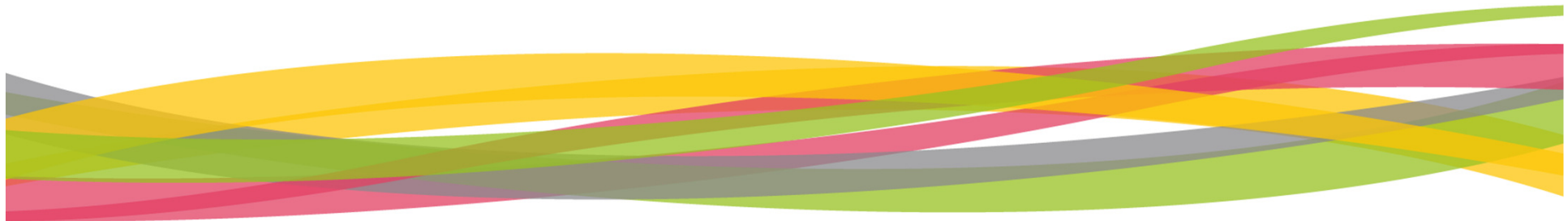


# Overview of relevant programme fact sheets: from project idea to Expression of Interest

Interwork event – Göteborg, Sweden

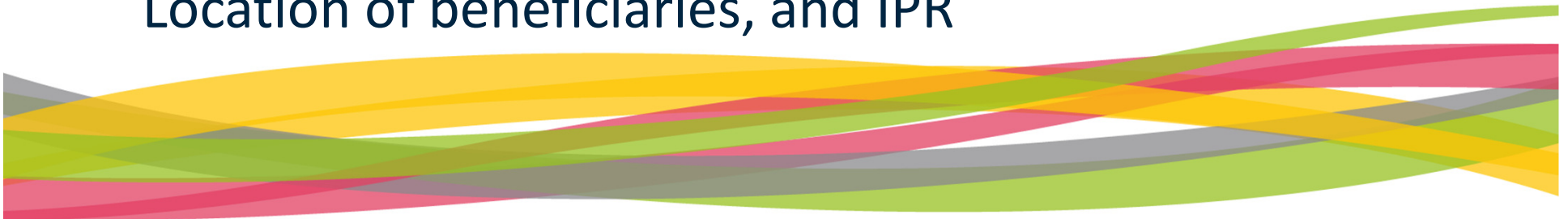
15 November 2016

Axel Kristiansen, Jesper Jönsson & Sarah Holsen

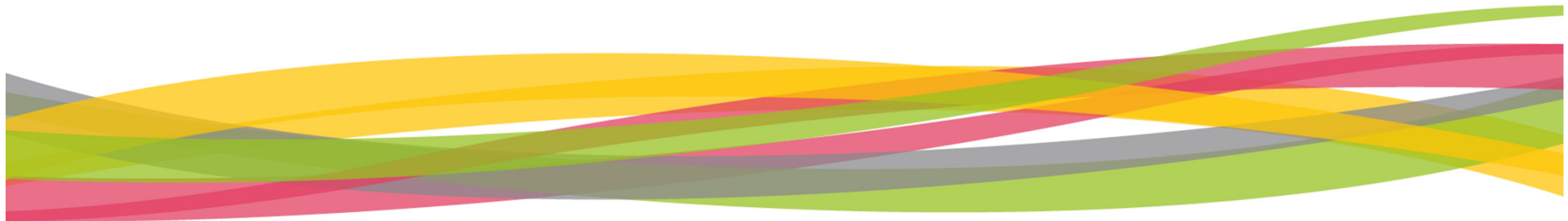
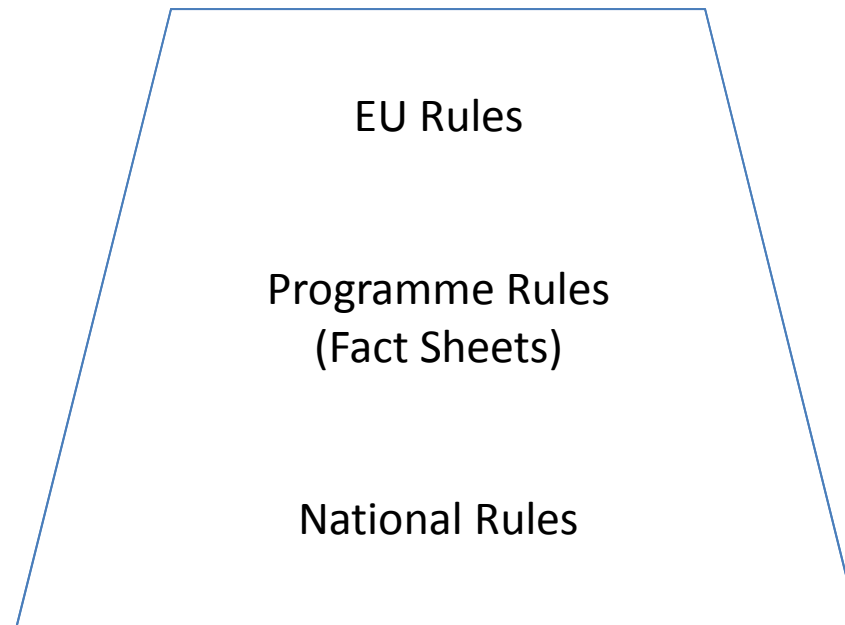


## Agenda – information presented in 3 blocks

- + Group 1: General rules, Staff, Office & Admin, Travel
- + Group 2: External experts and services, Tender procedures, Equipment and infrastructure (investments), Preparation costs, Roles and responsibilities in project partnerships
- + Group 3: Private sector involvement, State aid, Location of beneficiaries, and IPR

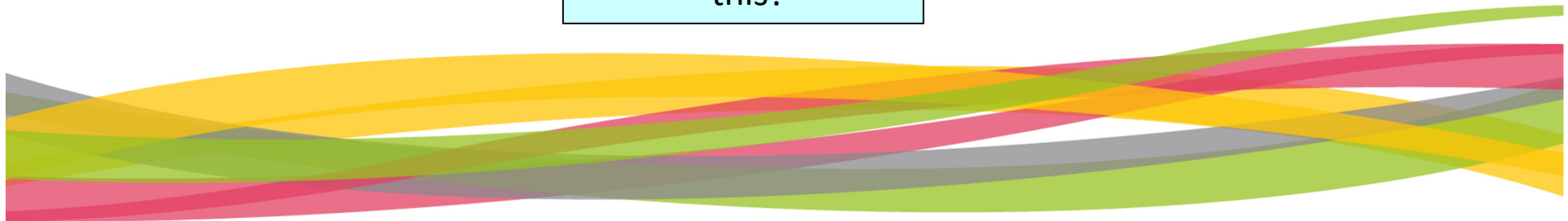
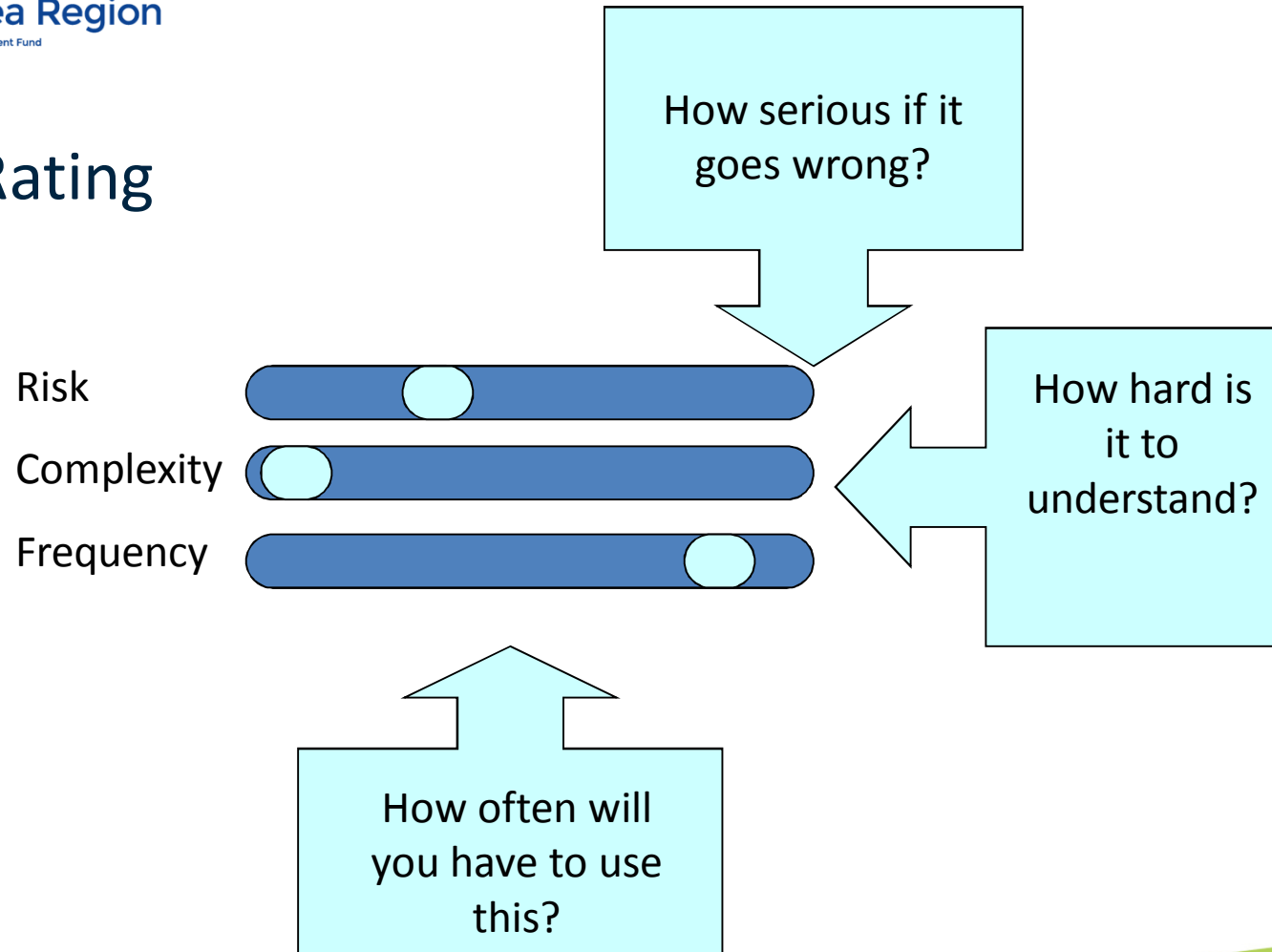


# The Hierarchy of Rules





# Rule Rating



Are there more versions?

What has been changed?

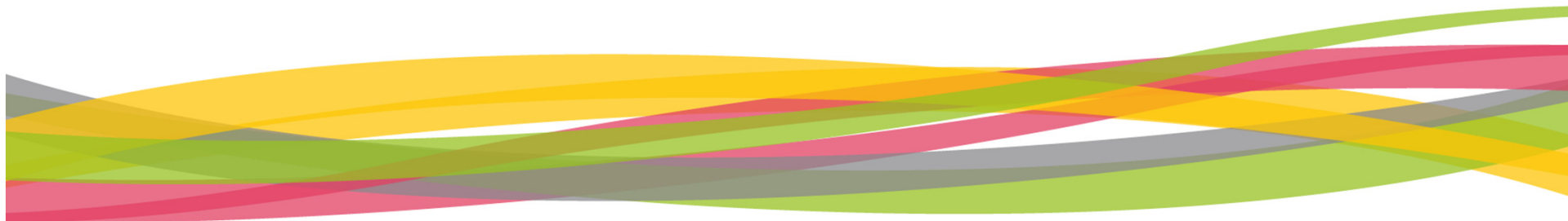
	Valid from	Valid to	Main changes
Version 3	13.04.16	...	Consolidated and simplified some assessment criteria
Version 2	20.10.15	13.04.16	Change to assessment categories. Changed reference to Preparatory Costs
Version 1	27.04.15	20.10.15	

When is which version valid?

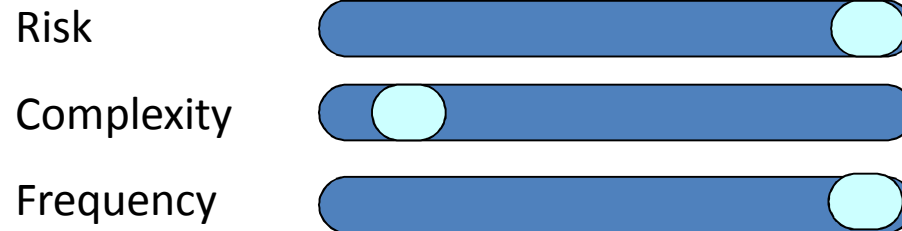




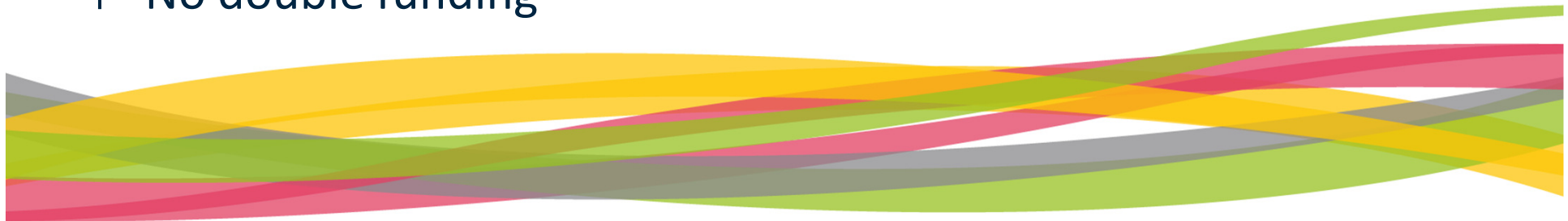
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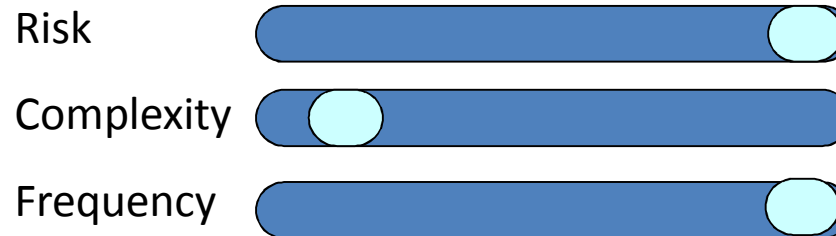
## 1. General rules on eligibility – Fact Sheet 1



- + Approved activities only
- + 50% funding – paid as reimbursement
- + Beneficiaries in application only
- + Costs required for implementing the project only
- + No double funding

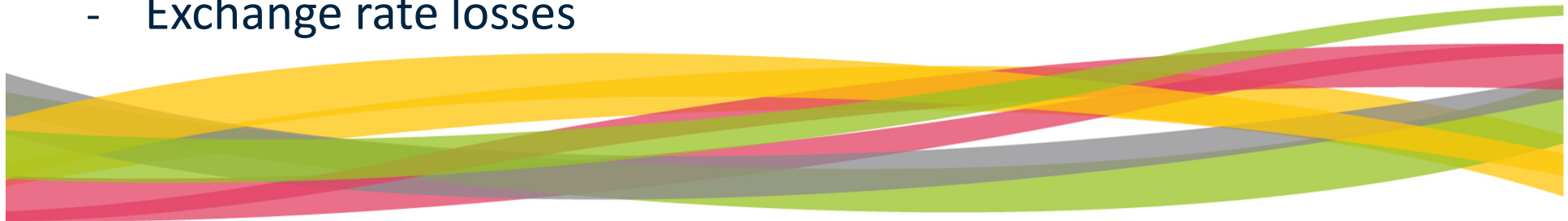


## 1. General rules on eligibility – Fact Sheet 1



+ NEVER paid:

- Interest on debt
- VAT (refundable)
- Fines & penalties
- Exchange rate losses
- Aid to enterprises in difficulty
- Land purchase over 10% of project budget....most of the time....





## 1. Staff costs – Fact Sheet 2 (and 2a and 2b)

Risk



Complexity

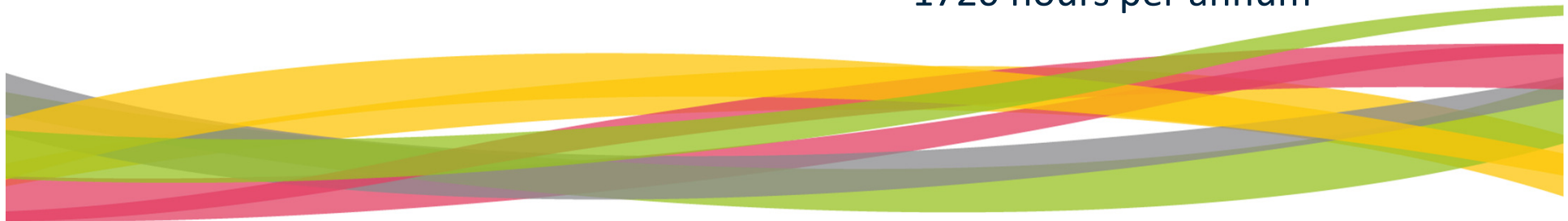


Frequency

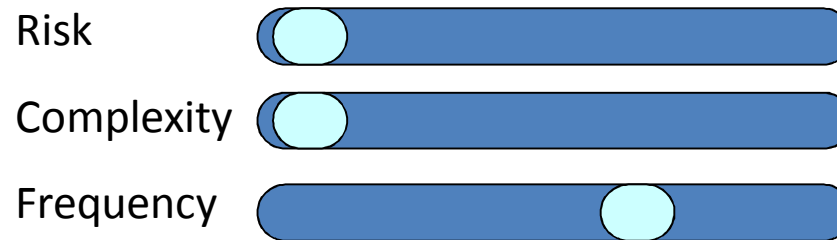


- + Staff full-time on the project. Gross costs. Contract or equivalent. No timesheets.
- + Staff part-time with fixed percentage on the project. Fixed percentage of gross costs. Contract or equivalent. No timesheets.

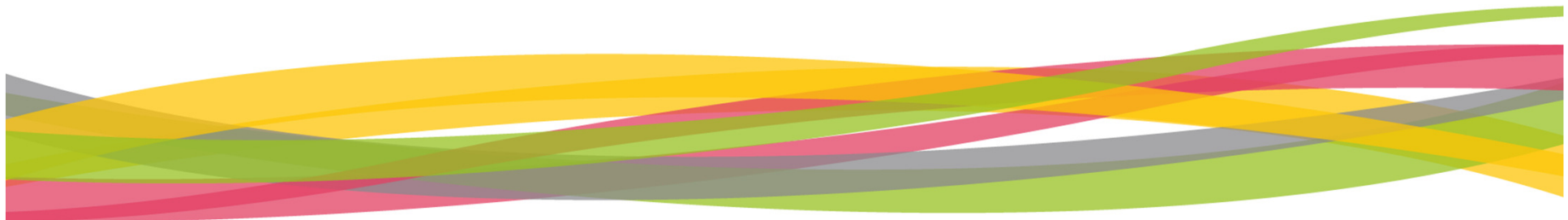
- + Staff part-time with variable hours on the project:
  - Staff costs = Hours worked x Hourly rate
  - Hourly rate = Gross employment costs / Contracted working hours or 1720 hours per annum



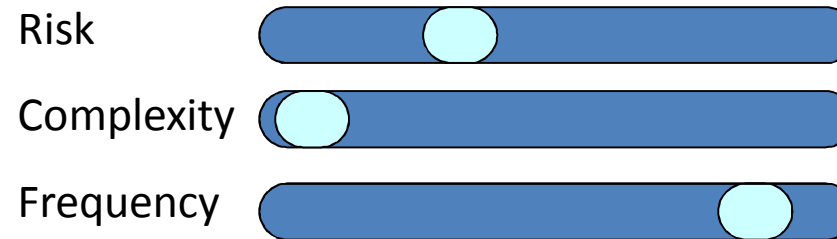
# 1. Office and Administration (including 'Overheads' costs) – Fact Sheet 3



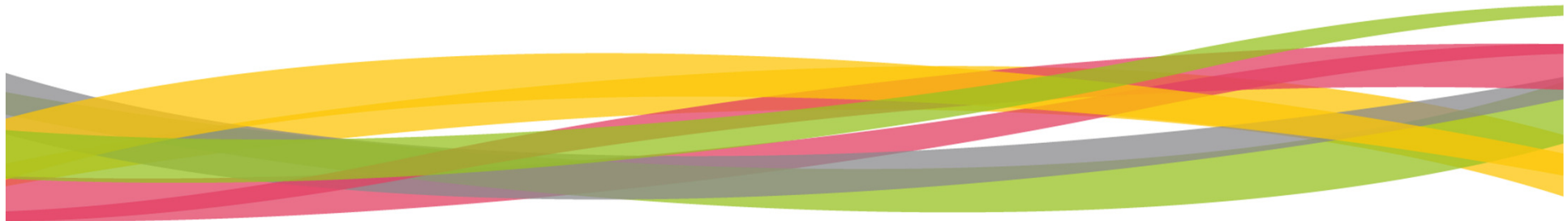
- + 15% of verified staff costs (50% reimbursement)
- + Auto-calculated by Online Monitoring System (OMS)
- + Basta!



## 1. Travel and accommodation costs – Fact Sheet 4

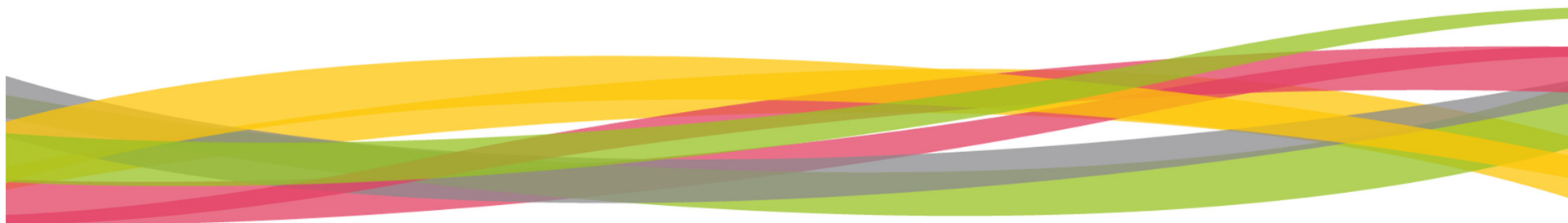


- + Real costs
- + Value for money
- + Justification

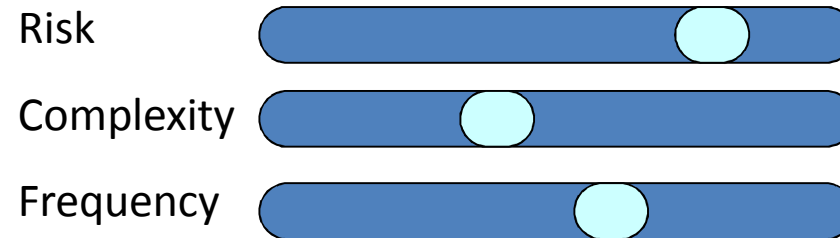




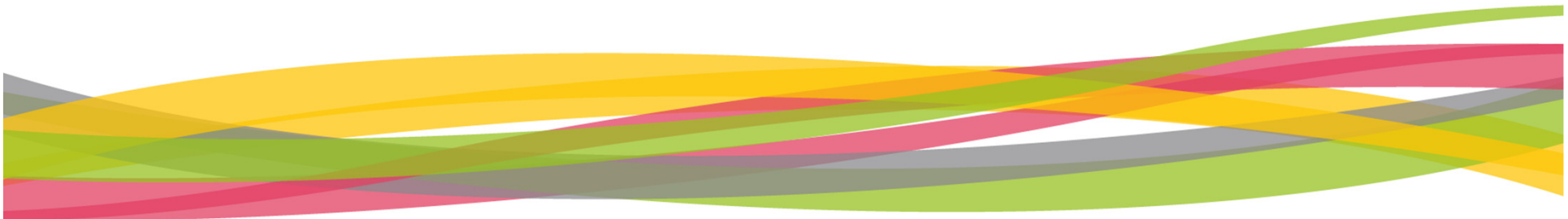
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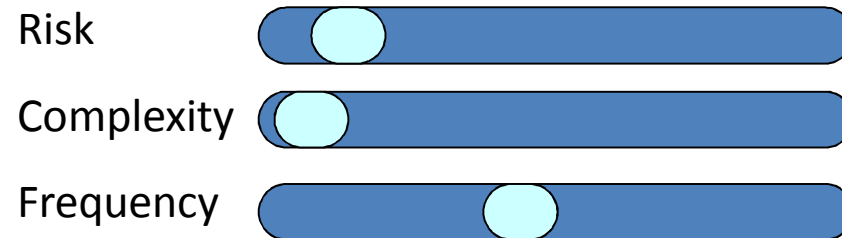
## 2. Contracting External Experts and Services – Fact Sheet 5



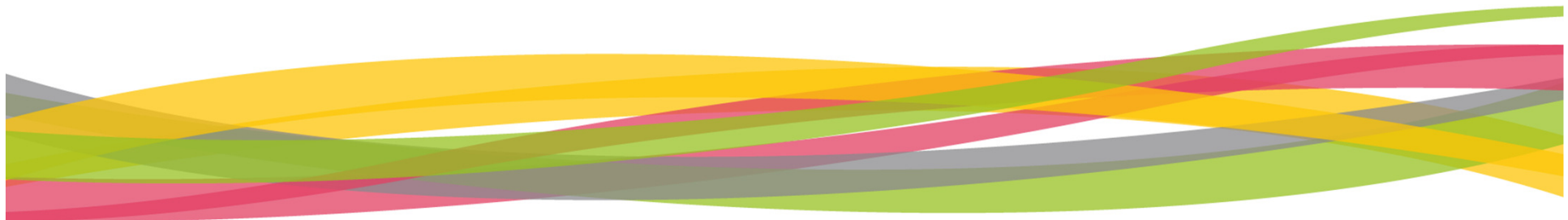
- + Procurement! Including project management and first level control
- + In the application make sure you explain...‘Project support’ is not good enough!
- + ‘We could only find one guy’ (bad excuses don’t work...)



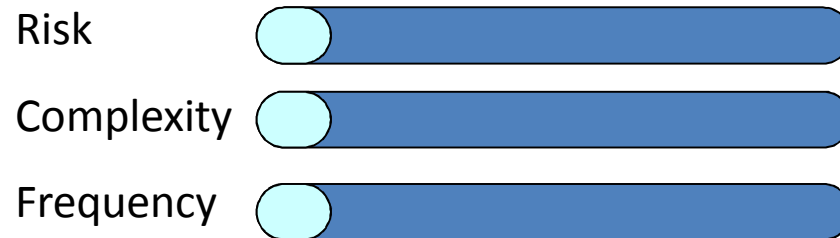
## 2. Equipment and Infrastructure (investments) – Fact Sheet 6



- + Regular equipment vs Specialist equipment
- + Procurement
- + Investments must remain in place for at least 5 years from date of final payment to the project



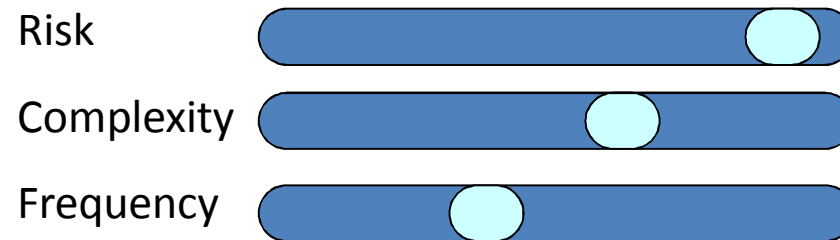
## 2. Preparation costs – Fact Sheet 7



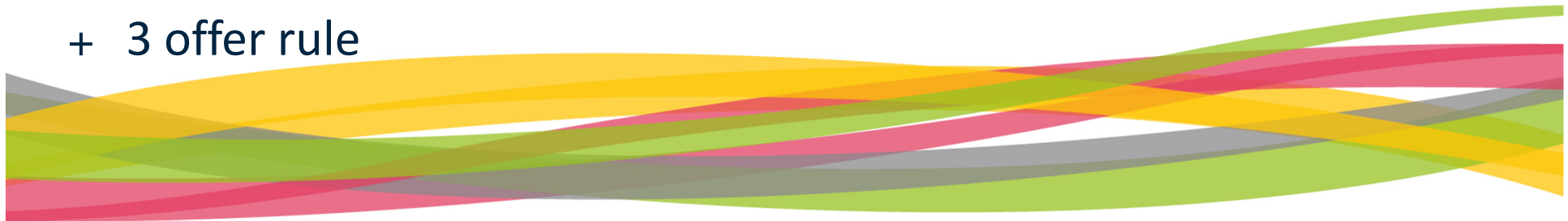
- + Projects can apply for reimbursement of travel and other costs related to planning, meeting, and writing an application – including the EOI stage
- + Costs are granted **ONLY** if a *full application* is successful
- + Preparation costs are €40,000 funded at 50% = €20,000



## 2. Tender procedures – Fact Sheet 11

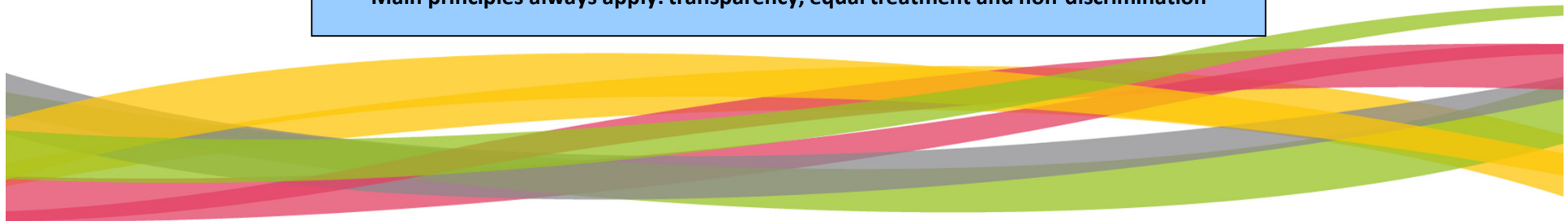
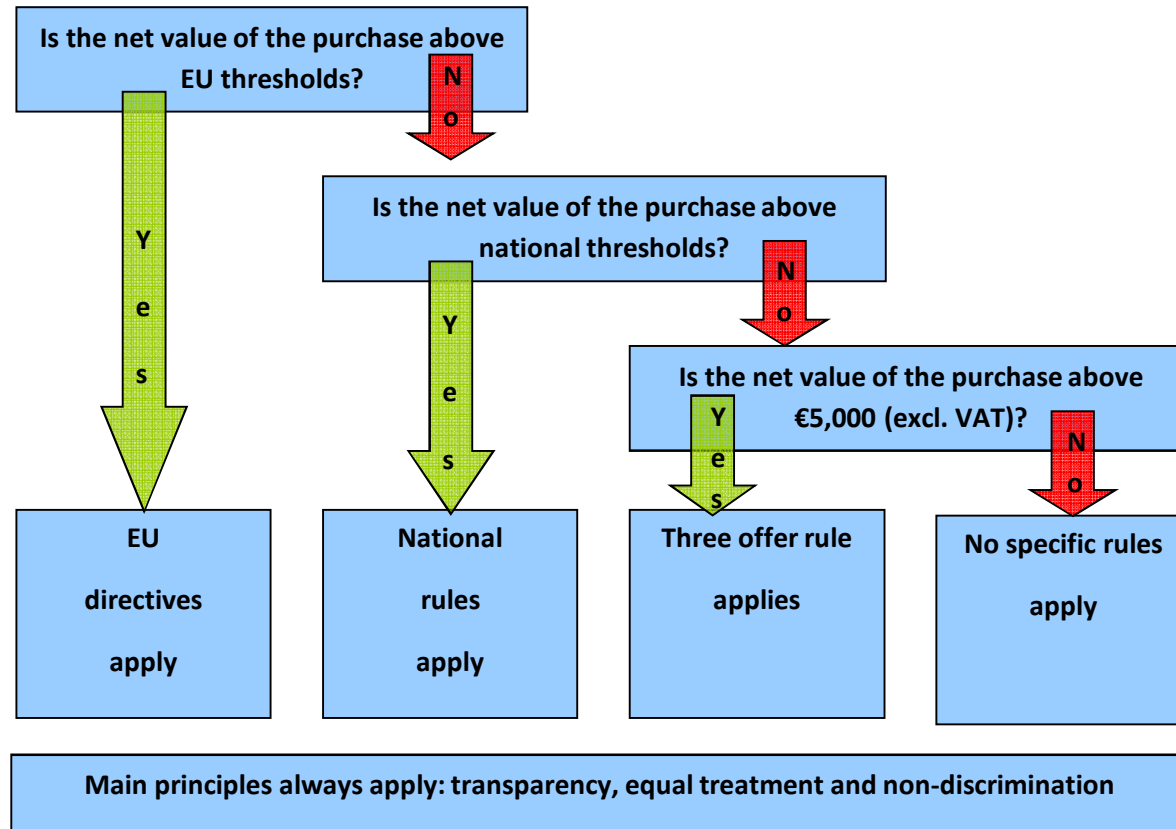


- + **Key message:** All contracts for any amount over €5,000 are offered to a range of bidders and advertisement and selection procedures must be documented.
- + 4 rules to consider (over EU threshold; below EU threshold/national/organisational; below €5,000)
- + 3 offer rule

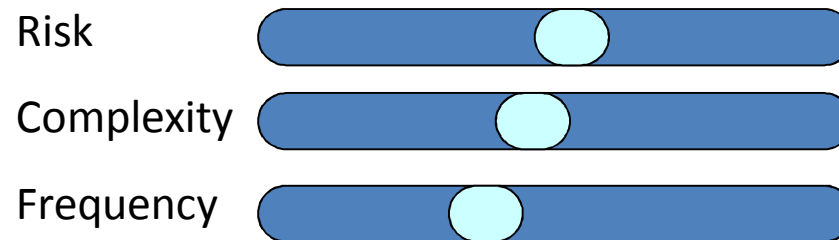




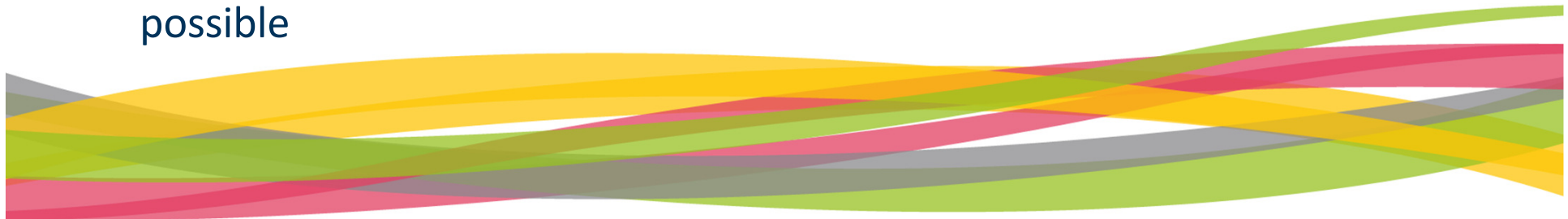
## 2. Which rules apply to which amounts? – Fact Sheet 11



## 2. Partners' roles and responsibilities – Fact Sheet 13

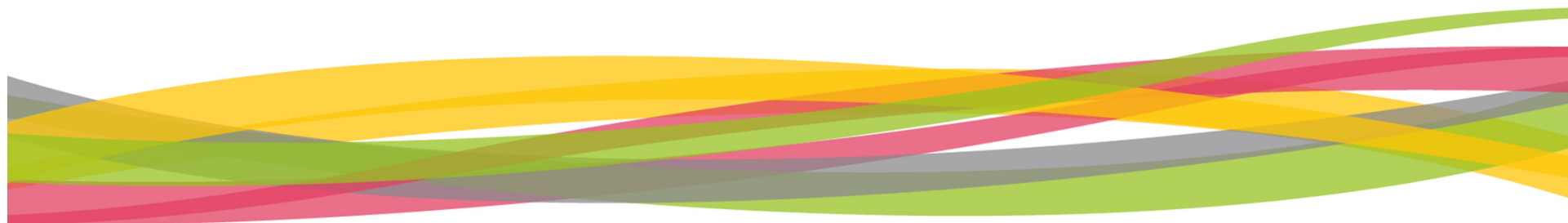


- + Lead beneficiary has overall responsibility for project's management and must be in the public sector
- + Beneficiaries must comply with all terms, deliver content and activities in line with approved application, submit reports in a timely manner, and retain all relevant documentation
- + Local partnerships (coordinating beneficiary + co-beneficiaries) are also possible

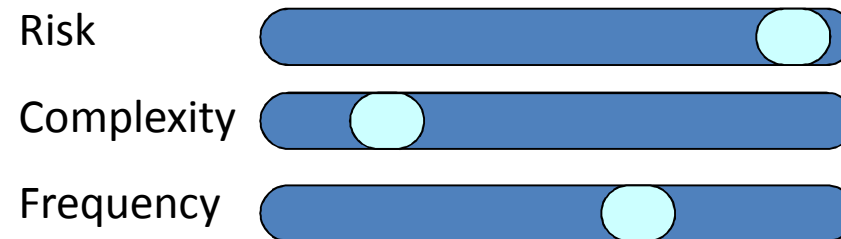




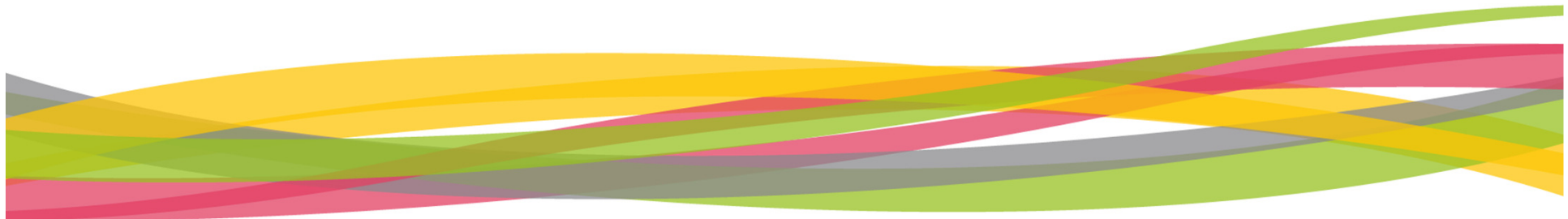
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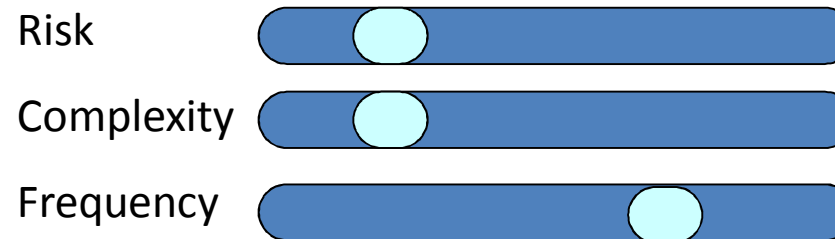
### 3. Private Sector Beneficiaries – Fact Sheet 15



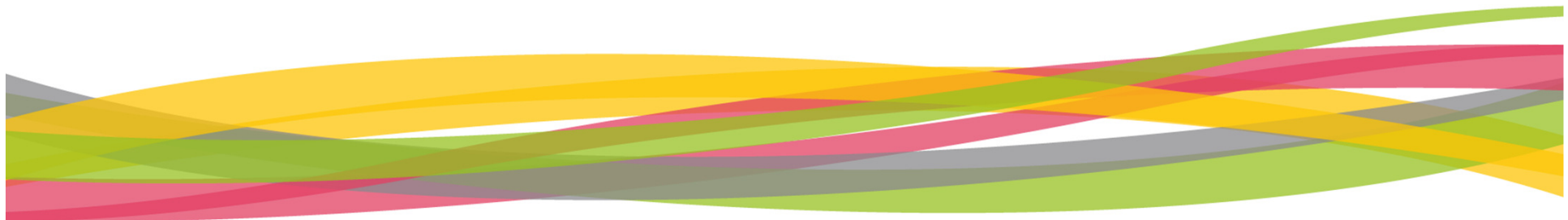
- + Private sector partners are a risk factor but can also contribute to projects in significant ways
- + State aid, documentation, revenue, tendering
- + Need to monitor and assist them



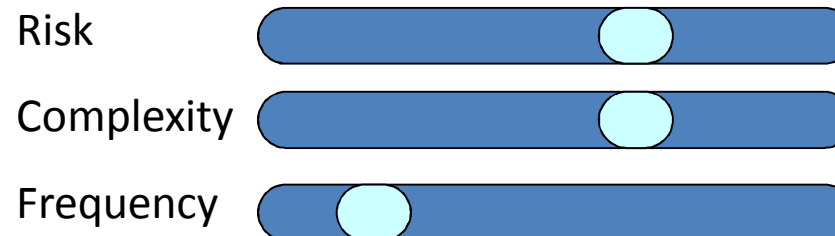
### 3. Beneficiaries and activities outside the NSRP area – Fact Sheet 18



- + **Key message:** As a basic rule all beneficiaries, activities and expenditure have to take place inside the boundaries of the region
- + Location of Lead Beneficiary
- + Location of expenditure – max 20% outside of programme area



### 3. State Aid – Fact Sheet 16



+ Basic principles:

+ Three options available:

- + No Economic Advantage – but only in exceptional cases
  - + de minimis: Max €200,000 over 3 fiscal years
  - + General Block Exemption Regulation (GBER): €2 million per project (only applies to SMEs)
- + Beneficiaries under de minimis or GBER are exempt from programme rules on tendering and revenue generation

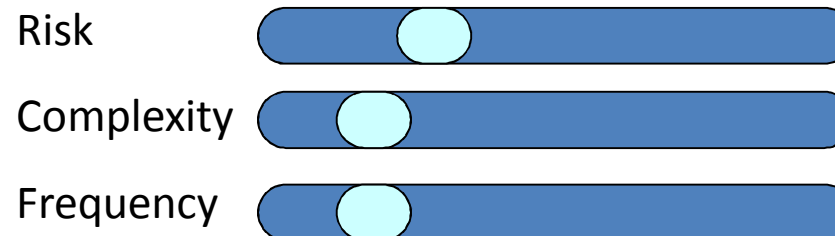


### 3. State Aid for Final Recipients – Fact Sheet 17

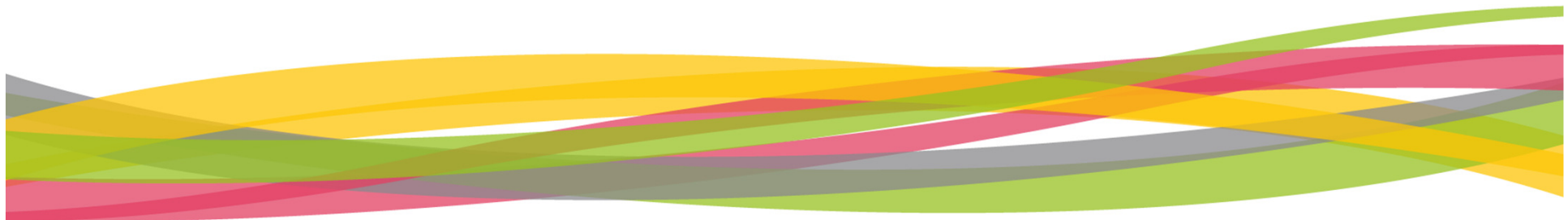
- + Final recipient: any undertaking that receives aid in some form while not being an actual partner of the project, i.e. whomever the partners are working with, e.g. SMEs
- + Every final recipient has to declare that they have 50% co-funded their participation in the seminar, training, conference, etc. provided by the beneficiary
- + FLC's job is to ensure that documentation is in place and every SME has signed the declaration
- + It is **not** the FLC's job to verify the veracity of documentation
- + These rules only apply to GBER; final recipients under beneficiaries under de minimis are exempt because they are co-funded at 100%



### 3. Intellectual Property Rights– Fact Sheet 27



- + **Key message:** authorship of materials may be acknowledged but materials must be made freely available to the public and proprietary rights may not be claimed
- + However, beneficiaries under de minimis or GBER may apply proprietary rights and sole right to commercial exploitation – but only on materials produced exclusively by them







Questions?

Thank you for your endurance

Fact Sheets online (under 'Key documents')

[www.northsearegion.eu](http://www.northsearegion.eu)

