



## IV Reporting

# Preparation Costs

### Background

Costs for developing new projects and preparing project application material are eligible under the North Sea Programme. A specific set of rules regarding the eligibility of these costs have been decided by the Monitoring Committee of the programme.

### Guidance

Preparation costs are eligible provided:

- The costs are eligible according to the relevant EU regulations and directly connected with the development of the project,
- The project is subsequently approved by the Steering Committee,
- The costs have been incurred not more than 12 months before the application is received by the Secretariat but not before 1 January 2007. For projects which are not approved in the first case and who subsequently reapply, the eligibility date is 12 months before the first application,
- The costs must be declared on the attached form for preparation costs and the form must be signed by the Lead Beneficiary and verified by the project controller.

The grant rate for preparation costs is 50% of the total eligible costs of preparing the project application. All grants for preparation costs are subject to a common ceiling of Euro 20.000 in assistance (ERDF) or 2% of the total eligible project-budget, whichever is the lower amount.

Examples of activities that would be eligible as preparation costs:

1. Consultancy costs concerning tasks that:
  - Cannot be carried out by the project partners due to lack of capacity or knowledge,
  - Form part of the project application (only a part of the total work related to the application can be carried out by consultants).
2. Translation costs concerning:
  - Papers which are necessary for the project application,
  - Translation made into English.
3. Travel and accommodation costs for an international meeting concerning:
  - One meeting,
  - Setting up the project application.

Examples of activities that would not be eligible as preparation costs:

- International partner search,
- Preparations by negotiations about the purchase of land, obtaining of permits etc,
- Salary costs,
- Translations into languages other than English.

### COMPILED DECLARATION OF PREPARATION COSTS

Filing No:		Project title:	
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**FACTSHEET No 15:**  
 When making the declaration for preparation costs the specific rules outlined in FACTSHEET No 15 must be adhered to. Each beneficiary (including the Lead Beneficiary) claiming preparation costs must complete this form and have it signed by its own controller. The Lead Beneficiary must submit a compiled form that includes all beneficiaries and have it signed by the project controller.

Euro	
Consultancy costs	
Translation costs	
Travel and Accommodation	
Other preparation costs *)	
<b>Total preparation costs</b>	
<b>Total ERDF claimed</b>	<b>50%</b>

**Other costs must be specified, otherwise they will not be considered eligible.**

**Signatures:**

Lead Beneficiary: .....

Project Controller: .....

## DECLARATION OF PREPARATION COSTS FOR INDIVIDUAL BENEFICIARIES

Filing No:		Project title:	
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**FACTSHEET No 15:**  
 When making the declaration for preparation costs the specific rules outlined in FACTSHEET No 15 must be adhered to. Each beneficiary (including the Lead Beneficiary) claiming preparation costs must complete this form and have it signed by its own controller. The Lead Beneficiary must submit a compiled form that includes all beneficiaries and have it signed by the project controller.

Euro	
Consultancy costs	
Translation costs	
Travel and Accommodation	
Other preparation costs *)	
<b>Total preparation costs</b>	
<b>Total ERDF claimed</b>	<b>50%</b>

**Other costs must be specified, otherwise they will not be considered eligible.**

**Signatures:**

Beneficiary: .....

Controller: .....

**FACT SHEET NO 15**