

KARELIA

CBC // Cross-border cooperation



KARELIA CBC PROGRAMME

Guidelines for applicants

Attractive cultural environment/Call for proposal 3

Publication date: 16.1.2017

Deadline for concept notes: 31.3.2017

www.kareliacbc.info

NOTICE

These guidelines provide information about the procedures applied during the call for proposals and also set out the rules for the submission and evaluation of projects under this call for proposals.

On the first phase only concept notes are submitted for evaluation. Thereafter, applicants with the highest scores on the evaluation are invited to submit an application.

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1. KARELIA CBC PROGRAMME

1.1. Background

Cross-border cooperation is an integral part of EU-Russia cooperation. Karelia CBC Programme is one of the CBC Programmes operating on the EU's external borders. All the CBC programmes operate for the benefit of both sides of the border.

Joint Operational Programme is prepared jointly by Finland and Russian Federation to guide the implementation. Both Regional and National levels have participated to the preparation.

Karelia CBC Programme 2014–2020 is financed by European Union, Russian Federation and Finland. The European Union is financing the programme out of the European Neighbourhood Instrument (ENI).

The overall financing of the Programme for the years 2014-2020 is **43 002 108 eur**.

Karelia CBC joint Operational Programme is available in Programme websites in address

<http://www.kareliacbc.info/documents/>

1.2. Objectives of the programme

Karelia CBC Programme contributes to regional development with activities that have clear cross-border dimension and cooperation nature. Activities benefit regions and stakeholders on both sides of the border. Programme complements other regional development programmes operating on the regions.

Programme is divided to four priorities:

- Priority 1: Growing cross-border business cooperation
- Priority 2: Attractive cultural environment
- Priority 3: Clean and comfortable region to live
- Priority 4: Well-functioning border crossings

The promotion of local cross-border “people-to-people” actions is included in all the priorities, the special focus being on young people. Innovations, research and education are considered as cross-cutting themes that shall be promoted within all priorities.

With these priorities and cross-cutting themes the Programme works towards its overall objective which is

to make the Programme area attractive for the people to live and work and businesses to locate and operate

2. DESCRIPTION OF THE CALL FOR PROPOSALS

2.1. General description

This call for proposals facilitates the development of sustainable, diverse and versatile cultural services. To reach this objective the improvement of skills and capacities of cultural stakeholders is seen important. Improved skills help to build the cultural services to operate on sustainable basis. Crossing the border may also open up new possibilities for cultural services.

Capacity building of cultural stakeholders is seen as a key development area including inter alia the entrepreneurs skills as a whole, knowhow on marketing and the building of cooperation networks. Capacity building activities aim also to improve the cost-effectiveness of the enterprises working on the cultural sector.

Creation of new and innovative forms of cultural services with cross-border cooperation are also actively called for.

Cooperation and cross-sectoral initiatives between the cultural sector and creative industries are also encouraged. These would enable the wider use of the potential that exists in the region in these particular sectors and give a possibility for the stakeholders in these fields to work internationally.

Cross-sectoral cooperation with tourism sector is also seen as beneficial for the development of the cultural sector and for the building of the region's image.

Culture is seen as one tool for targeted inclusive activities especially for youth and special target groups such as disabled in danger to drop out of the active society. Cultural initiatives offer opportunities for both preventing youth from social exclusion and encouraging them to stay or move to the region.

2.2. Objectives of the Call for Proposals

All the projects selected under this call for proposals should work towards the overall objective:

Programme area's cultural services are easily reached and their quality is good

Each project must contribute to one of the following elements of the priority:

- 1 Improvement of the skills and capacities of cultural stakeholders
- 2 Increase of the diversity of cultural services with new forms of cross-border cultural activities
- 3 Creation of new cross-sectoral initiatives
- 4 Helping of young people in danger to drop out of active society with inclusive cultural activities

2.3. Project specific indicators

Each project defines its own output indicators which measure the outcomes of the activities that are planned and the result indicator which measures whether the specific objective specified for the project is achieved. If the specific objective is achieved, the project should contribute towards the overall objective.

2.4 Financial allocation

The overall indicative amount made available under this call for proposals is EUR 3 693 054. The Joint Monitoring Committee reserves the right not to award all available funds.

Size of grants

Minimum amount of the grant is EUR 50 000.

No grant may exceed 90 % of the total eligible costs of the action. The partners' own contribution must be financed by the applicant and/or partners or from other financing sources. Finances from European Union budget can't be used as an own contribution.

3. RULES FOR THE CALL FOR PROPOSALS

3.1. Eligibility criteria

There are three sets of eligibility criteria, relating to

- applicant(s) which may request a grant (3.1.1), and their partners (3.1.2)
- projects for which a grant may be awarded (3.1.3)
- types of cost which may be taken into account in setting the amount of the grant (3.1.4).

3.1.1. Eligibility of applicants: who may apply?

(1) In order to be eligible for a grant, lead partners and partners **must**

- be legal persons **and**
- be directly responsible for the preparation and management of the project with their partners, not acting as an intermediary

The Lead Partner and partners can be e.g. national, regional or local public authorities or organisations, municipalities, joint municipal boards, public utility companies, chambers of commerce, organisations and associations, universities and higher education institutions, research institutes, and private companies and networks made up of these as well as non-governmental and international organisations.

Note that even if a private company acts as a lead partner or partner in the project the project cannot be profit making. Subsidies for individual enterprises are not granted.

(2) Lead Partners and partners will be excluded from participation in the call and no grants will be awarded to them if

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
- c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
- d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests;
- (f) they are subject to an administrative penalty referred to in Article 109(1) in Regulation (EC, Euratom) No 966/2012 of the European Parliament and of the Council on the Financial rules applicable to the general budget of the European Union and repealing Council Regulation No 1605/2002

By signing the concept note/application the applicant assures that it is not/will not become involved in situations of the above kind.

Ineligibility of the lead partner leads to the rejection of the whole project. Ineligibility of other partner may cause rejection of the whole project if conditions referred 3.1.2 in this document are not met. Ineligible partner may be replaced if project can be implemented as planned with new partner.

3.1.2 Partnerships and eligibility of partners

The programme area consists of *core region*, *adjoining regions* and *major economic, social and cultural centers*.



The programme core region consists of the following regions :

in Finland: Kainuu, North Karelia and Oulu Region

in Russia: the Republic of Karelia

The adjoining regions are:

in Finland: Lapland, South Karelia, North Savo, South Savo

in Russia: Leningrad, Murmansk and Arkhangelsk

Major economic, social and cultural centers:

in Finland: Helsinki

in Russia: City of St. Petersburg, City of Moscow

All projects in Karelia CBC Programme have to include at least one partner from core region in Finland and one partner from the core region in Russia. (Partner refers to both lead partner and other project partners).

Each partner has to participate to the financing of the project (salaries of the project personnel paid by the partner are considered as financing)

Note! Exception for the requirement for the partners from the core region:

Core region requirement does not apply if the partner is a national level public entity based in Helsinki or Moscow who doesn't have structural units in the programme region that could act as project partner or an international organisation with a base of operations in the Programme area. In these cases at least one partner from both countries is though required.

- Partners from adjoining regions are eligible if it is required by the nature and objectives of the project and necessary for its effective implementation. Partners from adjoining regions have to bring an expertise or know-how that is not available in the core region.
- From Helsinki and Moscow only national-level public entities that do not have their structural units in the Programme core region can act as project partners.
- Partners from St Petersburg may participate in projects where it is required by the nature and objectives of the project and is necessary for its effective implementation. Partners participating in projects from St Petersburg have to bring an expertise or know-how that is not available in the core area as such.

Partners participate in planning and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead partner. They must therefore satisfy the eligibility criteria as applicable on the lead partner himself.

The applicant will act as the lead partner and as the contracting party.

3.1.3 Projects for which an application may be made

Definition

Project is composed of a set of activities. The projects selected for financing have to support the objectives defined for this call.

Duration

The planned duration of a project may not exceed 36 months. A project can start only when the programme's Managing Authority and the project's lead partner have signed the grant contract. Project costs are eligible from the date defined in the Grant Contract. All projects financed by the programme must end on 31 December 2022 at the latest.

Location

Projects must benefit the Programme core region.

Projects may be partially implemented outside the programme area if they are necessary for achieving the programme's objectives and benefit the programme core region.

Types of activity

Activities within the projects have to be eligible (see chapter 3.1.4), justifiable and necessary in order to reach the objectives set.

The following types of projects are **ineligible**:

- projects concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses, scientific research;
- projects concerned only or mainly with individual scholarships for studies or training courses;
- projects concerning scientific research without specific direct benefit for the development of the Programme region;
- projects, which bring profit or create a competitive advantage to the participants.

3.1.4 Eligibility of costs: costs which may be taken into consideration for the grant

Only eligible costs can be taken into account for a grant. The categories of costs considered as eligible and non-eligible are indicated below. The budget is both a cost estimate and a ceiling for eligible costs.

Checking process precedes the signing of the contract. The checks may give rise to requests for clarification and may lead the Managing Authority to impose modifications or reductions to address such mistakes or inaccuracies (for instance arithmetical errors, inaccuracies or unrealistic costs and other ineligible costs). The amount of the grant and the percentage of co-financing as a result of these corrections will not increase.

Eligible direct costs

Only the costs caused by the lead partner and partners appointed to the project can be eligible. To be eligible, the project costs must fulfil the following requirements:

- they are incurred during the implementation period of the project as specified in the Grant Contract,
- they are indicated in the project budget,
- they are necessary for the implementation of the project,
- they are identifiable and verifiable in the project's accounting records,
- they are reasonable and cost-effective.
- they comply with the requirements of applicable tax and social legislation,
- they are supported by invoices or documents of equivalent probative value.

Subject to the above conditions, the following costs are eligible (and where relevant, the provisions concerning procurements being respected):

- the costs of staff assigned to the project under the following cumulative conditions:
 - they relate to the costs of activities which the partners would not carry out if the project was not undertaken,
 - they must not exceed those normally borne by the lead partner or partner organisation,
 - they relate to actual gross salaries including social security charges and other remuneration-related costs;
- travel and subsistence costs of staff and other persons taking part in the project, provided they won't exceed the costs normally paid by the partners;
- purchase or rental costs for equipment (new or used) and supplies specifically for the purpose of the project, provided they correspond to market prices;
- the cost of consumables specifically purchased for the project;
- costs entailed by contracts awarded by the beneficiaries for the purposes of the project;
- costs deriving directly from requirements by the Grant Contract (such as information and visibility operations, evaluations, external audits, translations) including financial service costs (such as costs of bank transfers and financial guarantees).

Programme manual provides more detailed information about the eligibility of costs.

Administrative costs

The administrative costs are directly linked to the lead partner / partner organization's management costs of the project, such as general administration cost. They are funded on a flat rate basis. However, the amount of administrative costs cannot exceed 7% of the costs of the project excluding investments.

The final percentage of the administrative costs is defined in the grant contract and this rate sets the maximum amount of the administrative costs which can be accepted by the Managing Authority in each payment order and during the whole implementation period of the project.

The lists of administrative costs together with the calculation method for the project per each project party (Lead Partner and partners) are submitted to the Managing Authority in the beginning of the contracting process.

Ineligible costs

The following costs are not eligible:

- debts and debt service charges (interest);
- provisions for losses or liabilities;
- costs declared by the beneficiary and already financed by the Union budget;
- purchases of land or buildings for an amount exceeding 10 % of the eligible expenditure of the project concerned;
- exchange-rate losses;
- duties, taxes and charges, including VAT, except where non-recoverable under the relevant national tax legislation, unless otherwise provided in appropriate provisions negotiated with CBC partner countries;
- loans to third parties;
- fines, financial penalties and expenses of litigation;
- contributions in kind.

3.2 How to apply and the procedures to follow

The lead partner fills in the application (both the concept note and the application) in programme's electronic management system (PROMAS) at the address <https://promascbc.fi> Guide for using PROMAS can be found from the programme website www.kareliacbc.info.

Application must be filled in English. Hand-written applications will not be accepted.

3.2.1 Concept Note content

The concept note consists of the basic information of applicant, requested financing, partner details and their capacity and summary of the project idea.

In the concept note, the applicants provide only an estimate of the total costs of the project together with the amount of contribution requested from the programme. Only the applicants invited to submit an application in the second phase of the call are required to present a detailed budget. The requested programme financing in detailed budget may not vary from the initial estimate presented in the concept note by more than 20%.

Project idea will be presented in “Summary” section in PROMAS. In summary section the applicant should give an overview of the project describing:

- the problem the project is planning to solve and how it has been identified;
- the objective of the project;
- the expected change the project will make to the current situation;
- the target groups and beneficiaries of the project;
- the main outputs the project will produce;
- the approach planned to take (type of activities to be implemented);
- why cross-border cooperation is necessary for implementation of this project.

The maximum amount of characters in Summary section is 12 000. PROMAS won't allow to produce content exceeding the limit.

Partners should fill in Letters of intent where they confirm their participation to the project. These letters of intent by each partner organisation will be sent only electronically as pdf documents. These will be attached to concept note in PROMAS.

Please note that only the concept note form with letters of intent will be evaluated. It is therefore important that this document contains ALL relevant information concerning the project. **No other additional annexes should be sent.**

3.2.2 Further information for Concept Notes

Questions may be sent during the call by email to the address below, indicating clearly the reference of the call for proposals:

E-mail address: kareliacbc@kareliacbc.info

In the interest of equal treatment of applicants, the Managing Authority cannot give a prior opinion on the eligibility of an applicant, a partner, a project or specific activities.

Questions that may be relevant to other applicants, together with the answers as well as other important notices to applicants during the course of the evaluation procedure, will be published on the internet at the Programme's website <http://www.kareliacbc.info/>, as the need arises. It is therefore highly recommended to regularly consult the above-mentioned website in order to be informed of the questions and answers published.

3.2.3 Where and how to send concept notes

The concept note is filled in the electronic management system PROMAS. The electronic version of the concept note is submitted via PROMAS. The submitted version of the concept note is printed, signed and submitted to the Managing Authority. Only concept note is sent as a hard copy.

The content of the concept note must not be modified after electronic submission. Electronic version submitted in PROMAS will be used in the evaluation and is considered as the binding version that the applicant confirms with its signature.

For economical and ecological reasons, we strongly recommend that you submit the concept note on paper-based materials (no plastic folder or divider). We also suggest you to use double-sided print-outs as much as possible.

Where an applicant sends several different concept notes, each one must be sent separately.

The envelope must bear the reference to the call for proposals (Call for proposals 2017/3/1) together with the full name and address of the applicant.

Signed concept notes are submitted in sealed envelopes by registered mail, private courier service or by hand-delivery at the address below (do not address the application to any member of the MA personally):

Council of Oulu Region / Karelia CBC Programme
Sepänkatu 20
FIN-90100 OULU
FINLAND

or

Karelia CBC Branch Office
Kuibyshev str 26, 3rd floor, office 305
185035 Republic of Karelia

Concept notes sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses or after the deadline for submission **will be rejected**.

3.2.4 Checklist

Since incomplete concept notes may be rejected, it is highly recommended that applicants verify their concept notes by using the checklist below.

Checklist for concept note:

	YES
1. Is the concept note filled in English?	
2. Has the electronic version of the concept note been submitted via PROMAS?	
3. Has the original printed and signed version of concept note been sent to Managing Authority / Programme Branch Office?	
4. Is the requested programme financing minimum 50 000 EUR?	
5. Is the percentage of total financing maximum 90% of total costs?	
6. Is the requested programme financing lower than the overall indicative amount made available under this call for proposals?	
7. Is the duration of the project maximum 36 months?	
8. Do the lead partner and partners fulfill the eligibility criteria as defined in the guidelines and all partners participate to the financing of the project?	
9. Does the project have minimum one partner from Finland and one from Russia according to the criteria defined in the guidelines?	
10. Are all parts of the application filled in?	
11. Are the signed letters of intent from all the partners attached electronically to the concept note?	

3.2.5 Deadline for the submission of the Concept Notes

The deadline for the submission of the electronic version of the concept note is 31.3.2017 at 15:00 o'clock Finnish time.

The deadline for the submission of the signed version is 31.3.2017 as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at **15.00** Finnish time. The signed version needs to reach the MA on 7.4.2017 at the latest.

Any concept note submitted after the deadline and/or reaching the MA after the date of the latest arrival will automatically be rejected.

3.2.6 Capacity building for the applicants invited to the 2nd phase of the call

Managing Authority will arrange capacity building events for applicants invited to submit application. Intended dates are 13.-14.6.2017. Participation to these events is highly recommended. The objective of these trainings is to ensure the high quality of applications.

3.2.7 Filling in the application form

Applicants invited to submit an application must do so by filling in the application in the electronic management system PROMAS. The same login and password is used with the application as was with the concept note.

The requested programme financing may not vary from the initial estimate presented in the concept note by more than 20%. The applicant is free to adapt the percentage of co-financing required as far as the minimum amount of co-financing is respected. A budget is presented as an annex to the application and the sums of the headings are filled in also in PROMAS. The annex and the content in PROMAS must be consistent with each other.

Clarifications will only be requested when information provided is unclear.

Please note that only the application form with the requested annexes will be evaluated. It is therefore important that the application contains **ALL** relevant information concerning the project.

Only the following documents shall be sent:

- The application form
- Partnership statements from all partners (not needed from the lead partner)
- Project budget
- Logical Framework Matrix
- Communication plan

Infrastructure investments

Project applications for projects including an infrastructure component of at least EUR 1 million shall in addition contain:

- a detailed description of the infrastructure investment and its location;
- a detailed description of the capacity building component of the project, except in duly justified cases;
- a full feasibility study or equivalent carried out, including the options analysis, the results, and independent quality review;
- an assessment of its environmental impact in compliance with the Directive 2011/92/EU of the European Parliament and of the Council (1) and, for the participating countries which are parties to it, UN/ECE Espoo Convention on Environmental Impact Assessment in a Transboundary Context of 25 February 1991;
- evidence of ownership by the beneficiaries or access to the land;
- building permit.

Supporting documents for the evaluation

Exceptionally and in duly justified cases, the Managing Authority may accept a later submission of the building permits

The Managing Authority may require other supporting documents for the evaluation. These are specified separately by the Managing Authority in the invitation letter and submitted only if requested. Supporting documents may be the following:

- The statutes or articles of the applicant and/or of each partner organisation
- External audit report certifying the applicant's accounts for the last financial year available
- Copy of the applicants latest accounts (the profit and loss account and the balance sheet for the previous financial year for which the accounts have been closed)
- Legal entity sheet duly completed and signed by the applicant, accompanied by the justifying documents which are requested therein.

These documents should be either in Russian, in Finnish or in English. Applicant has a full responsibility of the validity of any translations.

3.2.8 Further information for the application form

Questions may be sent during the call by e-mail to the address below, indicating clearly the reference of the call for proposals:

kareliacbc@kareliacbc.info

In the interest of equal treatment of applicants, the Managing Authority cannot give a prior opinion on the eligibility of an applicant, a partner or a project.

Questions that may be relevant to other applicants, together with the answers as well as other important notices to applicants during the course of the evaluation procedure, mentioned website in order to be informed of the questions and answers published.

3.2.9 Where and how to send the application form

The application is filled in the electronic management system PROMAS. The electronic version of the application is submitted via PROMAS. Submitted version of the application is printed and signed and sent to the Managing Authority / Branch Office. Only application is sent as a hard copy.

The content of the application must not be modified after electronic submission. Electronic version submitted in PROMAS will be used in the evaluation and is considered as the binding version that the applicant confirms with its signature.

For economical and ecological reasons, we strongly recommend that you submit application on paper-based materials (no plastic folder or divider). We also suggest you to use double-sided print-outs as much as possible.

Where an applicant sends several different applications, each one must be sent separately.

The envelope must bear the reference to the call for proposals "Call for proposals 2017/3/2" together with the full name and address of the applicant.

Signed applications must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery at the address below (do not address the application to any member of the MA personally):

Council of Oulu Region / Karelia CBC Programme
Sepänkatu 20
FIN-90100 OULU
FINLAND

OR

Karelia CBC Branch Office
Kuibyshev str 26, 3rd floor, office 305
185035 Republic of Karelia

Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses or after the deadline for submission will be rejected.

3.2.10 Checklist

Since incomplete applications may be rejected, it is highly recommended that applicants verify their applications by using the checklist below.

Checklist for application:

	YES
1. Is the application filled in English?	
2. Is the electronic version of the application submitted via PROMAS?	
3. Are the original printed and signed version sent to Managing Authority / Branch office?	
4. Are the signed partnership statements from all the partners attached to the application?	
5. Is the project budget presented in euros and attached to application? Is the variation of requested programme financing maximum 20% from the initial estimate presented in the concept note?	
6. Is the logical framework matrix attached to the application?	
7. Is the communication plan attached to the application?	
8. Are all the requested documents related to infrastructure component attached, if necessary?	
9. Is the requested programme financing minimum 50 000 EUR?	
10. Is the percentage of total financing maximum of 90% of the total costs?	
11. Is the requested programme financing lower than the overall indicative amount made available under this call for proposals?	
12. Is the duration of the project maximum 36 months?	
13. Do the lead partner and partners fulfill the eligibility criteria as defined in the guidelines and all partners participate to the financing of the project?	
14. Does the project have minimum one partner from Finland and one from Russia according to the criteria defined in the guidelines?	
15. Are all parts of the application filled in?	
16. Are the annexed budget and content in PROMAS consistent with each other?	

3.2.11 Deadline for submission of the application form

The deadline for the submission of the applications is indicated in the letter sent to the applicants who are invited to submit an application.

Any application submitted after the deadline will automatically be rejected.

3.3 Evaluation and selection of applications

All applications submitted will be assessed according to the following steps and criteria:

STEP 1: ADMINISTRATIVE CHECK OF THE CONCEPT NOTES

The following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The concept note satisfies all the criteria specified in the Checklist in chapter 3.2.4.. If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

Following the administrative check, the Managing Authority sends information to all applicants indicating whether their application passed the administrative check and whether they have been recommended for further evaluation. Administrative check shall be performed by the Managing Authority with the assistance of the Branch Office.

STEP 2: EVALUATION OF THE CONCEPT NOTES

The concept notes that have passed the administrative check will be evaluated according to the evaluation grid below.

Evaluation of the concept notes will be done by the Joint Selection Committee. Joint Selection Committee conducts its deliberations on the basis of assessors' assessments.

Please note that the scores awarded to the concept notes are completely separate from those given to the application.

The concept note will be given an overall score out of 50 points in accordance with the breakdown provided in the evaluation grid below.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 in accordance with the following assessment categories: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

There are two types of evaluation criteria: selection and award criteria.

The selection criteria assesses the applicant's financial and operational capacity to complete the proposed action and assures that the applicant has stable and sufficient sources of funding to maintain its activity throughout the period during which the project is being carried out and to participate in its funding. Also applicants' and their partners' professional competencies and qualifications to complete the proposed project will be evaluated.

The award criteria assess the quality of proposals against the set objectives and priorities, so that grants are awarded to the actions which maximise the overall effectiveness of the call for proposals.

Evaluation Grid :

<u>1. Justification / Relevance of the project</u>	<u>20</u>
1.1. Are the initial problem(s) clearly identified and described?	5
1.2. Is the project relevant to the target groups?	5
1.3. How relevant is the project to the objectives / priority of the call for proposals?	5
1.4. Does the project have a cross-border nature?	5

Award criteria: quality of the proposal

<u>2. Quality of the proposal</u>	<u>10</u>
2.1. Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
2.2. Is the role and motivation of proposed partners appropriate and clear?	5

Award criteria: expected results (quality)

<u>3. Expected results of the project</u>	<u>10</u>
3.1. Are the main outputs necessary and sufficient in order to achieve the objectives of the project?	2 x 5 *

Award criteria: Budget and cost-efficiency (quality)

<u>4. Budget and cost-effectiveness</u>	<u>5</u>
4.1._ How good is the price-quality ratio of the proposed action?	5

Selection criteria: Capacity

<u>5. Capacity</u>	<u>5</u>
5.2. Do the applicant and partners have sufficient technical expertise to implement the proposed activities? (notably knowledge of the issues to be addressed.)	5

*the scores are multiplied by 2 because of their importance

Maximum score is 50.

Firstly, only the concept notes which have been given a score of a minimum 9 points in the category Relevance as well as a minimum total score of 30 points will be considered for pre-selection.

Secondly, if necessary, the lists of concept notes will be reduced in accordance to the ranking to those whose sum of requested contributions amounts to twice the available budget for the priority on this call for proposals.

The preselected applicants will subsequently be invited to submit applications.

STEP 3: ADMINISTRATIVE CHECK AND VERIFICATION OF ELIGIBILITY OF THE APPLICANT AND THE PARTNERS ; APPLICATION

The following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The application satisfies all the criteria specified in the administrative checklist. If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.
- The applicant, partners and proposed actions meet the criteria set out in sections 3.1.1, 3.1.2 and 3.1.3.

Following the administrative check and the eligibility verification, the Managing Authority will send information to all applicants, indicating whether their application was submitted prior to the deadline, and whether their application has been recommended for further evaluation.

Administrative check and the eligibility verification shall be performed by the Managing Authority.

EVALUATION OF THE APPLICATION

An evaluation of the applications, including the proposed budget, and of the capacity of the applicant and its partners, will be carried out in accordance with the evaluation criteria set out in the evaluation grid included below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria assesses the applicant's financial and operational capacity to complete the proposed action and assures that the applicant has stable and sufficient sources of funding to maintain its activity throughout the period during which the project is being carried out and to participate in its funding. Also applicants' and their partners' professional competencies and qualifications to complete the proposed project will be evaluated.

The award criteria assess the quality of proposals against the set objectives and priorities, so that grants are awarded to the actions which maximise the overall effectiveness of the call for proposals.

Evaluation of the applications is done by the **Joint Selection Committee**. Joint selection Committee conducts its deliberations on the basis of assessors' assessments.

Joint Monitoring Committee makes the final decision on project selection following the evaluations and proposals done by the Joint Selection Committee.

Scoring:

The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation Grid: Application:**Award criteria: justification and relevance**

<u>1. Justification / Relevance of the project</u>	<u>25</u>
1.1. Are the initial problem(s) clearly identified and described?	2 X 5*
1.2. Is the project relevant to the target groups?	5
1.3. How relevant is the project to the objectives / priority of the call for proposals?	5
1.4. Does the project have a cross-border nature?	5

Award criteria: quality of the proposal

<u>2. Quality of the proposal</u>	<u>25</u>
2.1. Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	2 X 5*
2.2. Is the role and motivation of proposed partners appropriate and clear?	5
2.3. Is the timetable of the project realistic?	5
2.4. Does the strategy for dissemination and communication correspond to the objectives and to the target groups of the project? Is the strategy sufficient?	5

Award criteria: expected results and sustainability (quality)

<u>3. Expected results and sustainability of the project</u>	<u>20</u>
3.1. Are the main outputs necessary and sufficient in order to achieve the objectives of the project?	2 x 5 *
3.2. Are the expected results of the proposed project sustainable? Can they be effectively utilized?	5

3.3. Does the project have any environmental impacts? Does the project address any cross-cutting issues of the programme?	5
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Award criteria: Budget and cost-efficiency (quality)

<u>4. Budget and cost-effectiveness</u>	<u>15</u>
4.1. Are the planned resources sufficient and reasonable to ensure the project implementation?	5
4.2 Does the expenditures correspond to the proposed actions of the project ?	5
4.3. How good is the price-quality ratio of the proposed action?	5

Selection criteria: financial and operational capacity

<u>5. Financial and operational capacity</u>	<u>15</u>
5.1. Do the applicant and partners have experience of project management?	5
5.2. Do the applicant and partners have sufficient technical expertise to implement the proposed activities? (notably knowledge of the issues to be addressed.)	5
5.3. Does the applicant and partners have sufficient financial capacity in relation to overall total costs of the project?	5

*the scores are multiplied by 2 because of their importance

Maximum score is 100.

If applicant will get score 1 any of criteria described above, the application will be rejected.

Note on section 1. Relevance

If the total average score is less than 15 points for section 1, the application will be rejected.

Note on section 5. Financial and operational capacity.

If the total average score is less than 9 points for section 5, the application will be rejected.

Provisional selection

Results of the application evaluation process are presented in the evaluation report. Report lists the applications according to their total score as well as the rejected proposals. In case the applications get the same total score the rank is determined by the scores on section 1 (Relevance). In case the applications still have equal scores, the rank is determined by the score on section 2 (Quality of the proposal).

Please note, that no overlapping actions will be financed. In such cases the project getting a higher score will be offered a contract.

Note: The scores awarded in this phase are completely separate from those given to the concept note of the same application.

3.4 Notification of the Joint Monitoring Committee's decision

3.4.1 Content of the decision

Applicants are informed in writing of the Joint Monitoring Committee's decision concerning their application and, in case of rejections, the reasons for the negative decision.

Applicants believing that they have been harmed by an error or irregularity during the award process may file a complaint.

3.4.2 Indicative time table

	DATE	TIME*
Opening of the Call for proposals	16.1.2017	
Deadline for submission of Concept Notes	31.3.2017	15:00
Invitation to submit the full application	30.5.2017	
Capacity building for applicants in 2 nd phase	13.-14.6.2017	
Deadline for submission of full applications	31.8.2017	15:00
Information about the project selection	November 2017	
Launching event		

These dates are indicative.

3.5 Conditions applicable to implementation of a project following the Managing Authority's decision to award a grant

Following the decision to award a grant, the lead partner will be offered a contract. By signing the application form, the applicant declares accepting, in case where it is awarded a grant, the contractual conditions as laid down in the standard contract.

4. Templates

Following templates are available on programme website www.kareliacbc.info

Letter of intent

Budget

Partnership statement

Logical framework matrix

Communication plan

DOCUMENTS FOR INFORMATION:

Grant contract template

Conditions for the Grant Contract

Programme manual