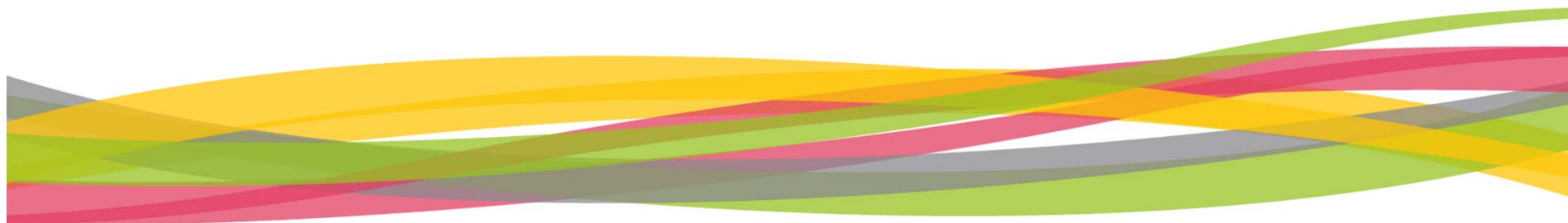


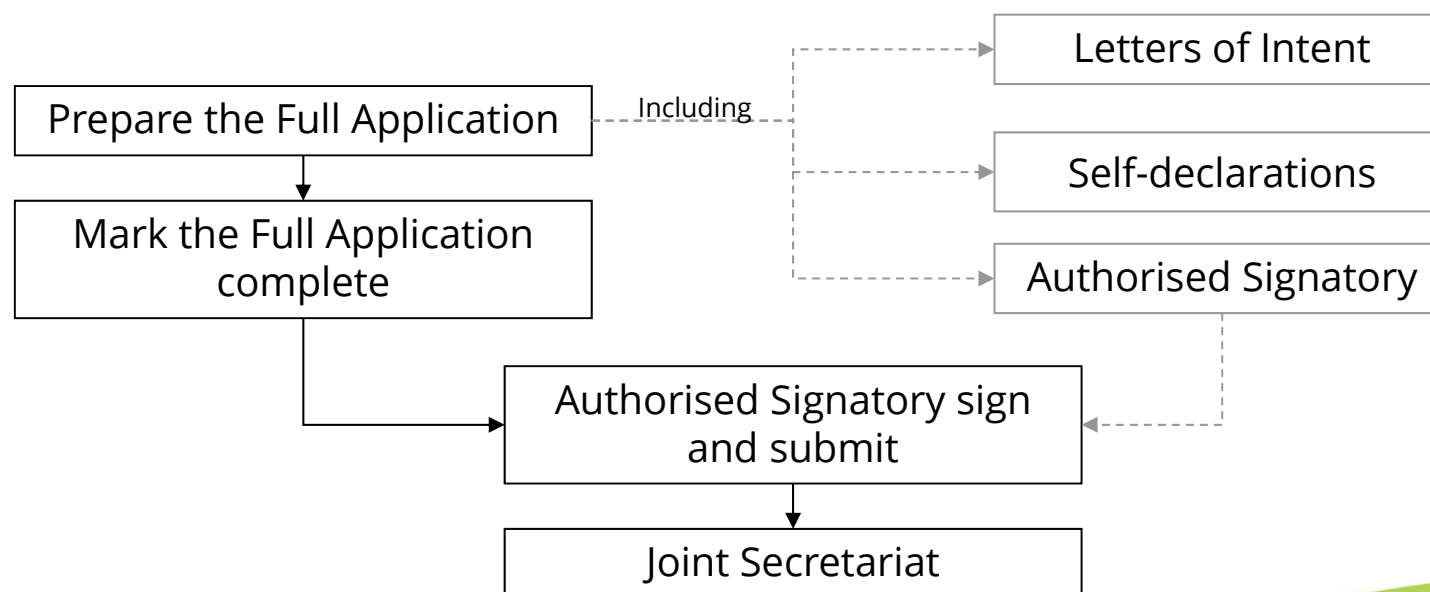


Interwork. The Hague, the
Netherlands
17. January 2019
Submitting a Full Application
Axel Kristiansen





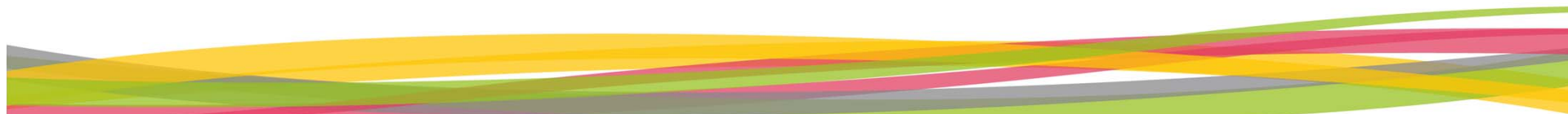
How should you prepare and submit?





Call 9 for full applications

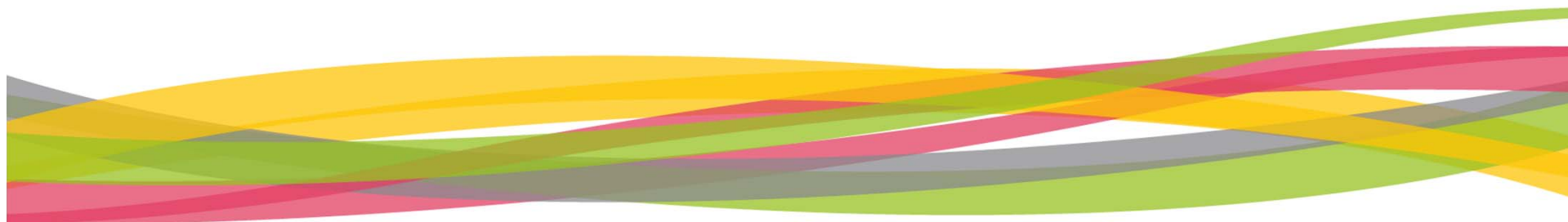
**Letters of Intent
Self declarations
Authorised Signatory**





Letter of Intent

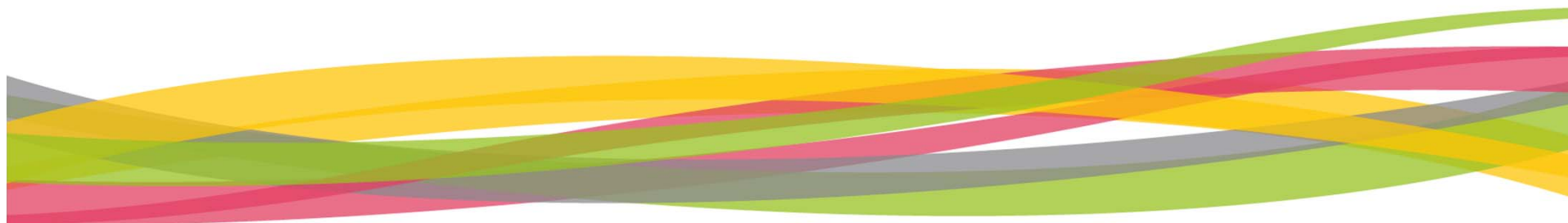
- Use the templates provided by the Online Monitoring System
- Pre-defined by information entered in the application
- Section E of the application form





State Aid - Self declarations

- No competitive advantage
- De minimis
- GBER
- Section E of the application form





Lead Beneficiary and Authorised Signatory

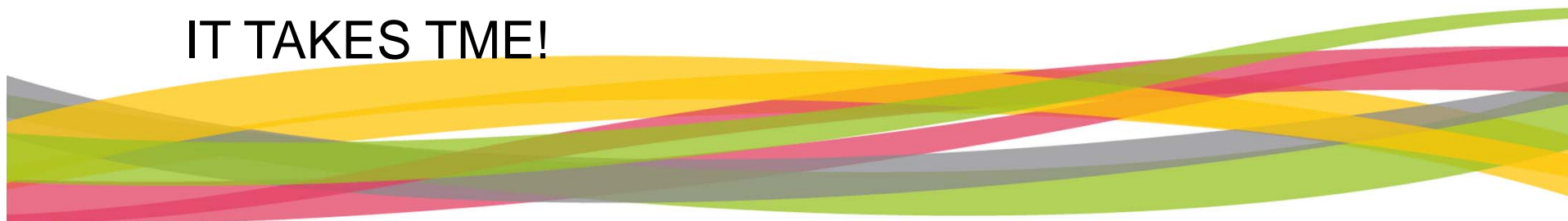
Two different persons needed to submit:

- Contact person/project manager
- Authorised Signatory - AS

AS designation must be completed, before FA can be submitted!

The procedure is using signed original documents and ordinary postal service –

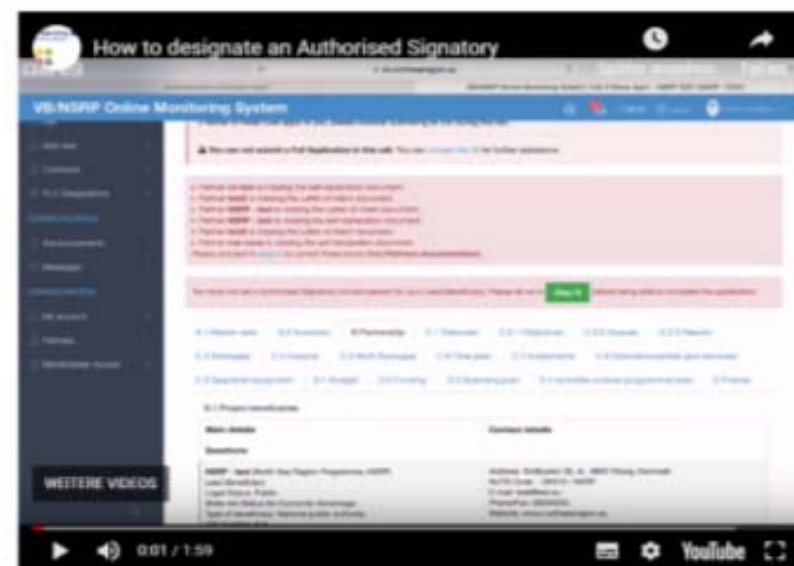
IT TAKES TIME!





How to designate an Authorised Signatory

<https://northsearegion.eu/project-information/programme-manual/authorised-signatory/>





Authorised Signatory

(Please use your organisation's letterhead paper)

To: **INTERREG-NSRF North Sea Region Programme**
Tordisveien 3, 40, 5
DK-8000 Ålborg
Denmark

Subject: Appointment of authorised signatory

Contact details of the authorised signatory

| |
|--|
| Full name |
| Title |
| Organisation |
| Postal address (street, post code, city and country) |
| E-mail |
| Telephone |

Signature of the authorised signatory

I confirm that I am aware of my role and responsibilities as an authorised signatory (enclosure 1). This means that I am entitled to (officially) sign all formal documents between my organisation and the North Sea Region Programme.

Date

Signature

For the person appointing the authorised signatory

I declare that I have the authority to appoint the authorised signatory (presented above) on behalf of our organisation. The authorised signatory is a person with the legal authority to sign on behalf of our organisation as part of our participation in a North Sea Region Programme project.

| |
|--------------|
| Full name |
| Title |
| Organisation |
| Telephone |

Signature of the person appointing the authorised signatory

Date

Signature

Please note that both the authorised signatory and the person appointing the authorised signatory must sign this document before it is sent to the North Sea Region Programme.



Checklist

AS

- Designated via the application form
- Sign on behalf of the lead beneficiary's organization
- Formal procedure



F A CRITERIA

STRATEGIC ASS'T CRITERIA

Project context

Cooperation character

Project contribution to
Programme's objective, expected
results and outputs

Partnership relevance

OPERATIONAL ASS'T CRITERIA

+ Management

+ Communication

+ Work Plan

+ Budget (incl. state aid)



Full Application assessment criteria

Fact Sheet 19



Fact Sheet 19 - Application Assessment Process

| | Valid from | Valid to | Main changes |
|-----------|------------|----------|---|
| Version 3 | 13.04.16 | --- | Consolidated and simplified some assessment criteria |
| Version 2 | 20.10.15 | 13.04.16 | Change to assessment categories. Changed reference to Preparatory Costs |
| Version 1 | 27.04.15 | 20.10.15 | |

Core message: All applications are assessed by the Joint Secretariat according to a set of standard procedures and criteria. The Programme's Steering Committee then decides whether each project should receive funding. This Fact Sheet explains how your application will be assessed.

Background

In most cases there is a 2-step application procedure. Projects first submit an Expression of Interest and only projects which are approved at this stage are asked to submit a Full Application.

All Expressions of Interest (EOIs) and Full Applications submitted by the close of a Call for Proposals are assessed following a standard procedure. The Joint Secretariat carries out the assessment using standard eligibility and assessment checklists. This results in a recommendation, which is presented to the programme's Steering Committee. This committee makes the final decision on whether a project should be supported or not.

If minor information is missing when an application is submitted, the JS will indicate this and request follow-up. However, if the application is incomplete or lacks major supporting documentation, it will not be assessed.

The assessment procedure for the Full Application is split into two parts, the Eligibility Check and the Strategic & Operational assessment. Only projects that have passed the eligibility check are given a full assessment and considered by the Steering Committee for approval or rejection. All complete applications are assessed.

The Lead Beneficiaries of all projects considered by the Steering Committee will be informed of the committee's decision as soon as possible following the meeting.

The full process is illustrated below.

Fact Sheet 19






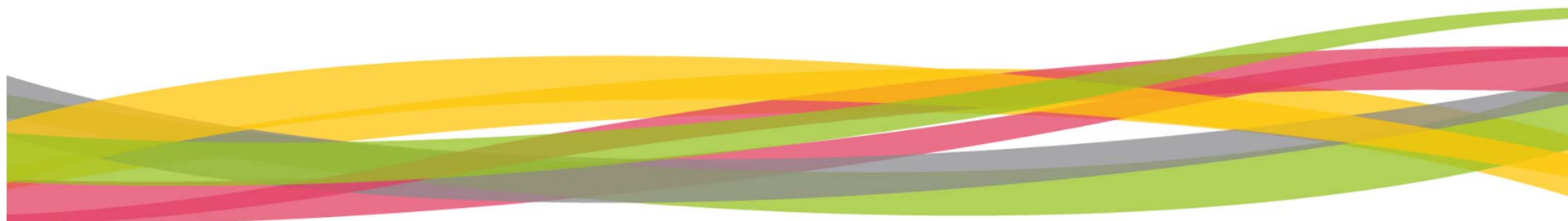
Preparation costs

- + The application form is the one chance to request reimbursement of preparation costs.

Request for reimbursement of preparation costs ☐ No ☒ Yes

| Bank Details | Bank account holder | IBAN | SWIFT |
|---|---------------------|------|-------|
|  | | | |

In order for you project consortium to receive reimbursement for preparation costs (upon approval) you have to fill out this form. Please proofread the information entered into the form before you sign and submit it. By filling out and signing this declaration, you as potential Lead Beneficiary, confirms that your application in line with Fact Sheet No. 7 and hereby entitled to receive funding classified as preparation costs.





Questions???

