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# **Interreg - IPA CBC Bulgaria - Turkey**



**PARTNERSHIP**

## **Interreg-IPA Cross-border Cooperation Bulgaria-Turkey Programme**

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**CCI 2014TC16I5CB005**

### **GUIDELINES FOR PRE-DEFINED APPLICANTS**

*Call for proposals*

*No 2014TC16I5CB005 – 2020 – 3*

*Restricted Call for Strategic Project Proposal*

*under Priority Axis 1 – Specific objective 1.2*

**Deadline for submission of project proposal: 6 July 2020**

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## Preface

These are the Guidelines for Applicants, which will serve as an essential reference document for the pre-defined applicant applying for funding under the Call for Project Proposals within the framework of the Interreg – IPA Cross-border Cooperation Programme Bulgaria – Turkey (hereinafter the Programme). The Guidelines for Applicants include the following integral parts, which must be considered in their entirety by the Applicant:

- Attachments:
  - Attachment 1 “State Aid and De Minimis Provisions” – contains important information about the rules for financing of state aid relevant activities (applicable for Bulgarian project partners only);
  - Attachment 2 “Complaint Procedure” – contains important information about the stages, requirements, steps and deadlines which the applicant must observe in case it decides to launch a complaint against the decisions of the Joint Monitoring Committee regarding project’ selection and financing;
  - Attachment 3 “Instruction for electronic submission of project proposals” - contains important information about access to the electronic system and submission of project proposal;
- Application Form – to be filled in by the project partnership;
- Annexes (A1-A5) to the Application form – contain templates of all declarations that must be submitted by the project partners together with the project proposal;

Subsidy contract – draft version (for information purposes only).

It is recommended that the pre-defined applicant submitting the proposal under the current call should examine carefully, besides the present Guidelines for Applicants, the Cooperation Programme Document, which is available on the website of the Programme: <http://www.ipacbc-bgtr.eu/>

## Explanation of text-box

Across the following pages you will find a highlighted text boxes – marked “**Important**”:

**📌 IMPORTANT** - highlights the most important elements to be taken into account when preparing a project.

## Legal Basis

In the elaboration of these Guidelines for Applicants the following legal provisions have been observed:

Basic EU legal acts:

- Council Regulation (EU) No 231/2014 of the European Parliament and of the Council of 11 March 2014 establishing an Instrument for Pre-accession Assistance (IPA II) – the IPA II general regulation;
- Commission Implementing Regulation (EU) No 447/2014 of 2 May 2014 on the specific rules for implementing Council Regulation (EU) No 231/2014 establishing an Instrument for Pre-accession Assistance - IPA II Implementing Regulation;
- Regulation (EU) No 1299/2013 of the European Parliament and of the Council of 17 December 2013 on specific provisions for the support from the European Regional

Development Fund to the European territorial cooperation goal;

- Commission Delegated Regulation (EU) No 481/2014 of 4 March 2014 supplementing Regulation (EU) No 1299/2013 of the European Parliament and of the Council with regard to specific rules on eligibility of expenditure for cooperation programmes;
- Commission Delegated Regulation (EU) 2019/693 of 7 February 2019 amending Delegated Regulation (EU) No 481/2014 supplementing Regulation (EU) No 1299/2013 of the European Parliament and of the Council with regard to specific rules on eligibility of expenditure for cooperation programmes;
- Regulation (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action;
- Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006.
- Commission Delegated Regulation (EU) 2016/568 of 29 January 2016 supplementing Regulation (EU) No 1303/2013 of the European Parliament and of the Council with regard to the conditions and procedures to determine whether amounts which are irrecoverable shall be reimbursed by Member States concerning the European Regional Development Fund, the European Social Fund, the Cohesion Fund, and the European Maritime and Fisheries Fund;
- Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012.

#### Basic programme documents:

- Interreg-IPA CBC Bulgaria-Turkey Programme approved by European Commission on 22.07.2015 by Decision C(2015) 5280, amended with Decision C(2016) 2852 from 4.5.2016, Decision C(2016) 8642 from 13.12.2016 and Decision C(2017) 6045 from 31.8.2017, with programme reference number CCI 2014TC16I5CB005;
- Memorandum on Implementation of Interreg – IPA Cross-Border Cooperation Programme CCI Number: 2014TC16I5CB005 between the Government of the Republic of Bulgaria and the Government of the Republic of Turkey;
- Financing Agreement between the European Commission and the Government of the Republic of Turkey;
- Decision of the Joint Monitoring Committee of Interreg-IPA CBC Bulgaria-Turkey Programme from 12 November 2019

#### National legislation

Besides EU rules and rules of the Programme, national legislation in force ruling specific fields such as environmental interventions, natural and cultural heritage, construction, human resources, public procurements, etc. has to be respected.

**Please note that all these legal provisions must be observed by the applicant during both project preparation and implementation phases.**

## 1 General Information

These Guidelines for Applicants aim at providing practical information under Interreg-IPA CBC Bulgaria-Turkey Programme.

It is the most practical level of information needed for the successful submission of a project proposal under this programme. These Guidelines for Applicants provide information on how to development of a project idea/proposal, to fill in the application form, budget and related forms, the application procedure, the project selection criteria, the decision procedure and other practical advices.

### **📌 IMPORTANT**

**Please read carefully these Guidelines for Applicants in order to avoid confusion!**

**The present version of the document is only relevant in connection to the Third Call for Proposal under the Interreg - IPA Bulgaria – Turkey CBC Programme 2014-2020. Please bear in mind that this Call for proposals only concerns Priority Axis 1, Specific objective 1.2**

**The possible modifications in the Application package will be communicated via the Programme website.**

### 1.1 Overview of Interreg-IPA CBC Bulgaria-Turkey Programme

This programme is co-financed by the European Union through the Instrument for Pre-accession Assistance II and co- financed by Bulgaria and Turkey through contributions from state budgets. Own co-financing by the project beneficiaries is allowed.

The programme document drafted jointly by the two countries through a wide partnership with national, regional and local stakeholders was approved by the European Commission on 22.07.2015 (Decision No C (2015) 5280). It sets out the general framework of intervention of IPA II in the Programme cross-border area. **The programme document is available on the following websites:**

<http://www.ipacbc-bgtr.eu/>

<http://www.mrrb.government.bg/>

<http://www.ab.gov.tr>

<http://cbc.ab.gov.tr/>

The programme continues the evolution of the EU's cross-border initiatives, reflected in the Bulgaria – Turkey IPA Cross-border Programme 2007 – 2013, External Border Initiative Programme and Phare Cross Border Co-operation Programme between Bulgaria and Turkey.

#### 1.1.1 Eligible Cross-border Area

The eligible cross-border co-operation area is determined in accordance with the IPA II rules set out in Regulation 231/2014 where only NUTS III regions (or respective equivalents) are eligible for cross-border co-operation programmes.

The eligible cross-border co-operation area includes the districts of **Burgas, Yambol and Haskovo** in Republic of Bulgaria and provinces of **Edirne and Kirklareli** in Republic of Turkey.

#### **Eligible NUTS III:**

### For Republic of Bulgaria:

- ✓ District of **Burgas**: 13 municipalities – Aitos, Burgas, Kameno, Karnobat, Malko Tarnovo, Nesebar, Pomorie, Primorsko, Ruen, Sozopol, Sredets, Sungurlare, Tsarevo;
- ✓ District of **Yambol**: 5 municipalities – Bolyarovo, Elhovo, Straldzha, Toundzha Yambol;
- ✓ District of **Haskovo**: 11 municipalities – Dimitrovgrad, Harmanli, Haskovo, Ivaylovgrad, Lyubimets, Madzharovo, Mineralni bani, Simeonovgrad, Stambolovo, Svilengrad, Topolovgrad.

### For Republic of Turkey:

- ✓ Province of **Edirne**: 9 districts - Edirne, Enez, Havsa, İpsala, Keşan, Lalapaşa, Meriç, Süloğlu, Uzunköprü;
- ✓ Province of **Kırklareli**: 8 districts – Babaeski, Demirköy, Kırklareli, Kofçaz, Lüleburgaz, Pehlivanköy, Pınarhisar, Vize.

## 1.1.2 Programme Strategy

The Interreg-IPA CBC Bulgaria-Turkey Programme contributes directly to the EU and national strategic documents in line with the concept for smart, sustainable and inclusive growth. Smart growth is fostered amongst others through cooperative measure in the field of environment and low-carbon economy, as well as through activities in the field of tourism (measures in the area of natural and cultural heritage); strengthening the region's youth – as backbone for future developments in the area, improving research and competitiveness and promoting R&D to mitigate brain drain are regarded as cross-cutting issues for synergies with the selected thematic priorities of the Programme.

## 1.1.3 The programme overall aim

The strategy, set out to address the specific needs of the border area both in the short and long term, supports the following **overall aim**:

***Strengthening the Bulgaria-Turkey cross-border cooperation capacity in the field of nature protection and sustainable tourism, leading to enhancement of European territorial cohesion***

Based on the experience of the programming period 2007-2013, as well as on various analyses of the Programme area, the following two out of the eight proposed by European Commission thematic priorities (listed in Annex III of Regulation (EU) N°231/2014) were chosen to be the basis for selection of the Priority Axes of the Programme:

- ***Thematic priority No b: Protecting the environment and promoting climate change adaptation and mitigation, risk prevention and management;***
- ***Thematic priority No d: Encouraging tourism and cultural and natural heritage.***

### 📌 IMPORTANT

**For further details on programme strategy please refer to the programme document available at <http://www.ipacbc-bgtr.eu/>.**

## 1.1.4 Programme Priority Axes

In order to achieve the objectives set out in the programme document, the partnering countries have jointly agreed upon the main "Priority Axes" on which the projects under this programme should focus – "Environment" and "Sustainable tourism".

The current call is focused on Priority axis "Environment", Specific Objective 1.2 Improving the capacity for nature protection, sustainable use and management of common natural resources through cooperation initiatives.

### **1.1.5 Restricted call for strategic project justification**

The academia is among the potential beneficiaries of Priority Axis 1 "Environment" and according to the programme's SWOT analysis the universities precisely provide good foundation for improvements in the environmental sector in the region. At the same time based on the analysis of the first and second call the universities are not addressed sufficiently compared to the number of project promoters from the remaining categories of potential beneficiaries.

By Decision from 12 November 2019 the Joint Monitoring Committee of Interreg-IPA CBC Bulgaria-Turkey Programme approved that the remaining funds under Priority Axis 1 "Environment" are directed to a strategic project of the two leading technical universities in the region as pre-defined main beneficiaries - Prof. D-r. Asen Zlatarov University of Burgas and Trakya University of Edirne. The decision is in line with the options provided for in the Guiding principles for the selection of operations and the Summary description of the management and control arrangements from the approved Programme document, namely the "the selection of the operations shall be made through calls for proposals and/or strategic projects upon decision of the JMC".

The strategic project under the current Restricted call must be effective and efficient in order to match the territory's needs as envisaged by the Programme's objectives and results. The strategic project shall obtain lasting effects or improvements in the programme area and catalyse further actions in the field addressed.

### **1.1.6 Programme Indicators**

With a view to summarise the selected information about the development of the Programme, result indicators were elaborated, in order to measure the level of achievement of the intended positive change in the cooperation fields between the two partnering countries, namely for the cross-border region, the supported participants in result of the implementation of the Programme.

Output indicators measure the achievement of the quantitative targets of the Programme. When preparing the Application Form, the applicant should provide quantification of those programme's indicators that are relevant to the project outputs.

When filling in the quantities in the specific sections of the Application Form, the Applicant has to strictly follow the units specified for each indicator in the programme (<http://www.ipacbc-bgtr.eu/>).

#### **📌 IMPORTANT**

**The project must contribute to the achievement of at least one of the programme output indicators under Specific objective 1.2. The choice of appropriate project output indicators and justification on the way the project contributes to the Programme results is important for the project assessment and its approval for financing under the Programme by the Joint Monitoring Committee.**

The table below summarizes the Programme output indicators relevant for this Call:

Specific Objective	Priority Axis 1 "Environment"	
1.2. Improving the	OI	Number of nature protected areas addressed by

capacity for nature protection, sustainable use and management of common natural resources through cooperation initiatives in the cross-border area	1.2.1	interventions
	OI 1.2.2	Number of capacity building / awareness activities related to nature protection, sustainable use and management of common natural resources
	OI 1.2.3	Number of people involved in training and capacity building activities in the field of nature protection
	OI 1.2.4	Number of joint initiatives addressing preservation of marine and coastal environment (incl. litter reduction)
	OI 1.2.5	Number of joint management plans/ coordinated specific conservation activities for protected areas

The relation of the proposal to the OIs should be indicated in Part II, section 5.1 of the Application Form, where the applicant must specify the exact quantity and provide detailed and justified information about the related activities and sources for verification. The choice of appropriate OIs, the relevance of the proposal to the specified OIs, as well as the number of OIs the project plans to fulfill, shall be adequately evaluated during the technical assessment stage and shall be an essential prerequisite for its approval for financing.

### IMPORTANT

When selecting OIs, applicants shall be aware for the following:

- **Each indicator should be considered in its entirety** (For example: the output indicator 1.2.2 foresees not simply capacity building / awareness activities, but such initiatives related to nature protection, sustainable use and management of common natural resources. This means that all other capacity building / awareness activities on other topics, different than nature protection, sustainable use and management of common natural resources should not be counted).
- **The achievement of the specified quantities for each indicator must be proved** (This means that for each single number, there must be source of verification. The source of verification depends on the particular indicator – for example: certificates from trainings; official/ statistical data for population, benefited from some kind of activities; acceptance protocols for supply of equipment etc.).
- **The OIs refer to the project as a whole, not to a single beneficiary** (Most of the indicators foresee common/ joint initiatives, which means that those should be counted per project and not per partner).
- **One activity can be counted only in one indicator** (For example: organization of one capacity building activity in the field of nature cannot be counted as output indicator for 1.2.2 and 1.2.3 at the same time).

When defining the quantities of the selected OIs, applicants should consider the following information:

Specific Objective	Priority Axis 1 "Environment"		Examples for quantification
1.2. Improving the capacity	OI 1.2.1	Number of nature protected areas addressed by interventions	The number of the OI depends on the number of nature protected areas addressed by interventions.



for nature protection, sustainable use and management of common natural resources through cooperation initiatives in the cross-border area			For example – a project envisages activities concerning two protected areas in Bulgaria and two protected areas in Turkey. The number of the OI should be 4.
	OI 1.2.2	Number of capacity building / awareness activities related to nature protection, sustainable use and management of common natural resources	Only the capacity building / awareness activities related to nature protection, sustainable use and management of common natural resources should be counted. All other capacity building initiatives, trainings etc. on other topics should not be included in the number of this OI. In case the scope and content of capacity building/awareness raising activities carried in different places (including in both countries) are the same, it should be counted as one initiative. If there are several capacity building/awareness activities related to nature protection, sustainable use and management of common natural resources, carried out separately and/or on different topics, the number of the OI is equal to the number of the capacity building/awareness activities.
	OI 1.2.3	Number of people involved in training and capacity building activities in the field of nature protection	<p>Only people involved in training and capacity building activities in the field of nature protection should be counted.</p> <p>If one and the same person has participated in more than one training and capacity building activity within the project, she/he can be considered only once in the total number of people involved.</p> <p>Important: In case identical in terms of scope and duration trainings are carried on both sides of the border in Bulgaria and in Turkey the participation of a person in the trainings should be counted only once.</p> <p>For all the participants, certificates should be provided.</p>
OI 1.2.4	Number of joint initiatives addressing preservation of marine and coastal environment (incl. litter reduction)	<p>Since this indicator refers to joint initiatives, the correct number should be counted per joint initiatives.</p> <p>Important: In case one initiative is implemented several times on</p>	

			different places, it is counted as one.
	OI 1.2.5	Number of joint management plans/ coordinated specific conservation activities for protected areas	<p>Since this indicator refers to joint management plans/ coordinated specific conservation activities, the correct number should be counted per project.</p> <p>In case joint management plans/coordinated specific conservation activities of different nature are developed/implemented, each output will be counted.</p>

## 1.2 Programme Implementation Structures

According to the relevant IPA II Regulations, the two partnering countries have established the following main management and implementation bodies:

**Managing Authority (MA) – Territorial Cooperation Management Directorate at Ministry of Regional Development and Public Works of the Republic of Bulgaria** is designated to perform the functions of Managing Authority under Interreg-IPA CBC Bulgaria-Turkey Programme (CCI Number 2014TC16I5CB005). The Managing Authority is responsible for managing and implementing the cross-border cooperation programme in accordance with the principle of sound financial management.

**National Authority (NA) – Directorate for EU Affairs** within the Ministry of Foreign Affairs of **Republic of Turkey** is the counterpart for the Managing Authority and is in charge of the coordination of programme in Turkey. The National Authority supports the Managing Authority in the process of management and overall implementation of the programme.

**Joint Monitoring Committee (JMC)** is formed of representatives of MA, NA, the European Commission, as well as other relevant national, regional and local authorities and stakeholders. The JMC shall supervise the overall effectiveness, quality and coherence of the implementation of all actions towards meeting the objectives set out in the Programme and the relevant strategy papers.

**Joint Secretariat (JS)** is a common structure that assists the programme management bodies in carrying out their respective functions and it is the main contact point between the programme and the potential beneficiaries/project partners. JS-main office is based in Haskovo (Bulgaria), and JS-branch office is based in Edirne (Turkey).

### 📌 IMPORTANT

**The JS is the main structure responsible for providing information and support to potential beneficiaries.**

## 1.3 Programme Financial Allocation for the Third Call for Proposals

The total budget available for the present call is 2 855 247 Euro (of which 2 426 960 Euro EU financial contribution and 428 287 Euro national contributions from national budgets of partnering countries). The total amount for this call for proposals is allocated to Priority axis 1, Specific objective 1.2: Improving the capacity for nature protection, sustainable use and management of common natural resources through cooperation initiatives in the cross-border area.

## 1.4 Revenue Generating Projects

In case the project generates revenue, in accordance with Article 65 (8) from Regulation (EU) No 1303/2013 the total eligible expenditures of the operation selected from the present call for proposals shall be reduced by the net revenue of the operation directly generated during its implementation.

Net revenue of the operation means cash in-flows directly paid by users for the goods or services provided by the operation, such as charges borne directly by users for the use of infrastructure, sale or rent of land or buildings, or payments for services less any operating costs and replacement costs of short-life equipment incurred during the corresponding period (e. g. if project concerns renovation of sport facilities, revenues generated from tickets for using these sport facilities during project implementation should be reduced).

Where not all the investment cost is eligible for co-financing, the net revenue shall be allocated pro rata to the eligible and non-eligible parts of the investment cost.

For the purposes of the net revenue calculation, any payment received by the beneficiary arising from contractual penalties as a result of a breach of contract between the beneficiary and a third party or third parties or that has occurred as a result of the withdrawal of an offer by a third party chosen under public procurement rules (the 'deposit') shall not be considered as revenue and shall not be deducted from the eligible expenditure of the operation.

#### **📌 IMPORTANT**

**During project implementation phase each beneficiary under project, which generates revenue, should keep detailed, timely, adequate and traceable information concerning the generated revenues.**

## **2 Rules of the Call for Proposals**

### **2.1 Cross-border impact**

The Strategic Project Proposal must be effective and efficient in order to match the territory's needs as envisaged by the Programme's objectives and results. The project must deliver direct cross-border impact and benefits for the project partners, the target groups and the Programme area. The partners should clearly demonstrate that the cross-border approach has been respected in the project proposal.

A clear cross-border impact could be found in these cases where the implementation of the projects ensures tangible results in the cross-border area (in both countries); otherwise the effect would be at regional level.

Through implementation of the planned activities (which are designed for facing certain specific needs of the cross-border area, partners and the target groups), the project shall contribute to achievement of the overall Programme aim. This means that when formulating the project idea, all partners should think about the impact of the project not only for their own organisations and the target groups, but also for the Programme area. Establishment of a partnership among organizations from the two countries by definition brings a cross-border character to the project, but only by itself this is not enough to ensure the direct cross-border impact and added value to the Programme area – rather, it is necessary that the combination of all project activities demonstrate achievement of distinct results in the cross-border area.

#### **2.1.1 Cooperation criteria**

*Direct cross-border impact is understood in terms of respecting the following cooperation*

*criteria as they are defined below: joint development, joint staffing, joint implementation and joint financing. All cooperation criteria must be respected.*

*Joint development* (mandatory) means that the project must be designed in close cooperation of the partners from both sides of the border. This means that project proposals must clearly integrate the ideas, needs, priorities and actions of stakeholders on both sides of the border. The Lead Partner is the coordinator of this process but should include other partners from the beginning of the development process;

*Joint implementation* (mandatory) means that activities must be carried out and coordinated among partners from both sides of the border. It is not enough that activities run in parallel. There must be clear content-based links between what is happening on either side of the border and regular contact between the two sides. The Lead Partner is responsible for ensuring that activities are properly coordinated, that schedules are kept and that the right quality levels are achieved;

*Joint staffing* (mandatory) means that there will be a single project team within the project. The project staff should not have duplicate functions on either side of the border and project team members should work together on the project. The partners should not merely carry out activities in parallel without mutual coordination and exchange of information, but the project team will be responsible for project activities on both sides of the border.

*Joint financing* (mandatory) means that there will be only one contract per project and there must therefore be one joint project budget. The budget should be divided between partners according to the activities carried out. There is also only one project bank account for the EU contribution (held by the Lead Beneficiary) and payments representing EU support are made from the programme to this account. The Lead Beneficiary is responsible for administration and distribution of these funds and for reporting on their use. Funding should come from both sides of the border and illustrates the commitment by each partner to the joint project. The distribution of financial resources should reflect tasks and responsibilities of the partners. The rights and obligations of each partner in view of project implementation (including transfer of funds and payments) are included in the Partnership agreement.

** IMPORTANT**

**The importance of the cross-border approach to the topic addressed should be clearly demonstrated. In this matter the project partners from the two participating countries have to cooperate mandatory in all four cooperation criteria - joint development, joint implementation, joint staffing and joint financing.**

## **2.2 Horizontal principles**

The following horizontal principles shall be observed in the development and implementation of the project:

**a) Sustainable development** – specific actions to take into account environmental protection requirements, resource efficiency, climate change mitigation and adaptation, disaster resilience and risk prevention and management, in the selection of operations

The project can integrate measures to ease the burden of emissions of their actions, e.g. by:

- actively tackle wider environmental concerns;
- actively tackle environmental issues of specific concern, including climate change as well as the maintaining of biodiversity and ecosystems;
- carrying out environmental management (structured experience sharing, capacity development, etc.);
- actively tackle sustainability issues, including ecological, economic and social

concerns;

- adopting measures for the organisation and implementation of conferences and events in a sustainable way.

**b) Equal opportunities and non-discrimination** – specific actions to promote equal opportunities and prevent any discrimination based on gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation during the preparation, design and implementation of the project, taking account of the needs of the various target groups at risk of such discrimination, and in particular, the requirements of ensuring accessibility for persons with disabilities

All interventions, being implemented through the Programme can integrate measures to consider the principle of equal opportunities and non-discrimination, e.g. by:

- actively tackle concerns of demographic change;
- actively tackle concerns of peripherality.

**c) Equality between men and women** - promotion of equality between men and women and, where appropriate, the arrangements to ensure the integration of the gender mainstreaming perspective at programme and operation level.

The project and interventions of the Programme can integrate measures such as:

- Actively tackle wider equality concerns;
- Integrate equal participation of women and men;
- Contribute to a better and more diversified labour market for women.

Project should consider what its overall influence as regards these principles is. Project should highlight in the application form how these horizontal principles are reflected in project activities and outputs.

The observance of the horizontal principles shall be taken into account during project evaluation (Please see the evaluation grid in section 6.3.).

For more information regarding the Programme commitment towards observing the horizontal principles, please consult the official version of the Programme, available at <http://www.ipacbc-bgtr.eu/>

## 2.3 Applicable law and public procurement

The beneficiaries have the possibility to award service, supply and works contracts to contractors. Contractors are neither partners nor associates. The award of contracts to them is subject to the procurement rules set out in Chapter 3 of Title VII of Part One of Regulation (EU, Euratom) 2018/1046 . In accordance with Commission Implementing Regulation (EU) No 447/2014 on the specific rules for implementing Council Regulation (EU) No 231/2014 establishing an Instrument for Pre-accession Assistance - IPA II Implementing Regulation, amended with Corrigendum to Commission Implementing Regulation (EU) No 447/2014 of 2 May 2014 on the specific rules for implementing Regulation (EU) No 231/2014 of the European Parliament and of the Council establishing an Instrument for Pre-accession assistance (IPA II) the procurement rules apply in the whole Programme area, both on Bulgarian and Turkish territory.

### **📌 IMPORTANT**

**Respecting the procurement provisions of the above regulations, beneficiaries under this Call for Proposals must refer to and use the guidelines and templates of the "Procurement and Grants for European Union External Actions – a Practical**

## Guide" document (PRAG).

To this end, the following provisions shall be fulfilled by the project beneficiaries:

- When sub-contracting the activities in order to achieve the project objectives, including activities for project preparation (budgeted under Budget Line 6 "Project preparation"), the contracting must be done by a transparent tendering procedure, following the above rules.
- The project or any sub-contracting procedures must not create an economic advantage to an economic operator.
- All studies or other project results shall be made available for free to all interested individual or legal persons, in a non-discriminatory way. Making the studies available only for certain individual or legal persons is strictly forbidden.

## 2.4 Communication and Visibility

The information and publicity measures for the interventions of the IPA II funds are aimed at publicizing the actions of the European Union, increasing transparency and creating a uniform image of the interventions throughout participating countries. In all projects communication activities should be properly planned. Communication should focus on the achievements and impact of the project actions. In order to maximise the impact of communication efforts:

- Activities need to be timely,
- Activities should be appropriate in terms of resources spent and expected impact,
- Information used must be accurate,
- The right audience(s) should be targeted, etc.

The following communication and visibility activities might be foreseen by the applicant in the Application form: press releases, press conferences, leaflets, brochures, newsletters, web sites, display panels, commemorative plaques, banners, promotional items, audiovisual productions, public events, information campaigns, etc.

More detailed practical guidelines (including templates) concerning the basic information and publicity measures are provided by the European Commission in the Communication and Visibility Manual for EU External Actions, published on the following EU website:

<https://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions>.

The main obligations of beneficiaries regarding information and communication measures for the public are included in: Annex XII, section 2.2 of EU Regulation 1303/2013:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:347:0320:0469:EN:PDF>.

## 2.5 Eligibility Criteria

The present call for proposal is open for Priority Axis 1: Environment, Specific objective 1.2 Improving the capacity for nature protection, sustainable use and management of common natural resources through cooperation initiatives in the cross-border area.

In order to be eligible for funding under the programme, a project should meet three sets of eligibility criteria:

- eligibility of applicants (see section 2.5.1),
- eligibility of activities (see section 2.5.2) and
- eligibility of expenditures (see section 2.5.3).

## 2.5.1 Eligibility of Applicants (Lead Partner and Partners)

### **🔔 IMPORTANT**

The project must include at least one partner from each side of the border region acting in full spirit of cooperation.

If the project does not comply with this requirement will be eliminated at the eligibility assessment stage.

All partners are directly responsible for the project implementation and cannot act as an intermediary.

### 2.5.1.1 Criteria for Eligibility of Applicants (Lead Partner and Partners)

1) Lead Partner and its partners must comply with all of the following general eligibility criteria:

- be legally established organizations (legal persons) according to the national legislation of the state on whose territory they are located;

Exception is made for subsidiary structures of local/regional/national authorities. In case a structure of local/regional/national authority is not and cannot act as a legal entity, its legally established central organization, if such exists, shall be the project partner.

and

- be registered in the eligible cross-border region between Bulgaria and Turkey;

Exception is made for national/regional public authorities whose area of competence, established by legal acts, extends to the eligible area of the programme, or structures of central public authorities located in the eligible cross border region which cannot be registered as legal entities – in this case the central authority is a project partner

and

- be non-profit making organizations;

and

- be directly responsible for the preparation and management of the action, not acting as an intermediary.

### **🔔 IMPORTANT**

All the above criteria must be fulfilled together.

For the present call the eligible Lead partner and Project Partner 2 are as follows:

Priority Axis/ Specific objective	Beneficiaries
Priority Axis 1 "Environment", Specific objective 1.2 "Improving the capacity for nature protection, sustainable use and management of common natural resources through cooperation initiatives in the cross-border area"	<ul style="list-style-type: none"> <li>○ Lead Partner: Prof. D-r. Asen Zlatarov University of Burgas;</li> <li>○ Project Partner 2: Trakya University of Edirne.</li> </ul>

In addition to the Lead Partner and Project partner 2, up to three organizations may be invited by the Lead partner for project partners under the project. The eligible potential project partners which may be invited by the Lead partner are given below:

- All levels of local/regional authorities;
- Associations of Local/Regional authorities and of other organisations;
- Central and regional offices and structures of central government institutions/administrations;
- Administrations of protected areas;
- Euro regions and other joint cross-border structures and institutions;
- Universities and scientific institutions;
- Educational and training institutions and organisations;
- Business support institutions and organisations - chambers of commerce, industry and crafts; and others;
- Non-Governmental organisations;
- Youth organizations.

**📌 IMPORTANT**

**All project partners should sign a "Declaration of eligibility" (Annex A2). They have to declare that they do not fall into any of the categories specified in the Declaration.**

### **2.5.1.2 Lead Partner Principle**

The Lead Partner, as the applicant of the project proposal, will be responsible for the preparation and submission of the project proposal as well as for implementation of the project. The LP must have the capacity to start the implementation of the project as quickly as possible, to maintain and further specify in detail the strategic, holistic and interdisciplinary, synthetic and synergy creating, character of the intervention, to exploit the immediate results of the intervention [in a way that this can (a) act as a demonstration project for future mainstreaming, (b) acquire a wider sectoral scope or territorial coverage], and to concentrate all available managerial, financing and know-how resources and focus them on the project.

The lead partner shall carry out the following tasks:

- lay down the arrangements with other partners in an agreement comprising provisions that, inter alia, guarantee the sound financial management of the funds allocated to the operation, including the arrangements for recovering amounts unduly paid;
- sign the contract for implementation of the operation with MA and further addenda to the contract (if any);
- assume responsibility for ensuring implementation of the entire operation;
- transfer the relevant budget amounts to the partners participating in the operation according to the Project Partnership Agreement and verified costs;
- ensure that expenditures presented by all beneficiaries have been incurred in implementing the operation and corresponds to the activities agreed between all the beneficiaries;
- ensure that the expenditures presented by the partners participating in the operation have been verified by controller(s);
- collect and check the information from the project partners and submit reports on progress of the project to the JS;
- informing MA/JS about necessity of project modifications

More information about the role and tasks of the Lead Partner is provided in the contract and in the Project Partnership Agreement template (Annex A1).

**📌 IMPORTANT**

**A partner can never be a contractor and vice versa!**



Please note that a “partner” involved in the project implementation as “Lead Partner” or “project partner” is excluded from any forms of contracting to other partners within the project.

### ***2.5.1.3 Rules concerning partnership***

#### **📌 IMPORTANT**

**The maximum number of partners in a project shall not exceed five (5) including the Lead Partner.**

The project partners must have clear roles in project preparation and implementation. All partners must sign a Project Partnership Agreement that stipulates their rights and duties. The signatures of the partners should be on the same page at the end of the agreement. The Project Partnership Agreement should be enclosed to the application form. A Project Partnership Agreement template is annexed to the present Guidelines (Annex A1). The partners may decide to add additional provisions to the Project Partnership Agreement.

#### **📌 IMPORTANT**

**Project Partnership Agreement is a legal and binding document which should be signed by all partners with utmost awareness. All partners should ensure to comply with the Project Partnership Agreement requirements.**

#### **📌 IMPORTANT**

**Under the current call for proposals the Lead partner may submit maximum one project proposal.**

## ***2.5.2 Eligibility of Activities***

### ***2.5.2.1 Project duration and grant amount***

The eligible grant amounts for the project is 2 855 247 Euro and maximum project duration is 24 months.

In addition, no grant may exceed 85% EU financing of the total eligible costs of the project (see also section 2.5.3). The remaining grant amount (15%) is financed from the national budgets of the partnering countries as national co-financing. Contributions from the partners' own resources are not obligatory. However the applicants may provide own co-financing which should be reflected in the project budget and it will be a subject of verification.

### ***2.5.2.2 Activities' location***

**The project activities should be implemented in the eligible cross border area specified in** the cross border cooperation programme. A detailed descriptions of the regions covered by the programme eligible area is given in section **1.1.1**

In accordance with article 44 (2) of the implementing regulation (EU) No 447/2014 and following the provisions of the Programme it is possible up to 20 % of the respective project partner's budget to be spent for the activities implemented outside of the programme eligible area. The beneficiary should provide a justification proving that those activities are necessary for achieving of the specific project objective. In addition the beneficiary should provide detailed information how the programme area will benefit of these activities and why the project cannot

be implemented if these activities outside the eligible area are not carried out. When calculating the amount of expenditures for the activities which will be implemented outside of the programme eligible area, the Applicant must keep in mind that:

- The place of incurring expenditures for services is the place of the performance of the service in question;
- The place of incurring expenditures for meetings, conferences, seminars, trainings, etc., is the place where the event will be held.

**📌 IMPORTANT**

**The activities outside border area must be related only to participation/organization of events, seminars, trainings, business trips, promotion campaign etc. and should be budgeted in BL3 and BL4 in the budget of the respective partner.**

### ***2.5.2.3 Eligible Activities***

This is a Restricted Call aiming to support a project with a strong strategic character, proving a significant impact on the eligible area. In this sense, the project will have to demonstrate that:

- is based on a strong and balanced partnership on the two sides of the border, extended to a substantial part of the eligible territory and demonstrate significant impact on target groups;
- produce a long lasting effect, creating permanent structures and services. The projects must provide added-value on activities already finished in the field or represents the beginning of activities that will be undertaken on a long term.

The types of activities financed under the present call for proposals are under Priority axis 1, Specific objective 1.2. Improving the capacity for nature protection, sustainable use and management of common natural resources through cooperation initiatives in the cross-border area. The activities must demonstrate a clear cross-border effect to the eligible programme area. Programme requirements and project ideas have to be aligned. The project needs to collaborate on cross border activities that directly relate to addressing the priority and objective, as set out in the Programme.

**📌 IMPORTANT**

**The project proposal should be submitted for financing under only Specific objective 1.2 which must be clearly indicated in the application form. This is obligatory condition.**

**Detailed description of the eligible activities under this call for proposals are given below. Please note that list of below activities is not exhaustive.**

### **Priority Axis 1 – Environment**

This Priority axis aims at an increase in interventions in the field of risk prevention and management and an improved capacity and sustainable use of common natural resources through joint initiatives for nature protection.

## Specific Objective 1.2. Improving the capacity for nature protection, sustainable use and management of common natural resources through cooperation initiatives in the cross-border area

### Investment measures

- **Environmental friendly small-scale investments:**
  - Environmental friendly small-scale investments for improving accessibility of / to nature protected sites (e.g. walking paths, cycling routes, small road sections leading to protected areas, etc);
  - Environmental friendly small-scale investment in: green infrastructure for coastal engineering, green spaces, green roofs and walls, fresh air corridors, birdwatching facilities, etc.;
  - Small scale investments in waste recycling, waste collection, waste separation, remediation of illegal dumping sites, etc.;
  - Environmental friendly small-scale investment in restoration of habitats for biodiversity and improvement of the delivery of ecosystem services;
  - Supply of equipment for protecting/preserving/monitoring the ecosystems and for control of pollution of rivers/sea;
  - Restoration activities targeting the achievement of favourable conservation status of the species and natural habitats, subject of conservation in the established protected areas in the CBC region.

### Soft measures

- **Joint initiatives and cooperation, exchange of experience and know-how, trainings and capacity building activities:**
  - Development and implementation of joint management plans/coordinated specific conservation activities for protected areas based on innovative concepts;
  - Joint initiatives targeting the effective management of protected areas, including marine protected areas;
  - Joint initiatives addressing nature protection in the Black Sea and coastal zones, including joint monitoring surveys and identification of joint marine protected areas
  - Spatial planning initiatives across borders (especially related to spatial planning of maritime space and protected areas) in order to harmonize the use of the maritime resources and align it with the overall nature protection goals of the Black Sea Strategy;
  - Joint initiatives addressing water quality and management: Capacity building initiatives, trainings, assessment and monitoring, exchange of experience and know-how in the environment-related matters: preservation and improvement of the quality of natural resources (air, soil, water); protection and restoration of ecosystems, endangered /protected flora and fauna species; sustainable use of resources and recycling; waste managements; other related issues;
  - Awareness raising initiatives related to the possibilities to mainstream air quality in agriculture (e.g. in livestock keeping, handling of manure, using fertilizer, burning of biomass and agricultural waste);
  - Cooperation initiatives between local authorities, NGOs and related institutions, education and training institutions, universities and scientific institutions in the field of environment, nature protection, safe and sustainable low-carbon economy
  - Cooperation initiatives in the field of marine litter reduction: assessment and

- monitoring, removal (e.g. beach cleaning or fishing for litter), awareness raising, making available adequate port reception facilities, etc.;
- Joint initiatives addressing the sustainable use of common renewable energy sources and integration of renewable electricity in the context of interconnections between Bulgaria and Turkey;
  - Creating knowledge networks for innovations in the field of sustainable use of common natural resources;
  - Development and implementation of joint awareness raising campaigns, in the field of environment & nature protection issues, including eco labelling of local products;
  - Actions to increase knowledge transfer across borders aiming at reaching the vision of a low-carbon economy and a high level of environmental protection and management;
  - Nature based solutions and coordinated actions between the two countries contributing to the restoration of the natural processes and characteristics of river habitats in the designated Natura 2000 sites.

### **IMPORTANT**

**Please consider the following requirements for all "investment" activities:**

**All works activities should be implemented on a municipal or state-owned property.**

**The property should be:**

- free of any encumbrances;
- not the object of a pending litigation;
- not the object of a claim according to the relevant national legislation.

**The envisaged works activities have to be supported with approved/certified detailed works design (where applicable according to the relevant legislation of the country (Bulgaria or Turkey), where the works activities will be implemented) and detailed bill of quantities. In case of construction works, for which the relevant legislation does not require approval of a work design, the applicant has to present a statement by the relevant institution/s for exception of the rule for works design's approval.**

**In case of engineering which involves: development of a detailed works design in connection with the envisaged reconstruction and modernization of existing buildings (preparation of a detailed works design in the "technical" and "working" phases on the affected parts of the investment project), required according to the national legislation, approval of the detailed works design and issuance of a permit for construction by the competent institution, implementation of construction, technological equipment and putting into operation of the object, the applicants should present:**

- all available construction documentation for the site - approved design available for the existing construction object, available permissions etc., schemes/plans of the intervention envisaged, developed by certified architects and engineers / or approved project design in phase 'conceptual design' (according to the national legislation in the field of construction);
- summarized explanatory note, describing the general technical and economic indicators of the building/s/engineering infrastructure and all envisaged construction/repair works;

- **bill of quantity.**

**In case of infrastructural activities land acquisition has to be finalized and respective documents to be presented (if applicable).**

**In case the project modify the hydro-morphological characteristics of a water body causing deterioration of the status, an appropriate analysis as required by Art. 4.7 of WFD shall be carried out as early as possible in the planning process (if applicable).**

**In case of the project is related to air pollution, its objectives should be in line with the objectives of Clean Air Package of 18 December 2013.**

**All supplies have to be supported by detailed technical specification, relevant unit prices and total price and at least three offers from different providers.**

**All prices concerning investment activities have to be in Euro.**

**Turkish partners may benefit from the "Construction Guide" (<http://www.ab.gov.tr/50019.html>) which has advisory characteristics during the preparation of the work designs (drawings, site plans, permits, approvals and other documents related to investment activities).**

**All the investment proposals should have positive environmental impact assessment (EIA), if for such kind of activities an EIA is required by the national legislation.**

**When the relevant legislation does not require an environmental impact assessment, the applicant has to present a statement by the relevant institution/s for exception of the rule for environmental impact assessment.**

### **2.5.3 Eligibility of Expenditures**

Only "eligible costs" can be taken into account for financial support. The budget is therefore both a cost estimate and a maximum ceiling for "eligible costs". Note that the eligible costs must be based on real costs based on supporting documents with some exceptions for which the flat rates should be applied. The eligibility of expenditure applies to EU and national co-financing as well as beneficiaries' own contributions. The expenditures are generally eligible if they comply with the principles of sound financial management and with the relevant rules for public procurement.

The eligibility of the expenditures is subject to the technical and quality assessment of the project proposal. Therefore it is in the applicants' interest to provide a realistic and cost-effective budget. Recommendations for decreasing of unrealistic costs, cutting of ineligible costs and correction of any type of arithmetical errors or other inaccuracies may be made by the assessors and the Assessment Working Group. The amount of the grant and the percentage of the EU co-financing as a result of these corrections cannot be increased.

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

**The requirements for eligibility of expenditures are set out in the following documents available on the Programme website (<http://www.ipacbc-bgtr.eu/>):**

- *Regulation (EU) No 231/2014 of the European Parliament and of the Council of 11 March 2014 establishing an Instrument for Pre-accession Assistance (IPA II);*
- *Commission Implementing Regulation (EU) No 447/2014 of 2 May 2014 on the specific rules for implementing Regulation (EU) No 231/2014 of the European Parliament and of*

*the Council establishing an Instrument for Pre-accession assistance (IPA II);*

- *Commission Delegated Regulation (EU) No 481/2014 of 4 March 2014 supplementing Regulation (EU) No 1299/2013 of the European Parliament and of the Council with regard to specific rules on eligibility of expenditure for cooperation programmes;*
- *Interreg-IPA CBC Bulgaria-Turkey Programme;*
- *Procurement and Grants for European Union External Actions – a Practical Guide document (PRAG);*
- *Specific guidelines, instructions and manuals issued by the programme bodies.*

Eligible costs are costs actually incurred by the Lead Partner or its partners, which meet all the criteria below.

To be eligible for financial support under the call for proposals, expenditures must:

- be necessary for carrying out the action and must comply with the principles of sound financial management, in particular value for money and cost-effectiveness;
- have been stipulated in the project budget;
- have actually been incurred by the Lead partner or its partners during the implementing period for the actions defined in the application form;
- be recorded in the partners' accounts and tax documents, be identifiable and verifiable, and be backed up by supporting documents;
- be verified as eligible by the controllers designated by the Managing Authority and the National Authority respectively;
- be in line with the provisions of the subsidy contract, European and national legislation;
- have not been subject to financing from any other public funds;
- be carried out until the end of project. In accordance with Article 43 (1) of the Implementing Regulation (EU) No 447/2014 the starting date for the eligibility of expenditure for project preparation for the Bulgarian partners is the starting date of the programme period, namely January 1, 2014. For the partners from Turkey the starting date for the eligibility of expenditure for project preparation is the day after the date of submission of the Programme to EC (September 22, 2014). The ending date for eligibility of expenditures for project preparation is the date of submission of the project proposal to the MA and this condition applies to all applicants, both Bulgarian and Turkish. The starting date for the eligibility of other expenditure is the date following the date of signing of the contract between MA and Lead Partner.

#### **IMPORTANT**

**The earliest possible starting date for eligibility of project expenditures is the date following the Subsidy contract registration in the Registry system of MA with the exception of expenditures for project preparation (when applicable).**

#### **Ineligible expenditures (IPA IR 447 article 43 – item 2)**

According to Article 43(2) of Commission implementing regulation (EU) No 447/2014 of 2 May 2014 the following expenditures **shall not be eligible** for a contribution from the IPA:

- (a) interest on debt;
- (b) value added tax (VAT) except where it is non-recoverable under national VAT

legislation;

- (c) the decommissioning and the construction of nuclear power stations;
- (d) investment to achieve the reduction of greenhouse gas emissions from activities falling under Annex I to Directive 2003/87/EC of the European Parliament and of the Council;
- (e) the manufacturing, processing and marketing of tobacco and tobacco products;
- (f) undertakings in difficulties as defined under Union State aid rules;
- (g) investment in airport infrastructure unless related to environmental protection or accompanied by investment necessary to mitigate or reduce its negative environmental impact.

1. The list includes examples of costs that are not eligible for the programme. This is not an exhaustive list.

- Fines, financial penalties and expenditure on legal disputes and litigation.
- Costs of gifts, except those not exceeding EUR 50 per gift where related to promotion, communication, publicity or information.
- Costs related to fluctuation of foreign exchange currency.
- Interest on debt.
- Purchase of land not built on or land built on in the amount exceeding 10% of the total eligible expenditure of the project.
- Recoverable VAT from other sources.
- Charges for national financial transactions
- Consultant fees between partners for services and work carried out within the project.
- Contracting of employees of the partner organizations as external experts, e.g. as freelancers.

2. In addition to the above the expenditures concerning the actions listed below **shall not**

**be eligible:**

- Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- Actions concerned only or mainly with individual scholarships for studies or training courses;
- Actions with provisions for financing the usual management activities of the local organizations;
- Actions that started before Applicants have signed a contract for awarding grants except project preparation activities;
- Actions linked to political parties;
- Charitable donations;
- Commercial activities;
- Activities covered by other public funds;
- Activities without a real cross-border impact;
- Activities financed by other Community Programmes;
- One-off actions such as conferences, round tables, seminars or similar events. These actions can only be funded if they form part of a wider project. For this purpose, preparatory

activities for a conference and the publication of proceedings do not in themselves constitute such a wider project;

- Actions for which the Partner is already receiving funding e.g. from the Governmental budget, other Community programmes or other funds;
- Actions which are ideologically biased;
- Sub-granting activities (i.e. the use of the grant to make further grants (financial or in-kind) or loans to other organisations or individuals such as for those who are establishing their businesses);
- Actions that include provisions to finance the core activities currently carried out by the applicant or (if any) his partners;
- Actions supporting establishment or activities of private or public enterprises, and profit-earning activities;
- Tourist packages activities such as "safari" and "off-road" runs are not eligible because they lead to significant damage to environment and biodiversity.

**👉 IMPORTANT**

**In-kind contribution is not eligible expenditure!**

**👉 IMPORTANT**

**Under the authorization of JMC the MA/NA reserve the right to perform negotiations and apply budget reductions after evaluation.**

**Direct and indirect expenditures (costs)**

Direct expenditures are all expenditures that can be attributed directly to the project – staff costs, expenditures for travel and accommodation, external expertise and services, equipment and works (budget lines 1, 3, 4 and 5). Indirect expenditures are the costs that cannot be assigned directly to the project activities but are necessary for their implementation – office and administrative expenditures and project preparation expenditures (budget lines 2 and 6). Project preparation expenditures (budget line 6) are carried out before the project implementation period.

**👉 IMPORTANT**

**Unit rates in the respective partners' budgets must be written to the second decimal place only, regardless of the fact that Excel shall automatically round them in case more decimal places are written.**

**Example:**

**10 units X 2.25 = 22.50 is the CORRECT way to write the unit rate;**

**10 units X 2.24875 = 22.50 is the INCORRECT way to write the unit rate, regardless of the fact that Excel shall automatically round it to 2.25.**

**Failure to comply with this requirement might cause technical glitches in the electronic Application Form and its proper upload in the electronic system, which in turn may lead to problems during the assessment process for the proposal!**

**Eligible expenditures for VAT**

The expenditures for VAT are eligible if they are non-recoverable from other sources under national VAT legislation. Before filling the application form each beneficiary should clarify its



VAT status for each activity and determine the VAT as recoverable or non-recoverable from other sources. In case the VAT is non-recoverable from other sources it is eligible for financing by the programme and should be included by the potential beneficiary in the respective unit rates.

#### **📌 IMPORTANT**

**The amount of eligible VAT (non-recoverable from other sources) should be included in the unit rates of the budget. The eligibility of expenditures for VAT should be proved by the beneficiary at the reporting stage and is subject of verification by the MA. The beneficiaries who partially recover VAT have to provide the first level controllers with the proof of the percentage of non-recoverable VAT. VAT paid abroad is eligible expenditure in case it is not recoverable by any means from other sources.**

Guidelines for Bulgarian beneficiaries concerning the eligibility of expenditures for VAT are given by the minister of finance with letter No DNF-3/23.12.2016.

### **List and description of Eligible Expenditures**

#### **📌 IMPORTANT**

**The minimum thresholds for budget line 5 and the maximum thresholds for budget line 1 (for flat rate option), 2 and 6 are obligatory.**

#### **BUDGET LINE 1: Staff costs**

**Staff costs includes expenditures related with staff employed by the beneficiary for management of the project (project team) and expenditures related with staff of the beneficiary employed for implementation of activities under the project.**

**Staff costs shall be reimbursed by the Managing Authority in one of the following options:**

- on a real cost basis (proven by the employment document and payslips); or**
- as a flat rate of the direct costs without staff costs.**

**Each project partner must choose one of these reimbursement options which will remain unchanged through the entire project implementation period.**

##### **Real cost option**

**Expenditure on staff costs shall consist of gross employment costs for individuals employed by the beneficiary in one of the following ways:**

- full time – 100% of gross employment costs are allocated to the project respectively the employee is working 100% on the project;**
- part-time with a fixed percentage of time worked per month – fixed percentage of the gross employment costs allocated to the project in line with a fixed percentage of time worked on the project per month;**
- part-time with a flexible number of hours worked per month – the reimbursement of staff costs shall be calculated on an hourly rate basis determined by: - dividing the monthly gross employment costs by the monthly working time fixed in the employment document expressed in hours; or - dividing the latest documented annual gross employment costs by 1720 hours. The calculated hourly rates shall be multiplied by the number of hours actually worked on the project;**
- on an hourly basis – staff costs related to individuals who, according to the employment document, work on an hourly basis by applying the number of hours actually worked on the operation to the hourly rate agreed in the employment document.**

##### **Flat rate option**

**The flat rate shall be applied at the level of the project partner and shall not**

**exceed 10% of the eligible direct costs without staff costs of the respective project partner**

**The flat rate percentage should be indicated in the budget by the project partner and will remain the same for the entire project implementation period. In the verification process the beneficiaries do not need to present supporting documents that the expenditures have been incurred and paid. The proper appointment of the project team is on the responsibility of the beneficiaries themselves.**

Budget line	Description
Staff costs	<p>Staff costs must relate to activities which the partner organization would not carry out if the project was not undertaken.</p> <p>The staff costs include:</p> <ul style="list-style-type: none"> <li>- Salary payments fixed in the employment/work contract, an appointment decision (in the case of natural persons working for the partner organization under a contract other than an employment/work contract), or by law, relating to the responsibilities specified in the job description of the staff member concerned.</li> <li>- Any other costs directly linked to the salary such as taxes and social security payments including pensions as long as they are fixed in the employment document and they are in accordance with the legislation and standard practices in the country and/or organization and are not recoverable by the employer.</li> </ul> <p>The appointment of the staff by the beneficiaries has to be made in accordance with the European and national legislation.</p> <p><b>Staff employed by the beneficiary for management of the project (project team)</b></p> <p>The members of the project staff employed by the beneficiary for the management of the project for example are project manager, coordinator, accountant and assistant, etc. The project team members perform periodically repetitive actions related to the organization, coordination, management and reporting of the activities, expenditures and results related to the project during the project period. The employee could work full-time or part-time for the project.</p> <p><b>Staff employed by the beneficiary for implementation of activities under the project</b></p> <p>The project staff employed by the beneficiary for implementation of activities under the project for example are experts which perform actions directly related to the project activities, requiring specific expertise which the project partner possesses.</p> <p>The employee could work full-time or part-time for the project.</p> <p>It is the sole right and responsibility of the project partner to: determine the positions and persons needed for the proper functioning of the project team and needed for implementation of the project activities; conclude/establish the type of contract or any other legal relationship with the team members/staff for project activities and to implement changes in this regard during the project implementation.</p> <p>In the beginning of the project implementation each beneficiary will be requested to present document (internal order, a letter, etc.) for</p>

nomination of the project team members, necessary for the successful implementation of the project activities.

**📌 IMPORTANT**

**The maximum threshold (for flat rate option) for budget line 1 is obligatory.**

**BUDGET LINE 2: Office and administrative costs**

**Office and administrative costs shall be reimbursed by the Managing authority to the beneficiaries as a flat rate of maximum 15 % of staff costs. The project partners should indicate the percentage of the flat rate. In the verification process the beneficiaries do not need to present any supporting documents that the expenditures have been incurred and paid. The spending and proper documentation of these expenditures is on the responsibility of the respective beneficiary. The expenditures on office and administrative costs cover operating and administrative expenses of the partner organization that support delivery and implementation of project activities.**

**Description**

Rent of office	Expenses covering rent of office especially for the purpose of the project
Overheads	Expenses covering electricity, heating, water, telephone, internet, other utilities
Consumables	Expenses covering paper, pens, CDs, folders, toners, etc.
Bank charges	Charges for opening and administrating the bank account where the implementation of the project requires a separate account to be opened (only for the Lead beneficiary). Charges for transnational financial transactions (for all beneficiaries).
Maintenance costs	Postal services, cleaning, security, insurances, business cards

**📌 IMPORTANT**

**The maximum threshold for budget line 2 is obligatory.**

**Example for calculation of the amount of flat rate on BL 1 "Staff costs" and BL 2 "Office and administrative costs" for project partner:**

BL 3 "Travel and accommodation costs" = 5 000 Euro;

BL 4 "External expertise and services costs" = 50 000 Euro;

BL 5 "Equipment and works" = 180 000 Euro;

- Max. amount of **BL 1 "Staff costs"** =  $(BL\ 3 + BL\ 4 + BL\ 5) * 10/100 =$   
 $= (5\ 000 + 50\ 000 + 180\ 000) * 10/100 = 23\ 500$  Euro

- Max. amount of **BL 2 "Office and administrative costs"** =  
 $= BL\ 1 * 15/100 = 23\ 500 * 15/100 = 3\ 525$  Euro

**In the examples are given the maximum flat rates for staff costs and office and administrative costs allowed by the current call for proposals. The project partners may use smaller percentages for flat rates in the process of preparation of the budgets.**

**BUDGET LINE 3: Travel and accommodation costs**

**The budget line covers the expenses for the project staff members for participation in events related to the project implementation, as follows:**

- events related to the project (workshops, trainings, seminars, conferences, etc.)
- business trips related to the project activities (technical meetings, meetings

of joint working groups, meetings of the project team etc.).	
Sub-line	Eligible expenditures
Travel costs	<p><b>Travel costs will usually cover expenses for:</b></p> <ul style="list-style-type: none"> <li>• train tickets;</li> <li>• bus tickets;</li> <li>• parking fees</li> <li>• rent of vehicle for the operation;</li> <li>• car/mini-bus travels (expenditure for fuel/kilometer, insurances for cars, green cards, motor way taxes, vignettes, etc.):</li> <li>• medical insurances;</li> <li>• airline tickets;</li> </ul> <p><b>📌 IMPORTANT</b>  <b>Total number of kilometers should be determined in the project proposal in compliance with the project scope. The expenditure for fuel of personal vehicle or vehicle of the organization is budgeted in kilometers (maximum 0,21 euro per kilometer). In the sub-line only expenses for fuel of vehicle used for separate events shall be budgeted.</b></p> <p>Turkish partners should also calculate departure fee under this sub-line. The expenditures for rent of vehicle for project staff travels (car, van, minibus, etc.) must be budgeted in kilometers at a maximum rate of 1,5 euro per kilometer or per day. Please note that personal vehicles of the organization cannot be rented for the purposes of the project activities.                      Proposed unit – per km</p>
Daily allowances	<p><b>Daily allowances</b>                      For in-country travels in the eligible border region of the two partnering countries daily allowances are up to € 20. For out-of-country travels daily allowances are up to € 35.                      Proposed unit – per day</p>
Accommodation	<p><b>Accommodation costs</b>                      In the eligible border region of the two partnering countries the accommodation costs are up to € 60;                      Outside the eligible area the accommodation costs are up to € 130.                      Proposed unit – per person</p>
Visa costs	<p>Visa costs should be calculated accurately in line with the number of travels foreseen and reflected in the budget correctly.</p>

#### BUDGET LINE 4: External expertise and services costs

**The budget line covers the expenses for organization of meetings, seminars, press conferences, awareness campaigns, trainings, evaluation committees, consultancy, studies, designs, etc.**

Sub-line	Eligible expenditures
Rent of hall	<p>Expenses for rent of halls – for meetings, trainings, conferences, etc.                      The maximum unit rate for rent of hall per day is up to € 200 and per hour is up to € 25.</p>
Rent of audio/video equipment	<p>Expenses for rent of equipment, including:</p> <ul style="list-style-type: none"> <li>• translation equipment;</li> <li>• audio equipment;</li> <li>• video equipment;</li> <li>• other related to the purpose of the event equipment.</li> </ul>

	Proposed unit – per hour, per day with threshold of € 100 – per day and 12.50 per hour
Coffee breaks, refreshments etc.	<p>Expenses for coffee breaks, refreshments, catering, business diners and lunches for all participants in the events. Proposed unit – per participant. The maximum allowed rate per participant for coffee, refreshments, lunch and dinner is 35 euro per day.</p> <p>Please, consider the following maximum allowed rates for catering:</p> <ul style="list-style-type: none"> <li>• coffee and refreshments – 5 Euro per participant;</li> <li>• coffee, refreshments and lunch – 20 Euro per participant;</li> <li>• coffee, refreshment, lunch and dinner – 35 Euro per participant;</li> <li>• lunch or dinner only – 15 Euro per participant.</li> </ul> <p>Proposed unit – per participant.</p> <p><b>⚠ IMPORTANT</b> <b>The costs are only eligible if the existence of catering/lunch /dinner/coffee break is stated clearly and easily visible on the invitation/agenda.</b> <b>Expenditures for alcoholic beverages and cigarettes are not eligible.</b></p>
Consumables and materials for events	<p>Expenses for consumables as paper, files, folders, cases, compact disks, etc. and expenses for preparation of materials supporting the events (invitations, agenda, presentations, etc.).</p> <p><b>For expenditures planned for supplies of materials, technical specifications should be presented in a separate documents (including units, unit prices and total price in EUR; in English, signed and stamped by the respective partner).</b></p> <p>Proposed unit – per item.</p>
Rent of vehicle for event	<p>Expenses for rent of vehicle for event. The expenditure for rent of vehicle for participants in the events (car, van, minibus, bus, etc.) must be budgeted in kilometers at a maximum rate of 1,5 euro per kilometer or per day. Please note that personal vehicles or vehicles of the organization cannot be rented for the purposes of the project activities.</p> <p>Proposed unit – per km.</p>
Accommodations for participants in the events	<p>Expenses for direct beneficiaries, target groups, participants in the events, etc. In the eligible border region of the two partnering countries the accommodation costs are up to € 60; Outside the eligible area the accommodation costs are up to € 130.</p> <p>Proposed unit – per participant.</p>
Elaboration, design, translation, etc.	<p>Expenses for elaboration, design, written translation, publishing or printing of:</p> <ul style="list-style-type: none"> <li>• information materials (concerning the project documents, project events, meetings, implementation provisions etc.);</li> <li>• brochures, leaflets (informing about the project's implementation and results);</li> <li>• manuals and guidelines (related to the project);</li> <li>• design and printing of advertising items with the logo of the programme (pens, key chains, CDs, USBs, hats, bags, note books, folders).</li> </ul> <p>The following maximum rates (including design, preparation/pre-print, elaboration and delivery) of promotional materials should be respected:</p> <ul style="list-style-type: none"> <li>• leaflet (a single paper material, containing information about the</li> </ul>

	<p>project – usually full color, folded or not) – 1 Euro</p> <ul style="list-style-type: none"> <li>• brochure (multi paper material, containing specific information related to the project, usually full color, A5 or similar size) – 3 Euro</li> <li>• catalogue (multi paper material, containing specific information related to the project, usually full color, A4 or other appropriate size, hardcover) – 3 Euro</li> <li>• folder – 1,50 Euro</li> <li>• note book - 3 Euro</li> <li>• pen – 1,50 Euro</li> <li>• key chain - 1 Euro</li> <li>• hat – 3 Euro</li> <li>• conference bag - 4 Euro</li> <li>• t-shirt – 5 Euro</li> <li>• mug – 4 Euro</li> <li>• USB – 15 Euro</li> <li>• poster – 1 Euro</li> <li>• roll up banner – 80 Euro</li> </ul> <p><b>For expenditures planned for supplies of materials technical specifications should be presented in a separate documents (including units, unit prices and total price in EUR; in English, signed and stamped by the respective partner).</b></p> <p>The maximum allowed rate for written translation is 10 euro per page.</p> <p>It is not necessary for a project to have a logo. In fact, it is recommendable that the beneficiaries use the Programme logo in combination with the project name (or acronym, if appropriate) as project logo. In case the beneficiaries decide to create a project logo, the respective expenditure should be at their own expense.</p> <p>Proposed unit – per item.</p>
<p>Publications in mass-media</p>	<p>Expenses for publications in press and broadcasting in mass-media (radio, TV).</p> <p>Applicants must explicitly specify the type of media they plan to use – local, regional or national, the size of the publication or the length of the single broadcasting</p> <p>Proposed unit – per publication, per single broadcasting</p> <p>Publications in the social networks or at the organization’s own website will be considered to be done for free by the applicants. They could be specified in description of project activities, but no costs should be associated with them in the budget.</p>
<p>Consultancy, studies, designs website development, etc.</p>	<p>Expenses for feasibility studies, surveys, technical expertise, legal advice, elaboration of works design/specialized software/web-pages, web platforms, video films, clips, procurement expertise, etc.</p> <p>Expenditures for procurement expertise are not eligible for the project partners in case procurement expert is envisaged in the project team by those partners.</p> <p>The maximum allowed rate for website development is 2000 Euro per contract.</p> <p>The maximum allowed rate for procurement expertise is 3000 Euro per contract.</p> <p><b>For expenditures planned as a lump sum, justification for calculation of the amount should be presented in a separate</b></p>

	<p><b>documents signed by the respective partner.</b> This justification should contain at least:</p> <ul style="list-style-type: none"> <li>• detailed description of the proposed activity;</li> <li>• calculation of the envisaged experts' input, including number of experts needed, days/months of involvement and remuneration unit rate;</li> <li>• detailed description of the expected outcomes from the activity, including information about any printed materials (type, number of copies, number of pages) and bill of quantities for calculation of the price;</li> <li>• any other additional information the applicant may find appropriate for justification of the proposed cost.</li> </ul> <p>Proposed unit – per contract.</p>
Authorizations, certificates, etc.	Expenses for obtaining authorizations, certificates, agreements, permits etc. related to elaboration of documents, supplies and works.
Interpreters, lecturers, trainers	<p>Expenses for interpreters, lecturers, trainers. The following maximum rates should be respected:</p> <ul style="list-style-type: none"> <li>• interpreter - 20 Euro per hour (160 Euro per day).</li> <li>• lecturer/trainer - 30 Euro per hour (240 Euro per day).</li> <li>• moderator - 25 Euro per hour (200 Euro per day).</li> </ul> <p>Beneficiaries have to bear in mind that the maximum rates are usually envisaged for highly qualified interpreters, lecturers or trainers like university professors or famous (popular) moderators/actors.</p> <p>Proposed unit – per hour / per day.</p>
Others	Any other specific project expenses which cannot be classified and included in any other budget lines/sub-lines.

**📌 IMPORTANT**

**In each budget sub-line the expenses shall be budgeted as per event and per participants in accordance with the description of the project activities.**

**BUDGET LINE 5: Equipment and works**

**The budget line covers the expenses for supplies and works. The amount of eligible expenses of this budget line should be at minimum 50 % of total eligible project costs.**

Sub-line	Eligible expenditures
Small scale construction	<p>Expenses for land preparation – any works aimed at making the land suitable for the purpose of the project (removal of unnecessary materials and vegetation, drainage etc.);</p> <p>Main investment (construction, reconstruction, rehabilitation, widening and modernization of the building(s)/site(s) and the related installations);</p> <p>Connection to utilities: power connection, water supply and sewage connection, gas connection etc.;</p> <p>Site organization: places for workers and equipment, waste removal, fences, etc.;</p> <p>Expenses for land rehabilitation after completion of works and/or environment protection activities;</p> <p>Expenses for <b>engineering</b> which involves <b>development of a detailed works design</b> and <b>implementation of construction works</b>, technological equipment and putting into operation the object of the investment. The applicants should budgeted those expenditures in a single budget line/subline. In this case expenditures for a works design, including author supervision, in other budget line/subline will be</p>

	<p><b>ineligible.</b> Expenditure for supervision (if necessary) – in compliance with the relevant national legislation.</p>
Supply	<p>Expenditure for purchase of IT equipment and office furniture (for the needs of the project management); Expenditure necessary to bring the equipment to working condition; Expenditure for purchase of software; Expenditures for purchase of specialized equipment and furniture (vehicles, laboratory equipment and furniture, machines, measuring instruments, IT equipment and etc.) are eligible provided that they are mandatory for achieving the project objective (i.e. specialized vehicles for interventions in case of disasters, laboratory equipment and furniture for measurements related to nature protection and etc.) and the implementation of certain project activities.</p> <p>Depreciation costs - for equipment that will not be used by the project partners or the project target group after the project completion and if the economic lifetime of the equipment (respectively – the period of depreciation) is longer than the project duration, only the depreciation costs for the period of project duration are eligible. The depreciation rate has to be in line with national rules. Depreciation is charged proportionally for each relevant period for which a periodical report is required and prepared. The full value of depreciated costs on equipment in relation to the total project duration cannot be charged as total amount for one particular period.</p> <p>Only the proportionate sum of the depreciations costs according to the use of equipment for the project is eligible. The amount (percentage used and time duration) has to be properly clarified (auditable). The depreciation costs of equipment can never exceed the purchase price of the equipment.</p>

**📌 IMPORTANT**

**The minimum threshold for budget line 5 is obligatory.**

**BUDGET LINE 6: Project preparation**

**The budget line covers the expenses for project preparation (meetings between partners, consultancy, studies, feasibility studies, technical surveys, works design, certificates, permits, translation of documents, taxes and other charges arising from preparation of project proposal).**

Budget line	Eligible expenditures
Project preparation	<p><b>📌 IMPORTANT</b> <b>The cost for project preparation will be reimbursed only in case the applicant is awarded subsidy contract. Otherwise this cost is not recoverable. The starting date for eligibility of project preparation expenditures for the Bulgarian beneficiaries is the starting date of the programme period, namely January 1, 2014. For the beneficiaries from Turkey the starting date for the eligibility of expenses for project preparation is the day after the date of submission of the Programme (September 22, 2014) to the EC.</b></p> <p><b>The project preparation expenditures should be carried out before or on the date of submission of the project proposals at the latest. It means that all supporting documents as invoices,</b></p>



acceptance protocols, lists, etc., should be issued before or on the date of submission of the project proposal to the Managing Authority at the latest. The expenses for project preparation should be requested for reimbursement and verified only in the first request for reimbursement of the respective project partner and in accordance with the guidelines from the Managing Authority.

In case of sub-contracting, procurement rules should be applied (see point 2.3).

**📌 IMPORTANT**

**At the stage of preparation of the budget the total project preparation costs (including the "Preparation of Application package" and "Preparation of technical documentation" sub-lines) should be maximum 1 % of direct project costs without staff costs (BL 3+BL4+BL 5) as per the application form.**

**Please note that the maximum rate for "Preparation of Application package" is 3000 Euro.**

**📌 IMPORTANT**

**The maximum threshold for budget line 6 is obligatory.**

**📌 IMPORTANT**

**In addition to the above detailed instructions on how to complete the project budget is given below of these Guidelines for Applicants in p. 2.6.2, Application Form Part III.**

## **2.6 How to get the Applicants' Package and fill in the Application Form**

Application Form and Annexes must be submitted using the forms included in the Applicants' Package.

Prior to preparation of the project proposal and electronic submission of the project, the potential applicant must carefully review the content of the Application Package, available on the following websites:

- Programme website: [www.ipacbc-bgtr.eu](http://www.ipacbc-bgtr.eu)
- MA website: [www.mrrb.government.bg](http://www.mrrb.government.bg)
- NA website: <http://www.ab.gov.tr>
- NA CBC website: <http://cbc.ab.gov.tr/>
- EU Structural Funds in Bulgaria website: [www.eufunds.bg](http://www.eufunds.bg)

The applicant may submit questions of substance in writing up to 10 calendar days before the deadline for submission of proposal. The JS will reply no later than 5 calendar days before the deadline for the submission of proposal.

Questions may be sent by e-mail or by fax to the address listed below, indicating clearly the reference of the Call for Proposals - No 2014TC1615CB005 – 2020 – 3:

Fax: ++359 38 663 888

E-mail: [JShaskovo@mrrb.government.bg](mailto:JShaskovo@mrrb.government.bg)

The Application Form and Annexes must be filled in English. The supporting documents issued by national/local authorities or other bodies shall be attached in the original language accompanied by a translation in English.

Please complete the application form and its annexes carefully and as clearly as possible so that it can be assessed properly.

You should fill in all sections of the Application form consequently, starting from the Cover page.

**🔔 IMPORTANT**

**Please complete the Application form and its Annexes carefully and as clearly as possible in order for your Application to be assessed properly.**

**You should fill in all sections of the Application form consequently, starting from the Cover page.**

**The electronic version of all documents (file types) must be in line with the mentioned formats as in the table on page 49. Please note that scanned version of the Application Form must be signed and stamped on the Cover page by the Lead partner and signed on each page by the Lead Partner/signed with electronic signature version of the Application Form must be signed by qualified electronic signature by the Lead partner.**

## ***Application Form***

### ***Application Form Cover:***

On the cover page of the Application form you should fill the project title, the name of the Lead Partner organization and the name of its official representative (in English). The official representative of the Lead Partner should put as well his/hers signature and the stamp of the organization after printing the page. The Priority axis, Specific objective and type of the project are filled in automatically.

### ***Application Form – Output indicators***

This section is filled in automatically as the information is extracted from point 5.1 Expected outputs of the Application form.

### ***Check List***

The check list will be filled automatically when all parts and sections of the Application form have been properly completed.

## ***Application Form PART I***

**🔔 IMPORTANT**

**Please fill the information below for every project partner starting with No 1 for Lead partner / beneficiary**

### **1. Identity**

#### ***1.1. Detailed information***

State the official and *full name* of the organization. The names of all the partner organizations should be stated both in their native language and in English.

Select the type of the organization from the drop-down menu.

Indicate the nationality of the organization.

Indicate the NUTS III region where the organization is registered.

State the official address, legal representative, telephone, fax e-mail and website (if available). For project partner 1/ Lead partner - the e-mail of the organization should be the same as in Annex A5, as far as the Programme bodies will use it for official communication with the Lead

partner throughout the whole assessment process.

For all partners including the Lead Partner organization, the name and position of the legal representative are requested.

The *Lead Partner* is, as lead beneficiary, responsible for the implementation of the entire project. The Lead Partner will be the addressee of the entire correspondence during the application evaluation process and will also be responsible for reporting to the JS after approval of the project.

### **1.2. Partner profile**

Describe the organization's background and scope of competences and activities by focusing on experience and expertise related to project objectives, activities and outputs.

In section 1.2.1 Partner's background the profile of the organization and general competences and activities should be described.

In section 1.2.2 Partner's competence, it is important to describe whether the project partners have the competence to implement the project activities envisaged for each of them.

### **1.3. Partner experience**

Here the project partners must state whether they are experienced in project management of public funded projects.

In case the organization has previously implemented/ participated in public funded projects, please select the "YES" button and provide in the respective table/s detailed information about projects, which you consider most relevant and implemented successfully (maximum three projects per project partner).

If your organization has not previously implemented/ participated in public funded projects, then skip this question and move to the next section.

## **2. Financial data**

### **2.1. Detailed information**

State national registration code and VAT registration code (if applicable).

### **2.2. Financial status and human resources**

The project partners must state information concerning annual turnover, as well as the number of full time and/or number of part time staff for years 2019, 2018 and 2017.

## **Application Form PART II**

### **1. Project identity**

#### **1.1. Project title**

The official and full name of the project will be filled automatically after filling the Application Form Cover.

The Priority axis, Specific Objective and the type of the project will be filled automatically.

#### **1.2. Project duration**

State the project duration in months. Please respect maximum duration (Please refer to the section 2.5.2.1 Project duration and grant amount of these Guidelines).

#### **1.3. Cooperation criteria of the project**

The proposal must demonstrate the importance of the cross-border approach to the topic addressed. Since the project proposal is strategic all four cooperation criteria shall be fulfilled. In the column Justification, you should explain how the project meets all four cooperation criteria. When the respective field for justification is filled, the check mark for the selected cooperation criterion will appear automatically.

You have to describe what has been the exact role of each partner organization for each cooperation criteria.

#### **1.4. Cross border impact of the project**

Please describe what the impact of the project on the cross-border area will be. You should explain what essential problem is tackled by the project, the proposed solution and the benefits to the border area.

Describe what the benefit of the project for the partner organizations and the target groups will be. Please, note that a clear cross-border impact from the project should be demonstrated.

For more information, please refer to section 2.1 of these Guidelines.

## **2. Project description**

### **2.1. Background and demand for the strategic project proposal**

Project partners should provide a clear description of:

- What is the project background (current condition of the sector; the problem(s) that you have detected and that you are going to face; potential for development; weaknesses and constraints of the chosen target group(s) in the concrete region etc.); the needs that led the project partner to get involved in the project should be stated as clearly and specifically as possible; the project's relevance, importance and strategic approach to the particular needs and constraints of the border region should be well described and justified; how the project's own objectives comply with and contribute to the achievement of Specific objective 1.2;
- What method(s) / what strategy have you chosen for improvement of the situation / solving the problem(s); What is the new approach; What will be the long-lasting effect / result of your project;
- Why have you chosen this specific partner organization(s) for implementation of the project;
- What will be the benefit(s) of your project proposal to the pointed target group(s), final beneficiaries and for the partner organizations.

### **2.2. Description of the target groups and beneficiaries (estimated numbers)**

Please specify the target group(s) and final beneficiaries of the project proposal - state the types of these groups with a very brief description (For example, if you point out SMEs, add the sector in which they operate). Then you have to fill in the estimated numbers (in total for all partners).

"Target groups" are the groups/entities who will be positively affected by the project.

"Final beneficiaries" are those who will benefit from the project in a long term.

Please, do not overestimate the numbers and try to be as realistic as possible.

### **2.3. Project activities – description and methods of implementation**

Project partners should fill in the activities planned to achieve the objectives of the project.

Consider carefully what kind of activities you will need to achieve the project objectives. Try to organize the activities by types chronologically and to demonstrate their interconnection. Project activities should be well defined, realistic and achievable.

Fill in the exact location for execution of each activity (NUTS III region).

Please, answer all four questions for each activity by giving detailed information. Avoid answering the questions with a simple, one-sentence answer, such as "The Lead partner/Project partner 2 will be responsible for the implementation of this activity".

Project activities may include management meetings between partners in order to ensure enhanced communication and effective management of the projects.

**🔔 IMPORTANT**

**"Formation of the project team", "Project team meetings", "Project reporting", "Preparation of tender documentation", "Project Accounting" etc., are not to be considered as separate activities since they could be incorporated within almost all project activities.**

Please, have in mind that each activity should be described in a clear way so that it provides all necessary information about its execution. To this end, you need to provide at least the following information for activities like:

- Organization of a seminar/ workshop/ training/ conference etc.:
  - Title of the event;
  - Purpose of the event;
  - Location;
  - Estimated number, background and nationality of participants;
  - Duration;
  - Necessary equipment (rent of hall, sound systems etc.) and logistics (transportation) for the conduction of the event;
  - Involvement of external experts (lecturers, trainers, interpreters, consultants etc.) – if applicable;
  - Provision for catering and/or accommodation of the participants – if applicable;
  - Necessary (information) materials and consumables for the event;
  - Responsible partner for the overall organization and reporting of the event.
  
- Supply of materials/ equipment etc.:
  - Description (including reference to technical specification attached) of the materials / equipment to be supplied;
  - Exact quantities;
  - Purpose of the supplies (including link with other project activities);
  - Provision for design – if applicable.
  
- Works:
  - Description, including reference to technical designs and estimated bills of quantities;
  - Purpose that the building/premises/object will serve after construction/renovation. Relations to other activities, i.e. soft activities or supplies;
  - Provisions for design, permits, approvals at the stage of application, during the implementation and needed for the lawful completion and commissioning of the object.

If no approved works design is needed for the whole object or part of it, this should be fully explained.

- Consultancy/ studies/ analyses/ researches etc.:
  - Title;
  - Purpose of the study/ analysis (including link with other project activities);
  - Expected human input in implementation of the activity (for example, number and type of experts involved and duration of their involvement);
  - Type of the expected product (hard copy, electronic version, number of pages etc.).

#### ***2.4. Project activities outside the eligible border area***

Please describe (if applicable) which activities are going to be implemented outside the eligible cross-border area of the Programme (please see Section 1.1.1). The activities outside border area must be related to participation/organization of events, seminars, trainings, business trips, promotion campaign etc. and should be budgeted only in BL3 and BL4 in the budget of the respective partner. You should describe in details the type and place of the activity/ies and provide clear justification how they will benefit the programme area and why the project cannot be implemented if these activities outside the eligible area are not carried out.

#### ***2.5. Communication and visibility***

##### ***2.5.1. Communication strategy***

According to the EC Regulations and the Programme, the project partners must promote the project and the added value of the Community funds. The communication activities should promote the fact that the project financing is provided from the European Union (under the IPA II) and ensure the adequate presentation of the project and the European cooperation. The beneficiary should describe the communication and publicity strategy of the project.

Although a special activity for promotion of the project might be planned (in section 2.3), different measures for publicity and communication could appear in the other project activities. Therefore you are expected to summarize here all such activities (including exact numbers and types of activities/ products and to estimate their target audience).

##### ***2.5.2. Communication tools***

In the table the beneficiary should fill in information for the chosen communication tools/materials contributing to the implementation of the strategy.

#### ***2.6. Duration and action plan***

All activities described in section 2.3 will automatically be filled in the table. You have to add in which trimester they are going to be implemented.

Please consider carefully the sequence and duration of the activities, especially of those which will be subject to sub-contracting through procurement procedure/s.

### **3. Management of the project**

Project partners should describe the overall plan for management of the project. The number of the project team members, their specific positions in the project, duties and responsibilities should be clear enough to guarantee smooth project implementation and reporting.

The following information should be provided:

- The responsibilities of each project partner in view of the overall project implementation and reporting;
- The structure of the project team (both Bulgarian and Turkish representatives);
- The responsibilities of each member of the project team.

**📌 IMPORTANT**

**Submission of CVs of the project team members is not necessary.**

## **4. Project Monitoring**

### **4.1. Expected outputs**

Output indicators allow measuring the achievement of the quantitative targets of the Programme. When preparing the Application Form, the applicant should specify to the achievement of which Programme output indicators the project proposal will contribute. Please note that for Specific Objective 1.2 there is a number of pre-defined Output Indicators and the project proposal must contribute to its achievement. The project must clearly contribute to the achievement of at least one of the output indicators of the programme. The numbers of the planned values of the selected indicators should correspond to the chosen project activities and outputs and should respect the type of measurement unit for the respective indicator.

Note that you may select from the drop-down menu only these Output indicators referred to the Specific objective 1.2 (the other fields will be locked for editing). In the "Quantity" you should fill the exact quantities for achievement of the respective indicator. In the "Justification" field you need to describe the related activities and sources for verification of the pointed quantified values.

Please note that there must be logical connection between the project's envisaged activities and the selected Output Indicator/s, together with clear evidence that the pointed quantities are realistic and achievable.

For more information on selection of Output Indicators and examples of measurement of quantities, please refer to p. 1.1.6 Programme Indicators of these Guidelines for Applicants.

### **4.2. Multiplier effect and further actions in the field addressed by the project**

The project partners should describe the ideas proposal for the catalyzing further actions in the field addressed by the project and the possibilities for multiplying the project results in the eligible area and among the target groups. Please note that since the project is strategic it must be described in details how the project ideas and activities could be extended and upgraded in a way to form a consecutive (linked) project or by other means catalyzing further actions in the field addressed by the project.

### **4.3. Sustainability**

A strategic project should produce a long lasting effect, creating permanent structures and services, capable to ensure a long term results. The applicant should explain how they intend to maintain the sustainability of the project results after the end of the project. It should be described how the activities will be continued, in which way and who will be the responsible partner.

This part should include aspects of ownerships; necessary follow-up actions and resources for maintenance of the outputs delivered under the project; built-in strategies; etc.

The Lead Partner and project partners should ensure the sustainability of the project results not less than five years after completion of the implementation period. Please note that in the sustainability period the beneficiaries should ensure that all project results/deliverables shall be made available for free to all interested individual or legal persons, in a non-discriminatory way.

Making the project results available only for certain individual or legal persons is strictly forbidden.

**📌 IMPORTANT**

**The project partners should be aware that in case the project is financed they cannot sell or otherwise transfer in any form the goods, purchased from the financing, throughout the period of 5 (five) years after the end date of the implementation period of the project or throughout their life period, as it is stipulated by the national legislation, if this period is shorter than the implementation period of the project. In case the project envisages direct use of supplied assets/goods by representatives of target groups, the respective project partner should ensure this use without transferring of the assets to third parties.**

## 5. Project coherence

### 5.1. Project coherence with other programmes/strategies

Strategic projects must clearly contribute to the larger European Union strategies concerning the Programme (please see the Programme document, Section 1, for a list of relevant policy frameworks and strategies) as well as the synergy of the project with other initiatives/programmes/ strategies at national or regional level. The project partners should describe in details how the proposals contribute to the relevant strategic documents. Application should be accompanied by extracts of relevant strategies and/or other relevant strategic documents, proving the project's compliance.

### 5.2. Project coherence with horizontal principles

Explain how your project will contribute to one or more of the horizontal principles – sustainable development, equal opportunities and non-discrimination and equality between men and women (section "2.2 Horizontal principles" of these Guidelines).

Please note that the coherence with the horizontal principles should be evident from the description of the project activities as well.

## Application Form Part III

### Table 1 – TOTAL BUDGET PER PROJECT PARTNERS

In Table 1 – Names of project partners starting with PP1 (Lead partner), their nationality and total financial contribution will be automatically filled after you finish the AF part I, II and III.

### Table 2 – DETAILED BREAKDOWN OF BUDGET LINES PER PARTNER (PP1, PP2, PP3 etc.)

All project partners fill a separate Table 2 – answering to their number in Table 1 (PP1, PP2, PP3 etc.) giving a breakdown of the expenditures that each of them will be responsible for during the project implementation. The figures in the column "Unit rate" should include the eligible VAT.

Before filling the application form each project partner should clarify its VAT status for each activity and determine the VAT as recoverable or non-recoverable from other sources. In case the VAT is non-recoverable from other sources it is eligible for financing by the programme and should be included by the partner in the respective unit rates.

For Bulgarian partners, if the VAT is non-recoverable from other sources (state budget), it is eligible for financing by the Programme according to letter No DNF-3/23.12.2016. In this case the expenditures in the respective partner's budget should include VAT.

If a flat rate option for staff costs will be used, the project partner should fill at the beginning the direct expenditures without staff costs (budget lines 3, 4, 5) and the project preparation



costs (budget line 6). After that the project partner should fill the flat rate percentage for "Staff costs" (budget line 1), taking into account the maximum possible percentage (10%). The amount for staff costs will be calculated automatically. The project partners should indicate the percentage of the flat rate for budget line 2 "Office and administrative costs" taking into account that the maximum possible percentage is 15 % from the amount of budget line 1 "Staff costs". The amount for office and administrative costs will be calculated automatically.

If a real cost option for staff costs will be used, the project partner should start from budget line 1 "Staff costs".

In accordance with the provisions of the Programme and in connection with p. 2.5.2.2 "Activities location" it is possible up to 20 % of the amount of the respective beneficiary's budget to be spent for the activities implemented outside of the programme eligible area. These costs shall be eligible only if they are included in the partner's budget as "expenditures outside the eligible area". If the project partner envisages carrying out some of the activities outside of the eligible programme area, the costs necessary for implementation of these activities should be indicated in the partner's budget, table 2, column "expenditures outside of the eligible area". The expenditures which will be spent outside the eligible area should reflect and should be in close connection with implementation of those activities. The activities outside border area must be related to participation/organization of events, seminars, trainings, business trips, promotion campaign etc. and should be budgeted only in BL3 and BL4 in the budget of the respective partner. When calculating the amount of expenditures for the activities which will be implemented outside of the programme eligible area, Applicant must keep in mind that:

- The place of incurring expenditures for services is the place of the performance of the service in question;
- The place of incurring expenditures for meetings, conferences, seminars, trainings, etc., is the place where the event will be held.

**📌 IMPORTANT**

**Unit rates in the respective partners' budgets must be written to the second decimal place only, regardless of the fact that Excel shall automatically round them in case more decimal places are written.**

**Example:**

**10 units X 2.25 = 22.50 is the CORRECT way to write the unit rate;**

**10 units X 2.24875 = 22.50 is the INCORRECT way to write the unit rate, regardless of the fact that Excel shall automatically round it to 2.25.**

**Failure to comply with this requirement might cause technical glitches in the electronic Application Form and its proper upload in the electronic system, which in turn may lead to problems during the assessment process for the proposal!**

**📌 IMPORTANT**

**It is very important for proper evaluation, implementation and reporting of the project every project partners to fill Table 2 carefully, precisely and logically to the project activities. The use of the right units (hour, day, month, kilometers, etc.) and number of units in the budgeting process avoid future problems in reporting and more important, in reimbursement of expenditure. For example: two days seminar does not always mean three accommodations and four daily allowances.**

Table 2 total – DETAILED BREAKDOWN OF BUDGET LINES – TOTAL will be automatically filled after Table 2 is filled in for each project partner and will provide a detailed summary of the project costs per Budget lines and Sub-lines for all partners.

**Table 3 – SUMMARY BREAKDOWN OF BUDGET LINES**

Table 3 will be filled automatically after Table 2 is filled in for each project partner providing a summary of the project costs for all partners per BLs.

**Table 4 - SUMMARY BREAKDOWN OF BUDGET LINES PER PROJECT PARTNERS**

This table will be filled automatically after Table 2 is filled in for each project partner providing information for the distribution (balanced/unbalanced) of the project budget between project partners. Information is generating automatically.

**Table 5 – PROJECT SOURCES/PARTNERS' CONTRIBUTION**

The table generates automatically the EU co-financing rate (maximum 85% of the total project costs). In case the project partners envisage additional own contribution (co-financing), the amount of contribution must be inserted in the respective column (PP1/LP, PP2, PP3 etc.), row "Own co-financing". In such case the expenditures related to the own co-financing should be budgeted in the budget Table 2 of the related project partner.

**📌 IMPORTANT**

**EU co-financing should not exceed 85% of the total project costs.**

**PARTNERSHIP AND COFINANCING STATEMENT** - automatically filled. Additionally each project partner should fill name and position of the legal representative and date. After printing the statement has to be dated, signed and stamped by the legal representative or an authorized person and provided together with the Application Form.

**PROJECT SUMMARY**

The project summary contains the title of the project, the name and country of the Lead Partner, the names of the other partners, the priority axis under which the project is categorized by the applicant, the specific objective, the duration (in months) of the proposed project, total budget (in €) of the project, the objectives of the project, the activities of the project, the results of the project, and the target groups towards which the project is aimed.

Please, try to be as concrete as possible. The project summaries will be used by the MA, NA and JS for continuous promotion of the project results through inclusion in the Programme promotional materials and initiatives such as Programme brochures, social media pages, posters, banners, catalogues, etc. Project summary should be no more than 2 pages per language.

**📌 IMPORTANT**

**Project summary should be filled in English, Turkish and Bulgarian. In case of inconsistency between the three versions, the English version shall prevail.**

**📌 IMPORTANT**

**The Managing Authority reserves the right to propose to the JMC reduction of the project costs if they are deemed excessive.**

**WHERE TO FIND ASSISTANCE**

The Joint Secretariat is based in Haskovo and can be contacted at any time by LP for any queries related to project development. Contact details of the JS are:

2 Patriarh Evtimiy Str., 3rd floor, offices (88,89,90,91),

6300 Haskovo, Bulgaria  
Tel./Fax: +359 38 663 888  
e-mail: JShaskovo@mrrb.government.bg

## 3 Annexes

### IMPORTANT

The Application Form, all Annexes (A) and Supporting Documents (B) must be presented in scanned version (or signed with qualified electronic signatures) together with the electronic Application Form (in Excel), using the Electronic System. The scanned (or signed with electronic signature) version of the Application Form must be signed and stamped by the Lead partner or signed with qualified electronic signature.

Each document from the lists below must be signed, dated and stamped (or dated and signed with qualified electronic signature) according to the requirements, and then scanned (or presented) and titled as a separate file.

In case of signed with electronic signature documents, the qualified electronic signature should be issued to the legal representative of the respective project partner as such and not as individuals.

In case a project proposal is selected for contracting, the Managing Authority shall request from the Applicant to present the online submitted documents in original paper version as well. Failure to do so on the part of the Applicant, or in case discrepancies are found between the scanned and paper versions of the documents, shall result in decline of signature of Subsidy contract.

Regardless of the above, throughout the whole assessment and selection process the Managing Authority reserves its right to ask the Applicant to submit the already presented scanned documents in hard copies as well, in order to verify their correctness.

### 3.1 Annexes (A)

The following Annexes should be filled in according to the template and submitted together with the Application form:

- A1. Project Partnership Agreement – signed, dated and stamped by all partners
- A2. Declaration of eligibility – signed, dated and stamped and provided by each partner
- A3. Sworn Statement – signed, dated, stamped and provided by each partner
- A4. Declaration of Commitment – signed, dated, stamped and provided by each partner
- A5. Declaration of e-mail address of the Lead Partner – signed, dated and stamped by the Lead partner

### IMPORTANT

All the annexes may be signed electronically with qualified electronic signatures. In case the Annexes are signed with qualified electronic signatures, it should be dated, but the stamps of the respective organizations are not required.

**In case of signed with electronic signature Annexes, the qualified electronic signature should be issued to the legal representative of the respective project partner as such and not as individuals.**

**📌 IMPORTANT**

**Please note that the e-mail address, provided by the Lead partner in Annex A5, shall be used by the Programme bodies as the only official communication channel with the Applicant during the entire assessment, selection and pre-contracting process in terms of requests for additional clarifications, notification for selection results, etc.**

**The e-mail address should be functional and must be regularly used and checked by the Lead partner, as the Managing Authority shall bear NO responsibility in cases when the Applicant does not respond to a clarification request within the set deadline or fails to meet other deadlines!**

**Furthermore, any requests for clarifications and notifications shall be deemed to have been received on the date upon which the Managing Authority has sent them to the Lead partner at the e-mail address.**

### **3.2 Supporting Documents (B)**

**The following Supporting documents should be provided and submitted together with the Application form:**

**B1. Document indicating legal status: Documentary and other evidence (issued in the original language and English translation, stamped and signed / signed with qualified electronic signature by respective organization as true copy) on the most recent legal status of all partners** (issued not later than 6 months prior to the submission deadline of the current call). In the cases when the applicable document does not show the legal representative of the organization, additional document should be provided (the act of appointment/nomination, decision of municipal election commission, etc.) showing clearly the name of the person with representative authority.

The document on the recent legal status should indicate also the date of establishment of the organization, the place of establishment (registration) and scope of territory competence (if applicable), and it should prove the eligibility of the organization in accordance to all criteria stated above in section 2.5.1. In case the issued document does not justify all of the above circumstances, other documents could be provided, like the act of establishment or certificates from superior authorities (Ministries, Agencies, District governments, Inspectorates).

**B2. Decision of Local Council/ Board of Directors/ any similar body or managing person** (for each project partner) regarding the project development, implementation and ensuring the sustainability of the project results for five years after completion of the implementation period – issued in the original language and English translation **stamped and signed / signed with qualified electronic signature by respective organization as true copy**. This decision will indicate the legal representative of the partner.

Decision for project development, implementation and ensuring the sustainability of the project results has to be provided in all cases, no matter whether sole or collective managing authority takes the decisions in the organization.

In the cases where the executive authority is different from the collective managing body, the decision has to be taken by the second one.

**📌 IMPORTANT**

**The Bulgarian partners that are second-level budget administrators should present**

**a Letter of Support for implementation of the project issued by the respective first level administrator. The letter should clearly state the support of the first level administrator for project development, implementation and ensuring the sustainability of the project results for five years after completion of the implementation period.**

**B3. Legalized mandates** of delegation from the legal representatives of partners (in case the application form and/or annexed declarations partnership agreement are not signed by the legal representatives of the Lead Partner/partners) – **issued in the original language** and English translation **stamped and signed /signed with qualified electronic signature by respective organization as true copy.**

In case the signatures are of a deputy by rights, the act certifying the substitution by rights has to be presented together with the act for nomination of the person at the position of a deputy. When giving a mandate of delegation the legal representative has to present evidences that his/her rights for delegation are not limited by any means.

**B4. Justification of lump sum costs** – For expenditures planned as lump sums under Budget Line 4, sub-line "Consultancy, studies, designs, website development, etc.", each project partner should provide justification for calculation of the amount in English, signed by the legal representative or the authorized person. This justification should contain at least:

- detailed description of the proposed activity;
- calculation of the envisaged experts' input, including number and type of experts needed, days/months of involvement and remuneration unit rate;
- detailed description of the expected outcomes from the activity, including information about any printed materials (type, number of copies, number of pages) and calculation of the price;
- any other additional information the applicant may find appropriate for justification of the proposed cost.

**B5. Technical specifications of supplies** – For expenditures planned under Budget Line 4, sub-lines "Consumables and materials for events" and "Elaboration, design, translation, etc." (including units, unit prices and total price in EUR; in English, signed and stamped or signed with qualified electronic signatures by the respective partner).

#### **IMPORTANT**

**In addition to all annexes (A1-A5) and supporting documents (B1-B5), the following supporting documents must be presented for the investment activities:**

#### **B6. Supporting documents concerning INVESTMENT ACTIVITIES ONLY**

**B6.1.** All investment activities have to be performed on **municipal or state-owned** property:

- Ownership act or certificate (or other legal document according national legislation) for municipal or state ownership of the tangible assets, which will be subject of works activities together with recent outline/design of the property – issued in the original language and English translation **stamped and signed/ signed with qualified electronic signature by respective organization as true copy.** In the case the project envisages the purchase of supplies, which need to be permanently installed, it is necessary to submit an ownership act for municipal or state-owned property as well;
- Consent of the owner (Decision of the Council, Board, etc.), clearly stating that the assets are given for free right of use for the purpose of the project at least for 5 years after end of the project – issued in the original language and English translation **stamped and signed/signed with qualified electronic signature by respective organization as true copy.**

The consent should be signed by the person/body with the decision-taking authority (e.g. the Municipal Council, not the Mayor).

Consent of the owner is necessary in all cases even when the partner is the owner of the assets. In case the assets are owned by a partner the consent can be given in the same act (document) as the one containing the Decision for project development and implementation described in section B3.

In the case of permanent installation of supplies or equipment on municipal or state-owned property (immovable supply/ equipment items like outdoor equipment, kiosks, permanent video walls etc.), consent of the owner clearly stating that the assets are given for free right of use for the purpose of the project at least for 5 years after the end of the project should be presented as well.

**B6.2.** In case of investment activities required passing through private territories the consent of the owners must be obtained and presented in a due legal form and copy of the ownership act – issued in the original language and English translation **stamped and signed/ signed with qualified electronic signature by respective organization as true copy.**

**B6.3.** In case of investment activities within territories/objects with special status (National parks, environmental and architectural reserves, cultural monuments, protected areas, areas included in Nature 2000 etc.) relevant documentation (permits, approvals, certificates, statements, etc.) required by the respective national applicable law - issued in the original language and English translation **stamped and signed/ signed with qualified electronic signature by respective organization as true copy.**

**B6.4.** Copy of letter issued by the relevant body clearly stated that Environmental Impact Assessment is not necessary - issued in the original language and English translation **stamped and signed / signed with qualified electronic signature by respective organization as true copy.**

**OR**

Copy of positive Environmental Impact Assessment (positive opinion from the relevant body), required by the national legislation - issued in the original language and English translation **stamped and signed / signed with qualified electronic signature by respective organization as true copy.**

**B6.5. Approved Detailed Works Design** (if applicable according to the relevant legislation), issued in the original language and English translation **stamped and signed/ signed with qualified electronic signature by respective organization as true copy.** English translation should be provided at least of the Explanatory Notes of each of the project design parts, Bill of Quantities, Cover sheets of technical drawings and any other parts of the investment project designs that the applicant thinks might contribute to better assessment.

**A)** In case of investment activities which according to national legislation **require approval** of works design applicants should present:

- Approved Detailed Works Design;

**For Bulgarian partners**

The works design (in the means of Chapter 8, section 1 from Bulgarian Spatial Law) should be elaborated according to Ordinance 4/21.05.2001 for the volume and the content of investment projects. The works design should be approved by the relevant authority, which should be certified with the seal of the authority placed on the investment project designs.

For Bulgarian partners the authority responsible for the approval of the investment project designs is defined in article 145 (1) from Bulgarian Spatial Law.

**For Turkish partners**

The works designs must be elaborated taking into consideration all related national legislation. They should be elaborated particularly in the means of Law for Public Works No. 3194 (3194 sayılı İmar Kanunu), all related regulations for Public Works (ilgili İmar Yönetmelikleri), Regulation on Public Works for Planned Areas and Regulation on Public Works for Unplanned Areas for the content of investment projects. In addition to these general legislations, there are a number of laws and legislations related to specific topics on construction and planning. A list of legislations can be found from the Construction Guide of the NA (<http://www.ab.gov.tr/50019.html>). This list is not exhaustive and the beneficiaries are responsible for conforming with the legislation specific for their type of design and region as well as with the general legislation. The works design should be approved by the relevant authority, which should be certified with the seal of the authority placed on the investment project designs. According to Turkish legislation, work designs should be approved by the related department in the municipality or the local government (by the architect/engineer/technical staff, by their supervisor and the head of department for construction or development).

**📌 IMPORTANT**

**Please note that only mayor's signature is not a proper approval of work designs according to Turkish legislation.**

- Explanatory note;
- Bill of quantities and prices (referred to here and afterwards as Bill of quantities) including all parts of the investment project designs;

The Bill of Quantities should be presented in the form of a table with indicated at least type of the construction works, unit, estimated quantity, unit price, amount of the type of the construction works, total amount of the bill of the quantity. Where possible the Bill of Quantities should be supported with a breakdown per investment sites or per parts of the investment project designs. Calculations for the unit prices of the types of construction/repair works may also be presented.

The Bill of Quantity may be presented in the local currency of the project partner. In these case the table of the Bill of quantity should mandatory include a column with the unit price in EUR for each type of construction/repair work and a column for the amount in EUR of that type of construction/repair work.

The Turkish partners should convert the local currency into EUR using the monthly exchange rate of the European Commission for the month of the submission of the project proposal.

**B)** In case of investment activities which according to national legislation **do not require approval** of works design applicants should present:

- Scheme/ plan of the object/s of intervention;
- Explanatory note, describing the envisaged construction/repair works;
- Bill of quantity (as described under point A) above);
- Statement by the competent authority, which declares that the envisaged construction/repair works do not require approval of works design.

**C)** In case of **engineering** which involves: **development of a detailed works design** in connection with the envisaged reconstruction and modernization of existing buildings (preparation of a detailed works design in the "technical" and "working" phases on the affected parts of the investment project), required according to the national legislation approval of the detailed works design, issuance of a permit for construction by the competent institution, **and**

**implementation of construction**, technological equipment and putting into operation of the object, applicants should present:

- **All available construction documentation for the existing site** - approved works designs according to the national legislation, permit for construction and others applicable documents issued, putting into operation documents, technical passport, energy efficiency audit and certificate /if applicable/, inspection of accessibility of environment for people with disabilities, specific technical requirements and prescription from control bodies and institutions /if applicable/ and others;
- **Schemes/plans of the object/s of intervention**, developed by certified architects and engineers, or **approved project design in phase 'conceptual design'** (in accordance with the national legislation - the design phase in the minimum volume and degree of details, required for issuance of permit for construction /if applicable/);
- **Summarized Explanatory Note**, describing the general technical and economic indicators of the building/s and all envisaged construction/repair works, including the Technological Plan for design development, construction implementation and putting into operation;
- **Bill of quantity** (as described under point A) above);

**🔔 IMPORTANT**

**For Bulgarian partners the investment activities which do not require approval of works design are defined in Article 147 (1) of the Bulgarian Spatial Law.**

**For Bulgarian partners the definition of approved project design in phase 'conceptual design'- „идеен проект“ (the design phase in the minimum volume and degree of detail, required for issuance of the permit for construction) was given in Article 142 (2) of the Bulgarian Spatial Law. The phase 'conceptual design' is described in details into the Regulation No 4/2001 by the MRDPW on the scope and content of investment projects - Article 15 (3), p. 5 and related ones.**

**🔔 IMPORTANT**

**Turkish partners may benefit from the "Construction Guide" (<http://www.ab.gov.tr/50019.html>) which has advisory characteristics during the preparation of the work designs (drawings, site plans, permits, approvals and other documents related to investment activities).**

**🔔 IMPORTANT**

**In case the application is approved for funding, the valid Construction permit for each partner envisaging construction works (if applicable according to the relevant legislation) should be presented to the Managing Authority before signature of the contract.**

**B6.6 In case of Supply of equipment the applicants should present:**

- **Technical specification for supplies** (in English, signed and stamped /signed with with qualified electronic signatures by the respective partner) – the detailed specification should be clear enough for determination of the seeking deliverables (if applicable);
- At least 3 official offers from different providers for the envisaged supply (signed and stamped by respective provider) - issued in the original language and English translation stamped and signed by respective organization as true copy.

**🔔 IMPORTANT**



**Please note that in the technical specifications for supplies the trademarks and models must not be indicated!**

**B6.7** Latest photographs of the site. In additional file the following information has to be provided - **name of applicant, place, the exact location of the object on the photo, date.**

Any other documents/permissions/authorizations/etc. concerning the project should be provided as Annexes.

**📌 IMPORTANT**

**In addition project partners may present separate documents with justification of expenditures planned in the budget for implementation of different activities. These documents will be taken into account during the technical and quality assessment and pre-contracting stage.**

**📌 IMPORTANT**

**Supporting documents must be supplied also in English translation (stamped and signed by respective organization as true copy or signed with qualified electronic signature by the legal representative of the respective organization) or at least the relevant parts of these documents, proving the partners' eligibility must be translated in English. The translated version will prevail for the purposes of evaluation of the application.**

### **3.3 Documents for information (C)**

**The following documents are provided for information only:**

**C. Subsidy contract** - draft version (for information purposes only).

**📌 IMPORTANT**

**The Assessment Working Group /Evaluation Committee may request additional documents or corrections at any stage of the assessment.**

## **4 How to Submit the Application**

**📌 IMPORTANT**

**The project proposal must be submitted entirely in electronic form using the Electronic System.**

**No paper submission of documentation is required under this Call for Proposals. Detailed instructions for access to the electronic system and submission of project proposal are provided in Attachment 3 "Instruction for electronic submission of project proposals" to these Guidelines for Applicants.**

**In case of signing of documents with detached electronic signature, the files should be uploaded in the Electronic System as single archived document.**





























The Annexes must be submitted using the forms included in the Application Package. Modifying the standard Annexes will result in the rejection of the Application.


































The Application Form must be filled in English. The Supporting documents issued by national/local authorities or other bodies shall be attached in the original language accompanied by a translation into English (as described in Section 3.2).


















The documents issued by public authorities or other bodies should be scanned (when are issued













on paper) or presented signed with qualified electronic signature of the respective authority/other bodies issued the document (in case are signed with electronic signature). The directories and files have to be structured according to the following predefined pattern and file formats of the appendixes (.doc, .pdf, .jpg, etc.) has to be as stated in the pattern:

## File Formats of the Documents

Directories, subdirectories and files	Explanations
 AF_ipacbcgtr_name.xls	The application form in Excel (including Project Summary in English, Bulgarian and Turkish)
 AF_ipacbcgtr_name.pdf	This should be a scanned document - signed and stamped by Lead partner, on the cover page and signed on each page by LP or signed with qualified electronic signature
 Partnership and co-financing statement.pdf	This should be a scanned document - Signed and stamped by each partner or signed with qualified electronic signatures
 <b>Annexes_A</b>	
 <b>Annex_A1</b>	
 Annex_A.1_Project Partnership agreement.pdf	This should be a scanned document or signed with qualified electronic signatures
 <b>Annex_A2</b>	
 Annex_A.2_Declaration of Eligibility_PP1.pdf	This should be a scanned document or signed with qualified electronic signature
 Annex_A.2_Declaration of Eligibility_PP2.pdf	This should be a scanned document or signed with qualified electronic signature
 ... .pdf	And so on for all partners
 <b>Annex_A3</b>	
 Annex_A.3_Sworn Statement_PP1.pdf	This should be a scanned document or signed with qualified electronic signature
 Annex_A.3_Sworn Statement_PP2.pdf	This should be a scanned document or signed with qualified electronic signature
 ... .pdf	And so on for all partners
 <b>Annex_A4</b>	
 Annex_A.4_Declaration of Commitment_PP1.pdf	This should be a scanned document or signed with qualified electronic signature
 Annex_A.4_Declaration of Commitment_PP2.pdf	This should be a scanned document or signed with qualified electronic signature
 ... .pdf	And so on for all partners or signed with qualified electronic signature
 <b>Annex_A5</b>	
 Annex_A.5_Declaration of E-mail address of the Lead Partner.pdf	This should be a scanned document or signed with qualified electronic signature
 <b>Annexes_B1-4</b>	
 <b>Annex_B1</b>	
 B1_PP1_en.pdf	The legal status of PP1 in English
 B1_PP1_bg/tr.pdf	The legal status of PP1 in original – in Bulgarian or Turkish language
 B1_PP2_en.pdf	The legal status of PP2 in English
 B1_PP2_bg/tr.pdf	The legal status of PP2 in original – in Bulgarian or Turkish language
 ... .pdf	And so on for all partners
 <b>Annex_B2</b>	

		B2_PP1_en.pdf	The Decision of Local Council/Board of Directors of PP1 in English
		B2_PP1_bg/tr.pdf	The Decision of Local Council/Board of Directors of PP1 in original
		... .pdf	And so on for all partners
	<b>Annex_B3</b>		
		B3_PP1_en.pdf	The Legalized mandates of delegation of PP1 in English
		B3_PP1_bg/tr.pdf	The Legalized mandates of delegation of PP1 in original
		... .pdf	And so on for all partners
	<b>Annex_B4</b>		
		B4_PP1_en.pdf	Justification of lump sum costs for PP1 in English
		B4_PP2_en.pdf	Justification of lump sum costs for PP2 in English
		... .pdf	And so on for all partners
	<b>Annex_B5</b>		
		B5_PP1_en.pdf	Technical specifications of supplies for expenditures planned under Budget Line 4, sub-lines "Consumables and materials for events" and "Elaboration, design, translation, etc." for PP1 in English
		B5_PP2_en.pdf	Technical specifications of supplies for expenditures planned under Budget Line 4, sub-lines "Consumables and materials for events" and "Elaboration, design, translation, etc." for PP1 in English
		... .pdf	And so on for all partners
	<b>Annexes_B6</b>		Only in case of works activities
	<b>Annex_B6.1</b>		
		B6.1_PP1_Ownership_en.pdf	The Ownership act or certificate for municipal or state-owned property of PP1 in English
		B6.1_PP1_Ownership_bg/tr.pdf	Ownership act or certificate for municipal or state-owned property of PP1 in original
		B6.1_PP1_Agreement_en.pdf	The Agreement with the owner of PP1 in English
		B5.1_PP1_Agreement_bg/tr.pdf	The Agreement with the owner of PP1 in original
		... .pdf	And so on for all partners
	<b>Annex_B6.2</b>		
		B6.2_PP1_ Consent_en.pdf	The Consent of the Owners concerning private territories of PP1 in English
		B6.2_PP1_ Consent_bg/tr.pdf	The Consent of the Owners concerning private territories of PP1 in original
		... .pdf	And so on for all partners
		B6.2_PP1_Ownership _en.pdf	Ownership act concerning private territories of PP1 in English
		B6.2_PP1 Ownership _ bg/tr.pdf	Ownership act concerning private territories of PP1 in original.
		... .pdf	And so on for all partners
	<b>Annex_B6.3</b>		
		B6.3_PP1_en.pdf	Permission for construction in special territories of PP1 in English
		B6.3_PP1_bg/tr.pdf	Permission for construction in special territories of PP1 in original
		B6.3_PP2_bg/tr.pdf	In case of investment activities concerning renovation of cultural monuments: relevant documentation required by the respective national legislation in English and in original

		... .pdf	And so on for all partners
		<b>Annex_B6.4</b>	
		B6.4_PP1_en.pdf	Positive Environment Impact Assessment or letter that it is not necessary of PP1 in English
		B6.4_PP1_bg/tr.pdf	Positive Environment Impact Assessment or letter that it is not necessary of PP1 in original.
		... .pdf	And so on for all partners
		<b>Annex_B6.5</b>	
		B6.5_PP1_works design_en.pdf	Approved detailed works design or statement that the envisaged construction/repair works do not require approval of works design of PP1 in English In case of investment activities which according to national legislation do not require approval of works design - Scheme/ plan of the object/s of intervention of PP1 in English. In case of engineering - all available construction documentation for the site, Scheme/ plan of the object/s of intervention or approved project design in phase 'conceptual design', developed by certified architects and engineers of PP1 in English.
		B6.5_PP1_works design_bg/tr.pdf	Approved detailed works design or statement that the envisaged construction/repair works do not require approval of works design of PP1 in original. In case of investment activities which according to national legislation do not require approval of works design - all available construction documentation for the site, Scheme/ plan of the object/s of intervention of PP1 in original. In case of engineering - Scheme/ plan of the object/s of intervention or approved project design in phase 'conceptual design', developed by certified architects and engineers of PP1 in original.
		... .pdf	And so on for all partners
		B6.5_PP1_Explanatory note_en.doc	Explanatory note from the Approved detailed works design/Explanatory note, describing the envisaged construction/repair works/ Summarized explanatory note, describing the general technical and economic indicators of the building/s and all envisaged construction/repair works of PP1 in English
		B6.5_PP1_Explanatory note_bg/tr.doc	Explanatory note from the Approved detailed works design/Explanatory note, describing the envisaged construction/repair works/ Summarized explanatory note, describing the general technical and economic indicators of the building/s and all envisaged construction/repair works of PP1 in original.
		... .doc	And so on for all partners
		B6.5_PP1_Explanatory note_en.pdf	Explanatory note from the Approved detailed works design/Explanatory note, describing the envisaged construction/repair works/ Summarized explanatory note, describing the general technical and economic indicators of the building/s and all envisaged construction/repair works of PP1 in English
		B6.5_PP1_Explanatory note_bg/tr.pdf	Explanatory note from the Approved detailed works design/Explanatory note, describing the envisaged construction/repair works/ Summarized explanatory note, describing the general technical and economic indicators of the building/s and all envisaged construction/repair works of PP1 in original
		... .pdf	And so on for all partners
		B6.5_PP1_Bill of Quantities_en.xls	Estimated Bill of Quantities from the Approved detailed works design/ Bill of quantity of PP1 in English
		B6.5_PP1_Bill of Quantities_bg/tr.xls	Estimated Bill of Quantities from the Approved

				detailed works design/ Bill of quantity of PP1 in original.
			... .xls	And so on for all partners
			B6.5_PP1_Bill of Quantities_en.pdf	Estimated Bill of Quantities from the Approved detailed works design/ Bill of quantity of PP1 in English
			B6.5_PP1_Bill of Quantities_bg/tr.pdf	Estimated Bill of Quantities from the Approved detailed works design/ Bill of quantity of PP1 in original
			... .pdf	And so on for all partners
		<b>Annex_B6.6</b>		
			B6.6_PP1_en.pdf	Detailed technical specification for supplies of PP1 in English. Offers for the supplies of PP1 in English
			B6.6_PP1_bg/tr.pdf	Detailed technical specification for supplies of PP1 in original. Offers for the supplies of PP1 in original
			... .pdf	And so on for all partners
		<b>Annex_B6.7</b>		
			B6.7.1_PP1_explanation.jpg	Replace "explanation" with the name or a description of the construction site
			B6.7.2_PP1_explanation.jpg	Replace "explanation" with the name or a description of the construction site
			... .jpg	And so on for all partners

The scan documents have to be scanned by conventional scanning machine and not photographed by camera, mobile phone or other picture taking device. The documents should not be in jpeg format except the ones in Annex B6.7. Annexes and Supporting documents have to be provided in separate files, as described above. They should not be provided all in one file. If some of the scanned files becomes too large and difficult to handle by regular computers it is acceptable the same file to be divided into several files clearly noting which part of the respective annex they contain, e.g. B6.5\_PP1\_en.pdf can be separated in two parts as follows: B6.5\_PP1\_en-part1.pdf and B6.5\_PP1\_en-part2.pdf.

## 5 Deadline for Receipt of Applications

### IMPORTANT

**The deadline for electronic submission of the Project proposal is 6<sup>th</sup> of July 2020, 17:00 h Bulgarian local time.**

The application registered **after the deadline** will automatically **be rejected**.

## 6 Assessment and Selection of Applications

The project assessment and selection criteria prepared by the Managing Authority together with the National Authority and the Joint Secretariat are approved by the Joint Monitoring Committee(JMC). The assessment of the project proposal is performed by Assessment Working Group (AWG), consisting of Chairperson, Secretary and voting members, all from the Managing Authority, the National Authority and the Joint Secretariat, and is divided into three steps:

- Preparatory activities and verification of the submitted proposal – performed by the AWG;
- Administrative compliance and eligibility check – performed by the AWG;
- Technical and quality assessment – performed by representatives of MA and NA, supported by the AWG.

### IMPORTANT

**The application registered after the deadline will automatically be rejected and will not be subject of assessment.**

**In order to be proposed for financing, the project must be submitted within the deadline, must fulfil all the administrative, eligibility and technical and quality criteria.**

**Taking into account the Good Administrative Practices, the Assessment Working Group can exclude the applicant at any stage of the evaluation process whenever it is obvious that the latter does not meet the eligibility criteria.**

The results of each assessment step will be summarized in the form of reports by the AWG and presented to the JMC for approval.

The Lead partner will be informed with an official letter, signed by the MA on behalf of JMC, about the decision of the JMC on the approval/rejection of the project.

Potential applicant may find below the project assessment and selection criteria for each assessment stage.

## **6.1 Step 1: Preparatory activities and verification of the submitted proposal**

Before the assessment of the project proposal begins, a preparatory meeting of the AWG is organized. The purpose of the meeting is that all members of the AWG get familiar with the Guidelines for Applicants and Application Package, as well as the rules to be observed during the entire evaluation process.

At the conclusion of the preparatory meeting the Chairperson of the AWG verifies the electronic submission of project proposal through the Programme's electronic system and its successful upload in the Management Information System (MIS).

Only the proposal having met the submission deadline is subject to administrative and eligibility check, which assesses whether it satisfy all the administrative and eligibility criteria specified in section 6.2 below.

## **6.2 Step 2: Administrative and Eligibility Check**

The administrative compliance and eligibility check will be carried out by voting members of the AWG under the supervision of the Chairperson. The proposal will be examined by representatives of each country, filling in "yes" or "no" answer in the administrative compliance and eligibility check grid, as published below.

If the project proposal has received "No" on a specific criterion/a, the AWG could request additional documentation or corrections of the already submitted documents or project proposal.

The Assessment Working Group may request submission of additional documents / corrections of already submitted proposal / certified translation in English of any Supporting Document (in case the presented translation is considered as not convincing) during entire evaluation process.

All requests for additional documentation/corrections shall be sent to the email address, provided by the Lead partner in Annex A5, which shall be used as the only official communication channel with the Applicant during the entire assessment process, and will contain clear instruction concerning the deadline for submission of the information and any other instruction if necessary. The deadline for submission of the information by the Applicant will to be defined, depending on the type of the requested information/correction/supporting document/s but shall be not less than 5 working days. The Managing Authority shall bear NO responsibility in cases when the Applicant does not respond to a clarification request within the set deadline. Furthermore, any requests for clarifications and notifications shall be deemed to

have been received on the date upon which the Managing Authority has sent them to the Lead partner at the e-mail address, provided in Annex A5.

**ADMINISTRATIVE AND ELIGIBILITY COMPLIANCE CHECK**

<b>ADMINISTRATIVE PART (to be filled by Assessment Working Group member)</b>	
<b>Project No</b>	
<b>Lead Partner</b>	
<b>Partner/s</b>	
<b>Project title</b>	

<b>No</b>	<b>CRITERIA FOR ADMINISTRATIVE COMPLIANCE</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
1.	The Application Form is duly completed in compliance with the template. The excel version of the Application Form is fully identical to the pdf/signed with qualified electronic signature version of the Application Form. The pdf version of the Application Form is signed and stamped on the cover page and signed on each page by Lead partner / signed with qualified electronic signature version of the Application Form is signed by the Lead partner			
2.	All sections of the Application Form are typed in English.			
3.	Partnership and co-financing statement is provided by each partner - signed, dated and stamped for pdf / signed and dated for signed with qualified electronic signature.			
4.	Project summary is submitted in 3 (three) languages English, Bulgarian and Turkish and it contains all the attributes given in the template. The project summary in the Application form has the same activities as the one described in the other parts of the Application form.			
5.	Project Partnership Agreement signed and stamped /signed with qualified electronic signatures by all partners is provided (Annex A1).			
6.	Declaration of eligibility by each partner is provided (Annex A2) – signed, dated and stamped for pdf / signed and dated for signed with qualified electronic signature.			
7.	Sworn statement is provided by each partner – signed, dated and stamped for pdf / signed and dated for signed with qualified electronic signature (Annex A3).			
8.	Declaration of Commitment is provided by each partner – signed, dated and stamped for pdf / signed and dated for signed with qualified electronic signature (Annex A4).			
9.	Declaration of the e-mail address of the Lead partner is provided - signed, dated and stamped for pdf / signed and dated for signed with qualified electronic signature (Annex A5)			
<b>No</b>	<b>SUPPORTING DOCUMENTS</b>	<b>YES</b>	<b>NO</b>	
10.	Documentary and other evidence (issued in original language and English translation, stamped and signed/signed with qualified electronic signature by respective organization as true copy) on the most recent legal status of all partners is provided (issued not later than 6 months prior the date of application) it contains all the			

	attributes described in section 3.2 of the Guidelines for Applicants. In case of Subsidiary structure(s) of local/regional/national authorities situated in the eligible area acting as partner(s) – the respective act with assignment of the functioning of the unit in the definite territory is attached.			
11.	Decision of the managing authority: Local Council /Board of Directors / any similar body or managing person regarding the project development, implementation and ensuring the sustainability of the project results for five years after completion of the implementation period is provided (issued in original language and English translation stamped and signed/signed with qualified electronic signature by respective organization as true copy). Letter of Support for implementation of the project, issued by the respective first level administrator is provided for the Bulgarian partners that are second-level budget administrators. The letter clearly stating the support of the first level administrator for project development, implementation and ensuring the sustainability of the project results for five years after completion of the implementation period.			
12.	Legalized mandates of delegation from the legal representatives of partners (in case the application form and/or annexed declarations and/or partnership agreement are not signed by the legal representatives of the Lead Partner/partners) – issued in original language and English translation is/are presented			
13.	Justification of lump sum costs – provided by each partner with planned lump sums under Budget Line 4, sub-line "Consultancy, studies, designs, website development, etc." (in English, stamped and signed/signed with qualified electronic signature by respective organization as true copy).			
14.	Technical specifications of supplies for expenditures planned under Budget Line 4, sub-lines "Consumables and materials for events" and "Elaboration, design, translation, etc." is provided (including units, unit prices and total price in EUR; in English stamped and signed/signed with qualified electronic signature by respective organization as true copy).			
No	SUPPORTING DOCUMENTS CONCERNING INVESTMENT ACTIVITIES	YES	NO	
15.	All investment activities will be performed on <b>municipal or state-owned</b> property			
15.1.	Ownership act or certificate for municipal or state-owned property of the tangible assets, which will be subject of works activities (issued in original language and English translation stamped and signed by respective organization as true copy), together with recent outline/design of the property (certified by the partner that is a true copy)  In the case the project envisages the purchase of supplies which need to be permanently installed - an ownership act on municipal or state-owned property activities (issued in original language and English translation stamped and signed/signed with qualified electronic signature by respective organization as true copy).			
15.2.	Consent of the owner clearly stating that the assets are given for free right of use for the purpose of the project at least for 5 years			



	<p>after end of the project (issued in original language and English translation stamped and signed/signed with qualified electronic signature by respective organization as true copy). The consent should be signed by the person/body with the decision-making authority (e.g. the Municipal Council, not the Mayor).</p> <p>In the case of permanent installation of supplies or equipment on municipal or state-owned property (immovable supply/ equipment items like outdoor equipment, kiosks, permanent video walls etc.) - consent of the owner clearly stating that the assets are given for free right of use for the purpose of the project at least for 5 years after end of the project is presented.</p>			
16.	<p>In case of investment activities required passing through private territories the consent of the owners is obtained and presented in a due legal form and copy of the ownership act (issued in original language and English translation stamped and signed/signed with qualified electronic signature by respective organization as true copy).</p>			
17.	<p>In case of investment activities within territories/objects with special status (National parks, environmental and architectural reserves, cultural monuments, protected areas, areas included in Nature 2000 etc.) relevant documentation (permits, approvals, certificates, statements, etc.) required by the respective national applicable law is/are presented (issued in original language and English translation stamped and signed/signed with qualified electronic signature by respective organization as true copy).</p>			
18.	<p>Copy of letter issued by the relevant body clearly stating that Environmental Impact Assessment is not necessary (issued in original language and English translation stamped and signed/signed with qualified electronic signature by respective organization as true copy)</p> <p>or</p> <p>Copy of positive Environmental Impact Assessment (positive opinion from the relevant body), required by the national legislation (issued in original language and English translation stamped and signed/signed with qualified electronic signature by respective organization as true copy) is presented.</p>			
19.	<p>Approved detailed works (if applicable according to the relevant legislation), or Statement by the competent authority, which declares that the envisaged construction/repair works do not require approval of works design and scheme/ plan of the object/s of intervention are presented (issued in original language and English translation stamped and signed/ signed with qualified electronic signature by respective organization as true copy).</p> <p>Explanatory note as a part of the works design is presented (issued in original language and English translation stamped and signed/signed with qualified electronic signature by respective organization as true copy).</p> <p>Bill of quantities and prices for the works and supplies are presented and they contain all the attributes required in the Guidelines for Applicants (issued in original language and English translation stamped and signed/signed with qualified electronic signature by</p>			

	<p>respective organization as true copy).</p> <p>In case of engineering:</p> <ul style="list-style-type: none"> <li>• All available construction documentation for the site - approved required designs in accordance with the national legislation, permit for construction issued, putting into operation documents, technical passport, energy efficiency audit and certificate /if applicable/, inspection of accessible environment for people with disabilities, specific technical requirements and prescription from control bodies and institutions and others (issued in original language and English translation stamped and signed/signed with qualified electronic signature by respective organization as true copy);</li> <li>• Schemes/plans of the object/s of intervention or approved project design in phase 'conceptual design' (the design phase in the minimum volume and degree of detail required for issuance of the permit for construction, according to the national legislation /if applicable/), developed by certified architects and engineers (issued in original language and English translation stamped and signed/signed with qualified electronic signature by respective organization as true copy);</li> <li>• Summarized Explanatory Note, describing the general technical and economic indicators of the building/s and all envisaged construction/repair works, including the Technological Plan for design development, construction implementation and putting into operation (issued in original language and English translation stamped and signed/signed with qualified electronic signature by respective organization as true copy);</li> <li>• Bill of quantity (issued in original language and English translation stamped and signed/signed with qualified electronic signature by respective organization as true copy).</li> </ul>			
20.	Detailed technical specifications (for supplies) with unit and total prices in Euro is presented (technical specification is not required for equipment, which will be used for management of the project). At least 3 official offers from different providers for the envisaged supply are presented.			
21.	Latest photographs of the site, envisaged for intervention are presented.			
<b>CRITERIA FOR ELIGIBILITY COMPLIANCE</b>				
22.	All partners meet eligibility criteria defined in Section 2.5.1 of the Guidelines for Applicants.			
23.	At least one partner from each side of the cross-border region is involved.			
24.	The implementation period does not exceed the maximum project duration indicated in the Guidelines for Applicants. (AF Part II, sections 1.2 and 3.6).			
25.	All four cooperation criteria are clearly fulfilled (AF Part II, section 1.3).			

26.	The project proposal covers one specific objective.			
27.	The value of the financial support requested is in line with the limit indicated in Guidelines for Applicants. (AF Part II, section 2 and Part III, tables 1-5)			
28.	The budget of activities to be carried out outside the programme area (if the case) for each partner is not over the 20% limit set in the Guidelines for Applicants.			
29.	The minimum rate in Budget line 5 is observed.			
30.	The maximum rate for Staff costs in Budget line 1 for each partner is observed.			
31.	The maximum rate for Office and administrative costs in Budget line 2 for each partner is observed.			
32.	The maximum rate for Project preparation costs in Budget line 6 is observed, as well as the maximum rate for preparation of the Application package.			
<b>COMMENTS</b>		<b>YES</b>	<b>NO</b>	
<b>Project proposal satisfies all criteria for administrative and eligibility compliance</b>				
<b>Assessor's name:</b>		<b>Assessor's signature:</b>		<b>Date of evaluation:</b>

**📌 IMPORTANT**

**The proposal must satisfy all the criteria mentioned in the administrative and eligibility compliance checklist in order to be subject to technical and quality assessment.**

**If the project proposal has received "No" on a specific criterion/a, the AWG could request additional documentation or corrections of the already submitted documents or project proposal.**

### 6.3 Step 3: Technical and Quality Assessment

This assessment allows the quality of the project proposal to be evaluated in relation to the set objectives and priorities, and ensures that the selected operation comply with the specific objective 1.2 and which will guarantee the visibility of the Community funding.

The technical and quality assessment of the project proposal is carried out taking into account the submitted project proposal, annexes and supporting documents, and the documents and corrections received during the previous stages of assessment.

The technical and quality assessment will be performed on the basis of specific selection criteria, grouped in four general sections in the technical and quality assessment grid, as published below:

- Section 1: Capacity of the Partnership – the assessment should check the ability of the project partners to perform functions effectively, efficiently and sustainably. The project partners should be capable of ensuring quality of the final product or service, and efficient, transparent allocation of resources;
- Section 2: Project's context and consistency with the programme and other strategies –

the assessment should check whether the project has clearly contributing to priority axis 1, specific objective, 1.2 , and whether the content of the proposal properly fits the selected priority and specific objective or not. The assessment should also verify the coherence of the project with other programmes and/or strategies and its value added, providing coherence with the following horizontal principles: sustainable development, equal opportunities and non-discrimination, equality between men and women;

- Section 3: Methodology – the proposed project activities should be assessed according their logic consistency objective-activity-result. The assessment should verify if the activities are realistic, well defined and justified, if the output indicators are quantified and relevant. The assessment should also check the cross-border impact of the project, the level of involvement of project partners in activities, action plan and potential multiplier effect of the project;
- Section 4: Budget – assessment of the eligibility of costs and compliance of the expenditures with the market rates within the target region. The assessment should make a clear recommendation regarding the decreasing of the requested grant according to the identified ineligible or over-estimated costs.

The proposal shall be assessed by two different assessors representatives of MA and NA (one from each participating country) working separately and producing their own independent assessment for each question, in accordance with the provided grid. The project proposal will receive for each sub criterion included in the core selection criteria a “yes” and “no” answer and comments. The Assessors have to justify their assessment with clear, objective and relevant comments for each section under the supervision of the Chairperson and the voting members of the AWG.

The assessors will also make final conclusion/recommendation on the application, which will consist of a short critical analysis of the proposal, followed by a list of the main strong and weak points for each section of the evaluation grid.

In case the proposal does not fulfill some criteria, the proposal will be returned for modification and/or additional clarification and a deadline for its re-submission will be set.

In order to be funded the project should fulfill all the conditions mentioned in the evaluation sheet.

## TECHNICAL AND QUALITY EVALUATION

TECHNICAL AND QUALITY EVALUATION PART (to be filled by external assessors)			
<b>Project No</b>			
<b>Lead Partner</b>			
<b>Partner/s</b>			
<b>Project title</b>			
CAPACITY OF THE PARTNERSHIP			
No	SELECTION CRITERIA	Analysis	Reference / comments
<b>1.</b>	<b>Does the Lead partner demonstrate the capacity to coordinate, manage, control and monitor the overall implementation of the project?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>	Part I p. 1.2 p. 1.3 p. 2

2.	Do project partners have competence to implement the project activities?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Part I p. 1.2.2
3.	Is the composition of partnership relevant to the proposed project?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Part I p. 1.2.1
4.	Are the Lead partner and project partner 2 experienced in project management of public funded projects?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Part I p.1.3.
5.	Do the project partners have permanent staff and financial stability?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Part I p.2.2.

**PROJECT'S CONTEXT AND CONSISTENCY  
WITH THE PROGRAMME AND OTHER DOCUMENTS AND STRATEGIES**

No	SELECTION CRITERIA	Analysis	Reference / comments
6.	Does the project contribute to the achievement of Specific objective 1.2?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Part II p. 2.3 p. 4.1
7.	Are the project context and consistency relevant to the particular needs and constraints of the border region?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Part II p. 2.1. p. 2.2. p. 2.3.
8.	Does the strategic project bring real and strong Cross-border impact and longterm results in respect of the Programme's objectives?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Part II p. 1.3. p. 1.4. Whole AF
9.	Does the strategic project contain at least one objectively realistic and relevant indicator measuring the expected results?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Part II p. 2.3 p. 4.1
10.	Does the proposal demonstrate coherence with European Union strategies concerning territorial cooperation and other programmes/ initiatives/ strategies at national/ regional level?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Part II p. 5.1
11.	Are the target groups and beneficiaries relevant to project activities, clearly defined and quantified?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Part II p. 2.2.
12.	Does the strategic project provide clear and justified ideas proposal for the catalyzing further actions in the field addressed by the project?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Part II p. 4.2.
13.	Is the project proposal consistent with the Programme horizontal principles: sustainable development, equal opportunities and non-discrimination, equality between men and women?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Part II p. 5.2. Whole AF

**METHODOLOGY**

No	SELECTION CRITERIA	Analysis	Reference /
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			comment s
14.	Are the strategic project activities defined, realistic, achievable and necessary for achievement of the objectives?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Part II p. 2.3. p. 2.4. Whole Application pack
15.	Is the relation between "project objective – activity – result/output" ensured?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Part II p. 2.3. p. 2.4. p. 4.1.
16.	Do the strategic project results provide added value to the Programme area?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Part II p. 2.3. Whole AF
17.	Do the main results/ outputs of the project guarantee long-term sustainability and long lasting effects?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Part II p. 2.3. p. 2.4. p. 4.3.
18.	Are the communication and visibility activities appropriate and efficient?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Part II p. 2.3. p. 2.5.
19.	Is the action plan in accordance with the project activities and level of involvement and participation of project partners in activities is balanced according to their competences?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Part II p. 2.6.  Part II p. 2.3. p. 2.4. p. 3
<b>BUDGET</b>			
No	SELECTION CRITERIA	Analysis	Reference / comment s
20.	Is the financial allocation proportionate to the relevance of the objectives and results of the project	YES <input type="checkbox"/> NO <input type="checkbox"/>	Part III Whole AF
21.	Are the estimated expenditures necessary for the implementation of the project and the prices are realistic and market based?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Part III Whole AF
22.	Is the budget logically planned and distributed among the partners and the activities?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Part III Whole AF
<b>COMMENTS</b>			
<b>Assessor's name:</b>		<b>Assessor's signature:</b>	<b>Date of evaluation:</b>

If the project proposal has received "No" on a specific criterion/a, the AWG could request additional documentation or corrections of the already submitted documents or project proposal.

During the technical and quality assessment of the project proposals the procedure for budget optimization and projects' content modifications will be conducted by the AWG members - final review of the budget of the project proposal, making revisions of unit rates, based on both the recommendations of the external assessors and the good practices of the MA and NA in terms of transparent and market-oriented financial allocations.

Prior to finalizing the evaluation process and submission the evaluation report to the JMC, the Programme Managing bodies shall conduct the following procedures:

1. Documentary check of presence/lack of double financing – assessment of whether or not the proposed action/s has not already been financed under other EU funded Programmes;
2. Check for compliance with the State Aid rules – applicable for Bulgarian project partners only. Detailed information about State Aid rules is provided in Attachment 1 "State Aid and De Minimis Provisions" to this Guidelines for Applicants;
3. Performance of on-the-spot visit in case the project proposals envisage investment component – assessment of whether or not the object, subject to the proposed investment, really exists and is in a physical condition as described in the project proposal and/or has not already been developed or is currently under development.

Following the evaluation and conducted procedures described above, the proposal will be presented to the Joint Monitoring Committee for final decision.

## 6.4 Complaint procedure

In case of disagreement with the outcome of the selection procedure, the Lead partner may lodge a complaint towards the decision of the JMC, following the standard complaint procedure described in **Attachment 2 "Complaint Procedure"** to these Guidelines for Applicants.

## 7 Contracting

Contracting is the procedure carried out in order to conclude a Subsidy contract between the Lead Partner and the MA for the implementation of a project, approved for financing by decision of the JMC. This means that the Lead partner is responsible for implementation of the whole project.

### **IMPORTANT**

**The Lead partner shall sign a Subsidy contract for the whole amount of the approved budget (including the total IPA funds) with the Managing Authority.**

The implementation of the project may start only after the Subsidy contract is signed by both the MA and the Lead partner and is registered in the Registry system of the MA.

Draft Subsidy contract is presented in Annex C to these Guidelines for Applicants.

Please, note that the MA maintains register for the subsidy granted under the de minimis rule.

### INDICATIVE SCHEDULE FOR SELECTION AND CONTRACTING OF THE PROJECT PROPOSALS

Type of procedure	Term for implementation*
Administrative compliance and eligibility	Up to 1 months after the deadline for submission of

check	project proposals
Technical and Quality assessment of project proposals and pre-contracting procedures	Up to 2 months after publication of the results from Administrative compliance and eligibility check
Contracting	Up to 1 months after approval of the project proposal by the JMC

\* Please note that the term for implementation of the respective procedure is indicative.

## Glossary of Acronyms

<b>AA</b>	Audit Authority
<b>AF</b>	Application Form
<b>BG</b>	Republic of Bulgaria
<b>CA</b>	Certifying Authority
<b>CBC</b>	Cross-Border Cooperation
<b>CBA</b>	Cost Benefit Analysis
<b>EC</b>	European Commission
<b>EU</b>	European Union
<b>ICT</b>	Information and Communication Technology
<b>IPA</b>	Instrument for Pre-accession assistance
<b>IT</b>	Information Technology
<b>JMC</b>	Joint Monitoring Committee
<b>JS</b>	Joint Secretariat
<b>MA</b>	Managing Authority
<b>MF</b>	Ministry of Finance (Republic of Bulgaria)
<b>MIS</b>	Management Information System
<b>MoU</b>	Memorandum of Understanding
<b>MS</b>	Member State
<b>NA</b>	National Authority
<b>NGO</b>	Non Governmental Organization
<b>NUTS</b>	Nomenclature of Territorial Units for Statistics
<b>OP</b>	Operational Programme



<b>PRAG</b>	Procurement and Grants for European Union external actions - A Practical Guide
<b>R&amp;D</b>	Research and Development
<b>SEA</b>	Strategic Environmental Assessment
<b>SWOT</b>	Strengths, Weakness, Opportunities, Threats
<b>TA</b>	Technical Assistance
<b>VAT</b>	Value Added Tax