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INFO DAY FIRST CALL FOR PROPOSAL OF COMMON PROJECTS

**Policoro – 14 November 2023
Catanzaro – 15 Novembre 2023**

**Project Development & Implementation
Overview & General Principles**



How develop a project?

The main stages of project development include the following:

- defining the objectives, results and project outputs;**
- building the partnership;**
- constructing the work plan/activities;**
- setting up realistic budget and timeframe.**
- ensuring the sustainability of results**



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Project Intervention Logic

The focus of the projects first and foremost should be the delivery of outputs and results, rather than implementation of project activities. Projects have to draft and follow a clear intervention logic that derives from tackling particular territorial challenge or need and through the planned activities seeks a particular change in the thematic field and in the involved regions.



Project Intervention Logic

The applicants should demonstrate through the intervention logic that it:

- targets one single Programme's specific objective;**
- contributes to the respective Programme result and result indicator;**
- links in a logic sequence the project activities and outputs to the specific objective targeted.**

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Project Intervention Logic

They have to demonstrate how they contribute to achieving the Programme's output and result indicators by providing the relevant targeted values of the project's indicators, based on specific measurement units

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Objectives, expected results and outputs

The most important step in the development of the project proposal is to define the objectives and the expected results clearly and precisely.



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Objectives, expected results and outputs

When planning the project results, the partnership can reach a common understanding answering the following questions:

- A. What kind of positive change does the project aim at?
- B. Where will the change happen?
- C. Who will be affected by the change?
- D. When will the change happen?



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Objectives, expected results and outputs

- E. What should be the quality of the planned result?**
- F. What is the cross-border value of the result?**

In addition, a project should define also outputs, which, practically, tell us what has actually been produced with the funds given to the project.



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Development of a project proposal

A satisfactory project proposal shall include:

- A convincing project idea**
- A robust partnership**
- A dedicated Communication Plan**

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Development of a project proposal: project idea

The applicants are invited to underline the cross-border territorial “cooperation” element with respect to the Programme objectives. Good cooperation between border areas is vital for good neighbourly relations, economic development and preservation of natural heritage.

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Development of a project proposal: project idea

In this respect the ‘Interreg’ additionality shall be demonstrated; i.e. the added value of the cross border cooperation compared to national or regional approaches.



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Development of a project proposal: partnership

The partnership is crucial in a cross-border cooperation project.

The description of the partnership should highlight the following:



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Development of a project proposal: partnership

- **Description of each beneficiary;**
- **Lead Beneficiary's Role;**
- **Complementarity of the beneficiaries;**
- **Joint character of the project;**



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Development of a project proposal: communication plan

The need for a communication plan for individual projects derives from the Programme's communication objectives. Applicants are invited to consult the Programme and its Communication Strategy before drafting the project's communication plan.



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**Development of a project proposal:
communication plan**

**It is mandatory for the partnership
identify a professional
communication manager with
professional skills for the
communication activities and social
media.**

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Eligibility: Eligible beneficiaries

In order to be eligible for co-financing, the Lead Beneficiary and the project beneficiaries must belong to one of the following categories:



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Eligibility: Eligible beneficiaries

a) national, regional or local public bodies

b) bodies governed by public law (as defined in Article 2(4) of Directive 2014/24/EU) meaning bodies that have all of the following characteristics:



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Eligibility: Eligible beneficiaries

- they are established for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character;
- they have legal personality; and



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Eligibility: Eligible beneficiaries

- they are financed, for the most part, by the State, regional or local authorities, or by other bodies governed by public law; or are subject to management supervision by those authorities or bodies; or have an administrative, managerial or supervisory board, more than half of whose members are appointed by the State, regional or local authorities, or by other bodies governed by public law;



Eligibility: Eligible beneficiaries

c) bodies governed by private law: non-profit organizations founded according to private law can be eligible under the following conditions as a whole:

- **they are not established with the goal to obtain profit,**
- **they do not distribute profits to the shareholders,**



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Eligibility: Eligible beneficiaries

- they should have at least completed one accounting year of operation before the launch of the specific call for proposals. This rule is also applicable for the local-regional subsidiary/branch offices.

It should be noted that private companies, not falling under the conditions listed at point (c) are not eligible.



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Eligibility: Eligible beneficiaries

- d) international organizations registered under the national law of the Member States of the Programme can be considered as eligible if they fulfil the criteria foreseen for the non-profit bodies governed by private law. However, international organisations operating under international law are not eligible.



Eligibility: Eligible beneficiaries

- e) **European Grouping of Territorial Cooperation (EGTC). Eligible EGTC must be governed by the law of one of the participating countries where the EGTC has its registered office. An EGTC cannot be a sole beneficiary of a project proposal.**



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Eligibility: Eligible beneficiaries

Bodies governed by public law (under category b. above) and private organisations (under category c. above) and EGTC (under category e. above) should have at least completed one accounting year of operation before the launching of the Call for proposals.

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Eligibility: Eligible beneficiaries

If a body governed by public law or a private organization is participating through a branch located at the Programme area, the branch must be operational for at least 12 months before the launching of the call for proposals.

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Eligibility: Expenditures - Regulatory framework

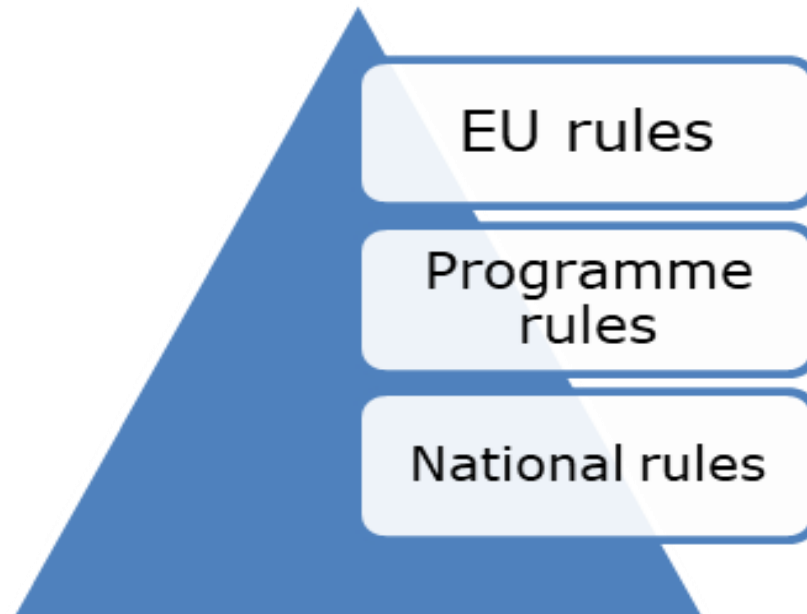
The application of the rules on the eligibility of the expenditures follow the below ranking:

- A. EU rules on eligibility as set out in the CPR, ERDF and Interreg Regulations;**
- B. Programme eligibility rules as set out in this Manual and detailed in each call for proposals**
- C. National legislation eligibility rules. They apply only for matters not covered by EU and Programme eligibility rules.**



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Eligibility: Expenditures - Regulatory framework





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Eligibility: Expenditures - Regulatory framework

All applicable EU and national rules on other than eligibility of expenditure matters, (e.g. rules on public procurement) should be followed by the beneficiaries considering the stricter applicable rule.



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Eligibility: General Rules of Eligibility

Expenditure have to be paid for and made by beneficiaries and to be:

- compliant with the conditions and the objectives of approved projects**
- supported by invoices (or accounting documents of equivalent probative value), bank extracts, etc.**



Eligibility: General Rules of Eligibility

- recorded in the accounting system of the beneficiary
- justified in the reporting documents detailing the connection between the expenditure incurred and the related project activities/output/deliverables.



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Eligibility: General Rules of Eligibility

- Period of Eligibility => between 1 January 2021 and 31 December 2029.**
- Implementation Area of an Operation => within the area covered by the Programme except duly conditions (e.g. WP6 activities or duly authorized by the MA).**



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Eligibility: Type of costs

1. Real costs

The project beneficiaries commit and pay the expenditures. The incurred expenditure is backed by invoices or any other equivalent accounting documents. The registration in the accounting system is based on the delivery of works, services or supplies.

Eligibility: Type of costs

2. Simplified cost options (SCOs)

Under the Programme the following SCOs are available according to Article 54 of the Regulation (EU) 2021/1060:

- flat rate for the calculation of staff costs**
- flat rate for the calculation of office and administrative expenditure**
- flat rate for the calculation of travel and accommodation expenditure**



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Eligibility: Type of costs

2. Simplified cost options (SCOs)

The SCOs exempts project beneficiaries from presenting any evidence of the existence or payment of expenditure covered by the category.



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Project expenditures/ budget lines

Staff Costs

Office and
administrative
costs

Travel and
accommodation
costs

External
expertise and
services costs

Equipment costs

Infrastructure
costs



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Staff costs

Staff costs shall consist of gross employment costs of staff employed by the Interreg beneficiary in one of the following ways:

- ✓ **full time,**
- ✓ **part-time with a fixed percentage of time worked per month,**
- ✓ **part-time with a flexible number of hours worked per month, or**
- ✓ **on an hourly basis.**



Staff costs

OPTIONS:

1. Real costs;
2. under simplified cost options as set out in points (b) to (f) of Article 53(1) of Regulation (EU) 2021/1060; (simplified cost options)
3. as a flat rate of up to 20 % of the direct costs other than the direct staff costs of that operation, or



Staff costs

OPTIONS:

4. as an hourly rate in accordance with Article 55(2) to (4) of Regulation (EU) 2021/1060 either for direct staff costs of individuals who work on full-time assignment on the operation or for individuals who work on part-time assignment on the operation pursuant to point (b) of paragraph 4 of Article 39 of Regulation (EU) 2021/1059.



Staff costs

OPTIONS:

The option selected for the calculation of staff costs applies on a beneficiary level for the entire project period. Each beneficiary should select the staff costs calculation option which has to remain unchanged through the entire project period. This option must be declared in the Application form in the Partnership Section.



Staff costs

Each beneficiary will have to provide the rationale of the staff costs estimations in the Justification of the Budget document. The participation of the beneficiaries' staff must be linked to specific project deliverables according to their role and expertise.

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Office and Administrative costs

The following options for calculating Office and administrative costs are available under the Programme:

- 1. Real costs, or**
- 2. Simplified costs – fixed percentage of the gross employment cost (Flat rate). Where a flat rate is used to cover indirect costs of an operation, it may be based only to up to 15 % of eligible direct staff costs.**

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Office and Administrative costs

In both cases – use of real costs or simplified costs, office and administrative costs cannot exceed the 4% of the total beneficiary's budget.



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Office and Administrative costs

The option selected applies on a beneficiary level for the entire project period. Each beneficiary should follow either the flat rate or the real costs calculation option, which will remain unchanged through the entire project period. This must be declared in the Application form in the Partnership Section.

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Travel and Accommodation costs

Travel and accommodation costs, regardless whether such costs are incurred and paid inside or outside the Programme area.



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Travel and Accommodation costs

A. Real cost

B. Flat rate of up to 15 % of the direct staff costs of that operation (simplified costs).



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Travel and Accommodation costs

The option selected applies on a beneficiary level for the entire project period. Each beneficiary should follow either the flat rate or the real costs calculation option, which will remain unchanged through the entire project period. This must be declared in the Application form in the Partnership Section.



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External expertise and services costs

When awarding external expertise and service contracts, all ERDF project beneficiaries must ensure that EU and national rules on public procurement are respected, in accordance with the amount of the contract. All contracts must comply with the basic principles of transparency, non-discrimination and equal treatment.



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Equipment costs

Costs for the purchasing of equipment are eligible under the condition that the equipment is necessary for the project implementation and is foreseen in the approved Application Form. There should be an analytical description of the technical specifications and the relative costing (Justification of the budget).

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Equipment costs

The selection of the suppliers for the purchasing of any equipment item shall comply with the relevant public procurement rules in force.

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Infrastructure and works

Expenditures for infrastructure and works are eligible under the condition that the cross-border impact of the investment is demonstrated and the activity has been approved in the Application Form. The contractor cannot be a beneficiary of the project.



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Infrastructure and works

The description of these expenditures should be provided by "Bill of Quantities and Costs" based on technical studies and/or appropriate justification according to national legal framework. The latter will be described in the "Maturity Sheet" and the documentation will be attached to the Application Form in MIS.

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Infrastructure and works

Infrastructure located outside the Programme area, even if it is directly related to the project either for the development or for implementation, shall not be eligible.



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Preparation Costs

Costs within the budget lines “staff costs, travel and accommodation costs and external expertise and services”, which have been incurred for the preparation of the project, are eligible for funding



Preparation Costs

CONDITIONS:

- **If the services or activities were implemented and there is at least a commitment decision for them between 1st of January 2021 and the date of submission of the Application Form. The related payments should be made and should be included preferably in the first request for verification.**



Preparation Costs

CONDITIONS:

- **If they show direct connection to the approved project and are included in the Application Form in the Deliverable 1X1 “Preparation Activities” (where X is the number of the beneficiary).**
- **If they do not exceed the amount of €30.000 at project level**

Management Costs

Management costs should be included only in WP1 of the Application Form and concern the costs related to the administrative activities to be implemented for the efficient management and coordination of the project.

The management costs of each project beneficiary should not exceed 10% of the total approved beneficiary's budget. For the Lead Beneficiary this percentage shall be limited to 15% of its budget.



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Communication Costs

‘Communication’ costs should be included only in WP2 of the Application Form and describe the actions for carrying out the external communication of the project efforts and outputs, dissemination of results, etc. The WP2 budget cannot exceed the 15% of the total project budget, without limits at beneficiary level.