partner from a Non-Member State and an ERDF-LP from a Member State .....	87
Annex V: Template Subsidy Contract Lead Partner from Member State.....	103
Annex VI: Template Subsidy Contract Lead Partner from a Non-Member State and an ERDF-LP from a Member State	120
Annex VII: Intervention logic .....	140
Annex VIII: How to calculate the assignment percentage .....	146
Annex IX: JS-MA sustainable practices charter .....	148
Annex X: De minimis aid declaration.....	150
Annex XI: Project assignment .....	154
Annex XII: Project report offline template .....	157



## Annex Ia: Application Form guidance for classic projects - step 1 and step 2

This application form (AF) guidance explains the general methodology of the AF and provides detailed explanations on the template and instructions on the filling-in for classic projects (for more information on the two different project types - classic and small-scale - please consult chapter A.3 “Typology of the projects” of the programme manual). The AF is reduced to the essential information for evaluating the project proposal and monitoring the project implementation from programme-perspective. The AF is not aiming at substituting any project management tools relevant for the internal planning, coordination and controlling of the project. Applicants/beneficiaries shall make use of project management tools for project planning and controlling.

As laid down in the Terms of References (ToR) and further specified in the programme manual (please consult section A.4 for more details), the calls for project proposals for classic project are mainly organised following a two-step application procedure by submitting an application form (AF):

- In the first step a light AF (AF step 1) is submitted and the projects are preselected by the programme committee (PC).
- In the second step the submission of the full AF (AF step 2) and the final decision of the PC takes place.

The following document is guiding through both steps: the sections already relevant for step 1 are presented in chapter 1. Questions to be answered in the framework of step 2 are further detailed in chapter 2.

Sections already addressed in step 1 may be revised by the applicants in step 2 so to follow recommendations of the PC or to improve the project proposal. Please consider that this results in a re-assessment of the respective section by the JS.

The AF is part of the Jems (joint electronic monitoring system)<sup>1</sup>. It shall be filled in and submitted online on <https://jems.alpine-space.eu/> (for more information on the registration please consult: <https://www.alpine-space.eu/for-project-partners/jems/>).

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<sup>1</sup> Jems is the successor system to the current electronic Monitoring System (eMS) and was created by Interact. Jems will offer the same opportunities, not just to manage Interreg programmes, but to further harmonise cooperation in Europe.



## CHAPTER 1: AF step 1 (light AF)

### PART A - Project identification (AF step 1)

*The main purpose of this section is to have the project overview presented in a short way (project identity, content summary, list of partners, total budget). Part of the information is created automatically from other sections of the AF.*

#### A.1 Project identification

Name of the lead partner organisation

*Automatically filled in from part B*

Project ID

*Automatically generated*

Project title

Please insert the name of the project, which describes it best. Please keep it short and appealing. [maximum 250 characters]

Project acronym

The acronym of the project should be short, meaningful and not in conflict with an existing brand or project. [maximum 15 characters]

Programme priority

*Select from drop-down*

Please identify the programme priority that is most relevant for your project. For more information and a detailed description of the programme priorities, please consult the Interreg Programme document.

Programme priority specific objective

*Select from drop-down of objectives that belong to the selected programme priority (links to Part C)*

Please identify the specific objective your project is addressing. For more information and a detailed description of the specific objectives, please consult the Interreg Programme document.

Project duration

Please enter the number of months the project implementation lasts (from start to end date of the project) and consider



that classic projects should have a duration of 24-36 months<sup>2</sup>.

## A.2 Project summary

[2000 characters]

Please give a short overview of the project (in the style of a press release) and describe:

- the common challenge of the alpine area you are jointly tackling in your project; and why there is a need for the project
- the overall objective of the project and how it will contribute to the programme specific objective
- the expected change your project will make to the current situation
- the outputs you will produce and those who will benefit from them, also after the end of the project
- the added value of the transnational approach: why must the challenge be tackled at transnational level?
- what is new/innovative about the project

**IMPORTANT:** Please insert a rough estimation on the total project budget (detailed financial plan to be provided in step 2 only).

Please answer all different aspects mentioned above.

This summary delivers the first presentation/impression of the project. In case the project is approved, this summary will also be used by the programme for communication purposes. Therefore make sure the text will be understandable by a non-expert public and will be both informative and appealing.

It is recommended to write or adapt the project summary once all AF sections are filled in.

## A.3 Project budget overview

This overview will be automatically generated based on your entries in section B.1.7 (step 2)

## A.4 Project outputs and result overview

This overview will be automatically generated based on your entries in section C.4

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<sup>2</sup> Deviations may be accepted in well-justified cases only.



Programme output indicator	Measurement unit	Aggregated value per programme output indicator	Project output number	Project output (Output title)	Output target value	Programme result indicator	Measurement unit	Result indicator target value
<i>From WPs</i>	<i>From WPs</i>	<i>Automatically calculated</i>	<i>From WPs</i>	<i>From WPs</i>	<i>From WPs</i>	<i>From WPs</i>	<i>From WPs</i>	<i>From C.5</i>
			<i>From WPs</i>	<i>From WPs</i>	<i>From WPs</i>			
<i>From WPs</i>	<i>From WPs</i>	<i>Automatically calculated</i>	<i>From WPs</i>	<i>From WPs</i>	<i>From WPs</i>	<i>From WPs</i>	<i>From WPs</i>	<i>From C.5</i>
			<i>From WPs</i>	<i>From WPs</i>	<i>From WPs</i>			



## PART B - Project partners

*This is the place where each partner enters information about its organisation. All sections need to be filled in for each single partner.*

*Please consider that classic projects shall be implemented by seven to twelve partners coming from at least four different partner states<sup>3</sup>.*

### Partners overview

This overview will be automatically generated based on your entries in section B

Partner number	Partner status	Project partner - name of organisation in English	NUTS (country, if NUTS not applicable)	Organisation abbreviation	Partner role in the project	Partner total eligible budget (step 2)
Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	
Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	
Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	
Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	
Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	

### B.1 Project partner 1

#### B.1.1 Partner identity

Partner role in the project

*Drop-down list: lead partner, project partner*

Please choose either “lead partner” or “project partner” from the drop-down list.

Partner ID

*Automatically generated by the system*

<sup>3</sup> Deviations as regards the number of partners (seven to twelve) may be accepted in well-justified cases only.



Name of organisation in original language

Name of organisation in English

Department /unit / division in English

Abbreviated name of organisation

Please insert the partners in accordance with the following order:

- 1) Lead partner (LP)
- 2) ERDF-LP (only relevant if the LP is coming from a non-Member State (CH or LI))
- 3) EU partners
- 4) Non EU partners

For more information on the LP and PP role and the preconditions to be met, please consult chapter B.2 “Who can participate” of the programme manual.

Use the official translation if it exists.

*If applicable*

Use the official translation if it exists.

Please provide an abbreviation for the organisation, preferably in English. Please use the same abbreviation if applying/participating in different projects.

### B.1.2 Partner main address

Please provide the address of the department in charge of the activities or where most of the activities will be implemented in case of multiple locations.

Country

*Drop-down*

Street

Postal code

Homepage

Region (Nuts 2)

*Drop-down*

NUTS2: Number and name of the region where the department/unit/division is located (drop-down list - ALL NUTS 2 codes of AT, DE, FR, IT, SI, CH, FL)

House number

City

### B.1.3 Legal and financial information

Type of partner

*Drop-down list (see Annex 1 - Type of partner and target group classification)*

Legal status

*Drop-down)*

Please select public (including bodies governed by public law) or private - consult chapter B.2 “Who can participate” of the programme manual or your ACP in case of any doubts as regards the legal status of your





organisation. Please consider that in EU member states, the lead partner needs to be a public body or a body governed by public law. Private organisations cannot fulfil the role of a LP. The indication of the legal status of the LP will be verified by the Alpine space contact points before the Programme Committee's (PC) decision on the project proposal. In case the LP status is private, a change of LP will be necessary in step 2.

VAT number (or other identifier)

If no VAT number is available for the organisation, please use:

- for Austria: choose among the "Vereinsregisternummer", the "Firmenbuchnummer", the "Unternehmensregister" or you could ask for registration in the "Ergänzungsregister"
- for France: SIRET
- for Germany: Steuernummer
- for Italy: Codice fiscale
- for Liechtenstein: Unternehmens-Identifikationsnummer (UID)
- for Slovenia: davčna številka
- for Switzerland: le numéro d'identification des entreprises (IDE) / Unternehmens-Identifikationsnummer (UID) / Numero d'identificazione delle imprese (IDI)

Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project?

*Drop-down list: yes/no/partly*

#### B.1.4 Legal representative

First name

Last name

#### B.1.5 Contact person

First name

Last name

E-mail address

Telephone

(format: 0049 (0) 123456789)



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### B.1.6 Partner motivation and contribution

Which are the partner's thematic competences and experiences relevant for the project? What are the institutional role and policy addressing capacity of the partner?

*(max 500 characters)*

Please indicate with which thematic/institutional/policy related competences and experiences the partner organisation can contribute to the project.

### B.2 Project partner 2

All sections from B.1 repeated



## PART C - Project description

*This part is about the description of the whole project. The overall logic (the story) is:*

- *What does the project want to achieve? The goal/aim which is the overall objective.*
- *Why is this needed and for whom?*
- *How does it fit into the alpine and peri-alpine context?*
- *How will the project do it? Activities!*
- *What will be delivered? Outputs!*
- *What will change at the end? Results!*

*In section C.4 projects shall inform on the work plan:*

- *For each project specific objective a work package shall be set up. Consequently, a project will have as many work packages as specific objectives defined.*
- *It is recommended to define a maximum of three specific objectives and work packages for “classic projects”.*
- *Only thematic work packages should be defined (no separate WP on project management or communication).*

*In step 1, projects shall provide information on the overall objective, the project relevance and context and the draft work plan. Details on the activities per WP, the planned deliverables and a detailed time line will be requested in step 2 only.*

### C.1 Project overall objective

#### Programme specific objective

*(automatically inserted once it is selected in section A.1)*

#### Project overall objective

*(max 500 characters)*

Now think about your main objective - what do you aim to achieve by the end of your project? Remember: your project needs to contribute to one programme objective. Your objective should:

- be realistic and achievable by the end of the project, or shortly after;
- specify who needs project results and in which territory;
- be measurable - indicate the change you are aiming for.

Make sure to provide a clear, concise description of the project overall objective. Explain its contribution to the Programme priority specific objective you have selected in the section A.1.



## C.2 Project relevance and context

C.2.1 What are the common territorial challenges and/or joint assets that will be tackled by the project?

*(max 1500 characters)*

Please describe the need for and relevance of the project for the alpine area in terms of common challenges and/or opportunities addressed.

Be precise and focus on the specific issues tackled by your project.

C.2.2 How does the project tackle identified common challenges and/or opportunities and what is new about the approach the project takes?

*(max 1500 characters)*

Please describe innovative solutions that will be developed during the project and/or existing solutions that will be adapted and implemented during the project lifetime.

In addition, please describe in what way the approach goes beyond existing practices in the sector/programme area/ participating countries. Please sketch out the main activities, which shall lead to your project result.

C.2.3 Why is transnational cooperation needed to achieve project objectives and results?

*(max 1000 characters)*

Please explain why the project objectives cannot be efficiently reached acting only on a national/regional/local level or cross-border. Describe what benefits the project partners/target groups/project area/programme area gain in taking a transnational approach. Transnational cooperation should exceed the mere exchange of experiences and should enable joint development of solutions and implementation.

C.2.4 Who will benefit from your project outputs?

In the first column of each row, please select one of the pre-defined target groups from the drop-down list (see annex 1). In the second column please explain shortly who will benefit from your project and inform about your direct target groups.

Target group	Specification
Select from drop-down	<i>(max 100 characters)</i>
Select from drop-down	<i>(max 100 characters)</i>
Select from drop-down	<i>(max 100 characters)</i>

C.2.5 How does the project contribute to wider strategies and policies?

Please indicate if your project contributes to EUSALP, the EU Green Deal, the Territorial Agenda 2030 or any other relevant strategy(ies) (e.g. implementation of the Alpine Convention) by ticking the respective



box. Then, please further specify and explain in what way you will contribute. Your project should contribute at least to one strategy but can also contribute to more than one strategy.

Please make sure to describe the contribution to EUSALP in a clear and concrete manner (**what** is the contribution your project will make and **how** will it be made?). The contribution to EUSALP may not only be included in this section, but along the AF in all relevant sections and should be reflected in the work plan with clear descriptions of concrete activities.

Please consult the [EUSALP website \(www.alpine-region.eu\)](http://www.alpine-region.eu), its [policy recommendations](#), as well as the work plans of Actions Groups to get a clear picture of possible synergies and the contribution your project could make to EUSALP.

Strategy	Contribution
EUSALP <input type="checkbox"/>	<i>mandatory in case of ticked box (max 500 characters)</i> Please specify the relevance of your project for EUSALP (you may also refer to specific actions groups and action plans the project will contribute to and address).
EU Green Deal <input type="checkbox"/>	<i>mandatory in case of ticked box (max 500 characters)</i>
EU Territorial Agenda 2030 <input type="checkbox"/>	<i>mandatory in case of ticked box (max 500 characters)</i>
Any other strategy(ies) <input type="checkbox"/>	<i>mandatory in case of ticked box (max 500 characters)</i>

C.2.6 Which synergies with past or current EU and other projects or initiatives will the project make use of?

In the first column of each row, please precise the project or initiatives and the programme. In the second column please inform about the synergies you will make use of: e.g. the takeover of previous projects' outputs to further develop them/test them, and the complementary of this project proposal with other relevant projects.

Project or initiative	Synergies
title	(max characters 500)
title	(max characters 500)

C.2.7 How does the project build on available knowledge?

*(max 1000 characters)*

Please describe the experiences/lessons learned that the project draws on and other available knowledge the project capitalises on as well as the added value of the project compared to the status quo in the field tackled by your proposal.



## C.3 Project partnership

*(max 1000 characters)*

Please describe the structure of your partnership and summarise how the single partners will contribute to jointly implement the project and achieve the project objectives.

Please explain how the relevant territory (namely the Alps and the peri-alpine area) will benefit from the participation of the single partners.

## C.4 Draft project work plan

Define one work package for each single project specific objective you plan to achieve.<sup>4</sup>

### C.4.1 Work package 1

- **Objectives**

Define one project specific objective that will be achieved when all activities in this work package are implemented and outputs delivered.

Your objectives should be:

- realistic and achievable by the end of the project;
- specific (who needs project outputs delivered in this work package and in which territory);
- measurable - indicate the change you are aiming for.

<b>Work package title</b>	<i>(max 50 characters)</i>
<b>Work package number</b>	<i>Automatically generated</i>
<b>Project specific objective 1</b>	<i>(max 250 characters)</i> A project specific objective is a “sub-objective” that contributes to the achievement of the overall project objective.

- **Overall description**

<b>Overall description of this WP and responsibilities</b>	<i>(max 500 characters)</i> Please shortly summarise the foreseen activities within this WP.
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- **Outputs**

<sup>4</sup> Deviations from the draft work plan in step 1 to the final work plan in step 2 are possible to a certain degree.



The output is the outcome of the activities co-financed, which is crucial for the fulfilment of project objectives. It is resulting from a work package and usually not from a single activity.

Based on the planned activities to achieve the specific objective in this work package, please list below the outputs that will be delivered during the implementation. Select one programme output indicator per output. It is possible that one output does not contribute to one of the selected programme output indicator (for more information on the programme output indicators, the definition of these and the related target value please refer to the Interreg Programme). In that case, please choose “other” and precise.

It is not mandatory to have an output in each WP. Please consider that there should not be more than three outputs per WP.

Output Nr.	Programme output indicator	Measurement unit	Output title	Output description	Output target value	RP of delivery
OI 1.1	Choose from the drop-down list	Automatic	(max 200 characters) Enter text	(max 500 characters) Describe briefly what will be delivered	Enter the number	Drop down
OI 1.2	Choose from the drop-down list	Automatic	Enter text	Describe briefly what will be delivered	Enter the number	Drop down
OI 1.3	Choose from the drop-down list	Automatic	Enter text	Describe briefly what will be delivered	Enter the number	Drop down

### C.4.2 Work package 2

Repeat of section C.4.1

### C.4.3 Work package 3

Repeat of section C.4.1

## C.5 Project results

What do you expect to change because of the activities you plan to implement and the outputs you plan to deliver? Please have a look at the programme result indicators for the priority you choose and select those that you will contribute to. You can refer to the table below summarizing the programme result indicator.

If your project results do not contribute to one of the programme result indicators, please select “other” and precise your indicator. For more information on the programme result indicators, the definition of these and the related target value please refer to the Interreg Programme).

Result Nr.	Programme result indicator	Measurement unit	Result description	Result indicator target value	Delivery period (OPTIONAL)
------------	----------------------------	------------------	--------------------	-------------------------------	----------------------------



RI 1	Choose from the drop-down list	Automatic	(max 500 characters) Describe briefly the change expected	Enter the number	the	Drop-down
RI 2	Choose from the drop-down list	Automatic	Describe briefly the change expected	Enter the number	the	Drop-down
RI 3	Choose from the drop-down list	Automatic	Describe briefly the change expected	Enter the number	the	Drop-down





# Application form guidance

## CLASSIC PROJECTS - Step 2 (full AF)

This application form (AF) guidance explains the general methodology of the AF and provides detailed explanations on the template and instructions on the filling-in for classic projects (for more information on the two different project types - classic and small-scale - please consult chapter A.3 “Typology of the projects” of the programme manual). The AF is reduced to the essential information for evaluating the project proposal and monitoring the project implementation from programme-perspective. The AF is not aiming at substituting any project management tools relevant for the internal planning, coordination and controlling of the project. Applicants/beneficiaries shall make use of project management tools for project planning and controlling.

As laid down in the Terms of References (ToR) and further specified in the programme manual (please consult section A.4 for more details), the calls for project proposals for classic project are mainly organised following a two-step application procedure by submitting an application form (AF):

- In the first step a light AF (AF step 1) is submitted and the projects are preselected by the programme committee (PC).
- In the second step the submission of the full AF (AF step 2) and the final decision of the PC takes place.

The following document is guiding through the second step. Questions to be answered in the framework of step 2 are further detailed in chapter 2. Sections already addressed in step 1 may be revised by the applicants in step 2 so to follow recommendations of the PC or to improve the project proposal.

Please consider that this results in a re-assessment of the respective section by the JS. In the following, the sections already addressed in step 1 are presented in light grey with headings only.

The AF is part of the Jems (joint electronic monitoring system)<sup>5</sup>. It shall be filled in and submitted online on <https://jems.alpine-space.eu/> (for more information on the registration please consult: <https://www.alpine-space.eu/for-project-partners/jems/>).

The following document is not the official application form and shall not be submitted to the programme.

We will do our utmost to ensure a high level of consistency between this document and the final application form in Jems but please be aware that there might be slight differences with regard to wording, overview tables and character limitation.

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<sup>5</sup> Jems is the successor system to the current electronic Monitoring System (eMS) and was created by Interact. Jems will offer the same opportunities, not just to manage Interreg programmes, but to further harmonise cooperation in Europe.



# PART A - Project identification

## A.1 Project identification

## A.2 Project summary

*( max 2000 characters)*

Even if the summary was already presented within step 1, please spend some time on further elaborating it on the basis of the final project proposal. The rough estimation on the total project budget inserted in step 1 should be deleted as the detailed financing plan is anyhow part of the AF step 2.

Please keep in mind: The summary should provide a short overview of the project (in the style of a press release) and describe:

- the common challenge of the alpine area you are jointly tackling in your project; and why there is a need for the project
- the overall objective of the project and how it will contribute to the programme specific objective
- the expected change your project will make to the current situation
- the outputs you will produce and those who will benefit from them, also after the end of the project
- the approach you plan to take to tackle the identified challenges
- the added value of the transnational approach: why must the challenge be tackled at transnational level?
- what is new/innovative about the project

Please answer all different aspects mentioned above in the summary.

This summary delivers the first presentation/impression of the project. In case the project is approved, this summary will also be used by the programme for communication purposes. Therefore, make sure the text will be understandable by a non-expert public and will be both informative and appealing.

It is recommended to write or adapt the project summary once all AF sections are filled in.



### A.3 Project budget overview

This overview will be automatically generated based on your entries in section B.1.7

PROGRAMME FUNDING			OTHER FUNDING				TOTAL BUDGET
Funding source	Funding Amount	Co-financing rate (%)	Automatic public contribution	Other public contribution	Private contribution	Total contribution	
Total eligible to ERDF							EUR
Total EU funds							EUR
<b>Total project budget</b>							EUR

### A.4 Project outputs and result overview



## PART B - Project partners

Any changes of the partnership between step 1 and step 2 shall be properly reflected in an update of the following sections.

### Partners overview

This overview will be automatically generated based on your entries in section B

Partner number (Step 1)	Partner status (Step 1)	Project partner - name of organisation in English (Step 1)	NUTS (country, if not applicable) (Step 1)	Organisation abbreviation (Step 1)	Partner role in the project (Step 1)	Partner total eligible budget
						<i>Automatically filled in</i>
						<i>Automatically filled in</i>
						<i>Automatically filled in</i>
						<i>Automatically filled in</i>
						<i>Automatically filled in</i>

### B.1 Project partner 1

B.1.1 Partner identity

B.1.2 Partner main address

B.1.3 Legal and financial information

B.1.4 Legal representative

B.1.5 Contact person



### B.1.6 Partner motivation and contribution

Which are the partner's thematic competences and experiences relevant for the project? What are the institutional role and policy addressing capacity of the partner?

What is the partner's role and responsibility in the project? Please outline briefly the role of the partner in the project (WP, activities).

Is the organisation performing any economic activity within the project or as a result of it? This information is only required for project partners implementing activities such as provision of services - this information will be used to assess potential state aid relevance.

OPTIONAL: Is the involvement of observers foreseen and is there any specific information you would like to share on their involvement? You can mention here the most relevant observer(s) for the partner and the role of the observer(s) in the project. This optional information will not be subject to the assessment of the project proposal.

*(max 1000 characters)*

If applicable and relevant, please describe the organisation's experience in participating in and/or managing EU co-financed projects.

*(max 500 characters)*

Please mention here the most recent and relevant experiences, especially in Interreg projects.

### B.1.7 Partner budget

#### Partner budget options

Select the flat rates per cost category corresponding to the budget options you chose for your ERDF co-financing, see B.3.2 Cost categories of Programme manual.

Staff costs flat rate: 20% of external expertise and equipment (fixed rate) and/or
Office and administrative costs flat rate based on direct staff costs: 15% of staff costs (fixed rate) and/or
Travel and accommodation flat rate: 10% of staff costs (fixed rate)

Or



Other costs flat rate: 40% of staff costs (fixed rate)

### Partner budget

Enter here the amounts budgeted for each cost category on a real cost basis, see B.3.2 Cost categories of Programme manual. One row per selected cost category is sufficient. If any amount is budgeted on the cost category Equipment, filling in a description is mandatory.

Cost categories co-financed on real costs			Total per cost category	Estimated distribution over the reporting periods
Staff costs				
External expertise and services				
Equipment	Description (max 255 characters)	Comments (max 250 characters)		

### Co-financing

Select ERDF as a co-financing source

	Amount	Percentage
ERDF co-financing	<i>Automatically filled in</i>	<i>Automatically filled in</i>
Partner contribution	<i>Automatically filled in</i>	<i>Automatically filled in</i>
<b>PARTNER TOTAL ELEGIBLE BUDGET</b>	<i>Automatically filled in</i>	<i>Automatically filled in</i>

### Origin of partner contribution

Source of contribution	Legal status of contribution	Amount	% of total partner budget
			<i>Automatically filled in</i>

### Total contribution

	Amount	% of total partner budget
Sub-total public contribution		



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Sub-total private contribution		
TOTAL		

## B.2 Project partner 2

All sections from B.1 repeated



## PART C - Project description

*This part is about the description of the whole project. The overall logic (the story) is:*

- *What do projects want to achieve? The goal/aim which is the overall objective.*
- *Why is this needed and for whom?*
- *How does it fit into the alpine and pre-alpine context?*
- *How will the project do it? Activities!*
- *What will be delivered? Outputs!*
- *What will change at the end? Results!*

*In section C.4 projects shall inform on the work plan:*

- *For each project specific objective a work package shall be set up. Consequently, a project will have as many work packages as specific objectives defined.*
- *It is recommended to define a maximum of three specific objectives and work packages for “classic projects”.*
- *Only thematic work packages should be defined (no separate WP on project management or communication).*

*In step 1, projects have provided a draft work plan only. Now details on the activities per WP, the planned deliverables and a detailed time line shall be elaborated.*

### C.1 Project overall objective

### C.2 Project relevance and context

C.2.1 What are the common territorial challenges and/or joint assets that will be tackled by the project?

C.2.2 How does the project tackle identified common challenges and/or opportunities and what is new about the approach the project takes?

C.2.3 Why is transnational cooperation needed to achieve project objectives and results?

C.2.4 Who will benefit from your project outputs?

In step 1, you have already provided an indication of the intended target groups and a rough description of these. Now, please explain in more detail exactly who will benefit from your project. For example, if you choose the category *education*, you need to explain which specific schools or groups of schools and in which territory or if the target group type selected is a “sectoral agency”, then specify the type: environmental, energy/local or regional etc. and in which territories.

Target group	Specification
Select from drop-down	(max 500 characters)





Select from drop-down	(max 500 characters)
Select from drop-down	(max 500 characters)

### C.2.5 How does the project contribute to wider strategies and policies?

Please indicate if your project contributes to EUSALP, the EU Green Deal, the Territorial Agenda 2030 or any other relevant strategy(ies) (e.g. implementation of the Alpine Convention) by ticking the respective box. Then, please further specify and explain in what way you will contribute. Your project should contribute at least to one strategy but can also contribute to more than one strategy.

Please make sure to describe the contribution to EUSALP in a clear and concrete manner (what is the contribution your project will make and how will it be made?). The contribution to EUSALP may not only be included in this section, but along the AF in all relevant sections and should be reflected in the work plan with clear descriptions of concrete activities.

The contribution to EUSALP may not only be included in this section, but along the AF in all relevant sections and should be reflected in the work plan with clear descriptions of concrete activities. Please consult the [EUSALP website \(www.alpine-region.eu\)](http://www.alpine-region.eu), [its policy recommendations](#), [the cross-cutting priorities](#) as well as the [work plans of Actions Groups](#) to get a clear picture of possible synergies and the contribution your project could make to EUSALP.

### C.2.6 Which synergies with past or current EU and other projects or initiatives will the project make use of?

### C.2.7 How does the project build on available knowledge?

## C.3 Project partnership

## C.4 Project work plan

Define one work package for each single project specific objective you plan to achieve.

### C.4.1 Work package 1

- **Objectives**

In step 1, you have already defined a project specific objective that will be achieved when all activities in this work package are implemented and outputs delivered. Now think about the communication objective that will contribute to the achievement of the specific objective. Communication objectives aim at changes in a target audience's behaviour, knowledge or belief.

Please consider that your objectives should be:

- realistic and achievable by the end of the project;
- specific (who needs project outputs delivered in this work package and in which territory);
- measurable - indicate the change you are aiming for.



Work package title	<i>Enter the title here (max 50 characters)</i>
Work package number	<i>Automatically generated</i>
Project specific objective 1	<i>Enter project specific objective here (max 250 characters)</i>
<b>Communication objective(s) and target audience</b>	<p><i>If applicable for this work package (max 500 characters)</i></p> <p>Please define one or several communication objectives in relation with your project specific objective and your target audience. For example, it could be “raising awareness”, “influencing attitude”, “increasing knowledge” or “changing behaviour”, etc. We recommend defining SMART objectives: Specific, Measurable, Achievable, Relevant and Timed. Further recommendations are available in the Communication toolkit at <a href="http://www.alpine-space.eu">www.alpine-space.eu</a>.</p>

- Overall description

<b>Overall description of this WP and responsibilities</b>	<p><i>(max 500 characters)</i></p> <p>You have already roughly summarised the foreseen activities within this WP in step 1. Now please further detail this and inform on the PP responsible for the coordination and implementation of this WP.</p>
--	---

- Activities

Please describe the activities the project intends to implement so to achieve the project specific objective defined above and the related communication objective(s). If relevant, add deliverables to activities (an activity can have none, one or more deliverables. A deliverable is a side-product or service of the project that contributes to the development of a project output).

Ac Nr.	Activity title	Activity description	Start period	End period	Deliverables
A 1.1	<i>(max 200 characters) Enter text</i>	<i>(max 500 characters) Including details on the involvement of the single PP</i>	<i>Select the period from drop-down</i>	<i>Select the period from drop-down</i>	<i>Add deliverable(s) (optional)</i>
A 1.2	<i>Enter text</i>	<i>Including details on the involvement of the single PP</i>	<i>Select the period from drop-down</i>	<i>Select the period from drop-down</i>	<i>Add deliverable(s) (optional)</i>
A 1.3	<i>Enter text</i>	<i>Including details on the involvement of the single PP</i>	<i>Select the period from drop-down</i>	<i>Select the period from drop-down</i>	<i>Add deliverable(s) (optional)</i>
A 1.4	<i>Enter text</i>	<i>Including details on the involvement of the single PP</i>	<i>Select the period from drop-down</i>	<i>Select the period from drop-down</i>	<i>Add deliverable(s) (optional)</i>



A 1.5	Enter text	Including details on the involvement of the single PP	Select the period from drop-down	Select the period from drop-down	Add deliverable(s) (optional)
-------	------------	---	----------------------------------	----------------------------------	-------------------------------

### • Deliverables

Deliverables can be planned for the corresponding activity whenever relevant. Please keep it limited to the most important ones. It is not mandatory to have a deliverable per activity. The deliverable planned will have to be reported in the project reports.

Del Nr.	Deliverable title	Deliverable description	Delivery period
D 1.1.1	(max 100 characters)	(max 200 characters)	Drop-down

### • Outputs

Please reflect on the information already provided in step 1. Is there any update necessary? If yes, please revise accordingly. In any case, you should provide now a more detailed description on your outputs and insert the reporting period (RP) in which its delivery is intended.

Please consider:

- The output is the outcome of the activities co-financed, which is crucial for the fulfilment of project objectives. It is resulting from a work package and usually not from a single activity.
- It is possible that one output does not contribute to one of the selected programme output indicators, the definition of these and the related target value please refer to the Interreg Programme). In that case, please choose “other” and precise.
- It is not mandatory to have at least an output in each WP. Please consider that there should not be more than three outputs per WP. Please only mention the output(s) in this section and do not list it/them again as deliverables.

Output Nr.	Programme output indicator	Measurement unit	Output title	Output description	Output target value	RP of delivery
OI 1.1	Choose from the drop-down list	Automatic	Enter text	(max 500 characters) Describe in <b>more detail</b> what will be delivered	Enter the number	Drop-down
OI 1.2	Choose from the drop-down list	Automatic	Enter text	Describe in <b>more detail</b> what will be delivered	Enter the number	Drop-down
OI 1.3	Choose from the drop-down list	Automatic	Enter text	Describe in <b>more detail</b> what will be delivered	Enter the number	Drop-down

## C.4.2 Work package 2

Repeat of section C.4.1



### C.4.3 Work package 3

Repeat of section C.4.1

### C.5 Project results

Please reflect on the information already provided in step 1. Is there any update necessary? If yes, please revise accordingly. In any case, you should provide now a more detailed description on your results and insert the reporting period in which its delivery is intended.

Please consider: if a project result is not contributing to one of the programme result indicators, please select “other” and precise your indicator. For more information on the programme result indicators, the definition of these and the related target value please refer to the Interreg Programme).

Result Nr.	Programme result indicator	Measurement unit	Result description	Result indicator target value	Delivery period
RI 1	<i>Choose from the drop-down list</i>	<i>Automatic</i>	<i>(max 500 characters) Describe in more detail the change expected</i>	<i>Enter the number</i>	<i>Drop-down</i>
RI 2	<i>Choose from the drop-down list</i>	<i>Automatic</i>	<i>Describe in more detail the change expected</i>	<i>Enter the number</i>	<i>Drop-down</i>
RI 3	<i>Choose from the drop-down list</i>	<i>Automatic</i>	<i>Describe in more detail the change expected</i>	<i>Enter the number</i>	<i>Drop-down</i>

### C.6 Time plan

This is an overview table that is automatically generated from section C.4 “work plan”.

Work packages and activities	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
WP 1: Title						
A 1.1 title						
A 1.2 title			Deliverable 1.2.1			
A 1.3 title						
A 1.4 title						
OI 1.1						
OI 1.2						
WP 2: Title						
A 2.1 title						
A 2.2 title						
A 2.3 title						



A 2.4 title						
OI 2.1						
WP 3: Title						
Etc.						
Result indicator						
RI 1						
RI 2						

## C.7 Project management

In addition to the thematic work, projects will need time and resources for coordination and internal communication. Please describe below how you plan to organise yourself to ensure the project work runs smoothly.

### C.7.1 How will you coordinate your project?

*(max 1000 characters)*

The Lead partner will be responsible for the project coordination. In addition, a project steering group should be installed. Will you have any other bodies/responsibilities (e.g. thematic groups, WP managers)? How will the internal coordination work? Please precise how the project management will be organised and if it will be externalised.

### C.7.2 Which measures will you take to properly steer the implementation of your project and to ensure an implementation in line with the AF?

*(max 1000 characters)*

Describe specific approaches and processes (such as the use of project management tools - also in the light of change management and risk management) and responsible partners. If you plan to have any type of project evaluation, please describe its purpose and scope here.

### C.7.3 What will be the general approach you will follow to communicate about your project?

*(max 1500 characters)*

Who will coordinate project communication and how will the involvement of all partners be ensured? How will the communication function contribute to transferring of your project results? Please note that all communication activities should be included in the work packages, as an integral part of your project. There is no need to repeat this information here. It is expected that projects develop a communication strategy ideally during the project preparation phase. All information on how to develop a communication strategy are available in the Communication toolkit at [www.alpine-space.eu](http://www.alpine-space.eu).

### C.7.4 How do you foresee the financial management of the project and reporting procedures for activities and budget (within the partnership and towards the programme)?

*OPTIONAL (max 1000 characters)*



If you would like to add something on top of the basics defined in the subsidy contract and partnership agreement, please detail it here. This information could especially consist of the following:  
 Defined responsibilities, deadlines in financial flows, reporting flows, project related transfers, reclaims, etc.

**C.7.5 Cooperation criteria** - Please select all cooperation criteria that apply to your project and describe how you will fulfil them.

Following the Interreg regulation, Interreg partners should cooperate in development and implementation as well as in staffing or financing, or both. Joint development and joint implementation are therefore considered obligatory (\*), in addition either joint staffing or joint financing needs to be selected (or both).

Cooperation criteria	Description
Joint Development* <input type="checkbox"/>	Obligatory (max 100 characters). Please insert a short description and confirm that the project proposal was jointly developed.
Joint Implementation* <input type="checkbox"/>	Obligatory (max 100 characters). Please insert a short description and confirm that the project activities will be jointly implemented, the outputs and results commonly achieved.
Joint Staffing <input type="checkbox"/>	Optional (max 100 characters). If ticked, please insert a short description and confirm that this principle will be met.
Joint Financing <input type="checkbox"/>	Optional (max 100 characters). If ticked, please insert a short description and confirm that all partners contribute to the project budget.

**C.7.6 Horizontal principles** - Please indicate which type of contribution to horizontal principles applies to the project, and justify your choice.

Please be aware that only projects with neutral or positive effects on the horizontal principles can be co-financed. Negative impacts would lead to an ineligible proposal. Please consider for all the principles if realistically your project's activities will create a change. If the principle is acknowledged but not a main focus of the project work, please select neutral.

Horizontal principles	Type of contribution	Description of the contribution
Sustainable development	Drop-down list: neutral, positive effects, negative effects	(max 300 characters)
Equal opportunities and non-discrimination	Drop-down list: neutral, positive effects, negative effects	(max 300 characters)
Equality between men and women	Drop-down list: neutral, positive effects, negative effects	(max 300 characters)



## C.8 Long-term plans

As a programme, we would like to support projects that have a long-lasting effect in the territory and those who will benefit from them. Please describe below what you will do to ensure this.

### C.8.1 Ownership

*(max 1000 characters)*

Please describe who will ensure the financial and institutional support for outputs/deliverables developed by the project (e.g. tools), and explain how these outputs/deliverables will be integrated in the work of partner organisations. Please mention concrete measures.

### C.8.2 Durability

*(max 1000 characters)*

Please describe how your outputs/deliverables will be used after the project ends and by whom. Please consider the target groups mentioned previously and detail concretely the use after the project's end for each output and if relevant major deliverables

### C.8.3 Transferability

*(max 1000 characters)*

What will you do to make sure that relevant groups are aware of your outputs/deliverables and are able to use them? Please describe the different measures for the different outputs of your project.

## PART D Project budget (AF step 2 only)

### D.1 Project budget per co-financing source (fund) - breakdown per partner

Table automatically filled in from B.1.7

Partner	Country	ERDF	ERDF co-financing rate	% of total ERDF	Public contribution	Private contribution	Total partner contribution	TOTAL BUDGET
PP1								EUR
PPn								EUR
<b>Total</b>				100%				EUR

### D.2 Project budget - overview per partner / per budget line

Table automatically filled in from B.1.7

Partner	Country	Staff costs	Office & administration	Travel & accommodation	External expertise/services	Equipment	Lump sums	TOTAL BUDGET	(Net revenue)
PP1								EUR	
PP2								EUR	
PPn								EUR	
<b>Total</b>									
<b>% of Total budget</b>		%	%	%	%	%	%	100%	

### D.3. Project budget - overview per partner - for FLAT RATE ON OTHER COSTS only

Table automatically filled in from B.1.7

Partner	Country	Staff costs	Other costs	TOTAL BUDGET
PP1			<i>automatically calculated</i>	EUR
PP2			<i>automatically calculated</i>	EUR
PPn			<i>automatically calculated</i>	EUR
<b>Total</b>				
<b>% of Total budget</b>		%	%	100%

### D.3.1. Project budget - overview per partner - SUMMARY (flat rate on other costs and all other cost category)

Table automatically filled in from B.1.7

Partner	Country	Staff costs	Office & administration	Office & administration	Travel & accommodation	External expertise/services	Equipment	Lump sums	TOTAL BUDGET
PP1									EUR
PP2									EUR
PPn									EUR
<b>Total</b>									
<b>% of Total budget</b>		%	%	%	%	%	%	%	100%





#### D.4 Project budget - overview per partner / per period

Table automatically filled in from B.1.7

Partner	Country	Preparation (Period 0)	Period 1	Period 2	Period t	TOTAL BUDGET
PP1						EUR
PP2						EUR
PPn						EUR
<b>Total</b>						
<b>% of Total budget</b>		%	%	%	%	100%
ERDF						EUR
<b>Total EU funds</b>						EUR

## PART E- Project lump sums (AF step 2 only)

### E.1 Project lump sums table

In this table you can define your project lump sums. Please choose the applicable lump sums from the dropdown and allocate the lump sum cost to project partner(s).

Programme lump sum	Period	Spilt up	Costs	LP	PP2	PPn	Sum	Gap
Choose applicable lump sum from dropdown list	Allocate the sum to the relevant period	<i>Automatic ally prefilled</i>	<i>Automatic ally prefilled</i>	Allocate share to the partner	Allocat e share to the partner	Allocate share to the partner	<i>Sum of the share allocated to each partner</i>	<i>Delta between lump sum cost and total sum of shares</i>
<b>Total</b>				<i>Automatic ally filled</i>	<i>Automa tically filled</i>	<i>Automatic ally filled</i>	<i>Automatic ally filled</i>	



## ANNEX 1 - Classification of type of partners and target groups

Nr	Main categories	Examples
1	Local public authority	municipality, etc.
2	Regional public authority	regional council, etc.
3	National public authority	ministry, etc.
4	Sectoral agency	local or regional development agency, environmental agency, energy agency, employment agency, etc.
5	Infrastructure and (public) service provider	public transport, utility company (water supply, electricity supply, sewage, gas, waste collection, etc.), airport, port, railway, etc.
6	Interest groups including NGOs	international organisation, trade union, foundation, charity, voluntary association, club, etc.
7	Higher education and research organisations	university faculty, college, research institution, RTD facility, research cluster, etc.
8	Education/training centre and school	primary, secondary, pre-school, vocational training, etc.
9	Enterprise, except SME	
10	SME	micro, small, medium
11	Business support organisation	chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc.
12	European Grouping of Territorial Cooperation (EGTC)	
13	International organisation, European Economic Interest Grouping (EEIG)	under national law, under international law
14	General public <sup>6</sup>	
15	Hospitals and medical centres	
16	Other	

<sup>6</sup> Relevant only for target groups.



## Annex Ib: Application Form guidance for ‘roll-out’, ‘set the scene’ and ‘governance’ projects (small-scale projects)

This application form (AF) guidance explains the general methodology of the AF and provides detailed explanations on the template and instructions on the filling-in for small-scale projects (for more information on the two different project types - classic and small-scale - please consult chapter A.3 “Typology of the projects” of the programme manual). The AF is reduced to the essential information for evaluating the project proposal and monitoring the project implementation from programme-perspective. The AF is not aiming at substituting any project management tools relevant for the internal planning, coordination and controlling of the project. Applicants/beneficiaries shall make use of project management tools for project planning and controlling.

As laid down in the Terms of Reference (ToR) and further specified in the programme manual (please consult section A.4 for more details), the calls for project proposals for small-scale follow a one-step application procedure.

The AF is part of the Jems (joint electronic monitoring system)<sup>7</sup>. It shall be filled in and submitted online on <https://jems.alpine-space.eu/> (for more information on the registration please consult: <https://www.alpine-space.eu/for-project-partners/jems/>).

The small-scale projects follow the KISS (keep it short and simple) approach, and consequently not only the AF but also the procedure is simplified. In order to keep the procedure short, the applicants shall provide all relevant information in only one single step. Applicants are kindly asked to respect the character limits per section of the AF as indicated in this guidance. It is not mandatory to make use of the maximum number of characters. Concise but precise formulations are welcome!

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<sup>7</sup> Jems is the successor system to the current electronic Monitoring System (eMS) and was created by Interact. Jems offers the same opportunities, not just to manage Interreg programmes, but to further harmonise cooperation in Europe.



Please consult the programme manual - PM for details on the:

- Two project types (chapter A.3 “Typology of the projects”),
- Application procedure (chapter B.4 “Project application”),
- Selection procedure incl. the selection criteria (chapter B.5 “Selection criteria”),
- Eligibility rules (chapter B.3 “Eligibility rules”).

In case of any further clarification needed, please contact your Alpine space contact point (ACP). For technical questions on the Jems, please consult the guidelines (<https://www.alpine-space.eu/for-project-partners/jems/>) or contact [jems@alpine-space.eu](mailto:jems@alpine-space.eu).



## PART A - Project identification

*The main purpose of this section is to have the project overview presented in a short way (project identity, content summary, list of partners, total budget). Part of the information is created automatically from other sections of the AF.*

### A.1 Project identification

Name of the lead partner organisation

*Automatically filled in from part B*

Project ID

*Automatically generated*

Project title

Please insert the name of the project, which describes it best. Please keep it short and appealing. [maximum 200 characters]

Project acronym

The acronym of the project should be short, meaningful and not in conflict with any existing brand or project. [maximum 25 characters]

Programme priority

*Select from drop-down*

Please identify the programme priority that is most relevant for your project. For more information and a detailed description of the programme priorities, please consult the Interreg Programme document.

Programme priority specific objective

*Select from drop-down of objectives that belong to the selected programme priority (links to Part C)*

Please identify the specific objective your project is addressing. For more information and a detailed description of the specific objectives, please consult the Interreg Programme document.

Project duration

Please enter the number of months the project implementation lasts (from start to end date of the project) and consider that small scale 'roll-out' and 'set the scene' projects should last between 12-18 months or between 12-24 months for 'governance' projects.<sup>8</sup>

<sup>8</sup> Deviations may be accepted in well-justified cases only.



## A.2 Project summary

*[2000 characters]*

Please inform in one introduction sentence on the focus of the project: is it a “setting-the-scene” project or a “roll-out”/”capitalisation” project?

**Roll-out-projects** are intended to be highly hands-on, using identified tools and solutions developed in other projects and various programmes. These tools/solutions are to be widely promoted in the Alpine Space regions to ensure the uptake by the largest possible target group in order to achieve a large-scale effect and thus the desired change.

**Set the scene projects** operate in fields that are rather new to transnational cooperation. Those projects prepare the ground for these innovative and new topics, enabling the relevant target groups to engage with them. Another option is to test innovative instruments, tools or policies, through exploratory activities.

As the priority 4 of the programme focuses on governance and differs from the other priorities in that it does not have a single thematic focus, project proposals on governance small-scale calls do not need to have a 'roll-out' or 'setting-the-scene' approach.

For more information on the different focuses and examples of small-scale projects please consult chapter A.3 on the typology of projects in the programme manual.

Then, please give a short overview of the project (in the style of a press release) and describe:

- the common challenge of the alpine area you are jointly tackling in your project; and why there is a need for the project
- the overall objective of the project and how it will contribute to the programme specific objective
- the expected change your project will make to the current situation
- the outputs you will produce and those who will benefit from them, also after the end of the project
- the approach you plan to take to tackle the identified challenges
- the added value of the transnational approach: why must the challenge be tackled at transnational level?
- what is new/innovative about the project

This summary delivers the first presentation/impression of the project. In case the project is approved, this summary will also be used by the programme for communication purposes. Therefore, make sure the text will be understandable by a non-expert public and will be both informative and appealing.

It is recommended to identify the focus of the project right from the beginning and to write or adapt the overview of the project summary once all AF sections are filled in.



### A.3 Project budget overview

This overview will be automatically generated based on your entries in section B.1.7

PROGRAMME FUNDING			OTHER FUNDING				TOTAL BUDGET
Funding source	Funding Amount	Co-financing rate (%)	Automatic public contribution	Other public contribution	Private contribution	Total contribution	
Total eligible to ERDF							EUR
Total EU funds							EUR
Total project budget							EUR

### A.4 Project outputs and result overview

This overview will be automatically generated based on your entries in section C.4

Programme output indicator	Measurement unit	Aggregated value per programme output indicator	Project output number	Project output (Output title)	Output target value	Programme result indicator	Baseline	Result indicator target value	Measurement unit
From WPs	From WPs	Automatically calculated	From WPs	From WPs	From WPs	From WPs	From C.5	From C.5	From WPs
			From WPs	From WPs	From WPs				
From WPs	From WPs	Automatically calculated	From WPs	From WPs	From WPs	From WPs	From C.5	From C.5	From WPs
			From WPs	From WPs	From WPs				



## PART B - Project partners

*This is the place where each partner enters information about its organisation. All sections shall be filled in for each single partner.*

*Please consider that small scale projects shall be implemented by three to six partners coming from at least three different partner states<sup>9</sup>.*

### Partners overview

This overview will be automatically generated based on your entries in section B

Partner number	Partner status	Project partner - name of organisation in English	NUTS (country, if not applicable)	Organisation abbreviation	Partner role in the project	Partner total eligible budget
Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in
Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in
Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in
Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in
Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in	Automatically filled in

### B.1 Project partner 1

#### B.1.1 Partner identity

Partner role in the project

*Drop-down list: lead partner, project partner*

Please choose either “lead partner” or “project partner” from the drop-down list.

Partner ID

*Automatically generated by the system*

Please insert the partner in the following order:  
1) Lead partner (LP)

<sup>9</sup> Deviations as regards the number of partners may be accepted in well-justified cases only.





Name of organisation in original language

Name of organisation in English

Department /unit / division in English

Abbreviated name of organisation

2) ERDF-LP (only relevant if the LP is coming from a non-Member State (CH or LI))

3) EU partners

4) Non EU partners

For more information on the LP and PP role and the preconditions to be met, please consult chapter B.2 “Who can participate” of the programme manual.

Use the official translation if existing.

*If applicable*

Use the official translation if existing.

Please provide an abbreviation for the organisation, preferably in English. Please use the same abbreviation if applying/participating in different projects.

### B.1.2 Partner main address

Please provide the address of the department in charge of the activities or where most of the activities will be implemented in case of multiple locations.

Country

*Drop-down*

(Nuts 2)

*Drop-down*

NUTS2: Number and name of the region where the department/unit/division is located (drop-down list - ALL NUTS 2 codes of AT, DE, FR, IT, SI, CH, FL).

Street

House number

Postal code

City

Homepage

Please insert the complete URL including http or https.

### B.1.3 Legal and financial information

Type of partner

*Drop-down list (see Annex 1 - Type of partner and target group classification)*

Legal status

*Drop-down*



Please select public (including bodies governed by public law) or private - consult chapter B.2 “Who can participate” of the programme manual or your ACP in case of any doubts as regards the legal status of your organisation. Please consider that in EU member states, the lead partner needs to be a public body or a body governed by public law. Private organisations cannot fulfil the role of a LP. The indication of the legal status of the LP will be verified by the Alpine space contact points before the Programme Committee’s (PC) decision on the project proposal.

VAT number (or other identifier)

If no VAT number is available for the organisation, please use:

- for Austria: choose among the “Vereinsregisternummer”, the “Firmenbuchnummer”, the “Unternehmensregister” or you could ask for registration in the “Ergänzungsregister
- for France: SIRET
- for Germany: Steuernummer
- for Italy: Codice fiscale
- for Liechtenstein: Unternehmens-Identifikationsnummer (UID)
- for Slovenia: davčna številka
- for Switzerland: le numéro d’identification des entreprises (IDE) / Unternehmens-Identifikationsnummer (UID) / Numero d’identificazione delle imprese (IDI)

Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project?

*Drop-down list: yes/no/partly*

#### B.1.4 Legal representative

First name

Last name

#### B.1.5 Contact person

First name

Last name

E-mail address

Telephone

(format: 0049(0)123456789)



### B.1.6 Partner motivation and contribution

Which are the partner's thematic competences and experiences relevant for the project? What are the institutional role and policy addressing capacity of the partner?

*(max 500 characters)*

Please indicate with which thematic/institutional/policy related competences and experiences the partner organisation can contribute to the project.

What is the partner's role and responsibility in the project? / **OPTIONAL:** Is the involvement of observers foreseen and is there any specific information you would like to share on their involvement?

*(max 1000 characters)*

Please outline briefly the role of the partner in the project (WP, activities).

Is the organisation performing any economic activity within the project or as a result of it? This information is only required for project partners implementing activities such as provision of services - this information will be used to assess potential state aid relevance.

You can mention here the most relevant observer(s) for the partner and the role of the observer(s) in the project. This information will not be subject to the assessment of the project proposal.

If applicable and relevant, please describe the organisation's experience in participating in and/or managing EU co-financed projects.

*(max 500 characters)*

Please mention here the most recent and relevant experiences, especially in Interreg projects.

### B.1.7 Partner budget

#### Partner budget options

Select the flat rates per cost category corresponding to the budget options you chose for your ERDF co-financing, see B.3.2 Cost categories of Programme manual.

Staff costs flat rate: 20% of external expertise and equipment (fixed rate) and/or
Office and administrative costs flat rate based on direct staff costs: 15% of staff costs (fixed rate) and/or
Travel and accommodation flat rate: 10% of staff costs (fixed rate)

Or



Other costs flat rate: 40% of staff costs (fixed rate)

### Partner budget

Enter here the amounts budgeted for each cost category on a real cost basis, see B.3.2 Cost categories of Programme manual. One row per selected cost category is sufficient. If any amount is budgeted on the cost category Equipment, filling in a description is mandatory.

Cost categories co-financed on real costs			Total per cost category	Estimated distribution over the reporting periods
Staff costs				
External expertise and services	Optional description (max 255 characters)	Optional description (max 250 characters)		
Equipment	Description (max 255 characters)	Comments (max 250 characters)		

### Co-financing

	Amount	Percentage
ERDF co-financing		
Partner contribution		
<b>PARTNER TOTAL ELEGIBLE BUDGET</b>		

### Origin of partner contribution

Source of contribution	Legal status of contribution	Amount	% of total partner budget

### Total contribution

	Amount	% of total partner budget
Sub-total public contribution		
Sub-total automatic public contribution		
Sub-total private contribution		



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TOTAL		
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## B.2 Project partner 2

All sections from B.1 repeated



## PART C - Project description

*This part is about the description of the whole project. The overall logic (the story) is:*

- *What does the project want to achieve? The goal/aim which is the overall objective.*
- *Why is this needed and for whom?*
- *How does it fit into the alpine and peri-alpine context?*
- *How will the project do it? Activities!*
- *What will be delivered? Outputs!*
- *What will change at the end? Results!*

*In section C.4, projects shall provide information on the work plan: please consider the suggestions given there for different types of small projects.*

### C.1 Project overall objective

Programme specific objective

*(automatically inserted once it is selected in section A.1)*

Project overall objective

*(max 500 characters)*

Please provide a clear, concise description of the project overall objective. It should be realistic, achievable, specific and measurable. Explain its contribution to the Programme priority specific objective

### C.2 Project relevance and context

C.2.1 What are the common territorial challenges and/or joint assets that will be tackled by the project?

*(max 1500 characters)*

Please describe the need for and relevance of the project for the alpine area in terms of common challenges and/or opportunities addressed.

Be precise and focus on the specific issues tackled by your project.

C.2.2 How does the project tackle identified common challenges and/or opportunities and what is new about the approach the project takes?

*(max 1500 characters)*

If your project is a “setting-the-scene” project, please put a specific focus on that question and the innovative character of your project. For “roll-out”/”capitalisation” projects, your answer may rather focus on the first part of this question and may not be extensive. The above-mentioned suggestions do not apply to project proposals on ‘governance’.



Please describe innovative solutions that will be developed during the project and/or existing solutions that will be adapted and implemented during the project lifetime.

In addition, please describe in what way the approach goes beyond existing practices in the sector/programme area/ participating countries. Please sketch out the main activities, which shall lead to your project result.

### C.2.3 Why is transnational cooperation needed to achieve project objectives and results?

*(max 1000 characters)*

Please explain why the project objectives cannot be efficiently reached acting only on a national/regional/local level or cross-border. Describe what benefits the project partners/target groups/ project area/programme area gain in taking a transnational approach. Transnational cooperation should exceed the mere exchange of experiences and should enable joint development of solutions and implementation.

### C.2.4 Who will benefit from your project outputs?

In the first column of each row, please select one of the pre-defined target groups from the drop-down list (see annex 1). In the second column explain in more detail exactly who will benefit from your project and your direct target groups. For example, if you choose the category *education*, you need to explain which specific schools or groups of schools and in which territory or if the target group type selected is a “sectoral agency”, then specify the type: environmental, energy/local or regional etc and in which territories.

The programme is eager to reach as many target groups as possible with roll-out projects to ensure widest possible up-take. Therefore applicants are advised to cover larger parts of the programme area with their activities.

A rather simple first step for the PP could be to act even stronger as multipliers, work across regions by opening invitations to events/activities offered by the project to neighboring regions that are not part of the partnership.

For more information on roll-out projects please consult chapter A.3 of the programme manual.

Each target group category can only be selected once. Target group “Other” can be selected multiple time, if relevant.

Target group	Specification
Select from drop-down	(max 500 characters)
Select from drop-down	(max 500 characters)
Select from drop-down	(max 500 characters)

### C.2.5 How does the project contribute to wider strategies and policies?

Please indicate if your project contributes to EUSALP or any other relevant strategy(ies) (e.g. EU Green Deal, Territorial Agenda 2030, implementation of the Alpine Convention) by ticking the respective box. Then, please further specify and explain in what way you will contribute. Your project should contribute at least to one strategy but can also contribute to more than one strategy.



Please make sure to describe the contribution to EUSALP in a clear and concrete manner (**what** is the contribution your project will make and **how** will it be made?). The contribution to EUSALP may not only be included in this section, but along the AF in all relevant sections and should be reflected in the work plan with clear descriptions of concrete activities.

Please consult the [EUSALP website \(www.alpine-region.eu\)](http://www.alpine-region.eu), its [policy recommendations](#), as well as the work plans of Actions Groups to get a clear picture of possible synergies and the contribution your project could make to EUSALP.

Strategy	Contribution
EUSALP <input type="checkbox"/>	<i>mandatory in case of ticked box</i> (max 500 characters) Please specify the relevance of your project for EUSALP (you may also refer to specific actions groups and action plans the project will contribute to and address).
Other relevant strategy(ies) <input type="checkbox"/>	<i>mandatory in case of ticked box</i> (max 500 characters)

**C.2.6 Which synergies with past or current EU and other projects or initiatives will the project make use of?**

In the first column of each row, please precise the project or initiatives and the programme. In the second column please inform about the synergies you will make use of: e.g. the takeover of previous projects' outputs to further develop them/test them, and the complementary of this project proposal with other relevant projects.

This question may be of specific relevance if your project is a “roll-out”/”capitalisation” project. For “setting-the-scene” projects, this question may not be answered if due to the innovative character no synergies with existing project/initiatives could be observed.

Project or initiative	Synergies
<i>title</i>	(max 500 characters)
<i>title</i>	(max 500 characters)

**C.2.7 How does the project build on available knowledge?**

*Enter text here (max 1000 character)*

Please describe the experiences/lessons learned that the project draws on and other available knowledge the project capitalises on as well as the added value of the project compared to the status quo in the field tackled by your proposal.

This question may be of specific relevance if your project is a “roll-out”/”capitalisation” project Please also explain how you intend to build on the knowledge of your “predecessor” project(s) and create synergies with them.

For “setting-the-scene” projects that have not answered on question C.2.6 an explanation/justification for this should be included here too.





## C.3 Project partnership

*(max 1000 characters)*

Please describe the structure of your partnership and summarise how the single partners will contribute to jointly implement the project and achieve the project objectives. Please explain how the relevant territory (namely the Alps and the peri-alpine area) will benefit from the participation of the single partners.

## C.4 Project work plan

Define one or two work package(s) for the project specific objective you plan to achieve.

For 'roll-out' or 'setting the scene' projects, it is strongly recommended to prepare a compact and streamlined work plan with a single work package (WP) that is not too complex, easy to understand for all PPs and contains no more than 4 activities.

For 'governance' projects, it is highly recommended for small projects to create a compact and streamlined work plan, to focus on a maximum of 2 WPs including no more than 4 activities per WP, to limit the number of deliverables to the absolute necessary and to focus on the success of the outputs/results.

### C.4.1 Work package 1

For small-scale project only one WP should be defined.

- **Objectives**

Define one project specific objective that will be achieved when all activities are implemented and outputs delivered.

Your objective should be:

- realistic and achievable by the end of the project;
- specific (who needs project outputs delivered in this work package and in which territory);
- measurable - indicate the change you are aiming for.

Then think about the communication objective that will contribute to the achievement of the specific objective. Communication objectives aim at changes in a target audience's behaviour, knowledge or belief.

<b>Work package title</b>	Enter the title here (max 50 characters)
<b>Work package number</b>	Automatically generated
<b>Project specific objective 1</b>	Enter project specific objective here (max 250 characters)
<b>Communication objective(s) and target audience</b>	If applicable, enter a communication objective here (max 500 characters)  Please define one or several communication objectives in relation with your project specific objective and your target



	audience. For example, it could be “raising awareness”, “influencing attitude”, “increasing knowledge” or “changing behaviour”, etc. We recommend defining SMART objectives: Specific, Measurable, Achievable, Relevant and Timed. Further recommendations are available in the Communication toolkit at <a href="http://www.alpine-space.eu">www.alpine-space.eu</a> .
<b>Overall description of this WP and responsibilities</b>	Enter overall description here (max 500 characters) Please summarise the foreseen activities within this WP.

- Activities**

Please describe the activities the project intends to implement so to achieve the project specific objective defined above and the related communication objective(s).

If relevant, add deliverables to activities (an activity can have none, one or more deliverables. A deliverable is a side-product or service of the project that contributes to the development of a project output).

Ac Nr.	Activity title	Activity description	Start period	End period	Deliverables
A 1.1	<i>(max 200 characters) Enter text</i>	<i>(max 500 characters) Including details on the involvement of the single PP</i>	<i>Select the period from drop-down</i>	<i>Select the period from drop-down</i>	<i>Add deliverable(s) (optional)</i>
A 1.2	<i>Enter text</i>	<i>Including details on the involvement of the single PP</i>	<i>Select the period from drop-down</i>	<i>Select the period from drop-down</i>	<i>Add deliverable(s) (optional)</i>
A 1.3	<i>Enter text</i>	<i>Including details on the involvement of the single PP</i>	<i>Select the period from drop-down</i>	<i>Select the period from drop-down</i>	<i>Add deliverable(s) (optional)</i>
A 1.4	<i>Enter text</i>	<i>Including details on the involvement of the single PP</i>	<i>Select the period from drop-down</i>	<i>Select the period from drop-down</i>	<i>Add deliverable(s) (optional)</i>
A 1.5	<i>Enter text</i>	<i>Including details on the involvement of the single PP</i>	<i>Select the period from drop-down</i>	<i>Select the period from drop-down</i>	<i>Add deliverable(s) (optional)</i>

Del Nr.	Deliverable title	Description	Delivery period
D 1.1.1	<i>(max 100 characters)</i>	<i>(max 200 characters) Deliverables can be planned for the corresponding activity whenever relevant. Please keep it limited to the most important ones. It is not mandatory to have a deliverable per activity. The deliverable planned will have to be reported in the project reports.</i>	<i>Drop-down</i>



## • Outputs

The output is the outcome of the activities co-financed, which is crucial for the fulfilment of project objectives. It is resulting from the work package and usually not from a single activity.

Based on the planned activities to achieve the specific objective in this work package, please list below the outputs that will be delivered during the implementation. Select one programme output indicator per output. It is possible that one output does not contribute to one of the selected programme output indicator (for more information on the programme output indicators, the definition of these and the related target value please refer to the Interreg Programme). In that case, please choose “other” and precise.

For small-scale projects one to three outputs per project are expected. Please insert the reporting period (RP) in which its delivery is intended.

Output Nr.	Programme output indicator	Measurement unit	Output title	Output description	Output target value	RP of delivery
OI 1.1	Choose from the drop-down list	Automatic	Enter text	(max 500 characters) Describe in more detail what will be delivered	Enter the number	Drop-down
OI 1.2	Choose from the drop-down list	Automatic	Enter text	Describe in more detail what will be delivered	Enter the number	Drop-down
OI 1.3	Choose from the drop-down list	Automatic	Enter text	Describe in more detail what will be delivered	Enter the number	Drop-down

## C.5 Project results

What do you expect to change because of the activities you plan to implement and the outputs you plan to deliver? Please have a look at the programme result indicators for the priority you choose and select the one or those that you will contribute to.

If your project result(s) do(es) not contribute to one of the programme result indicators, please select “other” and precise your indicator. For more information on the programme result indicators, the definition of these and the related target value please refer to the Interreg Programme).

For small scale projects a maximum of 2 results are expected.

Result Nr.	Programme result indicator	Measurement unit	Result description	Result indicator target value	Delivery period (OPTIONAL)
RI 1	Choose from the drop-down list	Automatic	(max 500 characters) Describe in more detail the change expected	Enter the number	Drop-down
RI 2	Choose from the drop-down list	Automatic	Describe in more detail the change expected	Enter the number	Drop-down



## C.6 Time plan

This is an overview table that is automatically generated from section C.4 “work plan”.

Work packages and activities	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
WP 1: Title						
A 1.1 title						
A 1.2 title			Deliverable 1.2.1			
A 1.3 title						
A 1.4 title						
OI 1.1						
OI 1.2						
Result indicator						
RI 1						
RI 2						

## C.7 Project management

In addition to the thematic work, projects will need time and resources for coordination and internal communication. Please describe below how you plan to organise yourself to ensure the project work runs smoothly.

### C.7.1 How will you coordinate your project?

*(max 1000 characters)*

The Lead partner will be responsible for the project coordination. In addition, a project steering group should be installed. Will you have any other bodies/responsibilities (e.g. thematic groups, WP managers)? How will the internal coordination work? How will you steer the implementation of your project? Please precise how the project management will be organised and if it will be externalised.

### C.7.2: NOT RELEVANT

### C.7.3 What will be the general approach you will follow to communicate about your project?

*(max 1000 characters)*

Who will coordinate project communication and how will the involvement of all partners be ensured? How will the communication function contribute to transferring of your project results? Please note that all communication activities should be included in the work package, as an integral part of your project. There is no need to repeat this information here. It is expected that projects develop a communication strategy, ideally during the project preparation phase. All information on how to develop a communication strategy are available in the Communication toolkit at [www.alpine-space.eu](http://www.alpine-space.eu).



C.7.4: NOT RELEVANT

C.7.5 Cooperation criteria - Please select all cooperation criteria that apply to your project and describe how you will fulfil them.

Following the Interreg regulation, Interreg partners should cooperate in development and implementation as well as in staffing or financing, or both. Joint development and joint implementation are therefore considered obligatory (\*), in addition either joint staffing or joint financing needs to be selected (or both).

Cooperation criteria	Description
Joint Development* <input type="checkbox"/>	Obligatory (max 100 characters). Please insert a short description and confirm that the project proposal was jointly developed.
Joint Implementation* <input type="checkbox"/>	Obligatory (max.100 characters). Please insert a short description and confirm that the project activities will be jointly implemented, the outputs and results commonly achieved.
Joint Staffing <input type="checkbox"/>	Optional (max.100 characters). If ticked, please insert a short description and confirm that this principle will be met.
Joint Financing <input type="checkbox"/>	Optional (max 100 characters). If ticked, please insert a short description and confirm that all partners contribute to the project budget.

C.7.6 Horizontal principles - Please indicate which type of contribution to horizontal principles applies to the project, and justify your choice.

Please be aware that only projects with neutral or positive effects on the horizontal principles can be co-financed. Negative impacts would lead to an ineligible proposal. Please consider for all the principles if realistically your project's activities will create a change. If the principle is acknowledged but not a main focus of the project work, please select neutral.

Horizontal principles	Type of contribution	Description of the contribution
Sustainable development	Drop-down list: <i>neutral, positive effects, negative effects</i>	max 300 characters
Equal opportunities and non-discrimination	Drop-down list: <i>neutral, positive effects, negative effects</i>	max 300 characters
Equality between men and women	Drop-down list: <i>neutral, positive effects, negative effects</i>	max 300 characters



## C.8 Long-term plans

As a programme, we would like to support projects that have a long-lasting effect in the territory and those who will benefit from them. Please describe below what you will do to ensure this.

### C.8.1 Ownership

*(max 200 characters)*

Please describe who will ensure the financial and institutional support for outputs/deliverables developed by the project (e.g. tools), and explain how these outputs/deliverables will be integrated in the work of partner organisations. Please mention concrete measures.

### C.8.2 Durability

*(max 500 characters)*

Please describe how your outputs/deliverables will be used after the project ends and by whom. Please consider the target groups mentioned previously and detail concretely the use after the project's end for each output and if relevant major deliverables.

For small-scale project "setting the scene", please precise what could be the further steps to implement your recommendations and/or conclusions.

For small-scale project "roll-out/capitalisation", please precise how you make sure that your project outcomes will last on the long run and be replicable.

### C.8.3 Transferability

*(max 500 characters)*

What will you do to make sure that relevant groups are aware of your outputs/deliverables and are able to use them? Please describe the different measures for the different outputs of your project.

For small-scale project "setting the scene", please precise which dissemination activities you plan to reach relevant/interested target groups in the topic addressed.

For small-scale project "roll-out/capitalisation", please precise how you would ensure that your project outcomes will be recognised and taken on board by relevant/interested target groups.



## PART D Project budget

Applicants are reminded that the principle of economy and efficiency must be observed for small scale projects. Activities and budget should correlate and the benchmark of classic projects should be applied.

The indicative budget per partner for 'roll-out' and 'set the scene' projects with smaller consortia should be around EUR 80.000 (ERDF) for a project duration of 18 months. Deviations from this recommendation are possible, but have to be explained.

'Governance' projects are reminded that the whole range of the total budget per project (Between EUR 250.000 and 750.000) shall be used. Projects with budgets close to the lower range are welcome.

### D.1 Project budget per co-financing source (fund) - breakdown per partner

Table automatically filled in from B.1.7

Partner	Country	ERDF	ERDF co-financing rate	% of total ERDF	Public contribution	Private contribution	Total partner contribution	TOTAL BUDGET
PP1								EUR
PPn								EUR
<b>Total</b>				100%				EUR

### D.2 Project budget - overview per partner / per budget line

Table automatically filled in from B.1.7

Partner	Country	Staff costs	Office & administration	Travel & accommodation	External expertise/services	Equipment	Lump sums	TOTAL BUDGET	(Net revenue)
PP1								EUR	
PP2								EUR	
PPn								EUR	
<b>Total</b>									
<b>% of Total budget</b>		%	%	%	%	%	%	100%	

### D.3. Project budget - overview per partner - for FLAT RATE ON OTHER COSTS only

Table automatically filled in from B.1.7

Partner	Country	Staff costs	Other costs	TOTAL BUDGET
PP1			<i>automatically calculated</i>	EUR
PP2			<i>automatically calculated</i>	EUR
PPn			<i>automatically calculated</i>	EUR
<b>Total</b>				
<b>% of Total budget</b>		%	%	100%

D.3.1. Project budget - overview per partner - **SUMMARY** (flat rate on other costs and all other budget lines)

Table automatically filled in from B.1.7

Partner	Country	Staff costs	Office & administration	Office & administration	Travel & accommodation	External expertise/services	Equipment	Lump sums	TOTAL BUDGET
PP1									EUR
PP2									EUR
PPn									EUR
Total									
% of Total budget		%	%	%	%	%	%	%	100%

D.4 Project budget - overview per partner / per period

Table automatically filled in from B.1.7

Partner	Country	Preparation (Period 0)	Period 1	Period 2	Period t	TOTAL BUDGET
PP1						EUR
PP2						EUR
PPn						EUR
Total						
% of Total budget		%	%	%	%	100%
ERDF						EUR
Total EU funds						EUR

## PART E Project lump sums

NOT APPLICABLE





## ANNEX 1 - Classification of type of partners and target groups

Nr	Main categories	Examples
1	Local public authority	municipality, etc.
2	Regional public authority	regional council, etc.
3	National public authority	ministry, etc.
4	Sectoral agency	local or regional development agency, environmental agency, energy agency, employment agency, etc.
5	Infrastructure and (public) service provider	public transport, utility company (water supply, electricity supply, sewage, gas, waste collection, etc.), airport, port, railway, etc.
6	Interest groups including NGOs	international organisation, trade union, foundation, charity, voluntary association, club, etc.
7	Higher education and research organisations	university faculty, college, research institution, RTD facility, research cluster, etc.
8	Education/training centre and school	primary, secondary, pre-school, vocational training, etc.
9	Enterprise, except SME	
10	SME	micro, small, medium
11	Business support organisation	chamber of commerce, chamber of trade and crafts, business incubator or innovation centre, business clusters, etc.
12	European Grouping of Territorial Cooperation (EGTC)	
13	International organisation, European Economic Interest Grouping (EEIG)	under national law, under international law
14	General public <sup>10</sup>	
15	Hospitals and medical centres	
16	Other	

<sup>10</sup> Relevant only for target groups.



# Annex IIa: Selection criteria for Classic projects

## Criteria for AF - step 1

### Eligibility criteria - automatic check by Jems

- The AF - step 1 is completed with the requested information (in part A and C of the AF - step 1 all fields are obligatory; in part B of the AF, the following fields are obligatory: name of the organisation, at least one contact detail (name of the person, telephone and email address), NUTS2 level, legal status, thematic competence/experience relevant for the project).
- The project proposal meets the requirements laid down in the ToR (as regards content - in case of restricted ToR, budget/partnership/duration).

### Weighting system for the assessment criteria clusters

The step 1 consists of the assessment of strategic aspects only, i.e. the main aim is to assess the relevance and need for the project proposals as well as the extent of their contribution to the achievement of programme objectives. The different clusters are weighted as follows:

<u>Assessment criteria clusters</u> (strategic assessment criteria)	
Project relevance	40 points
Cooperation character	15 points
Project intervention logic	15 points
Partnership relevance	30 points
<u>Total</u>	<b>100 points</b>

### Assessment criteria

Each point addressed within a cluster receives a mark from 0 to 5 (0: not addressed at all; 1: very weak, 2: weak, 3: average, 4: good, 5: very good) included. The cluster score reflects the average of the marks given to each point (no specific weight is given to any of these points), which is then translated to a total of points in line with the weight given to the cluster in question.



Example:

For our cluster 1 “Project relevance” (see below), eight points will be assessed and a mark will be given to each of them. The average of the marks is then calculated.

$$\rightarrow (4+4+3+3+1+1+2+1)/8 = 2,375$$

Based on the weight given to cluster 1 (i.e. 40 points), the average of the marks is then converted into points.

$$\rightarrow 2,375 \times 40/5 = 19 \text{ points (cluster 1 score 19 / out of 40 points)}$$

→ Strategic assessment criteria (100 points)

Cluster 1: Project relevance	40 pts
<u>How well is a need for the project justified?</u>	
<ul style="list-style-type: none"> <li>▪ The project addresses common alpine territorial challenges of the ASP programme or a joint asset of the programme area - there is a real need for the project (well justified, reasonable, well explained). - AF C.2.1 and C.2.2</li> <li>▪ The project clearly contributes to the EUSALP - AF C.2.5</li> <li>▪ The project clearly contributes to the Territorial Agenda, the Green Deal and/or any other strategies such as a wider strategy on one or more policy levels (EU / national / regional). - AF C.2.5</li> </ul>	
<u>To what extent will the project contribute to the achievement of programme’s objectives and indicators?</u>	
<ul style="list-style-type: none"> <li>▪ The project overall objective clearly contributes to the achievement of the programme priority specific objective. - AF C.1</li> <li>▪ The project outputs are clearly linked to programme relevant output indicators and their contribution to programme targets is sufficient. - AF C.4 Output tables in work packages</li> <li>▪ Project’s contribution to programme relevant result indicators is realistic and sufficient. - AF C.5</li> </ul>	
<u>How does the project build on existing practices?</u>	
<ul style="list-style-type: none"> <li>▪ The project makes use of available knowledge and builds on existing results and practices. - AF C.2.7</li> <li>▪ The project avoids overlaps and replications; there is evolution of ideas and it demonstrates new solutions that go beyond the existing practice or adapts and implements already developed solutions. - AF C.2.2</li> </ul>	

Cluster 2: Cooperation character	15 pts
<u>What added value does the cooperation bring?</u>	
<ul style="list-style-type: none"> <li>▪ The importance of cooperation at transnational level for the topic addressed is clearly demonstrated. - AF C.2.3</li> <li>▪ The results cannot (or only to some extent) be achieved without cooperation. - AF C.2.3</li> <li>▪ There is a clear benefit of transnational cooperation for the target groups and the programme area. - AF C.2.3</li> </ul>	



<b>Cluster 3: Project intervention logic</b>	<b>15 pts</b>
<p><u>To what extent is the project intervention logic plausible?</u></p> <ul style="list-style-type: none"> <li>▪ Project specific objectives are specific, realistic and achievable. - AF C.4 Specific objectives in work packages</li> <li>▪ Proposed project outputs are needed to achieve project specific objectives. - AF C.4 Output tables in work packages</li> <li>▪ Project outputs and results that contribute to programme indicators are realistic - AF C.4</li> </ul>	

<b>Cluster 4: Partnership relevance</b>	<b>30 pts</b>
<p><u>To what extent is the partnership composition relevant for the proposed project?</u></p> <ul style="list-style-type: none"> <li>▪ The project involves the relevant actors needed to address the territorial challenge/joint asset and the objectives specified. - AF C.3</li> <li>▪ With respect to the project's objectives the project partnership: - AF C.3 <ul style="list-style-type: none"> <li>▫ is balanced with respect to the levels, sectors, territory</li> <li>▫ consists of partners that complement each other.</li> </ul> </li> <li>▪ Partner organisations have proven experience and competence in the thematic field concerned. - AF B.1.6</li> </ul>	

*Additionally further criteria might be assessed, depending on the formulation of the ToR as set out by the PC (e.g. targeted call to specific fields of activities).*

→ Operational assessment criteria (0 point)

The ACP perform national verifications as follows (relevant information is shared with JS):<sup>11</sup>

- Legal capacity of the LP (i.e. can the entity indicated as LP as such enter into legal obligations such as those arising from the partnership agreement and therefore bear rights and duties? If not, a LP change will have to be implemented in step 2).
- There are no official records pointing at possible inability in the partners' capacities to fulfil its envisaged role (also in financial terms).

## Criteria for AF - step 2

### Programme requirements

- The AF is completed with the requested information.
- The partnership agreement as obligatory annex is submitted.

<sup>11</sup> Disclaimer: Aspect still under discussion at programme level.



- The project fulfils minimum requirements for the partnership: at least 7 partners from 4 different Alpine Space countries are involved.
- The LP of the submitted proposal is a public or public equivalent body (according to the public procurement law) (input from the ACP verification). For the projects with LP coming from Switzerland or Liechtenstein, this rule applies only to the ERDF-LP.

**Weighting system for the assessment criteria clusters**

The focus of step 2 is more on the operational level and long-term aspects. In the course of step 2, there won't be any new evaluation of questions already assessed in step 1, unless there is a specific PC recommendation addressing one (or several) strategic assessment criteria and/or sections of the AF related to the strategic assessment criteria have been changed by the applicants.

<u>Assessment criteria clusters</u>			
<u>Strategic assessment criteria</u>	60 points	<u>Operational assessment criteria</u>	40 points
Project relevance	20	Work plan	20
Cooperation character	10	Communication	10
Project intervention logic	15	Budget	10
Partnership relevance	15		
<b><u>Total: 100 points</u></b>			

**Assessment criteria**

Like in step 1, each point addressed within a cluster receives a mark from 0 to 5 (0: not addressed at all; 1: very weak, 2: weak, 3: average, 4: good, 5: very good) included. The cluster score reflects the average of the marks given to each point (no specific weight is given to any of these points), which is then translated to a total of points in line with the weight given to the cluster in question.

Example:

*For our cluster 1 “Project relevance” (see below), eight points are assessed and a mark is given to each of them. The average of the marks is then calculated.*

$$\rightarrow (4+4+3+3+1+1+2+1)/8 = 2,375$$

*Based on the weight given to cluster 1 (i.e. 20 points), the average of the marks is then converted into points.*

$$\rightarrow 2,375 \times 20/5 = 9,5 \text{ points (cluster 1 score 9,5 / out of 20 points)}$$

Marks given to the points evaluated in step 1 will be kept in step 2 (i.e. no new evaluation is foreseen except for the points directly linked to a PC recommendation and the cluster “Partnership”).

→ PC recommendations



Recommendations given by the PC in the 1st step of application were considered and integrated in the AF.	Yes Partly No
Were recommendations from the 1st step considered and integrated in AF?	No

Based on the quality of answer(s) and amendments provided in AF, the evaluation of some criteria already assessed in step 1 may be revised in the framework of step 2 evaluation.

→ Strategic assessment criteria (60 points)

Cluster 1: Project relevance	20 pts
<p><u>How well is a need for the project justified?</u></p> <ul style="list-style-type: none"> <li>▪ The project addresses common alpine territorial challenges of the ASP programme or a joint asset of the programme area - there is a real need for the project (well justified, reasonable, well explained). - AF C.2.1 and C.2.2</li> <li>▪ The project clearly contributes to the EUSALP - AF C.2.5</li> <li>▪ The project clearly contributes to the Territorial Agenda, the Green Deal and/or any other strategies such as a wider strategy on one or more policy levels (EU / national / regional). - AF C.2.5</li> </ul> <p><u>To what extent will the project contribute to the achievement of programme's objectives and indicators?</u></p> <ul style="list-style-type: none"> <li>▪ The project overall objective clearly contributes to the achievement of the programme priority specific objective. - AF C.1</li> <li>▪ The project outputs are clearly linked to programme relevant output indicators and their contribution to programme targets is sufficient. - AF C.4 Output tables in work packages</li> <li>▪ Project's contribution to programme relevant result indicators is realistic and sufficient. - AF C.5</li> </ul> <p><u>How does the project build on existing practices?</u></p> <ul style="list-style-type: none"> <li>▪ The project makes use of available knowledge and builds on existing results and practices. - AF C.2.7</li> <li>▪ The project avoids overlaps and replications; there is evolution of ideas and it demonstrates new solutions that go beyond the existing practice or adapts and implements already developed solutions. - AF C.2.2</li> </ul>	

Cluster 2: Cooperation character	10 pts
<p><u>What added value does the cooperation bring?</u></p> <ul style="list-style-type: none"> <li>▪ The importance of cooperation at transnational level for the topic addressed is clearly demonstrated. - AF C.2.3</li> <li>▪ The results cannot (or only to some extent) be achieved without cooperation. - AF C.2.3</li> <li>▪ There is a clear benefit of transnational cooperation for the target groups and the programme area. - AF C.2.3</li> </ul>	

Cluster 3: Project intervention logic	15 pts
<u>To what extent is the project intervention logic plausible?</u>	



- Project specific objectives are specific, realistic and achievable. - AF C.4 Specific objectives in work packages
- Proposed project outputs are needed to achieve project specific objectives. - AF C.4 Output tables in work packages

**Question re-assessed in step 2 based on new elements provided in AF C.5, C.6, D**

- Project outputs and results that contribute to programme indicators are realistic (it is possible to achieve them with given resources - i.e. time, partners, budget - and they are realistic based on the quantification provided). - AF C.4, C.5, C.6, D

**New questions assessed in step 2**

To what extent will project outputs have an impact beyond project life time?

- Project outputs are durable (the proposal is expected to provide a significant and durable contribution to solving the challenges targeted) - if not, it is justified. - AF C.8.2
- Project main outputs are applicable and replicable by other organisations/regions/countries outside of the current partnership (transferability) - if not, it is justified. - AF C.8.3

Cluster 4: Partnership relevance*	15 pts
<p><u>To what extent is the partnership composition relevant for the proposed project?</u></p> <ul style="list-style-type: none"> <li>▪ The project involves the relevant actors needed to address the territorial challenge/joint asset and the objectives specified. - AF C.3</li> <li>▪ With respect to the project's objectives the project partnership: - AF C.3 <ul style="list-style-type: none"> <li>▫ is balanced with respect to the levels, sectors, territory</li> <li>▫ consists of partners that complement each other.</li> </ul> </li> <li>▪ Partner organisations have proven experience and competence in the thematic field concerned. - AF B.1.6</li> </ul> <p><b>New question assessed in step 2</b></p> <ul style="list-style-type: none"> <li>▪ All partners play a defined role in the partnership and the territory benefits from this cooperation. - AF C.3</li> </ul>	

\*Please note that observers listed in the AF are not considered in the assessment of the project.

→ Operational assessment criteria (40 points)

Cluster 5: Work plan	20 pts
<p><u>To what extent is the work plan realistic, consistent and coherent?</u></p> <ul style="list-style-type: none"> <li>▪ Proposed activities and deliverables are relevant and lead to planned outputs and results. - AF C.4, C.5</li> <li>▪ Distribution of tasks among partners is appropriate (e.g. sharing of tasks is clear, logical, balanced and in line with partners' role in the project). - AF C.4 Activities in work packages</li> <li>▪ Time plan is realistic. - AF C.6</li> <li>▪ Activities, deliverables and outputs are in a logical time-sequence. - AF C.6</li> </ul>	

Cluster 6: Communication	10 pts
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<p><u>To what extent are communication activities appropriate to reach the relevant target groups and stakeholders?</u></p> <ul style="list-style-type: none"> <li>▪ The communication objectives are relevant and are expected to contribute to project specific objectives. - AF C.4 Objectives in work packages</li> <li>▪ Communication activities (and deliverables) are appropriate to reach the relevant target groups and stakeholders. - AF C.4 Activities and deliverables in work packages</li> </ul>
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Cluster 7: Budget	10 pts
<p><u>To what extent is the project budget used in accordance with the principles of economy, efficiency and effectiveness?</u></p> <ul style="list-style-type: none"> <li>▪ The principle of economy concerns minimising the costs of resources. The resources used by the project partnership for its activities should be made available in due time, in appropriate quantity and quality, and at the best price. <ul style="list-style-type: none"> <li>▫ The budget allocated to staff, external expertise and equipment is in line with the project content and the costs are realistic, in case real cost option for the respective cost category will be applied. - AF D.2 &amp; E.3</li> <li>▫ Sufficient and reasonable resources are planned to ensure project implementation. - AF D.2 &amp; E.3</li> </ul> </li> <li>▪ The principle of efficiency concerns getting the most from the available resources. It is concerned with the relationship between resources allocated and outputs delivered in terms of quantity, quality and timing. <ul style="list-style-type: none"> <li>▫ The need for engaging external expertise is justified. In case of applying the real cost option the costs seem realistic. - AF E.3</li> <li>▫ Financial allocation per cost category is in line with the work plan. - AF D.2 &amp; E.3</li> <li>▫ The distribution of the budget per period is in line with the work plan. - AF D.4</li> </ul> </li> <li>▪ The principle of effectiveness concerns meeting the objectives and achieving the intended results. <ul style="list-style-type: none"> <li>▫ The available information in the budget is transparent and sufficient. On that basis, the project budget appears proportionate to the proposed work plan, project outputs and project's contribution to programme indicators aimed for. - AF D.2 &amp; E.3</li> <li>▫ Sufficient and reasonable resources are planned for equipment (if applicable).- AF D.2 &amp; E.3</li> </ul> </li> <li>▪ It is ensured that PPs requesting lump sum for project generation are not receiving any national public subsidies for project generation and application. (N.B.: no mark granted for this specific point / yes-no answer)</li> </ul>	

Additionally further criteria might be assessed, depending on the formulation of the ToR as set out by the PC (e.g. targeted call to specific fields of activities).





→ Additional criteria (no influence on scoring)

#### Cooperation Criteria:

- Mandatory cooperation criteria (joint development, joint implementation), joint staffing, joint financing) are fulfilled (for OCT programmes: At least two cooperation criteria are fulfilled).
- Additional cooperation criteria (joint staffing, joint financing) at least one of these two criteria is fulfilled. - AF C.7.5

#### Horizontal principles:

- The project makes a positive contribution to programme horizontal principle equal opportunities and non-discrimination. - AF C.7.6
- The project makes a positive contribution to programme horizontal principle equality between men and women. - AF C.7.6
- The project makes a positive contribution to programme horizontal principle sustainable development. - AF C.7.6

#### State aid:

- Is there state aid in the assessed project?
- Will activities be co-financed by ERDF?
- As part of project activities, does any PP offer goods or services on a given market?
- For the PP acting as undertakings, would the ERDF co-financing provide them with an economic advantage?
- Is the aid selective?
- Would granting ERDF-funds to the project have a potential effect on competition and trade between EU Member States?

Indirect state aid: if the economic advantage is passed on to the target group (e.g. PP will offer trainings), is there state aid relevance on the level of the target group?

For more information on State Aid please consult the section D.3 of the Programme Manual.

The ACP perform the **technical verification on the national level** including the following elements (relevant information is shared with JS):<sup>12</sup>

- Legal capacity of the project participant (i.e. can the entity indicated as PP or LP as such enter into legal obligations such as those arising from the partnership agreement and therefore bear rights and duties. This includes a verification of the legal status of PP: public or private entity, according to the public procurement law).
- There are no official records pointing at possible inability in the capacities of participants (PP or LP) to fulfil the envisaged role (also in financial terms).
- Presence of national public subsidies for project generation and application.

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<sup>12</sup> Disclaimer: Aspect still under discussion at programme level.



# Annex IIb: Selection criteria for Small-scale projects

## Criteria for project applications

### Programme requirements

- The AF is completed with the requested information.
- The partnership agreement as obligatory annex is submitted.
- The project fulfils minimum requirements for the partnership: at least 3 partners from 3 different Alpine Space countries are involved.
- The LP of the submitted proposal is a public or public equivalent body (according to the public procurement law) (input from the ACP verification). For the projects with LP coming from Switzerland or Liechtenstein, this rule applies only to the ERDF-LP.

*Further eligibility criteria might be added, depending on the formulation in the relevant ToR as set out by the PC.*

### Weighting system for the assessment criteria clusters

The evaluation is based on an AF and covers both strategic and operational aspects.

<u>Assessment criteria clusters</u>			
<u>Strategic assessment criteria</u>	70 points	<u>Operational assessment criteria</u>	30points
Project relevance	25	Work plan	15
Cooperation character	15	Communication	8
Project intervention logic	15	Budget	7
Partnership relevance	15		
<b>Total: 100 points</b>			

### Assessment criteria

Each point addressed within a cluster receives a mark from 0 to 5 (0: not addressed at all; 1: very weak, 2:



weak, 3: average, 4: good, 5: very good) included. The cluster score reflects the average of the marks given to each point (no specific weight is given to any of these points), which is then translated to a total of points in line with the weight given to the cluster in question.

Example:

For our cluster 1 “Project relevance” (see below), eight points will be assessed and a mark will be given to each of them. The average of the marks is then calculated.

$$\rightarrow (4+4+3+3+1+1+2+1)/8 = 2,375$$

Based on the weight given to cluster 1 (i.e. 20 points), the average of the marks is then converted into points.

$$\rightarrow 2,375 \times 20/5 = 9,5 \text{ points (cluster 1 score 9,5 / out of 20 points)}$$

→ **Strategic assessment criteria (70 points)**

Cluster 1: Project relevance	25pts
<p><u>How well is a need for the project justified?</u></p> <ul style="list-style-type: none"> <li>▪ The project addresses common alpine territorial challenges of the ASP programme or a joint asset of the programme area - there is a real need for the project (well justified, reasonable, well explained). - AF C.2.1 and C.2.2</li> <li>▪ The project clearly contributes to the EUSALP and any other relevant strategy/ies. - AF C.2.5</li> </ul>	
<p><u>To what extent will the project contribute to the achievement of programme’s objectives and indicators?</u></p> <ul style="list-style-type: none"> <li>▪ The project overall objective clearly contributes to the achievement of the programme priority specific objective. - AF C.1</li> <li>▪ The project outputs and results are clearly linked to programme relevant output indicators and their contribution to programme targets is sufficient. - AF C.4 Output tables in work packages</li> </ul>	
<p><u>For setting the scene/explorative projects: How does the project build on existing knowledge and/or practices for developing innovative solutions?</u></p> <ul style="list-style-type: none"> <li>▪ The project is innovative, showcases a new approach or technology. - AF C.2.2</li> <li>▪ The project makes use of available knowledge and if relevant, builds on existing results and practices. - AF C.2.7</li> </ul>	
<p><u>For capitalisation/roll-out projects: How does the project build on existing knowledge and practices?</u></p> <ul style="list-style-type: none"> <li>▪ The project brings and “roll-outs” results and findings of already implemented projects into the practice of defined target groups or is generating a durable and added value by implementing follow-up activities and spin-offs. - AF C.2.2, C.2.4, C.2.6 and C.2.7</li> <li>▪ The project avoids overlaps and replications; there is evolution of ideas and it demonstrates new solutions that go beyond the existing practice or adapts and implements already developed solutions. - AF C.2.2</li> </ul>	
<p><u>For governance projects: How does the project build on existing knowledge and practices?</u></p> <ul style="list-style-type: none"> <li>▪ The project is innovative, addresses challenges and adopt approaches identified in the ToR, avoiding overlaps. - AF C.2.2</li> <li>▪ The project makes use of available knowledge and if relevant, builds on existing results and practices. - AF C.2.7</li> </ul>	



Cluster 2: Cooperation character	15 pts
<p><u>What added value does the cooperation bring?</u></p> <ul style="list-style-type: none"> <li>▪ The importance of cooperation at transnational level for the topic addressed is clearly demonstrated. - AF C.2.3</li> <li>▪ The results cannot (or only to some extent) be achieved without cooperation. - AF C.2.3</li> <li>▪ There is a clear benefit of transnational cooperation for the target groups and the programme area. - AF C.2.3</li> </ul>	

Cluster 3: Project intervention logic	15 pts
<p><u>To what extent is the project intervention logic plausible?</u></p> <ul style="list-style-type: none"> <li>▪ The project specific objective is specific, realistic and achievable. - AF C.4 Specific objectives in work packages</li> <li>▪ Proposed project output(s) is/are needed to achieve the project specific objective. - AF C.4 Output tables in work packages</li> <li>▪ Project output(s) and/or result(s) that contribute to programme indicators is/are realistic (it is possible to achieve it/them with given resources - i.e. time, partners, budget - and it/they is/are realistic based on the quantification provided). - AF C.4, C.5, C.6, D</li> </ul> <p><u>To what extent will project outputs have an impact beyond project life time?</u></p> <ul style="list-style-type: none"> <li>▪ Project outputs are durable (the proposal is expected to provide a significant and durable contribution to solving the challenges targeted) - if not, it is justified. - AF C.8.2</li> <li>▪ Project main outputs are applicable and/or replicable by other organisations/ regions/countries outside of the current partnership (transferability) - if not, it is justified. - AF C.8.3</li> </ul>	

Cluster 4: Partnership relevance*	15 pts
<p><u>To what extent is the partnership composition relevant for the proposed project?</u></p> <ul style="list-style-type: none"> <li>▪ With respect to the project's objective the project partnership - AF C.3             <ul style="list-style-type: none"> <li>▫ involves the relevant actors needed to address the territorial challenge/joint asset and the objective specified. - AF C.3</li> <li>▫ is adequate with respect to the levels, sectors, territory</li> <li>▫ consists of partners that complement each other.</li> </ul> </li> <li>▪ Partner organisations have proven experience and competence in governance / the field(s) concerned. - AF B.1.6</li> <li>▪ All partners play a defined role in the partnership and the territory benefits from this cooperation. - AF C.3</li> </ul>	

\*Please note that observers listed in the AF are not considered in the assessment of the project.

→ Operational assessment criteria (30 points)

Cluster 5: Work plan	15 pts
<p><u>To what extent is the work plan realistic, consistent and coherent?</u></p>	



- Proposed activities and deliverables are relevant and lead to planned output(s) and result(s). - AF C.4, C.5
- Distribution of tasks among partners is appropriate (e.g. sharing of tasks is clear, logical, balanced and in line with partners' role in the project). - AF C.4 Activities in work packages
- Activities, deliverables and outputs are in a logical time-sequence. - AF C.6

Cluster 6: Communication	8 pts
<p><u>For setting the scene/explorative projects:</u> To what extent are communication activities appropriate to reach the relevant target groups and stakeholders?</p> <ul style="list-style-type: none"> <li>▪ The communication objectives are relevant (“raising awareness” and “increasing knowledge”) and are expected to contribute to the project specific objective. - AF C.4 Objectives in work package</li> <li>▪ Communication activities (and deliverables) are appropriate to reach the relevant target groups and stakeholders. - AF C.4 Activities and deliverables in work package</li> </ul> <p><u>For capitalisation/roll-out projects:</u> To what extent are communication activities appropriate to reach the relevant target groups and stakeholders?</p> <ul style="list-style-type: none"> <li>▪ The communication objectives are relevant (“influence attitude” and “change behaviour”) and are expected to contribute to the project specific objective. - AF C.4 Objectives in work package</li> <li>▪ Communication activities (and deliverables) are appropriate to reach the relevant target groups and stakeholders. - AF C.4 Activities and deliverables in work package</li> </ul> <p><u>For governance projects:</u> To what extent are communication activities appropriate to reach the relevant target groups and stakeholders?</p> <ul style="list-style-type: none"> <li>▪ The communication objectives are relevant (“increasing knowledge” and “change behaviour”) and are expected to contribute to the project specific objective. - AF C.4 Objectives in work package</li> <li>▪ Communication activities (and deliverables) are appropriate to reach the relevant target groups and stakeholders. - AF C.4 Activities and deliverables in work package</li> </ul>	

Cluster 7: Budget	7 pts
<p><u>To what extent is the project budget used in accordance with the principles of economy, efficiency and effectiveness?</u></p> <ul style="list-style-type: none"> <li>▪ The principle of economy concerns minimising the costs of resources. The resources used by the project partnership for its activities should be made available in due time, in appropriate quantity and quality, and at the best price. The relationship between resources allocated and outputs delivered should be balanced in terms of quantity, quality and timing. <ul style="list-style-type: none"> <li>▫ The budget allocated to staff is in line with the project content and the costs are realistic, in case real cost option for the respective cost category will be applied. - AF D.2 &amp; E.3</li> <li>▫ Sufficient and reasonable resources are planned to ensure project implementation. - AF D.2 &amp; E.3</li> <li>▫ The need for engaging external expertise/equipment is justified. In case of applying the real cost option the costs seem realistic. - AF E.3</li> <li>▫ Financial allocation per cost category is in line with the work plan. - AF D.2 &amp; E.3</li> </ul> </li> </ul>	

*Additionally further criteria might be assessed, depending on the formulation of the ToR as set out by the PC (e.g. targeted call to specific fields of activities).*



→ Additional criteria (no influence on scoring)

#### Cooperation Criteria:

- Mandatory cooperation criteria (joint development, joint implementation), joint staffing, joint financing) are fulfilled (for OCT programmes: At least two cooperation criteria are fulfilled).
- Additional cooperation criteria (joint staffing, joint financing) at least one of these two criteria is fulfilled. - AF C.7.5

#### Horizontal principles:

- The project makes a positive contribution to programme horizontal principle equal opportunities and non-discrimination. - AF C.7.6
- The project makes a positive contribution to programme horizontal principle equality between men and women. - AF C.7.6
- The project makes a positive contribution to programme horizontal principle sustainable development. - AF C.7.6

The ACP perform the **technical verification on the national level** including the following elements (relevant information is shared with JS):<sup>13</sup>

- Legal capacity of the project participant (i.e. can the entity indicated as PP or LP as such enter into legal obligations such as those arising from the partnership agreement and therefore bear rights and duties. This includes a verification of the legal status of PP: public or private entity, according to the public procurement law).
- There are no official records pointing at possible inability in the capacities of participants (PP or LP) to fulfil the envisaged role (also in financial terms).

#### State aid:

- Is there state aid in the assessed project?
- Will activities be co-financed by ERDF?
- As part of project activities, does any PP offer goods or services on a given market?
- For the PP acting as undertakings, would the ERDF co-financing provide them with an economic advantage?
- Is the aid selective?
- Would granting ERDF-funds to the project have a potential effect on competition and trade between EU Member States?

Indirect state aid: if the economic advantage is passed on to the target group (e.g. PP will offer trainings), is there state aid relevance on the level of the target group?

For more information on State Aid please consult the section D.3 of the Programme Manual.

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<sup>13</sup> Disclaimer: Aspect still under discussion at programme level.



# Annex III: Template Partnership Agreement Lead Partner from a Member State

The present partnership agreement is concluded between [Click here to enter the name of the lead partner organisation.](#), based in [Click here to enter the address of the lead partner organisation.](#) as lead partner and [Click here to enter the name of the project partner organisation.](#), based in [Click here to enter the address of the project partner organisation.](#)

(other project partners to be added accordingly)

as project partners.

## Article 1

### Definitions

For the purposes of the present partnership agreement, the following terms shall have the following meanings:

- (a) Lead partner: the project partner who takes the overall responsibility for the submission and the implementation of the entire project (hereinafter referred to as "LP").
- (b) Project partner: all the other partners participating in the project and contributing to its implementation according to the project application form (hereinafter referred to as "PP").
- (c) Project participants: LP and PP.



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- (d) Project observers: actors that do not contribute to the implementation of the project in terms of financial contributions or daily management, but are invited by the project participants to take part in the project in an observant role or advisory capacity.





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## Article 2

### Object of the partnership agreement

- (1) The present partnership agreement shall lay down the arrangements regulating the relations among the project participants in order to successfully implement the transnational project "Click here to enter text." described in the project application form (AF) and to ensure compliance with the conditions set out by the European Structural and Investment Funds Regulations and the Alpine Space programme (ASP) for receiving the subsidy.
- (2) The European Structural and Investment Funds Regulations lay down the common principles, rules and standards for the implementation of projects in structural funds programmes. The provisions of the programme are outlined in the cooperation programme and specified in the programme manual. The model subsidy contract which will be signed by the managing authority (hereinafter "MA") and the LP sets out the standardised conditions under which the programme grants the subsidies from the European Regional Development Fund (ERDF) to the approved projects. The project AF, which is attached to the present agreement and forms an integral part of it, describes in details the above mentioned project and the contributions of all project participants to the project.
- (3) Each of the project participants acknowledges all the above mentioned documents (European Structural and Investment Funds Regulations, Interreg Programme, programme manual, project AF and model subsidy contract) as binding on itself.
- (4) The present partnership agreement serves also explicitly as written power of attorney of the PP to LP and authorises the latter to perform the specific duties and responsibilities as set out below.



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### Article 3

#### Duration of the agreement

The present partnership agreement shall come into force upon signature by all project participants and under the condition that the project is approved for co-financing by the programme committee. It shall remain in force until the LP has discharged in full its obligations towards the MA.

### Article 4

#### Project management

- (1) The LP shall be responsible for the overall coordination, management and implementation of the project. The LP assumes sole responsibility for the entire project towards the MA.
  
- (2) In particular, the LP shall:
  - (a) ensure a sound management of the project according to the relevant standards for professional project management,
  - (b) ensure the quantitative and qualitative delivery of the planned project activities, outputs and results, as stated in the approved AF,
  - (c) ensure a sound financial management of the project,
  - (d) ensure that information and communication activities are carried out in accordance with the respective European Structural and Investment Funds Regulations, the rules set by the programme manual and subsidy contract, as well as the project application, and coordinate the respective project activities,
  - (e) ensure that all project participants support the programme in its evaluation activities (e.g. by providing project information and answers to evaluators commissioned by the programme),
  - (f) forward to the PP copies of official documents related to the project (such as signed subsidy contract, approved AF, project reports, communication between MA and LP) and keep the PP informed on a regular basis about all relevant communication between LP and MA or JS,
  - (g) inform the PP about all essential issues related to project implementation without any delay,



- 
- (h) ensure that the project is implemented in compliance with the relevant regulations of the European Union, the programme rules and the applicable national legislation, especially European Structural and Investment Funds Regulations and regulations concerning equal opportunity, environment, state aid and public procurement,
  - (i) be responsible for the correct use of the ERDF funds received for the project,
  - (j) fulfil all obligations as set out in the subsidy contract,
  - (k) ensure that undertakings are selected in a non-discriminatory and transparent way (same conditions for all) in case they participate in or benefit from the project activities (e.g. trainings) and/or operate/maintain the project outputs and results.

## Article 5

### Obligations of the project partners

- (1) The PP are obliged to respect all rules and fulfil all obligations set forth in the present agreement and the conditions under which the programme grants subsidies to the selected projects.
- (2) They commit themselves to do everything in their power to contribute to the implementation of the project as set out in the project AF.
- (3) The PP shall support the LP to fulfil its tasks according to the subsidy contract.
- (4) In particular, each PP shall:
  - (a) ensure the quantitative and qualitative delivery of its planned project activities, outputs and results, as stated in the approved AF,
  - (b) provide the LP, without any delay and within the deadline set by the LP, with any information needed to coordinate and monitor the implementation of the project, for reporting purposes and to react on any requests of the programme,



- (c) ensure timely reporting on its activities and costs in accordance with the time schedule of the project,
- (d) inform the LP immediately about any circumstance that may adversely affect the implementation of the project in accordance with the project application,
- (e) only implement changes in its approved budget if they comply with the flexibility rules stated in the programme manual and if prior approval from the LP or the programme bodies has been provided, as appropriate,
- (f) carry out appropriate information and communication activities under the coordination of the LP (see also Article 11 of this agreement) as stated in the approved AF,
- (g) be committed to take part in any evaluation activity (e.g. by providing project information and answers to evaluators commissioned by the programme),
- (h) comply with the relevant regulations of the European Union, the programme rules and the applicable national legislation, especially European Structural and Investment Funds Regulations and regulations concerning equal opportunity, environment, state aid and public procurement,
- (i) be responsible for the correct use of the ERDF funds received for the project,
- (j) support the LP to fulfil all obligations as set out in the subsidy contract,
- (k) ensure that undertakings, in case they participate in or benefit from the project activities (e.g. trainings) and/or operate/maintain the project outputs and results, are selected in a non-discriminatory and transparent way (same conditions for all).

## Article 6

### Organisational structure of the partnership

- (1) For the successful management and completion of the project, a project steering group (hereinafter "PSG") shall be set up.
- (2) The PSG shall be composed by competent representatives of all project participants and shall be chaired by the LP. The PSG shall meet on a regular basis and the project participants shall take part in the meetings. Project observers shall be invited to take part in the PSG in an advisory capacity.



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- (3) Meetings may be held in personal presence, as online meetings or in a hybrid form with some participants present and some attending online. Decisions shall be taken by a majority of two thirds, unless otherwise agreed in the kick-off meeting. The LP shall summarize the meeting results in written and provide them to the PSG within 10 calendar days of the meeting.
- (4) The PSG shall:
- (a) be responsible for monitoring the implementation of the project,
  - (b) be responsible for settlement of any disputes among project participants,
  - (c) have the possibility to set up sub-groups or workgroups to deal with specific tasks related to the project.
- (5) Further aspects may be set out in the rules of procedure of the PSG.

## Article 7

### Cooperation with third parties

- (1) In case of cooperation with third parties with regard to the project, the relevant project participant shall remain solely responsible towards the other project participants concerning compliance with its obligations as set out in this partnership agreement. Project participants shall inform each other about the scope of such contracts and the names of the contracted parties.
- (2) The project participants herewith expressly declare to obey the relevant laws and the programme's eligibility rules whenever they purchase something for the project.
- (3) No project participant shall have the right to transfer their rights and obligations under this agreement to a third party without the prior consent of the other project participants and the responsible programme bodies (programme committee or MA, as appropriate). This approval shall be granted by the project participants and the programme bodies (by the latter unless otherwise stipulated by the programme rules) if such third party offers the same guarantee as the transferring project participant



for the fulfilment of its rights and duties related to the project as laid down in the present agreement. In this case, the transferring project participant is obliged to assign all rights and obligations and all project related documents to each and any legal successor.

## Article 8

### Financial management

- (1) To ensure a sound financial management of the project each project participant shall:
  - (a) install separate accounts or adequate bookkeeping systems for the financial settlement of the project ensuring that the expenditure as well as the received national and ERDF funds related to the project are clearly identified,
  - (b) strictly follow the eligibility rules set up by the programme (fact sheet “what can be co-financed”) and, if applicable, the national rules.
  
- (2) The LP shall furthermore:
  - (a) constantly monitor the exhaustion of the project budget foreseen for each project participant and ensure that budget shifts are carried out within the limits and according to the rules as set out by the programme,
  - (b) ensure that the expenditures made by the project participants have been used for the purpose of implementing the project and correspond to the activities agreed on by the project participants and set out in the approved AF.
  
- (3) If a PP fails to inform the LP of any deviation from the approved AF within the deadline agreed on with the LP, the LP is entitled to refuse to include in the project report the costs of this partner that are connected to such deviations and/or that result in an overspending of the approved budget of this partner. Similarly, if a PP fails to provide the necessary input for the preparation of the project reports within the deadline agreed with the LP, the LP is entitled to refuse to report costs of this PP to the programme.



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## Article 9

### Reporting

- (1) The LP may only request ERDF payments for the project by presenting project reports to the JS. Furthermore, the LP might be asked by the programme implementing bodies (MA or JS) to provide additional information on other aspects related to the project. To this end, each PP shall provide the LP with all information that the latter deems necessary for the preparation of reports and other specific documentation as requested by MA or JS. The LP shall provide all PP with copies of any report and documentation that will be submitted to MA or JS and keep the PP informed about all relevant communication with MA or JS (see also Article 4 par. (2) lit f).
  
- (2) After the reports have been checked by JS in coordination with MA the respective ERDF funds will be transferred to the account of the LP by the managing authority. The LP shall forward the ERDF funds to the PP in accordance with the information provided by the MA and without any delay, at the latest 60 days after receipt. In case any delay is imputable to the LP, the PP may claim usual interest rates which the LP must not pay from the approved project budget.

## Article 10

### Control, Audits

- (1) All project expenditure to be ERDF co-financed must be verified by the responsible public or private institution, following the rules set out in the relevant national control system.
  
- (2) In case of ERDF co-financing of expenditure incurred by a project participant located outside the cooperation area but in the area of a member state participating in the programme, this project participant shall have their costs validated by the control body authorised by the state where the participant is located.



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- (3) Each project participant shall get in touch with their control body as early as possible to clarify which documents are needed by this body to perform its task. Furthermore, the project participants shall enable the control body to audit the proper use of funds.
  - (4) With regard to audits that will be carried out in addition to the control (by auditing bodies working on behalf of the European Union or the programme), each project participant shall:
    - a) keep available all files, documents and data related to the project, either in original or as certified copies, on commonly used data media safely and orderly, until the MA informs that keeping the documents is no longer required by the programme,
    - b) make all necessary arrangements to ensure that any audit, notified by the duly authorised authority, can be carried out smoothly,
    - c) give these authorities any information about the project they request and give them access to the accounting books, supporting documents and all other documentation related to the project.
  - (5) National regulations on audits and retention of data and records that are binding for the project participant shall remain applicable, provided that such entail more stringent obligations.
  - (6) The provisions set out above remain applicable to the project participant that withdraws or is debarred from the project.

## Article 11

### Intellectual property rights, Project results, Information and communication activities

- (1) Any intellectual property rights, products and/or results jointly developed in the course of the project shall belong to the project participants. Concerning small scale investments made by the LP or a PP the project participants shall agree beforehand on the conditions for its use after project end (e.g. by taking a decision in the project steering group).





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- (2) In the spirit of cooperation and exchange that is fostered by Interreg projects, the beneficiaries ensure that all deliverables and results produced during project implementation will be disseminated and publicly available. They shall be fully accessible and available to the general public in a usable format. Moreover, the PP will support the LP and play an active role in any actions organised by the programme to disseminate the project results.
- (3) The project participants shall carry out all information and communication activities in accordance with the relevant European Structural and Investment Funds Regulations, the rules set by the ASP project implementation handbook, the provisions of the subsidy contract and the project AF. These activities shall be coordinated by the LP.

## Article 12

### Defaults and remedies

- (1) Each project participant is directly and exclusively responsible towards the other project participants for the due implementation of their contribution to the project as described in the approved AF as well as for the proper fulfilment of their obligations as set out in this agreement. Should a PP not fulfil its obligations under this agreement in due time, the LP shall admonish the PP to fulfil such obligations within a reasonable period of time and within one month at the latest. Should the non-fulfilment continue, the LP may decide to debar from the project the PP concerned with the approval of the other PP. The MA and JS shall be informed in advance of such an intended decision. In case the LP is in breach of its obligations, the project participant appointed by the other project partners will take such steps. The excluded project participant is obliged to prove that any ERDF funds received for the project were used for activities and investments carried out for the benefit of the project and that such activities and investments can be used for the further implementation of the project. Should the excluded participant fail in doing so, it is obliged to repay the relevant ERDF funds to the programme. The excluded PP is liable to compensate any damage to the remaining project participants due to their exclusion.



- 
- (2) All project participants herewith oblige themselves to compensate each other for those damages that may result from intentional or gross negligence non-performance or mal-performance of any of their obligations under the present agreement.
  
  - (3) Should the programme face a budget reduction due to the decommitment rule and should the ERDF funds allocated to the project be reduced as a consequence, the project participants herewith agree that the budget reduction shall be imputed to the project participants that have contributed to the underspending by not reporting according to the time schedule of the project as stated in the approved AF, unless a different decision is taken by the PSG by consensus.
  
  - (4) In case a reimbursement of ERDF is due - based on the provisions of the subsidy contract - the MA will deduct the respective amount from the ERDF requested by the project in the next available project report. This reduction will be applied to the LP or partners that have caused the request for ERDF repayment. If it is not possible to recover the due amount of ERDF by deducting it from the next available project report, the LP will be asked to ensure the reimbursement of the funds to the MA without delay. If this request for ERDF reimbursement was caused by a PP other than the LP, this partner is obliged to reimburse the LP in full and without delay. In case no project participant can be held responsible for the request for ERDF repayment or deduction, the amount requested shall be reimbursed to the MA by the LP and then apportioned between all project participants proportionally to the share of their budget (meaning the amount of ERDF they have been granted according to the approved AF).

### Article 13

#### Changes in the project and the project partnership

- (1) The PP take note of the rules set out in the subsidy contract as regards changes in the project. They shall inform the LP without delay of any deviation from the project as set out in the approved AF, so that the LP is in the position to properly monitor the project implementation and to take any necessary countermeasure at the appropriate time.



- 
- (2) Project participants are aware that the MA is entitled to withdraw from the subsidy contract if the number of project participants falls below the required minimum number of participants per project, as stated in the terms of reference of the call for proposals applicable to the project. Project participants are also aware that a decrease of project participants could entail a lower quality of the project and thus might need a re-approval of the programme committee. Thus, the project participants herewith agree not to back out of the project unless there are unavoidable reasons for it.
- (3) In case a project participant withdraws from the project, is debarred from it, has become insolvent or closed down as a result of bankruptcy or decision of its owners, the remaining project participants will undertake all possible measures to find a rapid and efficient solution to ensure the further proper implementation of the project without any delay. Consequently, the project participants will ensure that the contribution of the withdrawing project participant is taken over either by one or more of the remaining project participants or by one or more new partners additionally integrated in the project partnership. The PP take note of the rules set out in the subsidy contract as regards changes in the project partnership.

#### **Article 14**

##### **Project data**

- (1) The project participants herewith agree that the MA is entitled to use the data included in the project AF for preparing and implementing the subsidy contract and that the MA is entitled to convey these data to the organs and authorised representatives of the following bodies and authorities: control bodies as well as bodies and authorities involved in audits carried out for the programme, European Commission, auditing bodies of the European Union, audit bodies of the Land of Salzburg, the federal audit office, and the federal ministry of finance of Austria. Data will only be stored as long as the document retention period of the programme runs.
- (2) Furthermore, the project participants agree that their names and addresses, their activities in the project and the amount of ERDF funds and national co-financing received for the project may be used by the programme bodies in the framework of information and communication measures concerning the programme, as well as reporting to the European Commission.



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## Article 15

### Confidentiality

All information in whatever form or mode of communication which is disclosed by one project participant to any other project participant in connection with the project during its implementation and which has been explicitly marked as “confidential” at the time of disclosure is confidential information. If any project participant becomes aware that it will be required or is likely to be required to disclose confidential information in order to comply with applicable laws or regulations or with a court or administrative order, it shall, prior to such disclosure, notify the disclosing participant and comply with the disclosing participant’s reasonable instructions to protect the confidentiality of the information.

## Article 16

### Language

- (1) The working language of the partnership shall be [Click here to enter text..](#)
- (2) This partnership agreement is concluded in English. In case of a translation of this agreement into another language than English, the English version shall be the binding one.

## Article 17

### Concluding provisions

- (1) Amendments and supplements to the present agreement must be in written form. Consequently, these changes of the present agreement shall only be effective if they have been agreed on in writing and have been designated as amendment or supplement of the partnership agreement (the exchange of letters, whereby one project participant proposes the changes to be made and all other project participants expressly agree via postal services, fax and e-mail, is sufficient). The LP shall notify to the MA and the JS any envisaged amendment or supplement of the present agreement in advance to ensure that these modifications are carried out in line with the programme provisions. Modifications to the project that are approved by the responsible programme bodies (programme committee or MA, as



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appropriate) shall be effective as alterations of the present agreement, also without adherence to the above mentioned formal requirement.

- (2) Should any provision in this agreement be wholly or partly ineffective, the remaining provisions remain binding for the parties. The parties agree to replace the ineffective provision by one serving the purpose of the agreement as closely as possible.
- (3) In case of differences that are not ruled by this agreement, the parties agree to find a joint solution.
- (4) In case of any disputes among themselves, the project participants will endeavour to work towards an amicable settlement. Disputes will be referred to the PSG. Should efforts to achieve an amicable solution fail, the project participants will seek the support of the MA. In case a solution cannot be found, the parties herewith agree that [Click here to enter text.](#) shall be the venue for all legal disputes arising from this agreement.
- (5) The laws of [Click here to enter text.](#), being the laws of the country of the LP shall apply to all legal relations arising in connection with this agreement.
- (6) [Click here to enter text.](#) copies will be made of this agreement; of which each party keeps one.



Click here to enter place and date, stamp.

Click here to enter the name of the lead partner.

Click here to enter the name of the legal representative.

Click here to enter place and date, stamp.

Click here to enter the name of the project partner.

Click here to enter the name of the legal representative.



# Annex IV: Template Partnership Agreement Lead Partner from a Non-Member State and an ERDF-LP from a Member State

The present partnership agreement is concluded between [Click here to enter the name of the lead partner organisation.](#), based in [Click here to enter the address of the lead partner organisation.](#) as lead partner and

[Click here to enter the name of the ERDF lead partner organisation.](#), based in [Click here to enter the address of the ERDF lead partner organisation.](#) as ERDF lead partner and

[Click here to enter the name of the project partner organisation.](#), based in [Click here to enter the address of the project partner organisation.](#)

(other project partners to be added accordingly)

as project partners.

## Article 1

### Definitions

For the purposes of the present partnership agreement, the following terms shall have the following meanings:

- (a) Lead partner: the project partner who takes the overall responsibility for the submission and the implementation of the entire project (hereinafter referred to as "LP").
  
- (b) ERDF lead partner: the project partner who takes the overall responsibility for the financial management of the ERDF funds granted to the project, especially financial monitoring, accounting



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and financial reporting in case the LP comes from a non-member state (hereinafter referred to as “ERDF-LP”).

- (c) Project partner: all the other partners participating in the project and contributing to its implementation according to the project application form (hereinafter referred to as “PP”).
- (d) Project participants: LP, ERDF-LP and PP.
- (e) Project observers: actors that do not contribute to the implementation of the project in terms of financial contributions or daily management, but are invited by the project participants to take part in the project in an observant role or advisory capacity.

## Article 2

### Object of the partnership agreement

- (1) The present partnership agreement shall lay down the arrangements regulating the relations among the project participants in order to successfully implement the transnational project " [Click here to enter text.](#) " described in the project application form (AF) and to ensure compliance with the conditions set out by the European Structural and Investment Funds Regulations and the Interreg Alpine Space programme for receiving the subsidy.
- (2) The European Structural and Investment Funds Regulations lay down the common principles, rules and standards for the implementation of projects in structural funds programmes. The provisions of the programme are outlined in the cooperation programme and specified in the programme manual. The model subsidy contract which will be signed by the managing authority (hereinafter “MA”), the LP and ERDF-LP sets out the standardised conditions under which the programme grants the subsidies from the European Regional Development Fund (ERDF) to the approved projects. The project AF, which is attached to the present agreement and forms an integral part of it, describes in details the above mentioned project and the contributions of all project participants to the project.





- (3) Each of the project participants acknowledges all the above mentioned documents (European Structural and Investment Funds Regulations, Interreg Programme, programme manual, project application form and model subsidy contract as binding on itself.
  
- (4) The present partnership agreement serves also explicitly as written power of attorney of the PP to LP and ERDF-LP and authorises them to perform the specific duties and responsibilities as set out below.



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### Article 3

#### Duration of the agreement

The present partnership agreement shall come into force upon signature by all project participants and under the condition that the project is approved for co-financing by the programme committee. It shall remain in force until the LP and ERDF-LP have discharged in full their obligations towards the MA.

### Article 4

#### Project management

- (1) The LP shall be responsible for the overall coordination, management and implementation of the project.
- (2) In particular, the LP shall:
  - (a) ensure a sound management of the project according to the relevant standards for professional project management,
  - (b) ensure the quantitative and qualitative delivery of the planned project activities, outputs and results, as stated in the approved AF,
  - (c) ensure that information and communication activities are carried out in accordance with the respective European Structural and Investment Funds Regulations, the rules set by the programme manual and subsidy contract, as well as the project application, and coordinate the respective project activities,
  - (d) ensure that all project participants support the programme in its evaluation activities (e.g. by providing project information and answers to evaluators commissioned by the programme),
  - (e) forward to the PP copies of official documents related to the project (such as signed subsidy contract, approved AF, project reports, communication between MA and LP) and keep the PP informed on a regular basis about all relevant communication between LP and MA or JS,
  - (f) inform the PP about all essential issues related to project implementation without any delay,



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- (g) ensure that the project is implemented in compliance with the relevant regulations of the European Union, the programme rules and the applicable national legislation, especially European Structural and Investment Funds Regulations and regulations concerning equal opportunity, environment, state aid and public procurement,
  - (h) be responsible for the correct use of the ERDF funds received for the project,
  - (i) fulfil all obligations as set out in the subsidy contract,
  - (j) ensure that undertakings are selected in a non-discriminatory and transparent way (same conditions for all) in case they participate in or benefit from the project activities (e.g. trainings) and/or operate/maintain the project outputs and results.
- (3) Since the tasks and responsibilities of the LP are assumed by a project participant coming from a non-member state, the project participants herewith nominate one project participant coming from a member state to act as ERDF-LP. This ERDF-LP shall assume all tasks and duties as set out in the European Structural and Investment Funds Regulations, the Cooperation Programme, the programme manual, the present agreement and the subsidy contract related to the financial management of the ERDF-funds granted to the project. The LP and ERDF-LP will closely co-operate in performing their tasks. Both of them will sign the subsidy contract with the MA, both of them bear the responsibility for the entire project towards the MA and both of them will commonly monitor the project implementation and report on it.

## Article 5

### Obligations of the project partners

- (1) The PP are obliged to respect all rules and fulfil all obligations set forth in the present agreement and the conditions under which the programme grants subsidies to the selected projects.
  - (2) They commit themselves to do everything in their power to contribute to the implementation of the project as set out in the project AF.
  - (3) The PP shall support the LP and the ERDF-LP to fulfil their tasks according to the subsidy contract.
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(4) In particular, each PP shall:

- (a) ensure the quantitative and qualitative delivery of its planned project activities, outputs and results, as stated in the approved AF,
- (b) provide the LP and the ERDF-LP, without any delay and within the deadline set by them, with any information needed to coordinate and monitor the implementation of the project, for reporting purposes and to react on any requests of the programme,
- (c) ensure timely reporting on its activities and costs in accordance with the time schedule of the project,
- (d) inform the LP and the ERDF-LP immediately about any circumstance that may adversely affect the implementation of the project in accordance with the project application,
- (e) only implement changes in its approved budget if they comply with the flexibility rules stated in the programme manual and if prior approval from the LP and the ERDF-LP or the programme bodies has been provided, as appropriate,
- (f) carry out appropriate information and communication activities under the coordination of the LP (see also Article 11 of this agreement) as stated in the approved AF,
- (g) be committed to take part in any evaluation activity (e.g. by providing project information and answers to evaluators commissioned by the programme),
- (h) comply with the relevant regulations of the European Union, the programme rules and the applicable national legislation, especially European Structural and Investment Funds Regulations and regulations concerning equal opportunity, environment, state aid and public procurement,
- (i) be responsible for the correct use of the ERDF funds received for the project,
- (j) support the LP and the ERDF-LP to fulfil all obligations as set out in the subsidy contract,
- (k) ensure that undertakings, in case they participate in or benefit from the project activities (e.g. trainings) and/or operate/maintain the project outputs and results, are selected in a non-discriminatory and transparent way (same conditions for all).



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## Article 6

### Organisational structure of the partnership

- (1) For the successful management and completion of the project, a project steering group (hereinafter "PSG") shall be set up.
- (2) The PSG shall be composed by competent representatives of all project participants and shall be chaired by the LP. The PSG shall meet on a regular basis and the project participants shall take part in the meetings. Project observers shall be invited to take part in the PSG in an advisory capacity.
- (3) Meetings may be held in personal presence, as online meetings or in a hybrid form with some participants presents and some attending online. Decisions shall be taken by a majority of two thirds, unless otherwise agreed in the kick-off meeting. The LP shall summarize the meeting results in written and provide them to the PSG within 10 calendar days of the meeting.
- (4) The PSG shall:
  - (a) be responsible for monitoring the implementation of the project,
  - (b) be responsible for settlement of any disputes among project participants,
  - (c) have the possibility to set up sub-groups or workgroups to deal with specific tasks related to the project.
- (5) Further aspects may be set out in the rules of procedure of the PSG.

## Article 7

### Cooperation with third parties

- (1) In case of cooperation with third parties with regard to the project, the relevant project participant shall remain solely responsible towards the other project participants concerning compliance with its
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obligations as set out in this partnership agreement. Project participants shall inform each other about the scope of such contracts and the names of the contracted parties.

- (2) The project participants herewith expressly declare to obey the relevant laws and the programme's eligibility rules whenever they purchase something for the project.
- (3) No project participant shall have the right to transfer their rights and obligations under this agreement to a third party without the prior consent of the other project participants and the responsible programme bodies (programme committee or MA, as appropriate). This approval shall be granted by the project participants and the programme bodies (by the latter unless otherwise stipulated by the programme rules) if such third party offers the same guarantee as the transferring project participant for the fulfilment of its rights and duties related to the project as laid down in the present agreement. In this case, the transferring project participant is obliged to assign all rights and obligations and all project related documents to each and any legal successor.

## Article 8

### Financial management

- (1) To ensure a sound financial management of the project each project participant shall:
  - (a) install separate accounts or adequate bookkeeping systems for the financial settlement of the project ensuring that the expenditure as well as the received national and ERDF funds related to the project are clearly identified,
  - (b) strictly follow the eligibility rules set up by the programme (chapter "what can be co-financed") and, if applicable, the national rules.
- (2) The LP and the ERDF-LP shall furthermore:
  - (a) constantly monitor the exhaustion of the project budget foreseen for each project participant and ensure that budget shifts are carried out within the limits and according to the rules as set out by the programme,



- 
- (b) ensure that the expenditures made by the project participants have been used for the purpose of implementing the project and correspond to the activities agreed on by the project participants and set out in the approved AF.
- (3) If a PP fails to inform the LP of any deviation from the approved AF within the deadline agreed on with the LP, the LP and the ERDF-LP are entitled to refuse to include in the project report the costs of this partner that are connected to such deviations and/or that result in an overspending of the approved budget of this partner. Similarly, if a PP fails to provide the necessary input for the preparation of the project reports within the deadline agreed with the LP, the LP and the ERDF-LP are entitled to refuse to report costs of this PP to the programme.

## Article 9

### Reporting

- (1) The LP and the ERDF-LP may only request ERDF payments for the project by presenting project reports to the JS. Furthermore, the LP or the ERDF-LP might be asked by the programme implementing bodies (MA or JS) to provide additional information on other aspects related to the project. To this end, each PP shall provide the LP and the ERDF-LP with all information that they deem necessary for the preparation of reports and other specific documentation as requested by MA or JS. The LP and the ERDF-LP shall provide all PP with copies of any report and documentation that will be submitted to MA or JS and keep the PP informed about all relevant communication with MA or JS (see also Article 4 par. (2) lit f).
- (2) After the reports have been checked by JS in coordination with MA the respective ERDF funds will be transferred to the account of the ERDF-LP by the MA. The ERDF-LP shall forward the ERDF funds to the PP in accordance with the information provided by the MA and without any delay, at the latest 60 days after receipt. In case any delay is imputable to the ERDF-LP the PP may claim usual interest rates which the ERDF-LP must not pay from the approved project budget.



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## Article 10

### Control, Audits

- (1) All project expenditure to be ERDF co-financed must be verified by the responsible public or private institution, following the rules set out in the relevant national control system.
  - (2) In case of ERDF co-financing of expenditure incurred by a project participant located outside the cooperation area but in the area of a member state participating in the programme, this project participant shall have their costs validated by the control body authorised by the state where the participant is located.
  - (3) Each project participant shall get in touch with their control body as early as possible to clarify which documents are needed by this body to perform its task. Furthermore the project participants shall enable the control body to audit the proper use of funds.
  - (4) With regard to audits that will be carried out in addition to the control (by auditing bodies working on behalf of the European Union or the programme), each project participant shall:
    - (a) keep available all files, documents and data related to the project, either in original or as certified copies, on commonly used data media safely and orderly, until the MA informs that keeping the documents is no longer required by the programme,
    - (b) make all necessary arrangements to ensure that any audit, notified by the duly authorised authority, can be carried out smoothly,
    - (c) give these authorities any information about the project they request and give them access to the accounting books, supporting documents and all other documentation related to the project.
  - (5) National regulations on audits and retention of data and records that are binding for the project participant shall remain applicable provided that such entail more stringent obligations.
  - (6) The provisions set out above remain applicable to the project participant that withdraws or is debarred from the project.
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## Article 11

### Intellectual property rights, Project results, Information and communication activities

- (4) Any intellectual property rights, products and/or results jointly developed in the course of the project shall belong to the project participants. Concerning small scale investments made by the LP or a PP the project participants shall agree beforehand on the conditions for its use after project end (e.g. by taking a decision in the project steering group).
- (5) In the spirit of cooperation and exchange that is fostered by Interreg projects, the beneficiaries ensure that all deliverables and results produced during project implementation will be disseminated and publicly available. They shall be fully accessible and available to the general public in a usable format. Moreover, the PP will support the LP and play an active role in any actions organised by the programme to disseminate the project results.
- (6) The project participants shall carry out all information and communication activities in accordance with the relevant European Structural and Investment Funds Regulations, the rules set by the ASP project implementation handbook, the provisions of the subsidy contract and the project AF. These activities shall be coordinated by the LP.

## Article 12

### Defaults and remedies

- (1) Each project participant is directly and exclusively responsible towards the other project participants for the due implementation of their contribution to the project as described in the approved AF, as well as for the proper fulfilment of their obligations as set out in this agreement. Should a PP not fulfil its obligations under this agreement in due time, the LP and the ERDF-LP shall admonish the PP to fulfil such obligations within a reasonable period of time and within one month at the latest. Should the non-fulfilment continue, the LP and the ERDF-LP may decide to debar from the project the PP concerned with the approval of the other PP. The MA and JS shall be informed in advance of such an intended



decision. In case the LP is in breach of its obligations, the project participant appointed by the other project partners will take such steps. The excluded project participant is obliged to prove that any ERDF funds received for the project were used for activities and investments carried out for the benefit of the project and that such activities and investments can be used for the further implementation of the project. Should the excluded participant fail in doing so, it is obliged to repay the relevant ERDF funds to the programme. The excluded PP is liable to compensate any damage to the remaining project participants due to their exclusion.

- (2) All project participants herewith oblige themselves to compensate each other for those damages that may result from intentional or gross negligence, non-performance or mal-performance of any of their obligations under the present agreement.
- (3) Should the programme face a budget reduction due to the decommitment rule and should the ERDF funds allocated to the project be reduced as a consequence, the project participants herewith agree that the budget reduction shall be imputed to the project participants that have contributed to the underspending by not reporting according to the time schedule of the project as stated in the approved AF, unless a different decision is taken by the PSG by consensus.
- (4) In case a reimbursement of ERDF is due - based on the provisions of the subsidy contract - the MA will deduct the respective amount from the ERDF requested by the project in the next available project report. This reduction will be applied to the ERDF-LP or partners that have caused the request for ERDF repayment. If it is not possible to recover the due amount of ERDF by deducting it from the next available project report, the ERDF-LP will be asked to ensure the reimbursement of the funds to the MA without delay. If this request for ERDF reimbursement was caused by a PP other than the ERDF-LP, this partner is obliged to reimburse the ERDF-LP in full and without delay. In case no project participant can be held responsible for the request for ERDF repayment or deduction, the amount requested shall be reimbursed to the MA by the ERDF-LP and then apportioned between all project participants proportionally to the share of their budget (meaning the amount of ERDF they have been granted according to the approved AF).



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## Article 13

### Changes in the project and the project partnership

- (1) The PP take note of the rules set out in the subsidy contract as regards changes in the project. They shall inform the LP and the ERDF-LP without delay of any deviation from the project as set out in the approved AF, so that the LP and the ERDF-LP are in the position to properly monitor the project implementation and to take any necessary countermeasure at the appropriate time.
- (2) Project participants are aware that the MA is entitled to withdraw from the subsidy contract if the number of project participants falls below the required minimum number of participants per project, as stated in the terms of reference of the call for proposals applicable to the project. Project participants are also aware that a decrease of project participants could entail a lower quality of the project and thus might need a re-approval of the programme committee. Thus, the project participants herewith agree not to back out of the project unless there are unavoidable reasons for it.
- (3) In case a project participant withdraws from the project, is debarred from it, has become insolvent or closed down as a result of bankruptcy or decision of its owners, the remaining project participants will undertake all possible measures to find a rapid and efficient solution to ensure the further proper implementation of the project without any delay. Consequently, the project participants will ensure that the contribution of the withdrawing project participant is taken over either by one or more of the remaining project participants or by one or more new partners additionally integrated in the project partnership. The PP take note of the rules set out in the subsidy contract as regards changes in the project partnership.

## Article 14

### Project data

- (1) The project participants herewith agree that the MA is entitled to use the data included in the project AF for preparing and implementing the subsidy contract and that the MA is entitled to convey these data to the organs and authorised representatives of the following bodies and authorities: control



bodies as well as bodies and authorities involved in audits carried out for the programme, European Commission, auditing bodies of the European Union, audit bodies of the Land of Salzburg, the federal audit office, and the federal ministry of finance of Austria. Data will only be stored as long the document retention period of the programme runs.

- (2) Furthermore, the project participants agree that their names and addresses, their activities in the project and the amount of ERDF funds and national co-financing received for the project may be used by the programme bodies in the framework of information and communication measures concerning the programme, as well as reporting to the European Commission.

#### Article 15

##### Confidentiality

All information in whatever form or mode of communication which is disclosed by one project participant to any other project participant in connection with the project during its implementation and which has been explicitly marked as “confidential” at the time of disclosure is confidential information. If any project participant becomes aware that it will be required or is likely to be required to disclose confidential information in order to comply with applicable laws or regulations or with a court or administrative order, it shall, prior to such disclosure, notify the disclosing participant and comply with the disclosing participant’s reasonable instructions to protect the confidentiality of the information.

#### Article 16

##### Language

- (1) The working language of the partnership shall be [Click here to enter text..](#)
- (2) This partnership agreement is concluded in English. In case of a translation of this agreement into another language than English, the English version shall be the binding one.



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## Article 17

### Concluding provisions

- (1) Amendments and supplements to the present agreement must be in written form. Consequently, these changes of the present agreement shall only be effective if they have been agreed on in writing and have been designated as amendment or supplement of the partnership agreement (the exchange of letters, whereby one project participant proposes the changes to be made and all other project participants expressly agree via postal services, fax and e-mail, is sufficient). The LP and the ERDF-LP shall notify to the MA and the JS any envisaged amendment or supplement of the present agreement in advance to ensure that these modifications are carried out in line with the programme provisions. Modifications to the project that are approved by the responsible programme bodies (programme committee or MA, as appropriate) shall be effective as alterations of the present agreement, also without adherence to the above mentioned formal requirement.
- (2) Should any provision in this agreement be wholly or partly ineffective, the remaining provisions remain binding for the parties. The parties agree to replace the ineffective provision by one serving the purpose of the agreement as closely as possible.
- (3) In case of differences that are not ruled by this agreement, the parties agree to find a joint solution.
- (4) In case of any disputes among themselves, the project participants will endeavour to work towards an amicable settlement. Disputes will be referred to the PSG. Should efforts to achieve an amicable solution fail, the project participants will seek the support of the MA. In case a solution cannot be found, the parties herewith agree that [Click here to enter text.](#) shall be the venue for all legal disputes arising from this agreement.
- (5) The laws of [Click here to enter text.](#), being the laws of the country of the ERDF-LP shall apply to all legal relations arising in connection with this agreement.
- (6) [Click here to enter text.](#) copies will be made of this agreement; of which each party keeps one.



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Click here to enter place and date, stamp.

Click here to enter the name of the lead partner.

Click here to enter the name of the legal representative.

Click here to enter place and date, stamp.

Click here to enter the name of the ERDF lead partner.

Click here to enter the name of the legal representative.

Click here to enter place and date, stamp.

Click here to enter the name of the project partner.

Click here to enter the name of the legal representative.



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# Annex V: Template Subsidy Contract Lead Partner from Member State

The following contract between the Land of Salzburg acting as managing authority (hereinafter “MA”) of the European territorial cooperation programme "Interreg Alpine Space", represented by the government office of the Land of Salzburg, department 1 (economy, tourism and municipalities), Südtirolerplatz 11, post office box 527, A-5010 Salzburg, Austria

and

Click here to enter text., based in Click here to enter text., represented by Click here to enter text. as lead partner (hereinafter “LP”) and representing the partners of the above mentioned project

is concluded on the basis of:

- the European Structural and Investment Funds Regulations for the period 2021-2027, especially Article 23 of the Regulation (EU) No 2021/1059,
- the Interreg Alpine Space programme 2021-2027, approved by the European Commission on May 5th 2022,
- the programme manual,
- the laws of Austria.



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## Article 1

### Award of co-financing and general conditions

- (1) Based on the application documents (application form and partnership agreement) and in accordance with the approval decision and recommendations of the programme committee (PC) dated [Click here to enter text.](#), an earmarked subsidy is awarded to the LP from the European Regional Development Fund (ERDF) under the following conditions. The subsidy is granted in the maximum amount of

[Click here to enter text.](#) EUR

- (2) The award of the subsidy from ERDF funds is limited to the amount mentioned in paragraph (1). Furthermore, it is limited to a maximum of 75 % of the total eligible costs of the project. The ERDF co-financing amount decreases proportionally if the reported eligible costs are lower than the amount planned in the ultimate approved version of the project application form (AF).
- (3) Should a project fail to respect the spending plan, budget absorption, visibility requirements, achievements of outputs and results as set out in the project application and contractual arrangements (partnership agreement and present subsidy contract) corrective measures may be put in place to ensure the project performance. The programme committee may also reduce the ERDF-co-financing allocated to the project as a consequence thereof.

## Article 2

### Object of use, Eligibility of expenditure

- (1) The subsidy is awarded exclusively for the project “[Click here to enter text.](#)” as described in the project application documents and as approved by the PC. The application documents form an integral part of this subsidy contract.
- (2) Project costs which qualify for co-financing from ERDF funds consist exclusively of costs listed in the latest approved AF. Project expenditure will only be co-financed if it complies with the programme’s eligibility rules.





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- (3) It is explicitly stated that the project must not make use of funds from other programmes co-financed by the European Union to finance the present project.
  - (4) The eligibility period for costs incurred by the project starts with [Click here to enter text.](#), lasts as indicated in the application form and must be respected by the project.

### Article 3

#### Reporting obligations

- (1) The LP is entitled to request ERDF payments on behalf of the project by providing project reports to the JS. Reports will have to be submitted via the programme's online monitoring system (Jems). Access to the online reports will be granted by the JS.
- (2) The financial part of the report shall comprise the amount indicated in all certificates of controller related to the project expenditure that has arisen until the end of the reporting period and that can be objectively and spatially imputed to the project. All project expenditure must be certified by the authorised public or private institutions, following the rules as set out in the relevant national control system. To this end, the LP verifies that each project partner enables controls and audits on the proper use of funds to be carried out by the responsible institution in the state where the partner is located, as will the LP itself. Furthermore, the LP will pre-check the certificates of controller received from the project partners, with regard to plausibility and correct issuing, and will also clarify with the relevant partners any doubt or inconsistency before the submission of the report.
- (3) The activity part of the report shall inform about the project realisation (realisation of work packages, deviations in comparison to planned activities, achievement of the project indicators and the envisaged next steps).
- (4) The LP shall make sure that the project implementation is in line with the work plan per work packages, the time schedule and the approved budget, as indicated in the AF.



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- (5) Unless otherwise specified by the JS/MA the first report must be submitted to the JS/MA by [Click here to enter text.](#) at the latest. Subsequently further reports have to be submitted every six months.
  - (6) A final report shall be submitted to the JS/MA at the latest three months after the project closure date. Beside the elements mentioned in paragraphs (2) and (3), the final report shall focus on the valorisation of the project results and its impact on the cooperation area. The LP has to be available for any revision of the final report also after the project closure until JS and MA have approved it.
  - (7) Based on the fact that the payments by the European Commission to the managing authority will only be made in accordance with the corresponding budget commitments, the LP must report on the expenditure as foreseen in the AF for each reporting period.
  - (8) The MA reserves the right not to accept - in part or in full - expenditure validated by controllers if - as a result of its own check and/or controls performed by another authority - the validation or the facts stated in the report prove to be incorrect or if the underlying activity or expenditure is not in line with the legal frame.

#### Article 4

##### Payments

- (1) After the progress reports have been presented in due time and completely to the MA/JS and the JS in coordination with the MA has verified that the documents meet the programme requirements, the MA will pay out the subsidy to the LP based on the reported eligible expenditure. The MA will ensure that the project receives payments of the co-financing in time and in full.
  - (2) The funds will be disbursed in Euro (EUR).
  - (3) Disbursement of the subsidy is subject to the condition that it can be covered by the available ERDF funds that the MA has received from the European Commission. In case of delays in the availability of ERDF funds, the MA can withhold payments until such a time as the funds are made available and cannot be held liable for delays in payments to the project.
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- (4) The MA has the right to suspend payments should the project become subject to controls or audits until these controls have been completed.
  - (5) By paying out the subsidy according to this agreement, the Land of Salzburg fulfils its obligations resulting from the present contract. The LP has no further right to claim against the Land of Salzburg.

## Article 5

### Representation of project partners, Liability

- (1) The LP guarantees that it is entitled to represent the partners participating in the project and that they have established with the project partners the division of the mutual responsibilities in a partnership agreement. The present subsidy contract will not enter into force unless the LP has submitted the signed partnership agreement to the JS and the JS in coordination with the MA has verified that it includes all essential provisions. Furthermore, the LP guarantees having complied with all the relevant legal and other requirements under the law which applies to it and to the project partners and that all necessary approvals have been obtained.
- (2) The LP is liable to the MA for ensuring that all project partners have a legal status that is in line with the definition set out by the programme (see programme manual) as it is in force on the date when this contract is signed. The LP is furthermore liable towards the MA for ensuring that the project participants fulfil their obligations. It is liable towards the MA for infringements by the project partners of obligations under this contract in the same way as for its own conduct.
- (3) If the MA demands repayment of the subsidy in accordance with this contract, the LP is liable to the MA for the amount requested to be repaid.
- (4) The MA cannot, under any circumstances or for any reason whatsoever, be held liable for damage or injury sustained by the staff or property of the LP or one of the project partners while the project is being carried out. The MA therefore cannot accept any claim for compensation or increases in payment in connection with such damage or injury.



- (5) The LP shall assume sole liability to third parties, including liability for damage or injury of any kind sustained by them while the project is being carried out. The LP shall discharge the MA of all liability associated with any claim or action brought as a result of an infringement of rules or regulations by the LP or one of the project partners, or as a result of violation of a third party's rights.

## Article 6

### Project management

- (1) The LP undertakes:
- a) to ensure a professional management of the project,
  - b) to coordinate the start, implementation and closure of the project according to the time schedule as indicated in the ultimate version of the AF,
  - c) to install a separate (sub)account for the settlement of the present project and to safeguard that any received national subsidy can be clearly traced,
  - d) to constantly monitor the exhaustion of the project budget foreseen for each project participant and to ensure that budget shifts are carried out within the limits and according to the rules of the programme,
  - e) to submit the progress reports within the reporting deadlines established by the programme, to ensure that the expenditure reported by each project participant has been controlled according to the rules where the project participant is located and to verify that it has been used for the purpose of implementing the project and that it corresponds to the activities agreed between the project participants and set out in the project AF,
  - f) to forward the ERDF funds to the project partners in accordance with the information provided by the MA and without any delay,
  - g) to inform the MA and JS immediately about all circumstances that delay, hinder or make impossible the realisation of the project as well as all circumstances that mean a change of the disbursement conditions and frameworks as laid down in this contract (e.g. loss of a project partner, making use of additional subsidies) or circumstances which entitle the MA to reduce payment or demand repayment of the subsidy wholly or in part,
  - h) to provide the MA and JS with any information requested without any delay,
  - i) to retain for audit purposes all files, documents and data about the project until the MA informs that keeping of documents is no longer required for the project. The documents shall be kept for at least five years from December 31st of the year in which the last payment by the MA to the



project is made. Other possibly longer statutory retention periods as might be stated by national law remain unaffected by this regulation,

- j) to implement the project in accordance with the European Union's and national legislation, especially on public procurement and state aid as well as the programme rules and to ensure that also the project partners respect these rules,
- k) to ensure that undertakings are selected in a non-discriminatory and transparent way (same conditions for all) in case they participate in or benefit from the project activities (e.g. trainings),
- l) to provide data for the monitoring system in compliance with this contract and according to the MA and JS instructions,
- m) to inform the MA and JS without any delay about any envisaged changes of the partnership agreement,
- n) to ensure that information and communication measures of the project are carried out in accordance with the respective regulations and rules set up by the programme (see Article 7),
- o) to submit with the relevant progress report the main outputs and deliverables as stated in the AF. One specimen of each developed material shall be stored at the lead partner's or project partner's premises for the first and second level control checks,
- p) to participate in transnational seminars organised by the programme,
- q) to support the programme in its information, communication and evaluation activities (e.g. join project exhibitions, submit texts for programme website and brochures and press releases).

## Article 7

### Information and communication, publicity and intellectual property rights

- (1) Unless the MA requests otherwise, any notice or publication made by the project, including presentations at conferences or seminars, shall point out that the present project was implemented through financial assistance from ERDF funds of the Interreg Alpine Space programme. All information and communication measures of the project shall be carried out in accordance with the project AF and the programme guidelines concerning communication whereby the LP shall provide the project participants with these guidelines.
- (2) The LP shall ensure that the PP comply with all publicity, communication and branding obligations according to the relevant regulations and programme rules, it shall co-ordinate the information and communication activities of the project and ensure the following:



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- a) display on each project participant's official website or social media sites, where such sites exist, a short description of the project, including its aims, results and financial support from the programme,
  - b) display of a statement highlighting the support from an Interreg fund in a visible manner on documents and communication material related to the implementation of the project, intended for the public or for participants,
  - c) launch of a project website within the first six months after project start. The project website will be hosted on the programme website and shall be regularly updated by the responsible project participant in accordance with guidance given by the JS,
  - d) production of posters with information about the project (minimum size A3 or equivalent electronic display), including the financial support from the Union, to be displayed at each project participant's premises, at a location readily visible to the public such as the entrance area of a building.
- (3) The LP takes full responsibility for the content of any notice, publication or publicity product provided to the MA which has been developed by the LP, any of the PP, or third parties on behalf of the LP or the PP. Should a third party claim compensation for damages (e.g. due to an infringement of intellectual property rights), the LP will indemnify the MA should the MA suffer any damage because of the content of the publicity and information material.
- (4) The LP, on behalf of the project partners, herewith takes note that the MA/JS, on behalf of the programme bodies and of other programme promoters at national level, is entitled to use the outputs of the project in order to guarantee a wide spread of the project deliverables and outputs, and to make them available to the public. The LP agrees that the outputs are forwarded by the MA/JS to other programme authorities, as well as the countries participating in the programme, to use this material to showcase how the co-financing is used.
- (5) Any communication campaign, media appearance or other publicity of the project shall be communicated to the MA/JS for potential website updates or showcases.
- (6) In the spirit of cooperation and exchange, the LP and PP shall ensure that all the outputs and results produced as a result of the project are in the public interest and publicly available. They should be accessible and available to the general public in a usable format and free of charge. The MA/JS and any
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other relevant programme, EU and national body can use them for information and communication purposes in the framework of the programme.

- (7) The LP shall ensure that it has all rights to use any pre-existing intellectual property rights, if necessary for the implementation of the project.
- (8) The LP shall inform the MA if there is any sensitive or confidential information, or any pre-existing intellectual property rights related to the project that must be respected.
- (9) The project must comply with the web platform requirements described in the programme manual.
- (10) The LP authorises the MA to use communication and visibility material produced by the project to showcase how the co-financing is used. The LP furthermore authorises the relevant programme body/ies to forward this material to other programme bodies, programme promoters at national level, as well as Union institutions, bodies, offices or agencies. For this purpose, the LP ensures that a royalty-free, non-exclusive and irrevocable licence to use such material and any pre-existing rights attached to it is granted to the aforementioned programme and Union bodies in accordance with the above-mentioned regulations.
- (11) The MA/JS is entitled to publish, in whatever form and on or by whatever medium, including the Internet, (parts of) the project data in order to fulfil its own reporting, communication and visibility obligations arising from the relevant regulations.
- (12) All products (material and intellectual) that derive from the project will be the joint property of all project participants. Consequently, the LP safeguards that each project participant grants a simple, non-exclusive right of use of any produced work of authorship to all other project participants. For small scale investments made by a project participant, the LP ensures that the project participants agree beforehand on the conditions for its use after project end (e.g. by taking a decision in the project steering group).



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## Article 8

### Modifications to the project

- (1) The LP shall be allowed to carry out the following project changes under the conditions set out below.
- (2) Content-related minor changes shall be reported and justified within the progress reports. Content related changes that are resulting in major changes in the project's activities, outputs and/or results require the prior approval of the PC. These changes shall be immediately reported to the JS and described in a well-founded request for the envisaged changes and a revised AF.
- (3) Changes in the budget of cost categories and project participants are allowed as long as the maximum amount of ERDF co-financing awarded is not exceeded. It is allowed to carry out budget relocations between project participants up to a maximum of 20 % or 20,000 EUR (whichever is greater) of the respective ERDF per project partner budget, as stated in the ultimate version of the AF. In these cases the JS shall be informed of the reallocation of funds through the reporting routines, whereas it remains the duty of the LP to monitor the compliance with the above mentioned thresholds. Reallocations exceeding these limits are only allowed once during the project duration or in duly justified cases; they require the prior approval by the JS (which acts on behalf of the MA whenever approving project changes). To this end the LP has to timely submit a well-founded request for the envisaged changes together with a revised AF to the JS as soon as the LP learns about the necessity to do them.
- (4) As regards deviations from the approved time schedule of the project the following rule shall apply: deviations that result in a prolongation of the project duration up to six months shall be reported to the JS immediately and need the prior approval of the JS. Extensions of the project duration of more than six months are not possible.
- (5) All project changes requiring an approval of the programme bodies will only enter into force after approval has been given. However, once approved, they are valid retrospectively starting from the date when a written request was submitted to the JS. The basis for the project changes is the latest approved AF.
- (6) In the application documents the contribution of each project participant is clearly defined. Changes in the project partnership require the prior approval of the relevant programme bodies as outlined below.





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However, once approved, they are valid retrospectively starting from the date when a written request was submitted to the JS. Changes in the project partnership shall be described in a request for change and revised AF.

- (7) The LP guarantees that in case a project participant backs out of or is debarred from the project, has become insolvent or closed down as a result of bankruptcy or decision of its owners, its contribution to the project will be covered by one or more of the existing project participants or new project participants as soon as possible and at the latest within three months after the official communication to the JS on the partner's withdrawal. If this is not possible, a re-approval of the project by the programme committee is necessary.
- (8) In case the contribution of the project participant that left the project is covered by the remaining project participants, the LP will immediately report to the JS the loss of the project participant and the new division of work and budget between the project participants (see also the paragraphs below which foresee a re-approval of the project by the PC if the reduction of project participants would mean a change in the evaluation result of the project).
- (9) In case the contribution of the project participant that left the project is at least partially covered by a new project participant, the LP will immediately report to the JS the loss of the project participant and the envisaged new division of work and budget between the project participants. At the same time, it will send to the JS a well-founded request for the entry of a new project participant and a scan of the partnership agreement that it has signed with the new partner.
- (10) In case a new project participant intends to enter the project partnership, the LP will send a request to the JS and provide it with information as regards the new division of work and budget. At the same time, it will provide the MA with information on the envisaged amendments of the partnership agreement.
- (11) The JS will examine the request for the entry of a new participant and give its recommendation, after consultation of the relevant Alpine Space Contact Point, within one month. The MA will examine the planned changes of the partnership agreement. The entry of a new project participant has to be approved by the PC and the changes in the partnership agreement need the approval of the MA.



(12) In case of loss of a project participant, its project costs may only be eligible and co-financed until the date of withdrawal of this project participant as communicated by the LP to the JS; the eligibility of its costs is also subject to the confirmation from the LP and the JS that the contribution of this partner can be used for the project by the remaining project participants.

(13) The LP is aware of the fact that the MA is entitled to withdraw from this subsidy contract if the minimum number of project participants is no longer ensured. If a reduction of the project participants would mean a change in the evaluation result of the project, a re-approval by the PC is necessary. Until this decision is made by the PC, the LP and its project partners shall stop any payments for activities that cause costs related to the project.

## **Article 9**

### **Assignment, Legal succession**

The LP is allowed to assign its duties and rights under this contract if prior consent of the MA and the PC is given. This approval shall be granted if the party to which assignment is made provides for the same guarantee as the transferring LP for the fulfilment of its rights and duties related to the project. In this case the LP is obliged to assign all rights and obligations and all project related documents to each and any legal successor. This provision shall also apply in case of a change of the legal form of the LP or in case of legal succession with regard to single rights and duties of the LP.

## **Article 10**

### **Financial controls, document keeping**

(1) The responsible auditing bodies of the EU, and, within their responsibility, the auditing bodies of the participating EU member states as well as the programme bodies are entitled to audit the proper use of funds by the LP or by the project partners or arrange for such an audit to be carried out by authorised persons.

(2) The MA has the right to conduct sample checks in addition to the above-mentioned audits and can at any moment request additional information and supporting documents from the project participants.



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- (3) With regard to such financial controls the LP is, in addition to the reporting and information obligations as laid down above, obliged to:
- (a) keep available all files, documents and data related to the project safely and orderly either in original or as certified copies on commonly used data media, until the MA informs that these documents do not need to be kept any longer from the programme perspective (see Article 6 (1) litera i) of this subsidy contract),
  - (b) make all necessary arrangements to ensure that any audit, notified by the duly authorised institution, can be carried out smoothly,
  - (c) give these institutions any information about the project they request and give them access to the accounting books, supporting documents and all other documentation related to the project and give them access to business premises and project-related locations.
- (4) The LP is obliged to guarantee the fulfilment of the duties stipulated above in relation to all its project partners.

## Article 11

### Termination of the contract

- (1) The MA is entitled to withdraw from this contract, especially in case the European Commission requests for it, and to demand immediate repayment of the subsidy in full or in part, if
- a) the co-financed project cannot or could not be realised in due time, or a precondition for the approval of the project (e.g. minimum number of project partners) is lost,
  - b) the correctness of the final report and herewith the entitlement to make use of ERDF co-financing cannot be verified any longer, unless the documents have gone lost without fault of the LP or
  - c) the LP has become insolvent or closed down as result of bankruptcy or decision of its owners before the project has been properly terminated and therefore especially the objectives of the cooperation programme do not seem accessible or secured, or if the LP sells, leases or lets the project to a third party within this time, or
  - d) the LP has obtained the subsidy through false statements or has given false or incomplete information towards organs/appointees of the European Commission, the JS and the MA or any other authority involved in the implementation of the programme, or
  - e) the LP fails to submit the foreseen reports or to provide evidence or to provide necessary information, provided that a written notice of cancellation has been sent to the LP including a
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reasonable “period of grace” and the expressive reference to the legal consequences of noncompliance of this notice, or

- f) the LP fails to provide immediate information about circumstances that delay, hinder or make impossible the realisation of the co-financed project, as well as about any circumstances that mean a change of the disbursement conditions and frameworks as laid down in this contract or entitle the MA to reduce or demand repayment of the subsidy wholly or in part,
- g) the LP hinders the due control or evaluation measures, or
- h) the subsidy has been used wholly or partly against its purpose, or
- i) the prohibition of cession has not been obeyed, or
- j) regulations of the EU law and applicable national law (especially provisions concerning public procurement and state aid and environmental law and regulations concerning equal treatment of men and women) have been violated, or
- k) any other preconditions for subsidy or obligations of the LP contained in the present contract or set out by the programme or in any other Austrian and community regulations, especially those which shall safeguard the achievement of the general objectives of the cooperation programme, have not been observed.

(2) If the MA exercises its right of withdrawal, it will send a written notice to the LP (e-mail is sufficient) and will deduct the relevant amount from the ERDF reimbursement requested by the project in the next available progress report. This deduction will be applied to the project participant that has caused the request for ERDF repayment or, if this is not possible, to the LP. If it is not possible to recover the due amount of ERDF by deducting it from the next available progress report, the LP will ensure the reimbursement of funds to the MA without delay. The repayment amount is due within one month following the date of receiving the letter by which the MA asks for reimbursement (in case of e-mail correspondence the relevant date shall be the date of sending the e-mail). In case of any delay in effecting repayment the respective amount shall be subject to interest on late payment, starting on the calendar day following the due date and ending on the date of actual payment. The interest rate on late payment shall be 1,5 % above the rate applied by the European Central Bank in its main refinancing operations and it will be indicated by the MA in the letter asking for repayment. The LP is only entitled to request repayments from the programme for the part of the project carried out before the termination of the contract.

(3) In case one of the circumstances listed above occurs or is suspected to have occurred before the ERDF co-financing has been fully paid out, the MA is entitled to stop any further payment of subsidies and to



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commission a control in order to clarify the suspicion. If this suspicion is confirmed, the LP is no longer entitled to claim the corresponding ERDF reimbursement.

- (4) Any further legal claims of the parties shall remain unaffected by the above provisions.

## Article 12

### Data management and data protection

- (1) The LP takes note on behalf of all PP that personal data related to the project and the present subsidy contract will be processed by the MA/JS or other relevant programme bodies in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural person with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation/GDPR).
- (2) The MA, other programme bodies and the Commission shall be allowed to process personal data where necessary for the purpose of carrying out their respective obligations, in particular for monitoring, reporting, communication, publication, evaluation, financial management, verifications and audits and, where applicable, for determining the eligibility of participants.
- (3) The MA may transfer project and/or personal data to relevant programme bodies and national authorities for the same purposes as listed in paragraph 2 of this article.



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## Article 13

### Concluding provisions

- (1) Programme language is English. Thus, all correspondence between LP, JS and MA under this contract must be in English language. Correspondence shall be email based whenever possible.
- (2) All parties agree herewith that the subject of the present agreement is exhaustively and completely regulated in this document and the above-mentioned integrated parts.
- (3) Amendments and supplements to the present contract must be in written form. Consequently, any changes of the present contract shall only be effective if they have been agreed upon in writing and have been designated as amendment of or supplement to this contract (the exchange of emails is sufficient). As an exception to this formal requirement, modifications to the project that are approved in writing by the responsible programme bodies (PC or JS on behalf of MA, as appropriate) shall modify automatically the present contract.
- (4) If any provision in this contract should become wholly or partly ineffective, the remaining provisions remain binding for the parties. The parties agree to replace the ineffective provision by one which serves the purpose of this contract as closely as possible.
- (5) The LP is entitled to file a formal complaint on behalf of the partnership against any act and/or decision of the MA, JS, programme bodies related to the execution of this contract. In case of differences that are not ruled by this contract, the parties agree to find a joint solution.
- (6) The parties will make an effort to settle any disputes arising from this contract out of the court. In case a solution cannot be found, the parties herewith agree that Salzburg shall be the venue for all legal disputes arising from this contract.
- (7) The laws of Austria shall apply to all legal relations arising in connection with this contract.



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(8) Two copies will be made of this contract, of which each party keeps one.

(9) The present contract shall come into force retroactively per [Click here to enter text.](#) upon signature of all parties and guarantee of any national public co-financing to be granted to the project according to the application documents. It shall remain in force until the LP has discharged in full its obligations towards the MA.

Place, date: \_\_\_\_\_

Place, date: \_\_\_\_\_

For the Land of Salzburg:

For the lead partner:

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\_\_\_\_\_

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## Annex VI: Template Subsidy Contract Lead Partner from a Non-Member State and an ERDF-LP from a Member State

The following contract between the Land of Salzburg acting as managing authority (hereinafter “MA”) of the European territorial cooperation programme "Interreg Alpine Space", represented by the government office of the Land of Salzburg, department 1 (economy, tourism and municipalities), Südtirolerplatz 11, post office box 527, A-5010 Salzburg, Austria

and

Click here to enter text., based in Click here to enter text., represented by Click here to enter text. as lead partner (hereinafter “LP”) and representing the partners of the above mentioned project and

Click here to enter text., based in Click here to enter text., represented by Click here to enter text. as ERDF-lead partner (hereinafter “ERDF-LP”) and representing the partners of the above mentioned project

is concluded on the basis of:

- the European Structural and Investment Funds Regulations for the period 2021-2027, especially Article 23 of the Regulation (EU) No 2021/1059,
- the Interreg Alpine Space programme 2021-2027, approved by the European Commission on May 5th 2022,





- the programme manual,
- the laws of Austria.



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## Article 1

### Award of co-financing and general conditions

- (1) Based on the application documents (application form and partnership agreement) and in accordance with the approval decision and recommendations of the programme committee (PC) dated [Click here to enter text.](#), an earmarked subsidy is awarded to the LP from the European Regional Development Fund (ERDF) under the following conditions. The subsidy is granted in the maximum amount of

[Click here to enter text.](#) EUR

- (2) The award of the subsidy from ERDF funds is limited to the amount mentioned in paragraph (1). Furthermore, it is limited to a maximum of 75 % of the total eligible costs of the project. The ERDF co-financing amount decreases proportionally if the reported eligible costs are lower than the amount planned in the ultimate approved version of the project application form (AF).
- (3) Should a project fail to respect the spending plan, budget absorption, visibility requirements, achievements of outputs and results as set out in the project application and contractual arrangements (partnership agreement and present subsidy contract) corrective measures may be put in place to ensure the project performance. The programme committee may also reduce the ERDF-co-financing allocated to the project as a consequence thereof.

## Article 2

### Object of use, Eligibility of expenditure

- (1) The subsidy is awarded exclusively for the project “[Click here to enter text.](#)” as described in the project application documents and as approved by the PC. The application documents form an integral part of this subsidy contract.
- (2) Project costs which qualify for co-financing from ERDF funds consist exclusively of costs listed in the latest approved AF. Project expenditure will only be co-financed if it complies with the programme’s eligibility rules.



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- (3) It is explicitly stated that the project must not make use of funds from other programmes co-financed by the European Union to finance the present project.
  - (4) The eligibility period for costs incurred by the project starts with [Click here to enter text.](#), lasts as indicated in the application form and must be respected by the project.

### Article 3

#### Reporting obligations

- (1) The LP and the ERDF-LP share the responsibility for the proper setting up of reports about the project, whereby the ERDF-LP bears the responsibility for the financial part and the LP the main responsibility for the part related to project activities. The LP and the ERDF-LP are entitled to request ERDF payments from the MA on behalf of the project by providing project reports to the JS. Reports will have to be submitted via the programme's online monitoring system (Jems). Access to the online reports will be granted by the JS.
  - (2) The financial part of the report shall comprise the amount indicated in all certificates of controller related to the project expenditure that has arisen until the end of the reporting period and that can be objectively and spatially imputed to the project. All project expenditure must be certified by the authorised public or private institutions, following the rules as set out in the relevant national control system. To this end, the LP verifies that each project partner enables controls and audits on the proper use of funds to be carried out by the responsible institution in the state where the partner is located, as will the LP itself. Furthermore, the LP will pre-check the certificates of controller received from the project partners, with regard to plausibility and correct issuing, and will also clarify with the relevant partners any doubt or inconsistency before the submission of the report.
  - (3) The activity part of the report shall inform about the project realisation (realisation of work packages, deviations in comparison to planned activities, achievement of the project indicators and the envisaged next steps).
  - (4) The LP shall make sure that the project implementation is in line with the work plan per work packages, the time schedule and the approved budget, as indicated in the AF.
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- (5) Unless otherwise specified by the JS/MA the first report must be submitted to the JS/MA by [Click here to enter text.](#) at the latest. Subsequently further reports have to be submitted every six months.
  - (6) A final report shall be submitted to the JS/MA at the latest three months after the project closure date. Beside the elements mentioned in paragraphs (2) and (3), the final report shall focus on the valorisation of the project results and its impact on the cooperation area. The LP has to be available for any revision of the final report also after the project closure until JS and MA have approved it.
  - (7) Based on the fact that the payments by the European Commission to the managing authority will only be made in accordance with the corresponding budget commitments, the LP and the ERDF-LP must report on the expenditure as foreseen in the AF for each reporting period.
  - (8) The MA reserves the right not to accept - in part or in full - expenditure validated by controllers if - as result of its own check and/or controls performed by another authority - the validation or the facts stated in the report prove to be incorrect or if the underlying activity or expenditure is not in line with the legal frame.

#### **Article 4**

##### **Payments**

- (1) After the progress reports have been presented in due time and completely to the MA/JS and the JS in coordination with the MA has verified that the documents meet the programme requirements, the MA will pay out the subsidy to the LP based on the reported eligible expenditure. The MA will ensure that the project receives payments of the co-financing in time and in full.
- (2) The funds will be disbursed in Euro (EUR).
- (3) Disbursement of the subsidy is subject to the condition that it can be covered by the available ERDF funds that the MA has received from the European Commission. In case of delays in the availability of ERDF-funds, the MA can withhold payments until such a time as the funds are made available and cannot be held liable for delays in payments to the project.



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- (4) The MA has the right to suspend payments should the project become subject to controls or audits until these controls have been completed.
  
  - (5) By paying out the subsidy according to this agreement, the Land of Salzburg fulfils its obligations resulting from the present contract. The LP and the ERDF-LP have no further right to claim against the Land of Salzburg.

## Article 5

### Representation of project partners, Liability

- (1) The LP and the ERDF-LP guarantee that it is entitled to represent the partners participating in the project and that they have established with the project partners the division of the mutual responsibilities in a partnership agreement. The present subsidy contract will not enter into force unless the LP has submitted the signed partnership agreement to the JS and the JS in coordination with the MA has verified that it includes all essential provisions. Furthermore, the LP guarantees having complied with all the relevant legal and other requirements under the law which applies to it and to the project partners and that all necessary approvals have been obtained.
  
  - (2) The LP is liable to the MA for ensuring that all project partners have a legal status that is in line with the definition set out by the programme (see programme manual) as it is in force on the date when this contract is signed. The LP is furthermore liable towards the MA for ensuring that the project participants fulfil their obligations. It is liable towards the MA for infringements by the project partners of obligations under this contract in the same way as for its own conduct.
  
  - (3) If the MA demands repayment of the subsidy in accordance with this contract, the LP is liable to the MA for the amount requested to be repaid.
  
  - (4) The MA cannot, under any circumstances or for any reason whatsoever, be held liable for damage or injury sustained by the staff or property of the LP or one of the project partners while the project is being carried out. The MA therefore cannot accept any claim for compensation or increases in payment in connection with such damage or injury.
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- (5) The LP and the ERDF-LP shall assume sole liability to third parties, including liability for damage or injury of any kind sustained by them while the project is being carried out. The LP shall discharge the MA of all liability associated with any claim or action brought as a result of an infringement of rules or regulations by the LP or one of the project partners, or as a result of violation of a third party's rights.

## Article 6

### Project management

- (1) The LP undertakes:
- a) to ensure a professional management of the project, to closely co-operate with the ERDF-LP and to co-ordinate any project activity with the ERDF-LP,
  - b) to coordinate the start, implementation and closure of the project according to the time schedule as indicated in the ultimate version of the AF,
  - c) to install a separate (sub)account for the settlement of the present project and to safeguard that any received national subsidy can be clearly traced,
  - d) to constantly monitor the exhaustion of the project budget foreseen for each project participant and to ensure that budget shifts are carried out within the limits and according to the rules of the programme,
  - e) to submit the progress reports within the reporting deadlines established by the programme, to ensure that the expenditure reported by each project participant has been controlled according to the rules where the project participant is located and to verify that it has been used for the purpose of implementing the project and that it corresponds to the activities agreed between the project participants and set out in the project AF,
  - f) to inform the MA and JS immediately about all circumstances that delay, hinder or make impossible the realisation of the project as well as all circumstances that mean a change of the disbursement conditions and frameworks as laid down in this contract (e.g. loss of a project partner, making use of additional subsidies) or circumstances which entitle the MA to reduce payment or demand repayment of the subsidy wholly or in part,
  - g) to provide the MA and JS with any information requested without any delay,
  - h) to retain for audit purposes all files, documents and data about the project until the MA informs that keeping of documents is no longer required for the project. The documents shall be kept for at least five years from December 31st of the year in which the last payment by the MA to the project is made. Other possibly longer statutory retention periods as might be stated by national law remain unaffected by this regulation,



- i) to implement the project in accordance with the European Unions and national legislation, especially on public procurement and state aid as well as the programme rules and to ensure that also the project partners respect these rules,
- j) to ensure that undertakings are selected in a non-discriminatory and transparent way (same conditions for all) in case they participate in or benefit from the project activities (e.g. trainings),
- k) to provide data for the monitoring system in compliance with this contract and according to the MA and JS instructions,
- l) to inform the MA and JS without any delay about any envisaged changes of the partnership agreement,
- m) to ensure that information and communication measures of the project are carried out in accordance with the respective regulations and rules set up by the programme (see Article 7),
- n) to submit with the relevant progress report the main outputs and deliverables as stated in the AF. One specimen of each developed material shall be stored at the lead partner's or project partner's premises for the first and second level control checks,
- o) to participate in transnational seminars organised by the programme,
- p) to support the programme in its information, communication and evaluation activities (e.g. join project exhibitions, submit texts for programme website and brochures and press releases).

(2) The ERDF-LP undertakes:

- a) to closely co-operate with the LP and to co-ordinate any project-related activity with the LP,
- b) to install a separate (sub)account for the settlement of the present project and to safeguard that any received subsidy can be clearly traced,
- c) to constantly monitor the exhaustion of the project budget foreseen for each project participant and to ensure that budget shifts are carried out within the limits and according to the rules of the programme,
- d) to submit the progress reports within the reporting deadlines established by the programme, to ensure that the expenditure reported by each project participant has been controlled according to the rules where the project participant is located and to verify that it has been used for the purpose of implementing the project and that it corresponds to the activities agreed between the project participants and set out in the project AF,
- e) to forward the ERDF funds to the project partners in accordance with the information provided by the MA and without any delay,
- f) to provide the MA and JS with any information requested without delay,



- g) to retain for audit purposes all files, documents and data about the project until the MA informs that keeping of documents is no longer required for the project. Other possibly longer statutory retention periods as might be stated by national law remain unaffected by this regulation,
- h) to implement the project in accordance with the European Union's and national legislation, especially on public procurement and state aid as well as the programme rules and to ensure that also the project partners respect these rules,
- i) to ensure that companies or other economic operators are selected in a non-discriminatory and transparent way (same conditions for all) in case they participate in or benefit from the project activities (e.g. trainings),
- j) to provide data for the monitoring system in compliance with this contract and according to the MA and JS instructions,
- k) to inform the MA and JS without any delay about any envisaged changes of the partnership agreement,
- l) to ensure that information and communication measures of the project are carried out in accordance with the respective regulations and rules set up by the programme (see Article 7),
- m) to participate in transnational seminars organised by the programme,
- n) to support the programme in its information, communication and evaluation activities (e.g. join project exhibitions, submit texts for programme website and brochures and press releases).

## Article 7

### Information and communication, publicity and intellectual property rights

- (1) Unless the MA requests otherwise, any notice or publication made by the project, including presentations at conferences or seminars, shall point out that the present project was implemented through financial assistance from ERDF funds of the Interreg Alpine Space programme. All information and communication measures of the project shall be carried out in accordance with the project AF and the programme guidelines concerning communication whereby the LP shall provide the project participants with these guidelines.
- (2) The LP shall ensure that the PP comply with all publicity, communication and branding obligations according to the relevant regulations and programme rules, it shall co-ordinate the information and communication activities of the project and ensure the following:





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- a) display on each project participant's official website or social media sites, where such sites exist, a short description of the project, including its aims, results and financial support from the programme,
  - b) display of a statement highlighting the support from an Interreg fund in a visible manner on documents and communication material related to the implementation of the project, intended for the public or for participants,
  - c) launch of a project website within the first six months after project start. The project website will be hosted on the programme website and shall be regularly updated by the responsible project participant in accordance with guidance given by the JS,
  - d) production of posters with information about the project (minimum size A3 or equivalent electronic display), including the financial support from the Union, to be displayed at each project participants premises, at a location readily visible to the public such as the entrance area of a building.
- (3) The LP takes full responsibility for the content of any notice, publication or publicity product provided to the MA which has been developed by the LP, any of the PP, or third parties on behalf of the LP or the PP. Should a third party claim compensation for damages (e.g. due to an infringement of intellectual property rights), the LP will indemnify the MA should the MA suffer any damage because of the content of the publicity and information material.
- (4) The LP and the ERDF-LP, on behalf of the project partners, herewith take note that the MA/JS, on behalf of the programme bodies and of other programme promoters at national level, is entitled to use the outputs of the project in order to guarantee a wide spread of the project deliverables and outputs, and to make them available to the public. The LP and ERDF-LP agree that the outputs are forwarded by the MA/JS to other programme authorities, as well as the countries participating in the programme, to use this material to showcase how the co-financing is used.
- (5) Any communication campaign, media appearance or other publicity of the project shall be communicated to the MA/JS for potential website updates or showcases.
- (6) In the spirit of cooperation and exchange, the LP, ERDF-LP and PP shall ensure that all the outputs and results produced as a result of the project are in the public interest and publicly available. They should be accessible and available to the general public in a usable format and free of charge. The MA/JS and
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any other relevant programme, EU and national body can use them for information and communication purposes in the framework of the programme.

- (7) The LP shall ensure that it has all rights to use any pre-existing intellectual property rights, if necessary for the implementation of the project.
- (8) The LP shall inform the MA if there is any sensitive or confidential information, or any pre-existing intellectual property rights related to the project that must be respected.
- (9) The project must comply with the web platform requirements described in the programme manual.
- (10) The LP authorises the MA to use communication and visibility material produced by the project to showcase how the co-financing is used. The LP furthermore authorises the relevant programme body/ies to forward this material to other programme bodies, programme promoters at national level, as well as Union institutions, bodies, offices or agencies. For this purpose, the LP ensures that a royalty-free, non-exclusive and irrevocable licence to use such material and any pre-existing rights attached to it is granted to the aforementioned programme and Union bodies in accordance with the above-mentioned regulations.
- (11) The MA/JS is entitled to publish, in whatever form and on or by whatever medium, including the Internet, (parts of) the project data in order to fulfil its own reporting, communication and visibility obligations arising from the relevant regulations.
- (12) All products (material and intellectual) that derive from the project will be the joint property of all project participants. Consequently, the LP safeguards that each project participant grants a simple, non-exclusive right of use of any produced work of authorship to all other project participants. For small scale investments made by a project participant, the LP ensures that the project participants agree beforehand on the conditions for its use after project end (e.g. by taking a decision in the project steering group).



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## Article 8

### Modifications to the project

- (1) The LP and the ERDF-LP shall be allowed to carry out the following project changes under the conditions set out below.
- (2) Content-related minor changes shall be reported and justified within the progress reports. Content related changes that are resulting in major changes in the project's activities, outputs and/or results require the prior approval of the PC. These changes shall be immediately reported to the JS and described in a well-founded request for the envisaged changes and a revised AF.
- (3) Changes in the budget of cost categories and project participants are allowed as long as the maximum amount of ERDF co-financing awarded is not exceeded. It is allowed to carry out budget relocations between project participants up to a maximum of 20 % or 20,000 EUR (whichever is greater) of the respective ERDF per project partner budget, as stated in the ultimate version of the AF. In these cases the JS shall be informed of the reallocation of funds through the reporting routines, whereas it remains the duty of the LP to monitor the compliance with the above mentioned thresholds. Reallocations exceeding these limits are only allowed once during the project duration or in duly justified cases; they require the prior approval by the JS (which acts on behalf of the MA whenever approving project changes). To this end the LP has to timely submit a well-founded request for the envisaged changes together with a revised AF to the JS as soon as the LP learns about the necessity to do them.
- (4) As regards deviations from the approved time schedule of the project the following rule shall apply: deviations that result in a prolongation of the project duration up to six months shall be reported to the JS immediately and need the prior approval of the JS. Extensions of the project duration of more than six months are not possible.
- (5) All project changes requiring an approval of the programme bodies will only enter into force after approval has been given. However, once approved, they are valid retrospectively starting from the date when a written request was submitted to the JS. The basis for the project changes is the latest approved AF.



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- (6) In the application documents the contribution of each project participant is clearly defined. Changes in the project partnership require the prior approval of the relevant programme bodies as outlined below. However, once approved, they are valid retrospectively starting from the date when a written request was submitted to the JS. Changes in the project partnership shall be described in a request for change and revised AF.
- (7) The LP and the ERDF-LP guarantee that in case a project participant backs out of or is debarred from the project, has become insolvent or closed down as a result of bankruptcy or decision of its owners, its contribution to the project will be covered by one or more of the existing project participants or new project participants as soon as possible and at the latest within three months after the official communication to the JS on the partner's withdrawal. If this is not possible a re-approval of the project by the programme committee is necessary.
- (8) In case the contribution of the project participant that left the project is covered by the remaining project participants, the LP will immediately report to the JS the loss of the project participant and the new division of work and budget between the project participants (see also the paragraphs below which foresee a re-approval of the project by the PC if the reduction of project participants would mean a change in the evaluation result of the project).
- (9) In case the contribution of the project participant that left the project is at least partially covered by a new project participant, the LP will immediately report to the JS the loss of the project participant and the envisaged new division of work and budget between the project participants. At the same time, it will send to the JS a well-founded request for the entry of a new project participant and a scan of the partnership agreement that it has signed with the new partner.
- (10) In case a new project participant intends to enter the project partnership, the LP will send a request to the JS and provide it with information as regards the new division of work and budget. At the same time, it will provide the MA with information on the envisaged amendments of the partnership agreement.
- (11) The JS will examine the request for the entry of a new participant and give its recommendation, after consultation of the relevant Alpine Space Contact Point, within one month. The MA will examine the
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planned changes of the partnership agreement. The entry of a new project participant has to be approved by the PC and the changes in the partnership agreement need the approval of the MA.

(12) In case of loss of a project participant, its project costs may only be eligible and co-financed until the date of withdrawal of this project participant as communicated by the LP to the JS; the eligibility of its costs is also subject to the confirmation from the LP and the JS that the contribution of this partner can be used for the project by the remaining project participants.

(13) The LP and the ERDF-LP are aware of the fact that the MA is entitled to withdraw from this subsidy contract if the minimum number of project participants is no longer ensured. If a reduction of the project participants would mean a change in the evaluation result of the project, a re-approval by the PC is necessary. Until this decision is made by the PC, the LP and its project partners shall stop any payments for activities that cause costs related to the project.

## Article 9

### Assignment, Legal succession

The LP and the ERDF-LP are allowed to assign their duties and rights under this contract if prior consent of the MA and the PC is given. This approval shall be granted if the party to which assignment is made provides for the same guarantee as the transferring LP or the ERDF-LP for the fulfilment of its rights and duties related to the project. In this case the LP or the ERDF-LP is obliged to assign all rights and obligations and all project related documents to each and any legal successor. This provision shall also apply in case of a change of the legal form of the LP or of the ERDF-LP or in case of legal succession with regard to single rights and duties of the LP or of the ERDF-LP.

## Article 10

### Financial controls, document keeping

(1) The responsible auditing bodies of the EU, and, within their responsibility, the auditing bodies of the participating EU member states as well as the programme bodies are entitled to audit the proper use of funds by the ERDF-LP or by the project partners or arrange for such an audit to be carried out by authorised persons.



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- (2) The MA has the right to conduct sample checks in addition to the above-mentioned audits and can at any moment request additional information and supporting documents from the project participants.
- (3) With regard to such financial controls the LP and the ERDF-LP are, in addition to the reporting and information obligations as laid down above, obliged to:
- keep available all files, documents and data related to the project safely and orderly either in original or as certified copies on commonly used data media, until the MA informs that these documents do not need to be kept any longer from the programme perspective (see Article 6 (1) litera i) of this subsidy contract),
  - make all necessary arrangements to ensure that any audit, notified by the duly authorised institution, can be carried out smoothly,
  - give these institutions any information about the project they request and give them access to the accounting books, supporting documents and all other documentation related to the project and give them access to business premises and project-related locations.
- (4) The LP and the ERDF-LP are obliged to guarantee the fulfilment of the duties stipulated above in relation to all its project partners.

## Article 11

### Termination of the contract

- (1) The MA is entitled to withdraw from this contract, especially in case the European Commission requests for it, and to demand immediate repayment of the subsidy in full or in part, if
- the co-financed project cannot or could not be realised in due time, or a precondition for the approval of the project (e.g. minimum number of project partners) is lost,
  - the correctness of the final report and herewith the entitlement to make use of ERDF co-financing cannot be verified any longer, unless the documents have gone lost without fault of the LP, or
  - the ERDF-LP has become insolvent or closed down as result of bankruptcy or decision of its owners before the project has been properly terminated and therefore especially the objectives of the cooperation programme do not seem accessible or secured, or if the ERDF-LP sells, leases or lets the project to a third party within this time, or



- d) the LP or the ERDF-LP has obtained the subsidy through false statements or has given false or incomplete information towards organs/appointees of the European Commission, the JS and the MA or any other authority involved in the implementation of the programme, or
  - e) the LP or the ERDF-LP fails to submit the foreseen reports or to provide evidence or to provide necessary information, provided that a written notice of cancellation has been sent to the LP including a reasonable “period of grace” and the expressive reference to the legal consequences of noncompliance of this notice, or
  - f) the LP or the ERDF-LP fails to provide immediate information about circumstances that delay, hinder or make impossible the realisation of the co-financed project, as well as about any circumstances that mean a change of the disbursement conditions and frameworks as laid down in this contract or entitle the MA to reduce or demand repayment of the subsidy wholly or in part,
  - g) the LP or the ERDF-LP hinders the due control or evaluation measures, or
  - h) the subsidy has been used wholly or partly against its purpose, or
  - i) the prohibition of cession has not been obeyed, or
  - j) regulations of the EU law and applicable national law (especially provisions concerning public procurement and state aid and environmental law and regulations concerning equal treatment of men and women) have been violated, or
  - k) any other preconditions for subsidy or obligations of the LP or the ERDF-LP contained in the present contract or set out by the programme or in any other Austrian and community regulations, especially those which shall safeguard the achievement of the general objectives of the cooperation programme, have not been observed.
- (2) If the MA exercises its right of withdrawal, it will send a written notice to the ERDF-LP (e-mail is sufficient) and will deduct the relevant amount from the ERDF reimbursement requested by the project in the next available progress report. This deduction will be applied to the project participant that has caused the request for ERDF repayment or, if this is not possible, to the ERDF-LP. If it is not possible to recover the due amount of ERDF by deducting it from the next available progress report, the ERDF-LP will ensure the reimbursement of funds to the MA without delay. The repayment amount is due within one month following the date of receiving the letter by which the MA asks for reimbursement (in case of e-mail correspondence the relevant date shall be the date of sending the e-mail). In case of any delay in effecting repayment the respective amount shall be subject to interest on late payment, starting on the calendar day following the due date and ending on the date of actual payment. The interest rate on late payment shall be 1,5 % above the rate applied by the European Central Bank in its main refinancing operations and it will be indicated by the MA in the letter asking for repayment. The ERDF-



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LP is only entitled to request repayments from the programme for the part of the project carried out before the termination of the contract.

- (3) In case one of the circumstances listed above occurs or is suspected to have occurred before the ERDF co-financing has been fully paid out, the MA is entitled to stop any further payment of subsidies and to commission a control in order to clarify the suspicion. If this suspicion is confirmed, the LP is no longer entitled to claim the corresponding ERDF reimbursement.
- (4) Any further legal claims of the parties shall remain unaffected by the above provisions.

## Article 12

### Data management and data protection

- (1) The LP and the ERDF-LP take note on behalf of all PP that personal data related to the project and the present subsidy contract will be processed by the MA/JS or other relevant programme bodies in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural person with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation/GDPR).
- (2) The MA, other programme bodies and the Commission shall be allowed to process personal data where necessary for the purpose of carrying out their respective obligations, in particular for monitoring, reporting, communication, publication, evaluation, financial management, verifications and audits and, where applicable, for determining the eligibility of participants.
- (3) The MA may transfer project and/or personal data to relevant programme bodies and national authorities for the same purposes as listed in paragraph 2 of this article.





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## Article 13

### Concluding provisions

- (1) Programme language is English. Thus, all correspondence between LP, JS and MA under this contract must be in English language. Correspondence shall be email based whenever possible.
- (2) All parties agree herewith that the subject of the present agreement is exhaustively and completely regulated in this document and the above-mentioned integrated parts.
- (3) Amendments and supplements to the present contract must be in written form. Consequently, any changes of the present contract shall only be effective if they have been agreed upon in writing and have been designated as amendment of or supplement to this contract (the exchange of emails is sufficient). As an exception to this formal requirement, modifications to the project that are approved in writing by the responsible programme bodies (PC or JS on behalf of MA, as appropriate) shall modify automatically the present contract.
- (4) If any provision in this contract should become wholly or partly ineffective, the remaining provisions remain binding for the parties. The parties agree to replace the ineffective provision by one which serves the purpose of this contract as closely as possible.
- (5) The LP and ERDF-LP are entitled to file a formal complaint on behalf of the partnership against any act and/or decision of the MA, JS, programme bodies related to the execution of this contract. In case of differences that are not ruled by this contract, the parties agree to find a joint solution.
- (6) The parties will make an effort to settle any disputes arising from this contract out of the court. In case a solution cannot be found, the parties herewith agree that Salzburg shall be the venue for all legal disputes arising from this contract.
- (7) The laws of Austria shall apply to all legal relations arising in connection with this contract.



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(8) Three copies will be made of this contract, of which each party keeps one.

(9) The present contract shall come into force retroactively per [Click here to enter text.](#) upon signature of all parties and guarantee of any national public co-financing to be granted to the project according to the application documents. It shall remain in force until the LP and the ERDF-LP have discharged in full their obligations towards the MA.

Place, date: \_\_\_\_\_

Place, date: \_\_\_\_\_

For the Land of Salzburg:

For the lead partner:

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Place, date: \_\_\_\_\_

For the ERDF lead partner:

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# Annex VII: Intervention logic

## Programme Output and Result Indicators

This annex presents the definitions and programme specifications of output and result indicators used in the Interreg Alpine Space programme. The definitions and numbering are based on the European Commission's staff working document "*Performance, monitoring and evaluation of the European Regional Development Fund, the Cohesion Fund and the Just Transition Fund in 2021-2027*" (SWD(2021) 198 final).

At the application stage, each project needs to select the relevant output and result indicators and include a realistic quantification of its targets in the application form. During the implementation of the project, the progress and final achievement of these targets have to be reported through periodic activity reports. It is therefore of utmost importance that for applicants to understand the meaning of indicators and how their achievement shall be counted.



## 1. Output indicators

### RCO84 - Pilot actions developed jointly and implemented in projects

<i>Indicator code</i>	RCO84
<i>Indicator name</i>	Pilot actions developed jointly and implemented in projects
<i>Measurement unit</i>	Pilot action
<i>Type of indicator</i>	Output
<i>Definition and concepts</i>	<p>The indicator counts the pilot actions developed jointly and implemented by supported projects. The scope of a jointly developed pilot action could be to test procedures, new instruments, tools, experimentation or the transfer of practices. In order to be counted by this indicator two conditions shall be met:</p> <ol style="list-style-type: none"> <li>1. the pilot action needs not only to be developed, but also implemented within the project</li> <li>2. the implementation of the pilot action should be finalised by the end of the project.</li> </ol> <p>This indicator implies the involvement of organisations from at least two participating countries in the pilot action development and implementation.</p>
<i>Time of measurement for achievement</i>	Upon project finalisation
<i>Corresponding result indicator</i>	RCR 104 - Solutions taken up or up-scaled by organisations



RCO116 - Jointly developed solutions

<i>Indicator code</i>	RCO116
<i>Indicator name</i>	Jointly developed solutions
<i>Measurement unit</i>	Solution
<i>Type of indicator</i>	Output
<i>Definition and concepts</i>	<p>The indicator counts the number of jointly developed solutions from joint pilot actions implemented by supported projects. In order to be counted in the indicator, an identified solution should include indications of the actions needed for it to be taken up or to be up-scaled.</p> <p>A jointly developed solution implies the involvement of organisations from at least two participating countries in the drafting and design process of the solution.</p>
<i>Time of measurement for achievement</i>	Upon project finalisation
<i>Corresponding result indicator</i>	RCR 104 - Solutions taken up or up-scaled by organisations



RCO118 - Jointly developed solutions

<i>Indicator code</i>	RCO118
<i>Indicator name</i>	Organisations cooperating for the multi-level governance of macro-regional strategies
<i>Measurement unit</i>	Organisation
<i>Type of indicator</i>	Output
<i>Definition and concepts</i>	<p>The indicator counts the number of legal entities supported by the programme, listed in the financing agreements, and also contributing to the multi-level governance of macro-regional strategies. As a concept, the multi-level governance refers to collective decision making processes where authority and influence are shared between stakeholders operating at multiple levels of governance and in different policy sectors.</p> <p>This concept may be customised and understood according to the context of each macro-regional strategy.</p>
<i>Time of measurement for achievement</i>	Upon project finalisation
<i>Corresponding result indicator</i>	PSR 1 - Organisations with increased institutional capacity due to their participation in cooperation activities across borders



## 2. Result indicators

### RCO 104 - Solutions taken up or up-scaled by organisations

<i>Indicator code</i>	RCR 104
<i>Indicator name</i>	Solutions taken up or up-scaled by organisations
<i>Measurement unit</i>	Solution
<i>Type of indicator</i>	Result
<i>Definition and concepts</i>	<p>The indicator counts the number of solutions, other than legal or administrative solutions, that are developed by supported projects and are taken up or up-scaled during the implementation of the project or within one year after project completion.</p> <p>The organisation(s) adopting the solutions developed by the project may or may not be a participant in the project. The uptake and/or up-scaling should be documented by the adopting organisations in, for instance, strategies, action plans or letters of commitment.</p>
<i>Time of measurement for achievement</i>	During project implementation or up to three months after the project completion, i.e. submission of the last progress report.
<i>Corresponding output indicator</i>	RCO 84 - Pilot actions developed jointly and implemented in projects RCO 116 - Jointly developed solutions





### 3. Programme-specific result indicators

PSR 1 - Organisations with increased institutional capacity due to their participation in cooperation activities across borders

<i>Indicator code</i>	PSR 1
<i>Indicator name</i>	Organisations with increased institutional capacity due to their participation in cooperation activities across borders
<i>Measurement unit</i>	Organisations
<i>Type of indicator</i>	Result
<i>Definition and concepts</i>	<p>The indicator counts the number of organisations that increased their institutional capacity in the thematic field of the project by securing the resources (human or technical) and structures (organisational or governance) they need to perform their tasks better.</p> <p>The participation in cooperation activities across borders is defined as a process of exchanging knowledge and experience between participants from multiple countries. This process can lead to creating joint objectives and commitments and actions fulfilling these commitments.</p> <p>The organisation is to be counted if it has undergone this kind of learning process through project activities. Also, the organisation cannot be counted more than once per project. The organisation in may or may not be a project partner.</p> <p>Data collection is done via survey whose template will be provided by the programme. The project lead partner must ensure its completion by all organisations that took part in project activities. The project may decide to translate the survey into local languages, if needed.</p> <p>The programme is responsible for verifying the consistency of the aggregated data in an overview table. The programme is not responsible for verifying that individual organisations answered the survey accurately.</p>
<i>Time of measurement for achievement</i>	During project implementation or up to three months after the project completion, i.e. submission of the last progress report.
<i>Corresponding output indicator</i>	RCO 118 - Organisations cooperating for the multi-level governance of macro-regional strategies



## Annex VIII: How to calculate the assignment percentage

The assignment percentage shall be generally calculated on the basis of the following data:

- normal annual working hours
- estimated project related working hours

Due to simplification reasons and in accordance with the respective provisions in the Common Provisions Regulation the normal annual working hours should be fixed with 1720 hours<sup>14</sup>. A corresponding pro-rata amount depending on the duration of the assignment period (x)<sup>15</sup> and the extent of employment (y) shall be considered when calculating the assignment percentage. This calculation shall be based on the following formula:  $1720/12*x*y$  - please find in the following some examples:

- for a six-month assignment period and a person working full time (100%) for the partner institution this would result in 860 hours ( $1720/12*6*1$ )
- for a nine-month assignment period and a person working full time for the partner institution this would result in 1290 hours ( $1720/12*9*1$ )
- for a six-month assignment period and a person working half time (50%) for the partner institution this would result in 430 hours ( $1720/12/6*0,5$ )
- for a nine-month assignment period and a person working 70% for the partner institution this would result in 903 hours ( $1720/12/9*0,7$ ).

### Example

The University X, department “XY” is lead partner in the small-scale project “CheeseAlps” (reporting period lasts nine months). As a lead partner “XY” is responsible for the project management. In the following an example for the calculation of the staff costs are presented:

Franz is half time employed (20 hours a week); the monthly gross employment costs amount to EUR 2.300.

---

<sup>14</sup> The 1720 hours normal annual working hours for full-time equivalent are the minimum value that can be used for the calculation of the project assignment. In principle, beneficiaries are also allowed to call normal annual working hours higher than 1720 as calculation basis for the project assignment. If so, no further proof or justification is needed and it will not be considered as a possible financial mistake.

<sup>15</sup> Please consider that the assignment period shall generally be aligned with the reporting period of a project. Reporting periods of classic projects usually last six months, those of small-scale projects nine months.



Estimating the project related working hours Franz will assist the project manager and perform tasks as follows:

- general project coordination: 200h;
- elaboration of progress reports: 130h;
- controlling tasks: 70h;
- in total: 400h;

## Calculating the assignment

As laid down in the programme's eligibility rules, it has to be issued and calculated for each reporting period separately.

The assignment to the project can be calculated as follows:  $1720/12 \times 9$  (nine months reporting period)  $\times 0,5$  (half-time employment) = 645h;  $400/645 = 0,62$  (= 62%).

## Calculating the eligible staff costs

Thus the eligible monthly staff costs for Franz are:  $\text{EUR } 2.300 \times 0,62 = \text{EUR } 1.426,00$ .

Especially at the beginning or at the end of a project it might be the case that months in question do not fall completely into the assignment period (e.g. project end date is 15 December 2024). This has to be considered accordingly, when calculating the eligible staff costs for this month (e.g. for December 2024:  $2.300 / 31 \times 15 \times 0,62 = \text{EUR } 690$ ).

## What to do if a staff member works only in single months for the project (but not continuously during the entire reporting period)?

As the assignment shall be aligned with the reporting period, please consider also in this case:

- the normal working hours for the reporting period (in case of six months reporting period and full time employment: 860 hours),
- the project related working hours during reporting period and
- the employment costs of the entire reporting period

for the calculation of the assignment percentage and the eligible staff costs.



# Annex IX: JS-MA sustainable practices charter

The undersigned, persons involved in the Interreg Alpine Space Joint Secretariat and Managing Authority,

- having regard to the European Parliament resolution of 28 November 2019 on the climate and environment emergency (2019/2930(RSP)),
- having regard to the European Green Deal of 11 December 2019 (COM/2019/640),
- having regard to Interreg Alpine Space Programme 21 - 27 Mission Statement of the 10 October 2019,

declare that in their professional activity:

## Transportation

- 1- they will use train/bus/car-sharing for travelling to meetings, conferences and trainings instead of air planes for a journey of less than 6 hours (by train/bus/car-sharing);
- 2- they will favour direct flights or combine with train/bus/car-sharing when possible;
- 3- they will promote back-to-back meetings;
- 4- when organising meetings, the JS and MA will favour online meetings / webinars instead of in-person ones when relevant;
- 5- they will come to work by walking, bike or public transport (unless this is not possible);

## Food

- 6- they will eat minimum two vegetarian meals per week (for lunch);
- 7- they will use washable plates and cutlery;
- 8- they will avoid take-away options unless they have their own boxes with them;
- 9- they will use reusable bags and refuse plastic bags;
- 10- they will favour local and bio/vegetarian milk in reusable bottles, limiting disposable packaging;
- 11- they will favour eco-friendly ways of preparing coffee;
- 12- they will use reusable cups for the coffee break;



## Digital footprint

- 13- they will clean their mailboxes by deleting emails and folders saved on the joint server;
- 14- they will permanently archive and delete “sent” and “deleted” emails older than 6 months;
- 15- they will not multiply receivers of their emails when not necessary;
- 16- they will stand up and talk instead of sending emails to their colleagues;
- 17- they will send links instead of attachments (e.g. to documents saved on the server);
- 18- they will avoid saving duplicate files and keeping old versions of documents when not relevant anymore;
- 19- they will put their work smartphones on save battery mode;
- 20- they will switch off their work smartphones when not in use;

## Paper consumption

- 21- they will limit printing to the essential in their daily work (no printing, black & white, more pages in one, less ink);
- 22- they will stop paper archive for project monitoring (digital archive only);
- 23- they will recycle paper and packaging;

## Daily office life

- 24- they will prefer warm clothing to high heating;
- 25- they will heat their office at a maximum temperature of 21 °C;
- 26- they will turn off computers and screens in the evening;
- 27- they will turn off the printers in the evening;
- 28- they will turn off screens when leaving for lunch or internal meetings;
- 29- they will turn off lights when leaving their offices or a meeting room;
- 30- they will take the stairs instead of the elevator whenever possible.



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# Annex X: De minimis aid declaration

## Template

### Information on *de minimis* aid received

Please complete this declaration of previous State aid received under the *de minimis* rule. For information on what State aid is and the rules for *de minimis* aid, please refer to the chapter ‘State aid’ of the Interreg Alpine Space programme manual. Pay particular attention to the definition of ‘single undertaking’ that is provided in the above mentioned factsheet.

Please note that having received previous aid under the *de minimis* Regulation does not automatically disqualify you from receiving further *de minimis* aid in the framework of Interreg Alpine Space.



## Declaration on *de minimis* aid <sup>16</sup>

I, the undersigned, and legally representing **name of the undertaking** **[NACE code]**<sup>17</sup> which is involved in the project **project number** **project acronym**, declare that (*please select the applicable option*):

the undertaking I represent and all other undertakings belonging to the same group as my institution (i.e. single undertaking<sup>18</sup>) **have not received** any contribution falling under the *de minimis* Regulation during the previous three fiscal years (this being the current fiscal year and the previous two fiscal years);

OR

the undertaking I represent and all other undertakings belonging to the same group as my institution (i.e. single undertaking) **have received** the following contribution(s) falling under the *de minimis* Regulation during the previous three fiscal years (i.e. the current fiscal year and the previous two fiscal years):

(If you need more lines, please contact the JS)

State in which <i>de minimis</i> aid was granted	Organisation granting <i>de minimis</i> aid	Form of grant <sup>19</sup>	Date of grant <sup>20</sup> (DD/MM/YY)	Amount of aid in EUR (gross grant equivalent) <sup>21</sup>
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
			<b>TOTAL</b>	Click here to enter text.

<sup>16</sup> Regulation (EU) 1407/2013 on *de minimis* aid (the '*de minimis* Regulation').

<sup>17</sup> The Nomenclature of Economic Activities (NACE) is the European statistical classification of economic activities. NACE groups organisations according to their business activities. NACE codes are available at the following link: [http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST\\_NOM\\_DTL&StrNom=NACE\\_REV2&StrLanguageCode=E\\_N&StrLayoutCode=HIERARCHIC&IntPcKey=](http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=E_N&StrLayoutCode=HIERARCHIC&IntPcKey=)

<sup>18</sup> Article 2(2) of the *de minimis* Regulation defines which undertakings are considered as a single undertaking (and therefore belong to the same legal group). This definition is set out in the chapter 'State aid' of the programme manual. Please check it carefully.

<sup>19</sup> Aid may be granted in the form of e.g. grants, guarantee, loans, etc. Please specify which form of grant has been received.

<sup>20</sup> The date of grant of the aid is the date when the legal right to receive the aid is conferred to the undertaking.

<sup>21</sup> If the aid is provided in a form other than a grant (e.g. loan), the gross grant equivalent has to be indicated. Gross grant equivalent means the amount of the aid, had it been provided in the form of a grant, before any deduction of tax or other charge.



I declare in addition that the **name of the undertaking** (please select the relevant option in case this is applicable):

did not receive any other State aid for the same eligible costs;

OR

has received the following State aid for the same eligible costs;

*(If you need more lines, please contact the JS)*

State in which the aid was granted	Organisation granting the aid	Form of grant	Legal basis for the aid <sup>22</sup>	Aid intensity <sup>23</sup>
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
			<b>TOTAL</b>	Click here to enter text.

I acknowledge that untruthful/false declarations can be prosecuted under the applicable penal code, in addition to leading to administrative sanctions and the obligation of reimbursing any unduly received aid.

Date and place

Signature

Click here to enter text.

<sup>22</sup> Please indicate the EU Regulation with the relevant article based on which the aid was granted or the EC Decision approving the notified aid.

<sup>23</sup> Please indicate the gross aid amount expressed as a percentage of the eligible costs, before any deduction of tax or other charge.





.....

Function of the signatory

Click here to enter text.

.....

Official stamp of the undertaking (if it exists)

.....

Full name of the signatory

Click here to enter text.

.....



## Annex XI: Project assignment

### Template

## Project assignment

### Identification of project and project partner

Project acronym	Click here to enter the project acronym.
Name of project partner	Click here to enter the name of the project partner.

### Assigned employee

Name of employee	Click here to enter the name of the employee.	
Assignment period Please indicate starting and end date of the assignment. Please consider that the assignment period shall correspond with the reporting period.	Click here to enter the starting date.  Starting date	Click here to enter the end date.  End date
Version N°	Click here to enter the number of the version.	

### Confirmation

With this task assignment, it is confirmed that the above-mentioned *employee* works on the above-mentioned project.

In case that he/she is involved in other public funded projects (please specify in the table below the relevant project acronyms and the funding programmes/sources), it is confirmed that there is no double financing, as not more than 100% of my working time will be reported.



Click here to specify the relevant project acronyms and the funding programmes/sources.

He/she carries out the following project-related tasks in this assignment period:

Click here to enter the project-related tasks in this assignment period.

He/she is assigned with the following share of his/her working time in this period to carry out the tasks as described above.

Assignment percentage <sup>24</sup>	Click here to enter the assignment percentage.
-------------------------------------	--

Click here to enter the employer's name.

---

Name of employer

Click here to enter the employee's name.

---

Name of employee

Click here to enter the date.

Click here to enter the employer's signature.

Click here to enter the date.

Click here to enter the employee's signature.

---

<sup>24</sup> As regards the calculation of the extent of the assignment please refer to annex VIII of the programme manual "How to calculate the assignment percentage".



---

Date<sup>25</sup> and employer's signature

---

Date<sup>25</sup> and employee's signature

---

<sup>25</sup> According to the programmes eligibility rules the project assignment has to be issued and signed before the starting date of the assignment period

# Annex XII: Project report offline template

This document transcripts the project report template implemented on Alpine Space JEMS version 7 and is based on the work of Interact group for Harmonised Implementation Tools (HIT).

Warning: some fields of the project report are likely to be slightly modified as the JEMS v.7 is in development. JEMS is currently available in its version 6.

For classic projects, project reports are of two different types, finance report and progress report (finance+activities, called “both” in the project report identification in JEMS). Finance report and progress report have to be submitted alternatively at the end of reporting periods. The first report has to be a finance report. For small-scale projects, the two reports are progress reports. See ASP Programme manual, Chapter D.7 Project reporting.

All fields presented below exist in the finance reports. The fields that are specific to progress reports will be indicated in the section title.

## 1. Project progress report identification

### 1.1. Project progress report identification

Project ID and acronym	<i>Pre-filled from AF</i>
Project report ID	<i>Automatically generated</i>
Project report status	<i>[Draft] → [Submitted] → [Verified] → [Paid]</i>
Name of the lead partner organisation in original language	<i>Pre-filled from AF</i>
Name of the organization in English	<i>Pre-filled from AF</i>
AF version linked	<i>Automatically generated</i>



Reporting period start date	DD.MM.YYYY
Reporting period end date	DD.MM.YYYY
Link to reporting schedule (contracting)	To select in a preset list
Type of partner report	To select in the list. [Content] / [Finance] / [Both]
Reporting period	Automatically generated
Reporting date	Automatically generated

### 1.2. Highlights of main achievements

Please describe project progress up to now including specific objectives reached and main outputs delivered by highlighting also the added value of the cooperation. The summary should highlight main achievements and interesting accomplishments, in a language that is understandable for non-specialists.

To be filled in, max. 5.000 characters

### 1.3. Overview of the outputs and results overview

Programme Output Indicators not linked to a Programme Result Indicator

For each output entered in the AF

Project Output	Pre-filled from AF
Measurement Unit	Pre-filled from AF
Baseline	Pre-filled from AF
Target Value	Pre-filled from AF
Previously Reported	Pre-filled from previous reports
Current Report	Aggregation of the partner reports of the current reporting period



Total Reported So Far

*Automatically generated*

#### 1.4. Project problems and deviations

If applicable, please describe and justify any problems and deviations, including delays from the work plan presented in the application form, and the solutions found.

*To be filled in, max. 5.000 characters*

If applicable, please describe any deviations in the spending profile compared to the amounts indicated in the AF.

*To be filled in, max. 5.000 characters*

#### 1.5. Target groups (progress report only)

In the table below, you will see a list of the target groups you indicated in the application form. Please explain for each target group in what way and to what extent they were involved in your project in this reporting period

Target group #

*The target group involvement has to be described in max. 2.000 characters*

## 2. Work plan progress (progress report only)

### 2.1. Work package #

This work package is completed

*Tick for yes*

What is the progress towards the objectives in this work package as defined in the application form? Status should be cumulative.

Project specific objective

*Pre-filled from AF*

Status

*Select in a preset list : [Fully achieved] / [Partly achieved] / [Not achieved]*



Explanations on the project specific objective's progress	To be filled in, max. 2.000 characters
Attachment	To upload
Communication objective	Pre-filled from AF
Communication objective's status	Select in a preset list : [Fully achieved] / [Partly achieved] / [Not achieved]
Explanations on the communication objective's progress	To be filled in, max. 2.000 characters
Please describe the progress in this reporting period and explain how the partners were involved (who did what).	To be filled in, max. 2.000 characters

Please indicate progress made in each activity, deliverable and output.

### 2.2. Activity #

Activity title	Pre-filled from AF
Start period	Pre-filled from AF
End period	Pre-filled from AF
Activity progress' status	Select in a preset list : [Fully achieved] / [Partly achieved] / [Not achieved]
Describe how you contributed to the progress made in this activity	To be described, max. 2.000 characters
Attachment	To upload

### 2.3. Deliverable #

Deliverable title	Pre-filled from AF
Start period	Pre-filled from AF





End period	Pre-filled from AF
Deliverable progress' status	Select in a preset list : [Fully achieved] / [Partly achieved] / [Not achieved]
Describe your contribution to this deliverable	To be described, max. 2.000 characters
Attachment	To upload

#### 2.4. Output #

Deliverable title	Pre-filled from AF
Programme output indicator	Pre-filled from AF
Measurement unit	Pre-filled from AF
Delivery period	Pre-filled from AF
Target Value	Pre-filled from AF
Achieved in this reporting period	To be filled in
Cumulative value	Automatically generated
Description of the output's progress in this period	To be described, max. 2.000 characters
Attachment	To upload

### 3. Project results & horizontal principles (progress report only)

#### 3.1. Project results #

Programme result indicator	Pre-filled from AF
Measurement unit	Pre-filled from AF



Baseline	<i>Pre-filled from AF</i>
Target Value	<i>Pre-filled from AF</i>
Achieved in this reporting period	<i>To be filled in</i>
Cumulative value	<i>Pre-filled from AF</i>
Description of the result's progress in this period	<i>To be described, max. 2.000 characters</i>
Attachment	<i>To upload</i>

### 3.2. Horizontal principles

Please indicate which type of contribution to horizontal principles applies to the project and justify your choice.

Horizontal principle's title	Sustainable development as set out in Article 11 TFEU, taking into account the UN Sustainable Development Goals, the Paris Agreement and the "Do No Significant Harm" principle	Equal opportunities and non-discrimination based on gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation	Equality between men and women, gender mainstreaming and the integration of a gender perspective
Type of contribution	<i>Pre-filled from AF: [positive effects] / [neutral] / [negative effects]</i>		
Description of contribution	<i>To be described, max. 2.000 characters</i>		

### 4. List of partner certificates

In this section you can find all partner certificates of this project. Please exclude the partner certificates you would not want to include in this project report. A partner report can only be included once. Once ticked, the certificate is unavailable in other reports.



Partner, partner report ID, date of certificate, included in project report ID, amount of the certified expenditures in Euro.

*Data automatically imported from the partner report certification*

Inclusion of one partner report's certified expenditures to the current project report

*Tick for yes*

## 5. Project closure (final report only)

### 5.1. Project story

Describe the project's final achievements in a Project Story format. The Project Story should be interesting and understandable for non-specialists as it might be used for publications.

*To be described, max. 2.000 characters*

### 5.2. Mentions & prizes

Relevant mentions and prizes that you as a project achieved (name or mention)

*To list*



### 5.3. Closure checklist

Select in the drop-down menu the checklist “ASP - Final project report” and fill in each of the following fields

#### 5.3.1 Outputs after project end

What will happen with project outputs after the project end and how will the outputs be made available to the general public? How will it be possible to capitalise on your project outputs?

*To be described, max. 2.000 characters*

#### 5.3.2 Future of the partnership

#### Cooperation beyond this project

Institutional structures for maintaining of the project results

*Tick [Yes] or [No]    Justification if yes*

Long run action plan for maintaining the project results

*Tick [Yes] or [No]    Justification if yes*

Adjustment of the regional/national strategic documents or/and planning procedures for maintaining the project results

*Tick [Yes] or [No]    Justification if yes*

Follow-up projects

*Tick [Yes] or [No]    Justification if yes*

Other projects

*Tick [Yes] or [No]    Justification if yes*



No cooperation beyond this project

Institutional structures for maintaining of the project results	<i>Tick [Yes] or [No]    Justification if yes</i>
Long run action plan for maintaining the project results	<i>Tick [Yes] or [No]    Justification if yes</i>
Adjustment of the regional/national strategic documents or/and planning procedures for maintaining the project results	<i>Tick [Yes] or [No]    Justification if yes</i>
Follow-up projects	<i>Tick [Yes] or [No]    Justification if yes</i>
Other projects	<i>Tick [Yes] or [No]    Justification if yes</i>

5.3.3 Contribution to wider policies and strategies

Compared to what was mentioned in the Application form, how do you now contribute to wider policies and strategies, in particular EUSALP?	<i>Comment in max. 2.000 characters</i>
If you draw conclusions from the implementation of the project, what will be the future challenges and opportunities for transnational cooperation on the topic that the project has addressed?	<i>Comment in max. 2.000 characters</i>



#### 5.3.4 Document storage

Please acknowledge that the conditions of the subsidy contract have been complied with and that the information on the location of project documents after project end has been updated for each project partner (Contracting section in Jems). The documents shall be kept for at least five years (retention period) from December 31st of the year in which the last payment by the MA to the project is made.

*Tick [I acknowledge] or [I do not acknowledge]*

## 6. Report annexes

Summary of all files attached to the report and sorted by section. At this stage, additional files can be uploaded and a description can be added to the files, if deemed relevant.

## 7. Financial overview

Partner sources of funding, financial performance, expenditures breakdown per cost categories and lump sums.

## 8. Report export

Report can be exported.

## 9. Project report submission

At this stage, you need to click on “Run pre-submission check”. It allows verifying if any obligatory field has been overlooked. The pre-submission check does not replace a careful proofreading. You can then submit the project report. It will be checked by the JS.