


Lead Partner Seminar
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Fulfilling the requests for improvement and Preparation of the revised Application Form

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- All selected projects of the 4th call have to revise their Application Form to fulfil the conditions for approval
- The conditions:
 - Intend to improve the proposals where weaknesses and inconsistencies have been encountered (content and financial);
 - Minimise the risk of State Aid compliance;
 - Heal problems related to administrative mistakes;
 - Ensure consistency with information provided by the Member States representatives on the partners' legal status.



In the case that projects are not able to fulfil the given conditions, they will not proceed into the contracting phase!

Most frequent conditions to be fulfilled



- **Technical and content matters (section 1-4 and 6 of the AF)**
e.g. to ensure a more realistic/focused work plan and to ensure consistency between work plan and budget
- **Budgetary aspects (section 5 of the AF)**
e.g. to ensure a realistic budget allocation to budget lines or periods and to reduce over-budgeting
- **Lead Applicant and/or Project Partners legal status (section 4 of the AF; Co-financing Statement)**
revision based on the further checks done at national level by the relevant national authorities



Most frequent conditions to be fulfilled



- **State Aid compliance**

- Application of *de minimis* thresholds (both at partner and/or final beneficiaries levels);
- Partners affected by *de minimis*: self-declaration on grants already received within *de minimis* in the current and last 2 fiscal years;
- Revision of the State Aid Declaration (if necessary).

All State Aid conditions will also be contractual obligations.



Additional possible changes during the negotiation process



- **Project Starting Date can be revised:**
 - Projects can start (starting date of eligibility of expenditure) as from 25 May 2012 (date of MC approval) or even earlier if so indicated in the Application Form;
 - If not started yet, **only** preparation costs (if foreseen) and costs for the fulfilment of conditions are eligible **before** the starting date;
 - Possibility of revising the starting date in order to adjust the project work plan, taking into account that the recommended project duration is 24 to 30 months and **the latest acceptable end date is 31 December 2014.**



Additional possible changes during the negotiation process



- It is not possible to considerably revise the work plan and the budget if not specifically requested by the conditions
- Eventual changes in the partnership could have a negative impact on the overall project assessment: partnership must be solid and not artificially constituted for the sake of submission of the project proposal;



How to fulfil the requested conditions for approval



Tools to be used

- Change Log File
- Updated Application Form



How to fulfil the requested conditions for approval



Procedure

- Update the electronic version of the AF;
- List all changes of your AF in the Change Log File and clearly relate them to the conditions (conditions are numbered);
- All justifications/clarifications that cannot be provided in the AF shall be included in the Change Log File (with ad-hoc annexes if necessary);



How to fulfil the requested conditions for approval



Procedure

- Send both documents to the JTS Project Manager appointed to your project;
- Both documents will be analysed by the Project and Finance Managers appointed to your project;
- Submission of the revised documents could request further changes: early start of the revision process is a must;
- Contact your JTS Project/Finance Manager in case of questions.

How to fulfil the requested conditions for approval



TIME	WHAT
Within the first half of June 2012	Submission of the first revised electronic AF and the Change Log File to your JTS desk officers
13 July 2012	Submission of the final electronic version of the AF and Change Log file to your JTS desk officers
13 July 2012 (date of post stamp)	Send hard copy versions of <u>all the required documents duly signed and stamped</u>



JTS Desk Officers



Index	Project Acronym	Priority	Resp. PM	Resp. FM
4CE429P1	SMART i.e.	Priority 1	Casarella	Dominovic
4CE549P1	CentralCommunity	Priority 1	Trochimiak	Dominovic
4CE517P1	CENILS	Priority 1	Trochimiak	Dominovic
4CE507P1	Senior Capital	Priority 1	Jusko	Dominovic
4CE506P1	WOMEN	Priority 1	Trochimiak	Dominovic

Index	Project Acronym	Priority	Resp. PM	Resp. FM
4CE492P2	ChemLog-T&T	Priority 2	Ritt	Borrini
4CE482P2	ESSENCE	Priority 2	Ritt	Borrini
4CE433P2	EDITS	Priority 2	Ritt	Borrini

JTS Desk Officers



Index	Project Acronym	Priority	Resp. PM	Resp. FM
4CE561P3	DANUBENERGY	Priority 3	Slavikova	Wiktor
4CE499P3	CombinES	Priority 3	Slavikova	Wiktor
4CE555P3	ECOPAPERLOOP	Priority 3	Jusko	Wiktor
4CE535P3	E2BEBIS	Priority 3	Slavikova	Wiktor
4CE467P3	LiCEA	Priority 3	Trochimiak	Wiktor
4CE459P3	CEEM	Priority 3	Jusko	Wiktor
4CE448P3	PRESOURCE	Priority 3	Slavikova	Wiktor
4CE439P3	URBAN_WFTP	Priority 3	Jusko	Wiktor

Index	Project Acronym	Priority	Resp. PM	Resp. FM
4CE485P4	airLED	Priority 4	Ritt	Borrini
4CE524P4	CITY REGIONS	Priority 4	Ebermann	Borrini
4CE451P4	HERMAN	Priority 4	Casarella	Stillerova
4CE469P4	CENTRAL MARKETS	Priority 4	Ebermann	Borrini
4CE540P4	Forte Cultura	Priority 4	Ebermann	Stillerova
4CE521P4	SHIFT-X	Priority 4	Ebermann	Borrini
4CE466P4	THETRIS	Priority 4	Casarella	Stillerova

The CENTRAL EUROPE web site: www.central2013.eu - section *Document Centre* - provides you with the necessary material and tools to start the project implementation, namely:

- ❖ EU Regulations and their amendments;
- ❖ Links to relevant EU DG web sites;
- ❖ Operational Programme;
- ❖ Subsidy Contract template;
- ❖ Partnership agreement template;
- ❖ Implementation Manual;
- ❖ Control & Audit Guidelines;

- ❖ Information on FLC in the CENTRAL EUROPE countries (section *Country Specific Information*).

