



The Application Procedure

Eva Eide, Isabella Marie Leong, Henrik Josephson





Working Effectively with the Secretariat

- Make contact with Secretariat at early stages of project development cycle
- Check background materials beforehand
- Use tools and services available, i.e. project ideas, pre-assessment, statistics about progress and allocated funding, etc





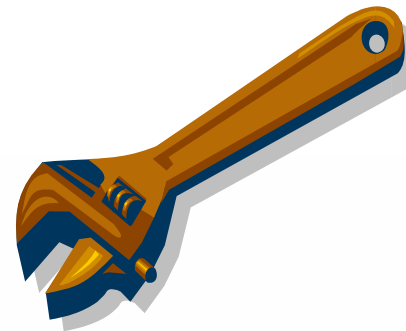
Application Procedure - Tools

before applying:

- project ideas
- pre-assessment



- final application:
- application guide
- strategy & priorities book leaf
- fact sheets
- info sheets
- 1st level control manual





3 steps to submit your project application

- Submit the idea – submit to ideas section on website (find partners and build networks, advance concept),
- Pre-Assessment (once only per project, checked and commented on in detail, most applicants do it),
- Final Application (the Secretariat only recommends, the SC decides).

Application Procedure

National Contact Points: Who and What are They?

FL: **Carolien Ruebens**

Agency for Economy Tel: +32 2 553 37 29
carolien.ruebens@ewi.vlaanderen.be

G: **Claudia Eggert**

Free and Hanseatic City of Hamburg, Ministry of Urban Development and Environment
Tel: +49 40 428 40 - 8013
claudia.eggert@bsu.hamburg.de

Application Procedure



NL: **Lidwien Slothouwer-van Schipstal**

SenterNovem, Utrecht

Tel: +31 30 214 7028 / Email:

l.slothouwer@senternovem.nl

N: **Kate Clarke**

Hordaland County Council Tel: +47 5523 9532

kate.clarke@post.hfk.no

S: **Hans-Åke Persson**

Region Västra Götaland - Growth and Development

Tel: +46 3163 0985

hans-ake.persson@vgregion.se

UK: **Jon Jordan**

European Policy Solutions Tel: +44 1259 781404

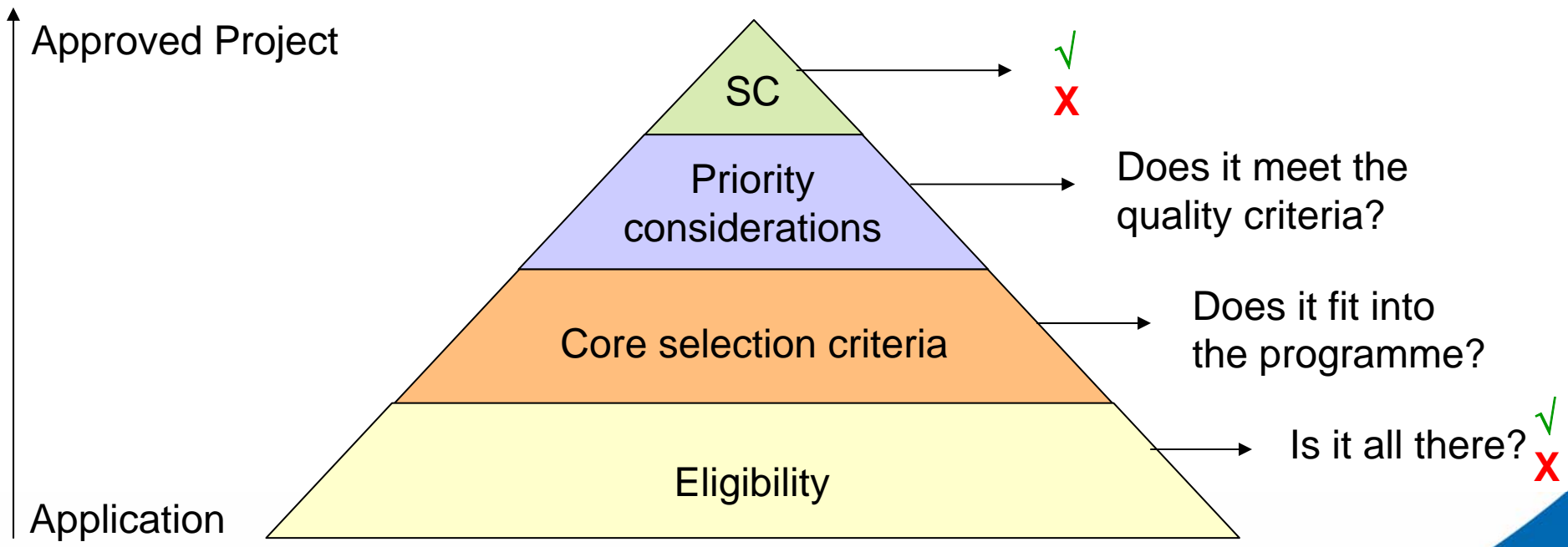
jonjordan@btinternet.com



The Role of the National Contact Points in NSR Programme

- Programme information and clarification
- Hold presentations and seminars
- Participate at conferences and workshops nationally but also as back-up to the Secretariat when needed
- Contribute to project development
- Provide a local and national network for partner search
- Link to contact details for all national contact points on the website <http://www.northsearegion.eu/ivb/contact-points/>

Application Procedure – In short





Application Procedure

Eligibility: the nitty-gritty

- The Administrative Formalities:
 - Sign, Stamp and Date!
- Letters of Intent and Funding Plan:
 - Letters of Intent: Factsheet 6.
 - What is a Letter of Intent and what is its purpose?
 - Who needs to send a Letter of Intent?
 - The funding plan: what it is, and its relation to the budget



Application Procedure

Eligibility: the nitty-gritty

- A few tips:
 - include all sections,
 - make sure to send originals, check that all signatures are present, as well as dates and stamps.
 - Check that the figures in the funding plan follow the grant rate rules and match the figures presented in the budget...
- The eligible area: NUTS codes. Your way to know if you are within the eligible area. Available on our website and on europa.eu

No Violation of the eligibility rules !

Application Procedure

The Budget:

- Must be 1) balanced: the spread of the costs should reflect the composition of the partnership
 - 2) realistic: consider the golden rule of cost-efficiency
 - 3) reflect the activities planned
- Must demonstrate Value For Money (EE)
- Must tally !
 - Make sure your budget is accurate and consistent with your funding plan
 - Make sure your budget tables match your yearly spending targets
 - Specifications: detail it as much as possible for Material Investments, Other Costs and General Costs !
 - The planned costs must match the total presented in the budget !

De-commitment

- N+2 Rule - Applies only to programme level
- The **programme** budget of year **N** must be spent by the end of year **N+2**
 - The amounts underspent are automatically lost
- Achievement of the programme spending targets is directly dependable on projects spending
 - The lost programme funding is project funding
 - Concrete procedure to be decided by the Monitoring Committee
- **Projects** must achieve their spending targets for years **N (not N+2)**



Annual spending targets – table 13.2

- Set at the application stage for each reporting round (March/September)
- Must match other tables
- Enter the project contract directly !!!!
 - Cannot be changed until the end of the project...
 - Be realistic rather than overoptimistic
 - Can have a serious consequence in case of de-commitment
 - Underspent amounts lost (programme de-committed)
 - Underspent amounts automatically transferred to the next year (programme not de-committed)



What project attributes is the Programme looking for?

- Oriented towards implementation
- Following an overall transnational approach
- Creating impact for the North Sea region
- Creating long lasting results
- Contributing to the Lisbon and Gothenburg agendas
- Linking to European policies
- Contributing to a positive innovation orientated culture in the North Sea region



Transnational Co-operation

GENERAL CONCEPT

- Between different levels of institutions and organisations,
- Different sectors,
- Across national boundaries,
- Large territory,
- Shared solutions and joint infrastructures,
- Otherwise not achievable.



Tangible and Measurable Results

- Projects have to make a difference – going beyond would have been carried out by the partners anyway,
- Concrete implementation of project results towards European policies (policies and aims contributed to should be explicitly named),
- Studies OK but not as a final result.
 - Think: How can we influence change and make a difference?



Application Procedure Communications

COMMUNICATIONS IS A WORK PACKAGE AND A PART OF THE ASSESSMENT PROCEDURE.

■ WORK PACKAGE

There has been an ongoing effort to put more focus on communications. It is now a Work Package (WP). There is good reason for this.

Message to projects: Com measures should be considered, put into a plan and budgeted when the project is planned.

Well communicated projects achieve better results and have a better chance to sustain after the funding period.

■ THE MEASURES AND THE COM PLAN IS ASSESSED BY US

The measures proposed in the WP and the com plan is assessed based on relevance for the project, expected outcomes and relevance in relation to budget.

■ DRAFT A COM PLAN IN PARALELL TO DRAFTING THE APPLICATION

All projects must draft a communication plan. The WP outlines measures as defined and written in the plan. In order to be relevant, the work should start with the communication plan.



Application Procedure – on-line system

- Separate system from the project ideas
- 4th call for application was a ‘smooth’ test case
 - Lessons learned will be implemented for the following call
- Only applications submitted through the system will be accepted
 - It is a data exchange system, where main benefits are for the programme management bodies...
 - Benefits for the applicants arise mainly after approval...
- Only signed, hard copy of the application received at the Secretariat is a valid document



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Application Procedure – on-line system

- The system is open permanently
 - Get acquainted
 - It will save you the ‘ignore the guidance’ syndrome – contagious during the call
 - **Please read the guidance, it is very obvious when you do not**
 - It will save you time (re-)entering the data...
 - You can start working as soon as new, call specific guidance is available
 - Make it in your own pace
 - Submission function will be on only within the call



Application Procedure – on-line system

- Guidance available directly in the form and on the programme website (under Project Applications)
 - E.g. activities outside eligible area must be registered separately in section 4.4
- Any problems to be reported through the Technical Support form
- System available at <http://ivb.northsearegion.eu/app/user/home/>
 - Try a demo account: demo@apogee.gr/demo