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Project BNA



Project Writing and Management – Practical Application and Project-Based Learning - lesson 5

The 3rd Call for Proposals Interreg Central Europe



AGENDA

- Budget
 - Models of budgeting
- Application form and application procedure
- Project evaluation criteria
- Project pitching (Project in short)
- Reporting
- Wrap up – questions and comments



I.4.2.6 Simplified Cost Options

Projects have to make use of following simplified cost options:

- Staff costs on a real costs basis combined with a 40% flat rate for eligible direct costs other than direct staff costs
- External expertise and services costs and equipment costs on a real costs basis combined with a 20% flat rate for staff costs, a 15 % flat rate for office and administrative costs and the country specific flat rate for travel and accommodation costs.

Lump Sum for Preparation and Contracting Costs

Approved projects which finalise and sign the subsidy contract with the MA are entitled to the reimbursement of their preparation and contracting costs in the form of a lump sum.



20% Flat Rate for Staff Costs

Staff costs of the beneficiary can be reimbursed on the basis of a flat rate of 20% of direct costs (i.e. cost categories 4-6) other than staff costs. Under this option, the beneficiary does not need to document that the expenditure has been incurred and paid out.

15% Flat Rate for Office and Administrative Costs

The Interreg CE Programme reimburses office and administrative expenditure according to a flat rate of 15% of eligible direct staff costs. This form of reimbursement is obligatory for all beneficiaries with the exception of those beneficiaries opting for the 40% flat rate for eligible direct costs other than direct staff costs (see below). In such cases, office and administrative costs are already incorporated in the 40% flat rate.



Flat Rate for Travel and Accommodation Costs

The Interreg CE Programme reimburses travel and accommodation costs solely through a flat rate percentage of eligible direct staff costs. The applicable flat rate is determined according to the country where a beneficiary is located. This form of reimbursement is obligatory for all beneficiaries with the exception of those beneficiaries opting for the 40% flat rate for eligible direct costs other than direct staff costs (see below). In such cases, travel and accommodation costs are already incorporated in the 40% flat rate.



40% Flat Rate for Eligible Direct Costs other than Direct Staff Costs

All eligible direct costs of a beneficiary other than staff costs (i.e. cost categories 2-6) can be reimbursed on the basis of a flat rate of 40% of direct staff costs. If this option is selected, the beneficiary does not need to document that the expenditure has been incurred and paid out.

Each beneficiary must choose whether to opt for this flat rate already when drafting the application form. Since staff costs are the basis of this calculation, this option cannot be selected in combination with the 20% flat rate for staff costs.





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The Interreg CE Programme applies six different cost categories (CCs). This chapter gives specific provisions regarding the eligibility, form of reimbursement as well as reporting and audit trail^[5] on each of these CCs:

1. Staff costs
2. Office and administrative costs
3. Travel and accommodation costs
4. External expertise and services costs
5. Equipment costs
6. Costs for infrastructure and works



I.4.3.1 Staff Costs (CC1)

Definition

Staff costs expenditure consists of the gross employment costs of staff employed by the beneficiary for implementing the project. Staff may be employed on a full-time basis (i.e. employee works 100% of their time on the project) or on a part-time basis with a fixed percentage of time per month dedicated to the project.

Expenditure included under this cost category is limited to:

- i. **Salary payments**
- ii. **Any other costs directly linked to salary payments**
- iii. **Payments to natural persons working for the beneficiary under a contract other than an employment contract if:**
 - The person works under the beneficiary's instructions and, on the beneficiary's premises; and
 - The result of the work carried out belongs to the beneficiary; and
 - The costs are not significantly different from those for personnel under an employment contract.

Option B.: Flat Rate 20% of Direct Costs other than Staff Costs

Instead of the above real costs option, a beneficiary may also opt to calculate staff costs on a flat rate basis. The applicable flat rate is 20% of the beneficiary's direct costs incurred in a financial reporting period (excluding staff). All costs incurred by the beneficiary and validated by the national controller under the following cost categories are to be regarded as direct costs for the purpose of calculating the flat rate:

- External expertise and services costs;
- Equipment expenditure;
- Costs for infrastructure and works.

Documented direct costs that form the basis for the staff costs calculation must be incurred and paid by the partner institution as real costs and must not include any indirect costs that cannot be directly and fully allocated to the project



1.4.3.2 Office and Administrative Costs (CC2)

Definition

Office and administrative costs covers operating and administrative expenses of the beneficiary that are necessary for the implementation of the project. Since office and administrative expenditure is calculated through a flat rate (see below), no distinction is made between direct and indirect costs in this cost category.

Form of Reimbursement

The Interreg CE Programme reimburses office and administrative costs according to a flat rate of 15% of eligible direct staff costs.





I.4.3.3 Travel and Accommodation Costs (CC3)

Definition

This cost category refers to the expenditure for travel and accommodation of staff of the beneficiary for missions that are necessary for the project implementation, regardless whether such costs refer to missions taking place inside or outside the programme area.



I.4.3.4 External Expertise and Services Costs (CC4)

Definition

External expertise and services can be provided by a public or private body or a natural person outside of the beneficiary organisation. External expertise and services costs are paid on the basis of contracts or written agreements and against invoices or requests for reimbursement to external experts and service providers who are sub-contracted to carry out certain tasks or activities linked to the implementation of the project.



I.4.3.5 Equipment Costs (CC5)

Definition

This cost category refers to expenditure incurred by a beneficiary for equipment purchased, rented or leased other than those covered by the cost category “office and administrative costs”, which is necessary for the implementation of the project.



1.4.3.6 Costs for Infrastructure and Works (CC6)

Definition

Costs for infrastructure and works shall be limited to the following elements:

- a. Building permits;
- b. Building material;
- c. Labour;
- d. Specialised interventions (e.g. soil remediation, mine-clearing)



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Application form and application procedure

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REMINDER

- ACTIVITIES = steps to achieve the objectives
- DELIVERABLE = it documents the outcome of an activity, it captures implementation of an activity (regardless of sub-activities)

(e.g. analysis reports, feasibility study, strategy documents, pilot action reports, training documentations etc.)



REMINDER

OUTPUTS = products that are created by implementing project activities

Types of outputs:

- cooperations,
- strategies and action plans,
- pilot actions,
- solutions

Output indicators (pre-difened)

- ✓ Strategies and action plans jointly developed
- ✓ Pilot actions developed jointly and implemented in projects
- ✓ Organisations cooperating across borders (1.WP)
- ✓ Jointly developed solutions (solutions deriving from pilot actions)
- ✓ Projects supporting cooperation across borders to develop urban-rural linkages (1.WP)

*** Each output should have its final deliverable**



REMINDER

- **RESULTS** = immediate effect and change compared to the initial situation in the regions involved, which a project intends to achieve through the use of its outputs

(e.g. Increased knowledge and capacity, knowledge transfer and exchange, reduced barriers, new or better services, behavioural change)

Results indicators (pr-defined):

- ✓ Joint strategies and action plans taken up by organisations (e.g. documented by *letters of commitment...*)
- ✓ Organisations cooperating across borders after project completion (e.g. *MoU*)
- ✓ Solutions taken up or up-scaled by organisations (*number of solution that derived from the pilot and jointly developed by supported project – usually 1*)



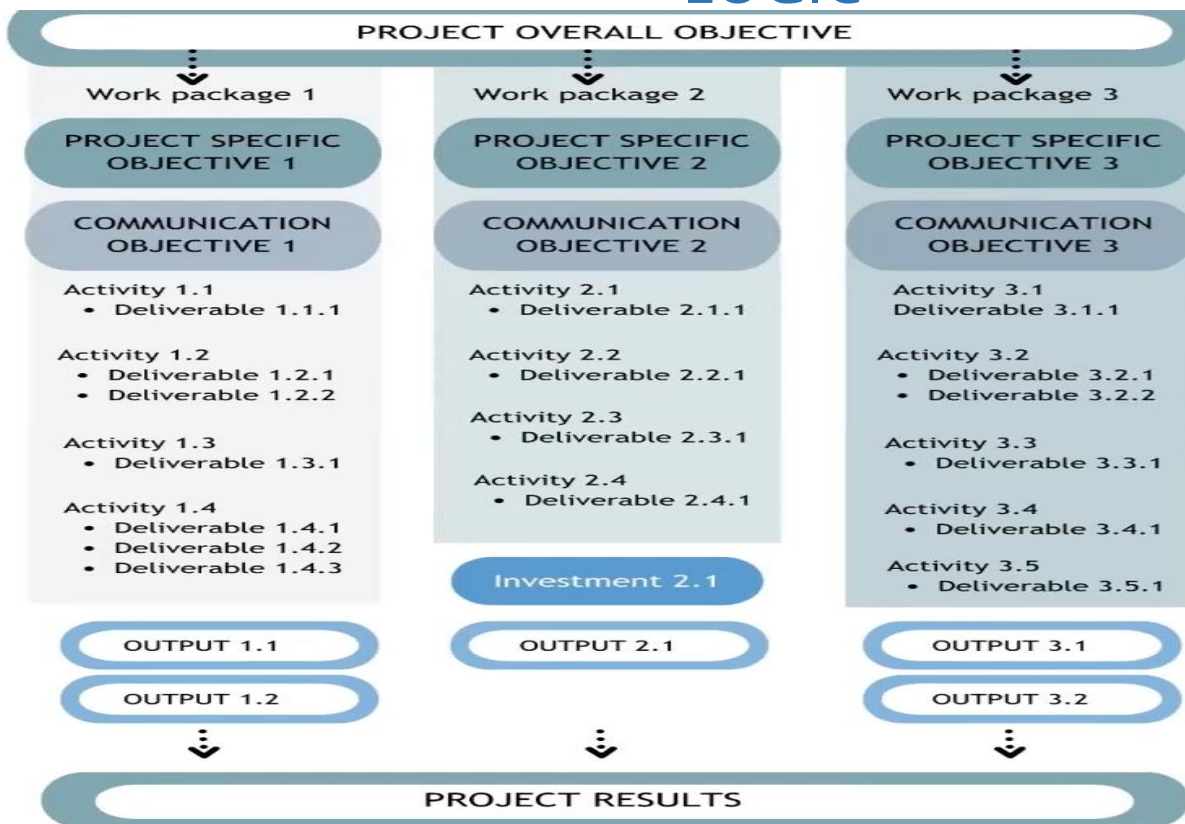
WORKPACKAGE

To be defined for each work package (WP):

- **Project specific objective**
- **Communication objective(s)** incl. related target audiences
- **Activities** necessary for achieving objectives (recommended ~ max 4-6 per WP)
- **Deliverables** (at least 1 per activity, recommended not more than 3)
- **Investments** > 25.000 EUR, if applicable
- **Outputs**, incl. related output indicators



PROJECT INTERVENTION LOGIC



Application TEMPLATE

Ac Nr.	Activity title	Activity description	Start period	End period	Deliverables
A 1.1	<i>Enter text [max 200 characters]</i>	<i>Enter text [recommended max 1500 characters]</i>	<i>Select the period from drop-down</i>	<i>Select the period from drop-down</i>	<i>Add deliverable(s) - see below</i>
A 1.2	<i>Enter text [max 200 characters]</i>	<i>Enter text [recommended max 1500 characters]</i>	<i>Select the period from drop-down</i>	<i>Select the period from drop-down</i>	<i>Add deliverable(s) - see below</i>
A 1.3	<i>Enter text [max 200 characters]</i>	<i>Enter text [recommended max 1500 characters]</i>	<i>Select the period from drop-down</i>	<i>Select the period from drop-down</i>	<i>Add deliverable(s) - see below</i>
A 1.4	<i>Enter text [max 200 characters]</i>	<i>Enter text [recommended max 1500 characters]</i>	<i>Select the period from drop-down</i>	<i>Select the period from drop-down</i>	<i>Add deliverable(s) - see below</i>





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Deliverables

Del Nr.	Deliverable title	Deliverable description	Delivery period
D 1.1.1	<i>Enter text [max 100 characters]</i>	<i>Enter text [max 300 characters]</i>	<i>Select the period from drop-down</i>



Outputs that will be realised through the activities in this WP:

Output Nr.	Programme output indicator	Measurement unit	Output title	Output description	Output target value	Delivery period
Output 1.1	<i>Choose from the drop-down list</i>	<i>Automatic</i>	<i>Enter text [max 200 characters]</i>	<i>Enter text [max 500 characters]</i>	<i>Enter the number</i>	<i>Drop-down</i>
Output 1.2	<i>Choose from the drop-down list</i>	<i>Automatic</i>	<i>Enter text [max 200 characters]</i>	<i>Enter text [max 500 characters]</i>	<i>Enter the number</i>	<i>Drop-down</i>
Output 1.3	<i>Choose from the drop-down list</i>	<i>Automatic</i>	<i>Enter text [max 200 characters]</i>	<i>Enter text [max 500 characters]</i>	<i>Enter the number</i>	<i>Drop-down</i>



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- C.5 Project results**

Please select and quantify the relevant **programme result indicators** to which the project will contribute.

For each selected result indicator, please briefly describe the **contribution of the project** and the **relevant project results (change)** in the peripheral and lagging areas that you expect to achieve through the implementation of the foreseen activities and outputs as defined in the work plan.

Please also specify the **output(s)** which are directly related to this result

Result Nr.	Programme result indicator	Measurement unit	Result description	Result indicator baseline	Result indicator target value
Result 1	Choose from the drop-down list	Automatic	Enter text [max 1000 characters]	Enter the number	Enter the number
Result 2	Choose from the drop-down list	Automatic	Enter text [max 1000 characters]	Enter the number	Enter the number
Result 3	Choose from the drop-down list	Automatic	Enter text [max 1000 characters]	Enter the number	Enter the number

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Project evaluation criteria

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1

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Project Self-Assessment Tool

Third Call for Proposals

Version 1

10 | 2024

2. Assessment by assessors

Desk assessment

Table 3: Scoring scale used for the desk assessment of proposals

Appraisal of desk assessment	Explanation
5 “excellent”	The proposal successfully addresses all relevant aspects of the criterion. The provided information is clear and coherent. Any shortcomings are minor.
4 “good”	The proposal addresses the criterion well, but a small number of shortcomings is present.
3 “adequate”	The proposal addresses the criterion to a sufficient level, but some aspects have not been met fully or are not explained in full clarity or detail.
2 “insufficient”	The proposal broadly addresses the criterion, but there are serious shortcomings and/or the provided information is of low quality.
1 “poor”	The criterion is inadequately addressed by the proposal, or the required information is missing.

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Table 4: Selection criteria and guiding questions for desk assessment

Criteria		Guiding questions
STRATEGIC	Relevance	<p><u>Relevance for the targeted SO and transnationality</u></p> <ul style="list-style-type: none"> How relevant is the project proposal in relation to the achievement of the targeted programme specific objective and the expected result? Is the importance and added value of transnational cooperation for the topic addressed clearly demonstrated? <p><u>Intervention logic</u></p> <ul style="list-style-type: none"> Is the project intervention logic (i.e. project specific objectives, outputs and expected results) clearly defined and consistent? <p><u>Policy relevance including horizontal principles</u></p> <ul style="list-style-type: none"> How clearly does the project proposal contribute to the relevant policy framework (in particular the TA 2030 aims) at different levels? How well does the proposal contribute to horizontal principles and integrate them in the project design? <p><u>Innovativeness and synergies</u></p> <ul style="list-style-type: none"> Is the innovativeness of the project proposal clearly demonstrated? How far does it go beyond existing practices in the sector and/or participating territories? How well does the project proposal build on available knowledge and make use of synergies with other projects or initiatives?
		<p><u>Territorial relevance</u></p> <ul style="list-style-type: none"> How well is the project proposal aligned with the territorial focus of the call, notably is it clearly addressing peripheral or lagging areas? Are qualitative characteristics and challenges of the targeted areas well explained? Does the proposal put emphasis on the local or regional dimension of expected results with a clear benefit for the targeted communities?

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	Partnership	<p><u>Partnership composition and competences</u></p> <ul style="list-style-type: none"> Is the partnership composition relevant and coherent with the territorial and thematic scope of the project? Does the partnership demonstrate sufficient competences and capacities to implement the planned activities in the targeted areas and achieve the expected results at the local and/or regional level? Does the lead applicant have sufficient experience and capacity to manage a transnational cooperation project or is there a clear plan to acquire missing competences through, e.g., additional staff or sub-contracting? Do partners have clearly assigned roles and matching competences to fulfil their tasks? In case of partners outside the programme area, is the added value of their participation duly justified? <p><u>Transnational cooperation approach</u></p> <ul style="list-style-type: none"> How well does the partnership reflect the transnational cooperation dimension and is it geographically balanced? Are partners actively involved in the joint implementation of activities?
OPERATIONAL	Implementation	<p><u>Methodology and work plan</u></p> <ul style="list-style-type: none"> Is the methodology suitable to obtain the planned outputs and results? Are the work plan and timing of activities, deliverables and outputs - realistic, consistent and transparent, considering also the limited project duration? Are communication activities planned in the work plan and are they relevant for achieving communication objectives? How well are local or regional target groups (and other stakeholders (including associated partners) actively involved in project activities? How well does the project engage with communities through bottom-up and participatory approaches? How well does the project proposal conceptualise the ownership/durability of outputs and do they have a good potential for upscaling? Are project outputs and results leading to an increased capacity of target groups and could they be transferred to other peripheral or lagging areas? Does the management approach show good potential to secure a sound project management, coordination and risk mitigation?
		<p><u>Budget</u></p> <ul style="list-style-type: none"> Does the total budget demonstrate value for money? Is there coherence between project design and budget? Are the financial contributions of the partners balanced and do they reflect partner responsibilities?

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Pitch Deck



**Interreg CENTRAL EUROPE Call 3:
Project ID & Acronym**

Name

Name

Institution

Lead Applicant Organisation
City
Country

Date

Date of Hearing



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