



# FactSheet

## No. 2.2

### National requirements

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Most countries of the Alpine Space programme set up national requirements as regards the application procedure and ask for additional documents to be submitted at the national level. Those requirements might be different between the two steps of the application procedure and are used in the process of project selection. Templates for all national requirements forms can be downloaded from the [national pages section](#) of the programme's website.

**In step 1 and in step 2 of the project application the eligibility criteria foresee obligatory contacts with the Alpine Space contact points (ACPs).** For details please check the information provided by the different countries and the factsheet "Project selection: procedure and criteria". As a general rule each project applicant is advised to get in contact with its [ACP](#).



## Austria

### First step: expression of interest

Each Austrian EoI lead partner is obliged to consult the Austrian ACP within step 1 of the application procedure to ensure the submission of a quality project proposal (at least one written contact before project submission). It is an eligibility criterion, which means that its non-fulfilment leads to the automatic rejection of the project with no further assessment.

No further national requirements are set for the first step of the application process; however Austrian EoI lead partner and project partners might be contacted after submission and might be asked to provide short feedback on involvement and legal status.

### Second step: application form

Each Austrian lead partner is obliged to consult the Austrian ACP within step 2 of the application procedure. For all Austrian project partners it is highly recommended to consult the Austrian ACP within step 2 of the application procedure. The established contact to the ACP is part of the national evaluation and shall ensure the submission of quality application documents and – if relevant – to explain the PC recommendations from step 1 in detail. As in step 1 the obligatory contact of the LP is an eligibility criterion, which means that its non-fulfilment leads to the automatic rejection of the project with no further assessment.

Additionally, all Austrian project participants (partner and lead partner) must provide the Austrian ACP via e-mail with the following information within the second step. Deadlines will be communicated for each call in due time.

- *Partnerformular*: checklist for further required information of each project partner/lead partner to be submitted via e-mail together with all respective additional documents as required by the Austrian ACP. Further information and explanation will be included in a cover letter of the ACP.

Please note that in this second step the national requirements are eligibility criteria, i.e. if not fulfilled a project partner will be excluded from the project partnership.



## France

### First step: expression of interest

Each French EoI lead partner is obliged to consult the French ACP within step 1 of the application procedure to ensure the submission of a quality project proposal (at least one written contact before project submission). It is an eligibility criterion, which means that its non-fulfilment leads to the automatic rejection of the project with no further assessment.

Moreover, all French project participants (partner and lead partner) must provide the French ACP with the following information:

- a short summary of the project. If applicable, please precise the local/regional or national strategy(ies)/ public policy(ies) the project is contributing to and whether the project has got in touch with the relevant public institution in this regard.
- a description of their organisation focusing on their competence and experience in the thematic field of the project and in European project management, if relevant (name of the programme and role of the structure in the project: lead partner, partner, observer, other).
- the SIRET number of their structure (for Lead partner only).

Please use the template available on the [national page](#). This document has to be filled in French and sent, by email, to the French ACP within the deadline for submission of the EoI.

### Second step: application form

Each French lead partner and each French project partner is obliged to consult the French ACP within step 2 of the application procedure. The established contact to the ACP is part of the national evaluation and shall ensure the submission of quality application documents and – if relevant – to explain the PC recommendations from step 1 in detail. As in step 1 the obligatory contact of the LP is an eligibility criterion, which means that its non-fulfilment leads to the automatic rejection of the project with no further assessment.

Moreover, all French project participants (partner and lead partner) must provide the French ACP with the following information:



1) Documents related to the organisation:

- The SIRET number of the organization;
- Copy of the statute (or other instruments of incorporation) of the organisation mentioning the nature (public or private) of the takings and the composition of the managerial board;
- Copy of the last annual activity report;
- Copy of financial documentation (for private partners only): bilans et annexes; comptes de résultats sur trois ans.

2) Documents related to the project:

- Description of the project
- Description of the detailed activities to be carried out by the French partner(s), as well as a description of the foreseen pilot sites;
- Description of the contribution of the project to public policies at regional/national level;
- Please note: the costs of the first level control must be included by French partner under their budget line “external expertise and services costs”.

Please use the template available on the [national page](#).

Please note: in case of a project gathering several French partners, the document related to the project has to be sent by one partner only on behalf of the whole French partnership (single version including the information of each partner).

All these documents (related to the organisation and related to the project) have to be sent to the French ACP, by email, within the deadline for submission of the application form.

Please note that in this second step the national requirements are eligibility criteria, i.e. if not fulfilled a project partner will be excluded from the project partnership.



## Germany

### First step: expression of interest

Each German lead partner is obliged to consult the German ACP within step 1 of the application procedure to ensure the submission of a quality project proposal (at least one written contact before project submission). It is an eligibility criterion, which means that its non-fulfilment leads to the automatic rejection of the project with no further assessment. In addition a contact of all German project partners is highly appreciated.

No further national requirements are set for the first step of the application process.

### Second step: application form

Each German LP and each German PP is obliged to contact the German ACP within step 2 of the application procedure. The established contact to the ACP is part of the national verification and shall ensure the submission of quality application documents and – if relevant – to explain the PC recommendations from step 1 in detail. As in step 1 the obligatory contact of the LP is an eligibility criterion, which means that its non-fulfilment leads to the automatic rejection of the project with no further assessment.

Additionally, the following documents need to be submitted via post mail to the German ACP with the second step by all German project participants (lead partner and project partners):

- 1) *Partnerformular*: Checklist for further required information of each PP/LP – to be submitted via post mail together with all respective additional documents as required to the German ACP.
- 2) *Verpflichtungserklärung*: Confirmation of contribution (counterpart to ERDF co-financing) of each PP/LP – to be submitted via post mail to the German ACP.

Further information and explanation can be obtained in the “Infobrief ACP Germany” available also at the [national pages, Germany](#).

Please note that in this second step the national requirements are eligibility criteria, i.e. if not fulfilled a project partner will be excluded from the project partnership.



## Italy

### First step: expression of interest

Each Italian lead partner is obliged to consult the Italian ACP within step 1 of the application procedure to ensure the submission of a quality project proposal (at least one written contact before project submission). It is an eligibility criterion, which means that its non-fulfilment leads to the automatic rejection of the project with no further assessment. In addition a written contact of all Italian project partners is recommended.

Moreover, all Italian project participants (partner and lead partner) must provide the Italian ACP with national requirement documents.

Please note that in case the first step the national requirements for Italy are not fulfilled by a project partner, this project partner will not be considered in the Italian verification.

Documents to be provided:

- Document *Autocertificazione forma giuridica* (to be provided by the EoI LP, but only if it is Italian)
- Document *Autocertificazione del responsabile legale* (to be provided by the EoI LP, but only if it is Italian)
- Document: *Curriculum Vitae* – CV of all Italian project participants (PP and LP, if relevant).

Documents can be found on the specific\_section “documents” of [national pages Italy](#). All these documents shall be submitted to the Italian ACP by e-mail ([spazio\\_alpino@regione.lombardia.it](mailto:spazio_alpino@regione.lombardia.it)) within the given deadline of a call as indicated in the respective terms of reference. The CV form shall be filled in and signed by the legal responsible.

**All declarations, to be valid, must be accompanied by a copy of the identity document of the legal responsible, signing the declaration** (in case the signing legal responsible is the same in all declarations, only one copy of the identity document is needed).

### Second step: application form

Each Italian lead partner is obliged to consult the Italian ACP within step 2 of the application procedure. The established contact to the ACP is part of the national evaluation and shall ensure the submission of quality application documents and – if relevant – to explain the PC recommendations from step 1 in detail. As in



step 1 the obligatory contact of the LP is an eligibility criterion, which means that its non-fulfilment leads to the automatic rejection of the project with no further assessment. In addition a written contact of all Italian project partners is recommended.

Moreover, all Italian project participants (partner and lead partner) must provide the Italian ACP with national requirement documents.

All these documents shall be submitted to the Italian ACP by e-mail ([spazio\\_alpino@regione.lombardia.it](mailto:spazio_alpino@regione.lombardia.it)) within the given deadline of a call as indicated in the respective terms of reference.

Please send all documents together with an accompanying letter:

- Document *CV del LP o PP italiano* (only for those project participants who were not part of the EoI).
- Document *Autocertificazione della forma giuridica* (for all PPs and also for the IT LP if it is different from the EoI)
- Document *Autocertificazione del responsabile legale* (for LP only if it is changed compared to the EoI and for all PPs).

**All declarations, to be valid, must be accompanied by a copy of the identity document of the legal responsible, signing the declaration** (in case the signing legal responsible is the same in all declarations, only one copy of the identity document is needed).

Please note that also in this second step the national requirements are eligibility criteria, i.e. if not fulfilled a project partner will be excluded from the project partnership.

## Liechtenstein

### First step: expression of interest

Each Liechtenstein lead partner is obliged to consult the Liechtenstein ACP within step 1 of the application procedure to ensure the submission of a quality project proposal (at least one written contact before project submission). It is an eligibility criterion, which means that its non-fulfilment leads to the automatic rejection of the project with no further assessment.

Further national requirements might be made available at a later stage.



## Second step: application form

Each Liechtenstein lead partner is obliged to consult the Liechtenstein ACP within step 2 of the application procedure. The established contact to the ACP is part of the national evaluation and shall ensure the submission of quality application documents and – if relevant – to explain the PC recommendations from step 1 in detail. As in step 1 the obligatory contact of the LP is an eligibility criterion, which means that its non-fulfilment leads to the automatic rejection of the project with no further assessment.

Further national requirements might be made available at a later stage.

## Slovenia

### First step: expression of interest

Each Slovene lead partner is obliged to consult the Slovene ACP within step 1 of the application procedure to ensure the submission of a quality project proposal (at least one written contact before project submission). It is an eligibility criterion, which means that its non-fulfilment leads to the automatic rejection of the project with no further assessment.

All Slovenian project participants (PP and EoI LP) must fill in and provide the form *Nacionalno preverjanje – 1. stopnja* to the Slovenian ACP. The template of the form together with detailed instructions will be published on the Slovenian national page section of the programme's website in due time. The document must be sent via e-mail to the Slovenian ACP **within five workdays after the EoI submission deadline**. Failure to respect the requirement can result in lower scores achieved in the process of national evaluation of the project proposal and proposing partnership.

### Second step: application form

Each Slovene lead partner is obliged to consult the Slovene ACP within step 2 of the application procedure. The established contact to the ACP is part of the national evaluation and shall ensure the submission of quality application documents and – if relevant – to explain the PC recommendations from step 1 in detail. As in step 1 the obligatory contact of the LP is an eligibility criterion, which means that its non-fulfilment leads to the automatic rejection of the project with no further assessment.





All Slovenian project participants (PP and AF LP) must send to the national contact point documentation necessary for financial capacity check: solvency report **or** S.BON-1 form **or** eS.BON form **or** BON-1/Z and BON-2 forms.

Solvency report is available at the bank, where project partner has opened a current account. Solvency report must contain information on duration of account blockade in the six months period prior to preparation of the report.

BON forms are available at the Agency of the Republic of Slovenia for Public Legal Records and Related Services. The documents should be sent via email to the Slovenian ACP within five workdays after the AF submission deadline. Documents should not be older than two months in time of the application for submission deadline.

Please note that in this second step the national requirements are eligibility criteria, i.e. if not fulfilled a project partner will be excluded from the project partnership.

## Switzerland

### First step: expression of interest

Each Swiss lead partner is obliged to consult the Swiss ACP within step 1 of the application procedure to ensure the submission of a quality project proposal (at least one written contact before project submission). It is an eligibility criterion, which means that its non-fulfilment leads to the automatic rejection of the project with no further assessment. In addition, a contact of all Swiss project partners is highly appreciated.

No further national requirements are set for the first step of the application process.

### Second step: application form

Each Swiss lead partner and each Swiss project partner is obliged to consult the Swiss ACP within step 2 of the application procedure. The established contact to the ACP is part of the national evaluation and shall ensure the submission of quality application documents and – if relevant – to explain the PC recommendations from step 1 in detail. As in step 1 the obligatory contact of the LP is an eligibility criterion, which means that its non-fulfilment leads to the automatic rejection of the project with no further assessment.



Additionally, Swiss partners wishing to apply for national contribution in the framework of the New Regional Policy have to submit a form (*Antragsformular Kofinanzierung Bund NRP*; *Formulaire de demande d'aide fédérale NPR*) to the Swiss ACP. Guidance can be provided by the Swiss ACP.

The deadline will be set for each call.