

SEE Programme 2007-2013

4th Call for Proposal

Success Factors for Project Development

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A) SEE 4th Call for Proposal

- 4th CfP in brief
- IPA / ENPI Funding
- Specific (thematic) expectations
- Application Package

B) Success factors for project development

- Sources of information
- Basic requirements
- Partnership
- Content & budget
- Final recommendations

A) SEE 4th Call for Proposal

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4th CfP in brief

- Pre-announcement available on Programme website („Downloads“)
- Open Call – proposals can be submitted under all Areas of Intervention
- Indicative* allocation of funds:

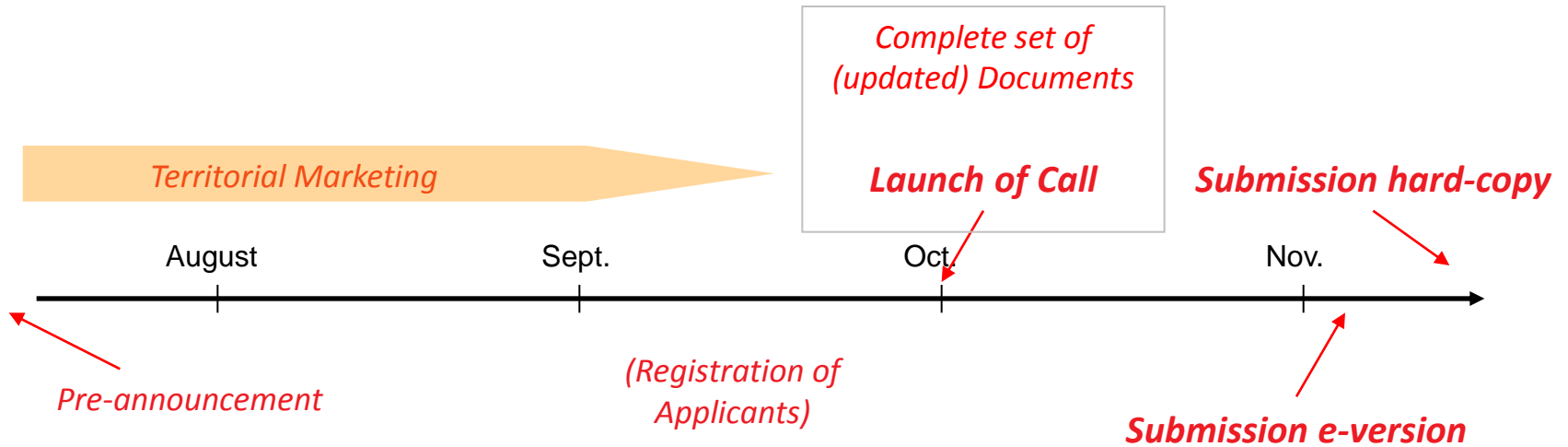
ERDF	IPA	ENPI
43 Mio EURO	7.8 Mio EURO	1 Mio EURO

* *Minimum amounts, depending on allocation funds 3rd CfP and decommitment 1st (2nd) CfP*

- ! Project duration limited to 24 months
- ! 1-step selection procedure (→ *SEE PM 4.1 section 6*)

4th CfP in brief

Indicative time schedule



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IPA / ENPI Funding

- **IPA integration finalized**
 - Integrated administrative and financial management with ERDF ...
 - ... 1 Subsidy Contract and 1 Lead Partner for both ERDF and IPA
 - LP only from EU country of the Programme Area
 - ! No pre-financing
 - ! No budget thresholds
 - Public co-financing only

- **ENPI available**
 - Management of ENPI project part regulated separately by Grant Contracts
 - Minimum threshold 100.000 EURO

Specific Expectations

- 4th CfP is an „open call” but ...
- ... don't re-invent the wheel! look around what is already realized under the previous CfPs
- Demonstrate the value-added and innovative character of your project
- Ensure sound capitalization of existing results
- Consider current policy trends at EU and SEE level (Europe 2020, Danube Strategy, ...)
- SEE Background Study (available on our website) as further source of inspiration

Specific Expectations

Final Report - Background Study SEE programme

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Application Package

Documents to be submitted:

(both electronic and paper version → SEE PM section 6.1)

■ Joint Documents

- Partnership Agreement (signed and stamped by each PP excluding observers)
- Application Form (incl. LA Confirmation Sheet signed and stamped by LA in original)

■ ERDF PP and IPA PP Documents

- Declaration and co-financing statement (LA, ERDF and IPA PP, 20%ERDF PP)
- State Aid Declaration (LA, ERDF PP, ERDF 20% PP – not relevant for IPA PP)
- 20% Data Sheet (signed and stamped by each 20% ERDF PP – if any)

■ ENPI Documents (to be specified in SEE PM 4.2)

■ ASP Documents

- ASP Declaration (signed and stamped by each ASP)

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B) Success factors for project development

Sources of Information

- **Programme related Documents**
 - Operational Programme

- **Call related Documents**
 - Pre-Announcement, Application Form template
 - Background Study
 - Programme Manual 4.1 and 4.2*
 - Applicant Guidelines *

- **Territorial Marketing / Info days**
- **SEE Website**
- **JTS support** (contact Priority Manager)

* To be published end of September / early October 2011

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User name
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search... SEARCH



Registration

- About SEE Programme
- News and Events
- Projects
- Downloads
- Contacts

TRANSNATIONAL COOPERATION
15-16 SEPTEMBER 2011
KATOWICE, POLAND

On a mission to improve quality of life in regional Europe.

- Calls for proposals
 - First call
 - Second call
 - Third call
 - Fourth call
 - Project management documents
 - Programme related documents
 - Communication tools
- The programme is supporting projects developed within four Priority Axes: Innovation, Environment, Accessibility, and Sustainable Growth Areas - in line with the Lisbon and Gothenburg priorities, and is also contributing to the integration process of the non-EU member states.
- Read more

Latest news and events

3rd call for proposals now closed!

Thank you for your interest in the SEE Programme! The third call for proposals in the framework of the SEE Programme is now closed. All documents and information will remain available for your consultation but no expressions of interest are accepted after the deadline.

Read more

Joint conference of Transnational Cooperation Programmes 15-16 September 2011, Katowice, Poland

13 Programmes - 1 Goal: to Improve Quality of Life in European Regions! For the first time the thirteen transnational programmes currently operating under the European Regional Development Fund in the EU have come together to arrange a conference on how transnational cooperation can help to improve quality of life in European regions.

Read more

Beneficiaries (Approved projects)

Partner search

DO YOU HAVE A PROJECT IDEA AND YOU ARE LOOKING FOR PARTNERS?

YOU CAN POST HERE A SUMMARY OF YOUR PROJECT IDEA!

The Partner Search section is intended to give potential applicants the opportunity to publish a summary of their project idea on the SEE Programme's official website with the aim of finding new partners. Please register, to be able to access and fill in the template. After logging in, you can as well visualise all current project ideas, and sort by project priority, and/or country to find the project idea that is suitable for you as a partner!

To find out more, please check the [project ideas](#)

Fourth Call

The SEE Programme will open its last call allowing the submission of proposals in all the Priorities and Areas of Interventions (AoI). The 4th and last call for project proposals is foreseen to open in week 40 (between 3-7 October 2011) and to close in week 47 (between 21-25 November 2011). The SEE Programme will open its last call allowing the submission of proposals in all the Priorities and Areas of Interventions (AoI). The 4th and last call for project proposals is foreseen to open in week 40 (between 3-7 October 2011) and to close in week 47 (between 21-25 November 2011)-25 November 2011)

Under this call, applicants will be able to submit proposals under all the Programme Priorities and Areas of Intervention.

The funds available for the 4th call for proposals will be of at least 43 Million Euro ERDF, more than 6 Million IPA and 1 Million ENPI. Additional funds might become available in case of savings from already approved projects. The ERDF allocation to each of the aforementioned 4 priorities is subject to an approval procedure by the European Commission. Additional information will be provided in due time on this web page.

Applicants are invited to start already at this stage the development of their project proposals. In order to meet the requirements of the Programme and to gain an understanding of the expectations of the Programme the following documents shall be downloaded and read carefully:

[SEE 4th Call pre-announcement](#): summarizing the main elements of the call (projects' duration, funds available, etc.);

[SEE Programme Manual 4th Call \(pre-announcement version 4.1\)](#): providing a detailed guidance on how to prepare the project proposal and the characteristics the proposals submitted under this call should have;

[SEE 4th Call Application Form](#): which is the reporting all the data that will have to be collected and submitted via the Programme web based monitoring system (IMIS) once the call will be officially open (beginning October 2011).

Further to the above mentioned, in order to steer and guide the project generation process towards achieving the Programme objectives the SEE management bodies, with the support of selected experts, prepared a "Background Study" which analyses the programme results achieved so far as well as the current programme strategy in light of the new developments/trend in the region. The study is providing some "food for thoughts" that might be helpful to consider when developing a new proposal. However, applicants shall be aware that the contents of this document can not be considered in any form as mandatory, being the document a consultative tool.


Further information can be obtained contacting the SEE JTS and/ or the SCP network.

Related files:

- [programme manual.pdf](#)
- [Background study.pdf](#)
- [pre-announcement.pdf](#)
- [application template.doc](#)

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Basic Requirements

- Legal Frame: ERDF, IPA and ENPI regulations
plus further aspects like public procurement, horizontal policies and state aid, SEE PM section 2.7
- Location of partners and activities
 - *SEE PM section 2.5 (Programme Area)*
 - *SEE PM section 4.3 („20% rule“)*
- Eligibility of partners and partnership
 - *SEE PM section 3.2 (specific rules for IPA and ENPI PPs!)*
- Co-financing: 85 % ERDF and IPA / 90% ENPI
 - *SEE PM section 3.2.6 (different national systems in providing co-financing!)*
- Eligibility of activities
 - *SEE PM section 3.3*
- Eligibility of expenditures
 - *SEE PM section 4*

Basic Requirements

Budget

- Expenditure eligible under 7 budget lines
 1. *Staff*
 2. *Overheads*
 3. *Travel and Accommodation*
 4. *External Expertise and services*
 5. *Equipment*
 6. *Small scale investments*
 7. *Financial charges and guarantee costs*
- Overheads to be calculated according to (updated!) provisions of SEE PM section 4.2.2
 - „simplified costs option” might be applied on a later stage but is not relevant yet
- ! no in kind contribution eligible under the 4th CfP
- ! no common costs eligible under the 4th CfP



Basic Requirements

Partners



3.2.4 Sort and role of partners

	Sort of Partner	Location	Does it have a separated budget?	ERDF/IPA budget lines	ENPI budget lines	Partner eligibility rules
Financing Partners	LEAD PARTNER	Only EU part of the Programme area	Yes	All	No	Applicable (see section 3.2.1)
	ERDF PARTNER (Project Partner)	Only EU part of the Programme area	Yes	All	No	Applicable (see section 3.2.1)
	20% ERDF PARTNER (Project Partner)	Only EU outside the Programme area	Yes	All	No	Applicable (see section 3.2.1)
	IPA PARTNER	Only Albania, Bosnia and Herzegovina, Croatia, the former Yugoslav Republic of Macedonia, Montenegro, Serbia	Yes	All	No	Applicable (see chapter 3.2.2)
	ENPI PARTNER	Only Ukraine and republic of Moldova	Yes	No	Yes	Applicable (see chapter 5.1)
Associated Strategic Partners	EU ASP	Only EU Partners within the Programme area	No (it's part of a "sponsoring" ERDF PARTNER budget)	Only TRAVEL and ACCOMODATION	No	Applicable as ERDF (see section 3.2.1)
	20% ASP	Only EU Partners outside the Programme area	No (it's part of a "sponsoring" ERDF PARTNER budget)	Only TRAVEL and ACCOMODATION	No	Applicable as ERDF (see section 3.2.1)
	10% PP	Only Albania, Bosnia and Herzegovina, Croatia, the former Yugoslav Republic of Macedonia, Montenegro, Serbia, Republic of Moldova, Ukraine	No (it's part of a "sponsoring" ERDF PARTNER budget)	Only EXTERNAL EXPERTISE and SERVICES; and TRAVEL and ACCOMODATION	No	Applicable as IPA (see chapter 3.2.1), in case of IPA Ps or ENPI (see chapter 5.1) in case of ENPI Ps
	OBSERVER	No limitation (e.g. international organisations, other bodies outside/ inside the programme area not fulfilling the eligibility rules of the programme)	No (Observers do not receive any financial support)	No	No	Not applicable

Basic Requirements

„20% Partner“

A. 20% ERDF PP (financing PP)

- PP with separate budget and related financial responsibility
- Sum of 20% ERDF PPs cannot exceed the 20% of a project budget
- Conditions for involvement
 - Conclusion of MoU between the respective country and the Programme bodies
 - Well justified geographic and thematic reasons (project cannot be implemented without this PP)
 - ! Involvement restricted to neighboring regions of the Programme area
 - Expenditure is for the benefit of the Programme regions

B. 20% ASP (sponsored PP)

- Budget included in the project budget of a „sponsoring partner“
- Sum of 20% ASPs cannot exceed the 20% of a sponsoring partner’s budget
- High strategic relevance and clear benefit for the Programme regions

Partnership

- Is the partnership composition well justified and able to contribute in a balanced manner to the implementation of the transnational project?
 - Relevance of PPs and regions/territories related to the project topic
 - Appropriate size
 - Balance (in terms of numbers of PPs, budget, ...)

- Sufficient technical and institutional capacity?
 - Specific expertise and role of PPs evident (i.e.: described in a meaningful way)
 - Key actors involved
 - Adequate (vertical and horizontal) mix of PPs

- Efficiency and transparency of project management and coordination?
 - Experience and capacity of LP
 - Efficient and realistic management structures
 - Experience and commitment of further PP

Partnership

Common Mistakes

■ Partnership Composition ...

- *„Umbrella Project“: PPs randomly chosen in order to increase the geographical scope*
- *Size too small for ensuring transnat. impact or over-ambitious / over-complex*
- *Unbalanced, e.g.: 6 out of 8 PPs from one country, 60% budget for LP, ...*

■ Capacity...

- *Specific expertise postulated but not explained, roles not detailed*
- *Key actors missing*
- *Vertical links missing (e.g. only Universities involved) / horizontal links missing (e.g. municipalities involved only)*

■ Project Management...

- *LP unexperienced in transnational / complex projects (or experienced but without capacities)*
- *Too focused on LP ... or over-complex (e.g. inflated number of internal management-bodies and/or meetings)*
- *Unbalanced mix between experienced actors and „newcomers“*

Content

- Project in line with programme objectives?
 - Transnational dimension (problem, objectives, activities, deliverables, impact)
 - Contributing to territorial, economic and / or social cohesion of SEE
 - Improved attractiveness of SEE cities and regions

- Contributions to Priority Axis and Area of Intervention?
 - Project clearly referring to one Priority and Aoi
 - Thorough analysis and specific needs / problems
 - Additional reference to further priorities already agreed in further „papers, strategies or international agreements” (e.g. Europe 2020 or Danube Strategy)

- Conceptual approach and work plan well designed and realistic?
 - Logical link between problems, objectives, resources, activities and deliverables
 - Detailed description of activities
 - Realistic time plan

Content

- Value for money?
 - Justified and realistic budget allocation (activities / WPs, PPs, budget lines)
 - Realistic spending forecast
 - Reasonable budget for project management and coordination tasks (WP 0 – 2)

- Usability of project deliverables?
 - Outputs and results realistic, concrete, innovative and measurable
 - Target groups and stakeholders clearly identified
 - Institutional, financial and political sustainability ensured, „next steps“ outlined

- Synergies and Capitalization ensured?
 - Synergies and capitalization seriously considered
 - Innovative character clearly described
 - Evidence that SEE is the most appropriate funding instrument for the proposed project

Content

Common Mistakes

- Project in line with programme objectives?
 - *Transnational dimension strongly neglected (starting with the needs-analysis ...)*
 - *Weak links to territorial cohesion and/or sustainable economic growth (e.g. pure networking or research projects)*

- Contributions to Priority Axis and Area of Intervention?
 - *Priority / Aoi only vaguely addressed*
 - *Project topic narrowly focused with little impact on SEE area (e.g. „stand-alone“ activities such as organization of one cultural event)*

- Conceptual approach and workplan well designed and realistic?
 - *Logical and timely inconsistencies (e.g.: pilot actions first and then elaboration of studies, concepts ...)*
 - *Unrealistic objectives, activities, outputs, results (e.g.: 20% increase of employment in SEE)*
 - *Activities not properly elaborated, sections of the workplan left blank*

Content

Common Mistakes

■ Value for money?

- *No sufficient knowledge on of financial regulations (funding rate, type of BLs, eligible expenditures ...)*
- *Budget allocation not understandable due to missing information (e.g. activities or deliverables poorly described)*
- *Over-ambitious spending planned for the first reporting period(s) or the last one*
- *Budget for project management tasks (WP 0 – 2) inflated, 40% and more*
- *High and/or unjustified expenditure on investments (transnational impact?)*
- *„Unusual“ high amounts for certain BLs, e.g. very high budget for external expertise (50 up to 90% of a PP’s overall budget)*

■ Usability of project deliverables?

- *Outputs and results are confused, missing quantification, limited relevance (real case: more than 100 mostly local events planned within one project)*
- *Target groups and stakeholders generally addressed only, their uptake of outputs/results is not explained*
- *Poor approach for ensuring sustainability, it is postulated only but not explained („by nature the project ...“), no efforts to define concrete „next steps“*

Content

Common Mistakes

■ Synergies and Capitalization ensured?

- *Poor awareness of the importance of cap./syn. and risk of duplication*
- *Synergies and capitalization confused*
- *(Generic) elements listed only, but not explained*
- *Not enough efforts to clearly demonstrate the innovative aspects of a project*

Formal Elaboration

Common Mistakes

- *Sections of the AF not properly elaborated (space offered is not used) or left blank*
- *Technical slogans and abstract language (versus concise and user-friendly formulations)*
- *Misspellings*
- *Copy-paste from Programme documents or standard publications*

Final recommendations

- Thorough knowledge of SEE documents related to programme, Priority/Aol and Call is essential!
- It's a competitive scenario (over 500 EoI under the 2nd CfP ...) in which quality-projects shall be generated
- Quality: all dimensions of a proposal matter (i.e. partnership, content, budget, logical frame, formal elaboration)
- What should come first – partnership or project idea?
 - ... It's a iterative process!
- Self-assess your project idea / project proposal!
 - *SEE PM section 7*
- Realistic time management!



We wish you a successful cooperation!

SEE Joint Technical Secretariat
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ERDF/IPA versus ENPI <i>Differences at project level</i>	
LP signs the contract on behalf of ERDF / IPA partners, LP responsible financially for ERDF / IPA	ENPI partner signs the contract with JTS/MA, LP responsible for content-wise part of the project ENPI partner signs Special Conditions (grant contract) PRaG template which will be modified with derogations-to be adjusted to the SEE requirements
LP signs the contract on behalf of ERDF / IPA partners, LP responsible financially for ERDF / IPA	ENPI partner signs the contract with JTS/MA, LP responsible for content-wise part of the project
National controllers (FLC) check the expenditures	External auditors (paid by the project)
No thresholds / IPA follows ERDF budget structure	100.000 € minimum threshold / PRaG budget template
IPA partner responsible for reporting to the LP who submits progress reports to the JTS IPA follows reporting tools and templates as ERDF	ENPI partner responsible for reporting (content part) to the LP and the JTS (narrative and financial part), PRaG templates to be modified for the SEE requirements