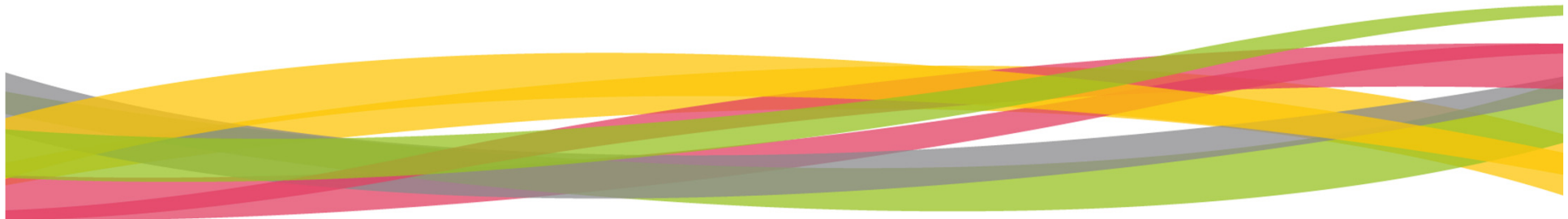




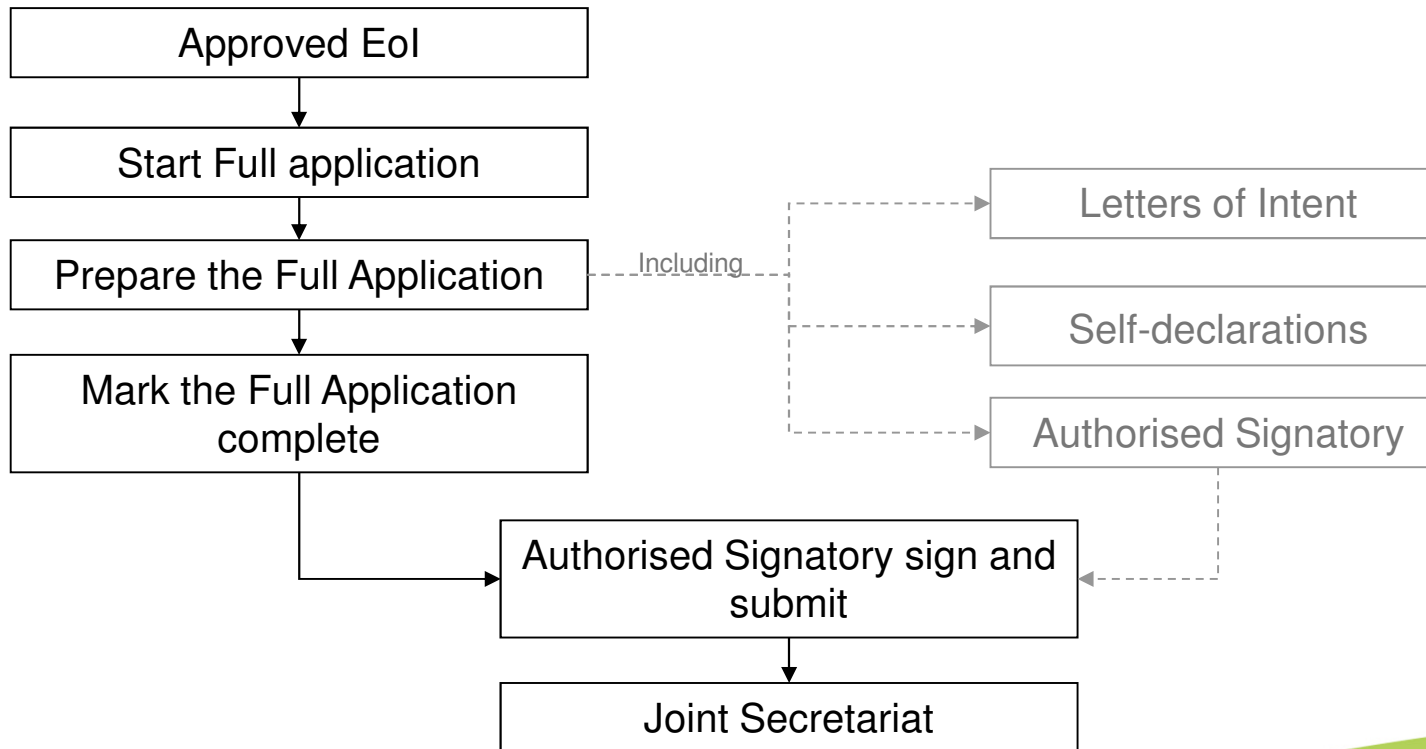
Submitting a Full Application and the Assessment Procedure

– Key points to remember –

Isabella Marie Leong
North Sea Region Programme



How should you prepare and submit?



When is our application eligible?

+ 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

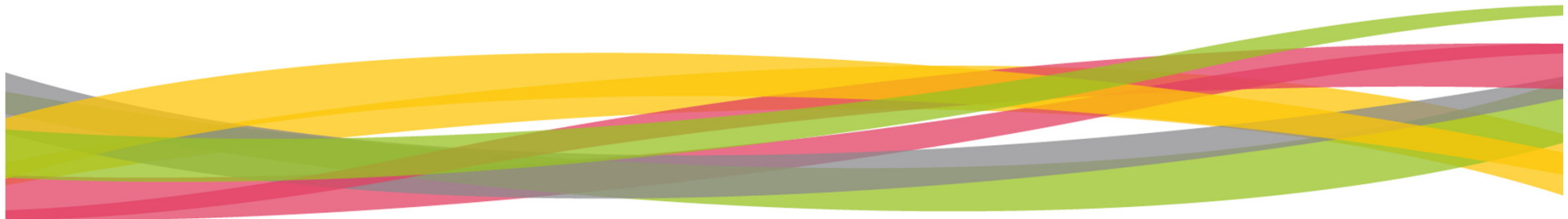
+ Self-declarations

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

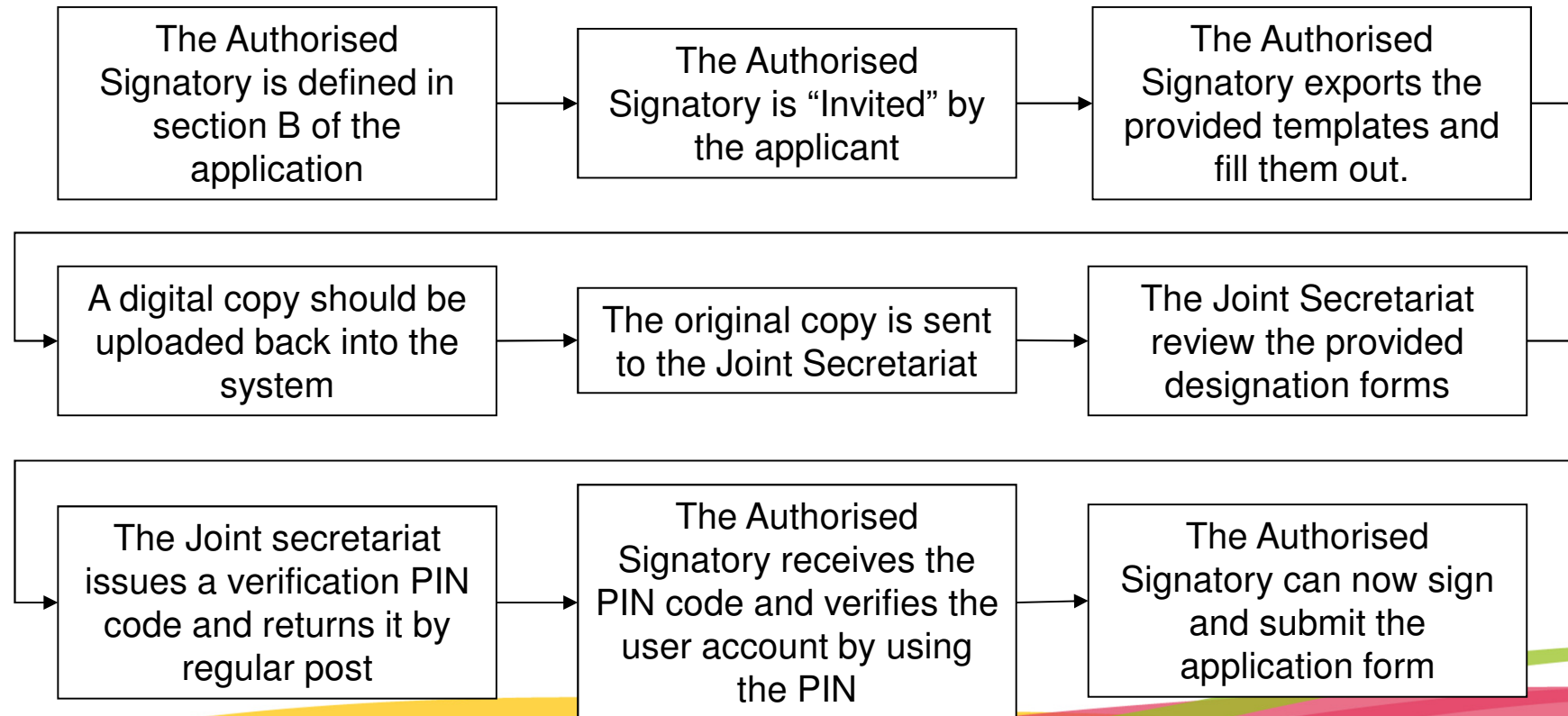


The Authorised Signatory

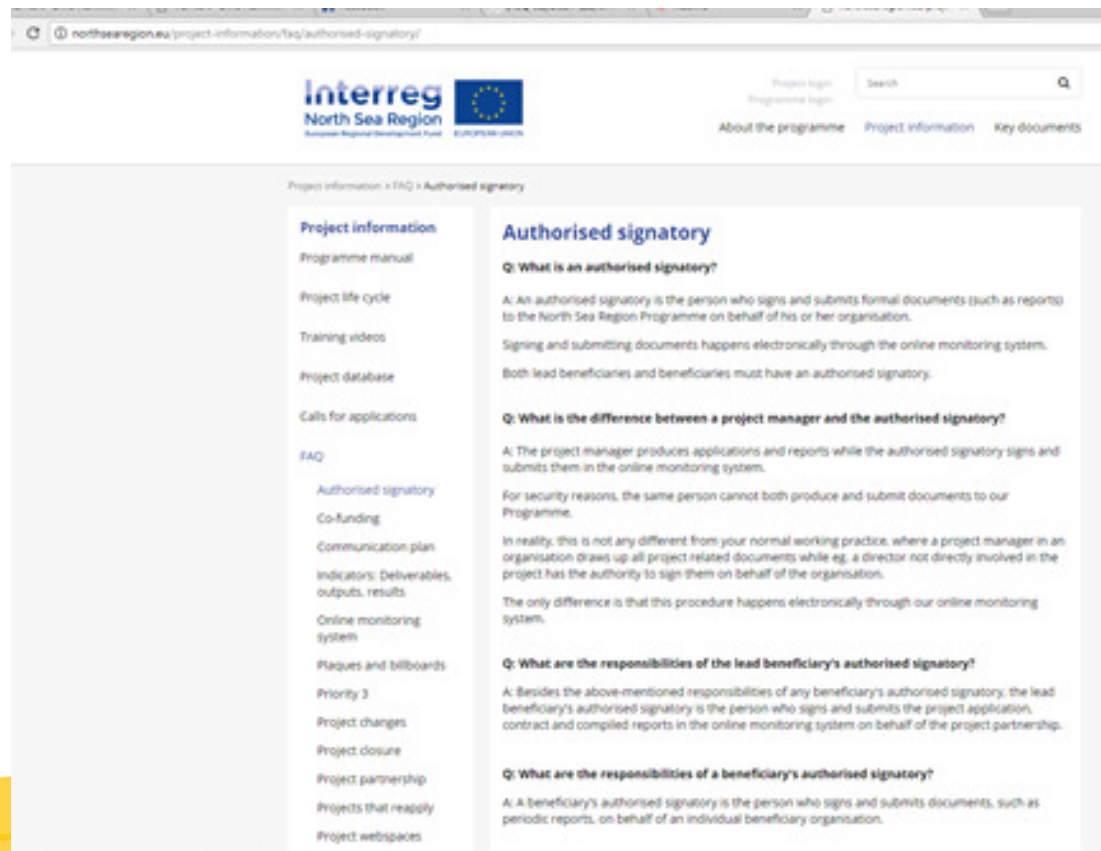
- + Designated via the application form
- + Sign on behalf of the Lead Partner organisation



Designating the Authorised Signatory



Still not clear?



The screenshot shows a web browser window with the URL northsearegion.eu/project-information/faq/authorised-signatory/. The page features the Interreg North Sea Region logo and navigation links: 'Project login', 'Programme login', 'Search', 'About the programme', 'Project information', and 'Key documents'. The main content area is titled 'Project information > FAQ > Authorised signatory'. A sidebar on the left lists various project-related topics, with 'Authorised signatory' selected. The main content area contains three Q&A pairs:

Authorised signatory

Q: What is an authorised signatory?
A: An authorised signatory is the person who signs and submits formal documents (such as reports) to the North Sea Region Programme on behalf of his or her organisation.
Signing and submitting documents happens electronically through the online monitoring system.
Both lead beneficiaries and beneficiaries must have an authorised signatory.

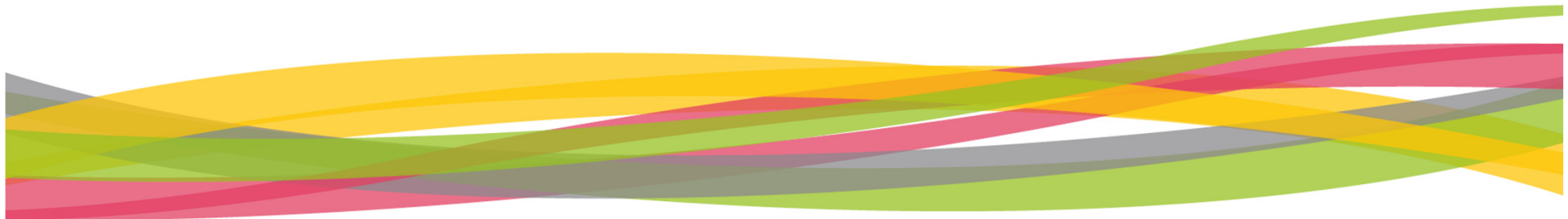
Q: What is the difference between a project manager and the authorised signatory?
A: The project manager produces applications and reports while the authorised signatory signs and submits them in the online monitoring system.
For security reasons, the same person cannot both produce and submit documents to our Programme.
In reality, this is not any different from your normal working practice, where a project manager in an organisation draws up all project related documents while eg. a director not directly involved in the project has the authority to sign them on behalf of the organisation.
The only difference is that this procedure happens electronically through our online monitoring system.

Q: What are the responsibilities of the lead beneficiary's authorised signatory?
A: Besides the above-mentioned responsibilities of any beneficiary's authorised signatory, the lead beneficiary's authorised signatory is the person who signs and submits the project application, contract and compiled reports in the online monitoring system on behalf of the project partnership.

Q: What are the responsibilities of a beneficiary's authorised signatory?
A: A beneficiary's authorised signatory is the person who signs and submits documents, such as periodic reports, on behalf of an individual beneficiary organisation.

And step-by-step...


- + Video available with screen capture on our Youtube channel
- + <https://www.youtube.com/watch?v=cDFxCyBBSmM>



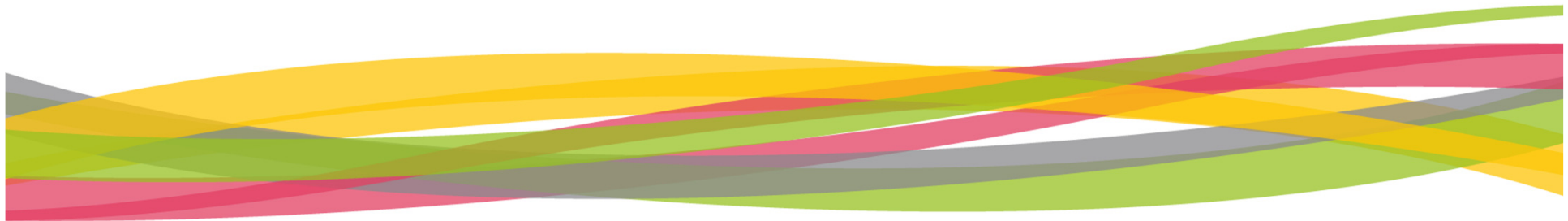
Preparation costs

- + 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.



More information

www.northsearegion.eu



Interreg 
North Sea Region
European Regional Development Fund

Home > Key documents > Background documents > Fact sheets

Key documents

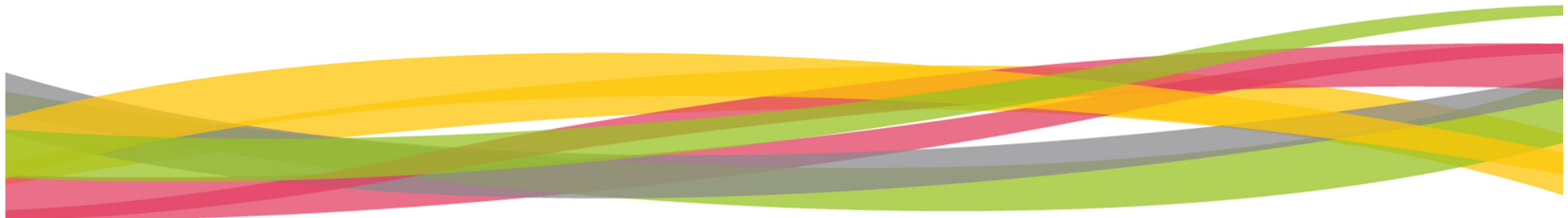
- Background documents
 - Cooperation Programme
 - Regulations
 - Fact sheets
- Programme publications

Fact sheets

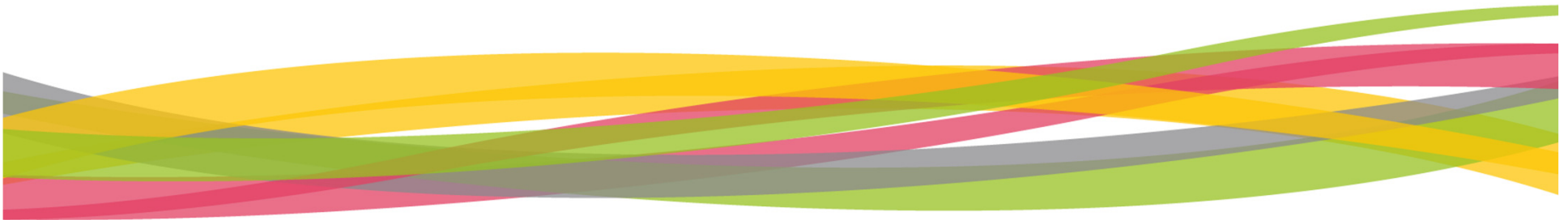
The purpose of the fact sheets is to provide an overview of the available information for the First Level Controllers of the North Sea Region programme.

You can find further information in the fact sheets, an overview of the available information.

Make sure to always complete progress reports and fact sheets, an overview of the available information.

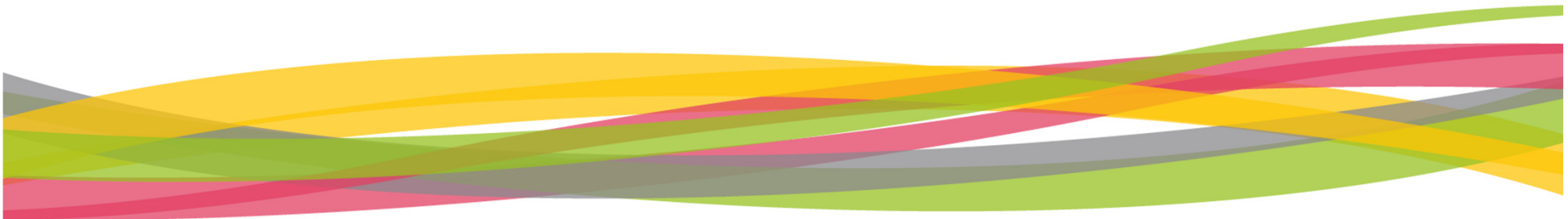


Any Questions?



How will your Full Application be assessed?

- + Transparent assessment criteria
[\[outlined in fact sheet 19\]](#)
- + Only what is in the Full Application will be assessed
- + Call specific requirements - Guidance note for call 5



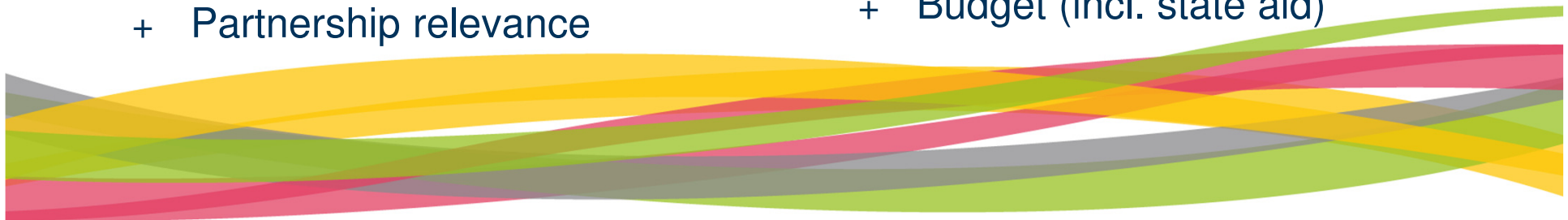
Assessment categories (Fact sheet 19)

STRATEGIC ASS'T CRITERIA

- + Project context
- + Cooperation character
- + Project contribution to Programme's objective, expected results and outputs
- + Partnership relevance

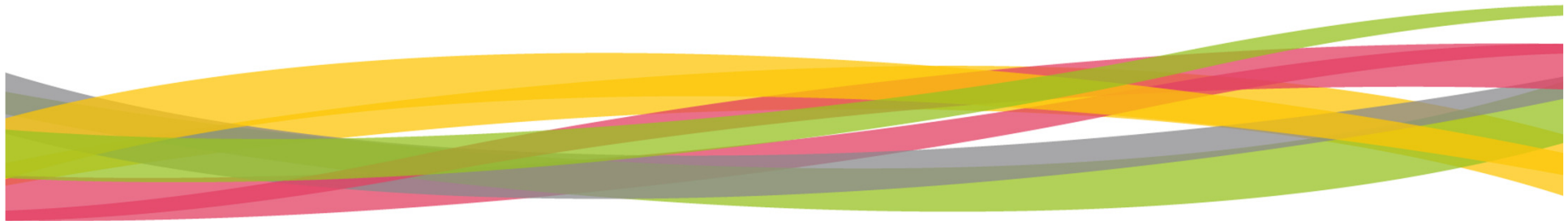
OPERATIONAL ASS'T CRITERIA

- + Management
- + Communication
- + Work Plan
- + Budget (incl. state aid)



The Intervention Logic...

- + The backbone of your application
- + The key element in the assessment
- + A Practical Tool when considering the intervention logic...





Questions?

