



**Guidelines
on filling in and submitting
the Application form for the co-financing
from
European Regional Development Fund and
TACIS Cross-border cooperation project
facility
under
Lithuania, Poland and Kaliningrad Region
of Russian Federation Neighbourhood
Programme**

Introduction

These guidelines are only a recommendatory document. One should get acquainted with the **Neighbourhood Programme document, Programme Compliment** and Programme Manual before filling in the application. In case of any doubts about filling in the application, one should turn to the **Joint Technical Secretariat** or to the corresponding **Regional Contact Point** in Poland or to **Tacis key expert in Kaliningrad**.

It will not be complicated to fill in the application correctly after getting thoroughly acquainted with the Lithuania, Poland and Kaliningrad Region of Russian Federation Neighbourhood Programme, Programme Compliment and Programme Manual, stating the priorities and measures coordinated with the European Commission that will be financed from the resources of the European Regional Development Fund (ERDF) and TACIS cross-border co-operation project facility. The detailed implementation system of priorities and measures is supplied in all three documents. Every project submitted for funding by ERDF and TACIS under the Neighbourhood Programme should correspond to one of the programme priorities and measures described thoroughly in Programme Compliment.

It is necessary to prepare the application for receiving funding from ERDF and TACIS accurately. One has to fill in all points (if it is not specified otherwise) and the data supplied in them should be precise and thorough.

The application should be filled in accordance with the following:

1. Font Times New Roman 12 shall be used,
2. Data shall be inserted into blank fields and limits set shall be observed,
3. Instructions in rose fields serve as instruction for filling in the application form,
4. Grey fields shall be filled in by the Joint Technical Secretariat.

Annexes which supplement and extend information supplied in the application should also be presented with the application. Annexes to the Application Form should be submitted as original documents or their authenticated copies (stamped on each page with appropriate stamp - 'as original' and signed on each page by a Head of the organisation) should be supplied. Copies may be authenticated by other person than a person authorised to sign the documents. In such a case that person should have a written authorisation to authenticate copies of documents or should be entitled to do it by the internal regulations of the company. Original of such authorisation should be attached to original of the application or an extract from the internal regulations, proving this right should be added.

Annexes should be numbered according to the Annexes List numbering, placed in sequence according to the numbering and separated with separators.

A complete Application Form comprises of:

- **2 originals of the application form with the annexes,**
- **2 copies of the application form with copies of the annexes,**
- **electronic version of the application form with Annex 1 *Information about all partners and their financial contribution to the project* and Annex 21 *Project description (summary) in English* without other annexes (requirement of submitting Annex 21 does not apply to projects which application forms are filled in English).**

Originals of the application form (under the “*Certification of the Overall Lead Partner/Lead Partner for INTERREG part of the project*” as it is indicated and/or under the “*Certification of the Overall Lead Partner/Tacis Responsible Partner for TACIS part of the project*” as it is indicated) and **Annex 21 Project description (summary) in English** (on last page as it is indicated) (requirement of submitting Annex 21 does not apply to projects which application forms are filled in English) should be signed by persons authorised to sign the documents in the name of Overall Lead Partner/Lead Partner, stamped with Overall Lead Partner/Lead Partner stamp and dated and as well by Overall Lead Partner/Tacis Responsible Partner.

Originals of the Application Form with the annexes should be bound or fastened permanently in other way. Each page of bound/fastened original of the application form with the annexes should be numbered and signed by a person authorised to sign the documents. Total number of pages of bound/fastened original of the application form with the annexes should be written on last page of bound/fastened original of the application form with the annexes. A word “original” should be written on first page of bound/fastened original of the application form with the annexes.

Documents of many pages (e.g. feasibility study) may be bound or fastened permanently in other way separately from original of the application form with other annexes. Each page of such bound/fastened document should be numbered and signed by a person authorised to sign the documents. Total number of pages of bound/fastened document should be written on its last page. A word “original” should be written on first page of bound/fastened document.

Copies of the Application Form with copies of the annexes should be authenticated (stamped with appropriate stamp - ‘true copy’ and signed by a person authorised to sign the documents on each page). Copies may be authenticated by other person than a person authorised to sign the documents. In such a case that person should have a written authorisation to authenticate copies of documents. Original of such authorisation should be attached to original of the Application Form. Copies of the Application Form with copies of the annexes should not be bound or fastened permanently in other way. A word “copy” should be written on first page of not bound/not fastened copies of the Application Form.

Originals of the Application Form with the annexes, copies of the application form with copies of the annexes and electronic version of the application form with Annex 1 Information about all partners and their financial contribution to the project and Annex 21 Project description (summary) in English without other annexes on CD or floppy disc (requirement of submitting Annex 21 does not apply to projects which application forms are filled in English) should be delivered in sealed envelope by registered mail, courier, messenger or in person to the Joint Technical Secretariat in Vilnius by July 10, 2006 16.00 local time.

Additionally electronic version of the application form with Annex 1 *Information about all partners and their financial contribution to the project* and Annex 21 *Project description (summary) in English* without other annexes (requirement of submitting Annex 21 does not apply to projects which application forms are filled in English) may be sent to the Joint Technical Secretariat in Vilnius to the following e-mail address info@interreg3a.org.

Address of Joint Technical Secretariat

**INTERREG Joint Technical Secretariat
Lithuania, Poland and Kaliningrad Region of Russian Federation**

Neighbourhood Programme
Sv. Ignoto str. 5
LT-01220 Vilnius
Lithuania

TEL. + 370 5 2610 497
FAX + 370 5 2610 498
e-mail: info@interreg3a.org
www.interreg3a.org

The application should be prepared according to these legal acts:

- Council Regulation (EC) No 1260/1999 of 21 June 1999 laying down general provisions on the Structural Funds (OJ L 161, 26.06.1999, p. 1), amended by Council Regulation (EC) No 1447/2001 of 28 June 2001 (OJ L 198, 21.7.2001, p. 1)
- Regulation (EC) No 1783/1999 of the European Parliament and of the Council of 12 July 1999 on the European Regional Development Fund (OJ L 213, 13.08.1999, p. 1)
- Commission Regulation (EC) No 1685/2000 of 28 July 2000 laying down detailed rules for the implementation of Council Regulation (EC) No 1260/1999 as regards eligibility of expenditure of projects co-financed by the Structural Funds (OJ L 193, 29.7.2000, p. 39); amended by Commission Regulation (EC) No 448/2004 of 10 March 2004 (OJ L 72, 11.3.2004, p. 66)
- Commission Regulation (EC) No 1159/2000 of 30 May 2000 on information and publicity measures to be carried out by the Member States concerning assistance from the Structural Funds (OJ L 130, 31.5.2000, p. 30)
- Commission Regulation (EC) No 643/2000 of 28 March 2000 on arrangements for using the Euro for the purposes of the budgetary management of the Structural Funds (OJ L 78, 29.3.2000, p. 4)
- Commission Regulation (EC) No 438/2001 of 2 March 2001 laying down detailed rules for the implementation of Council Regulation (EC) No 1260/1999 as regards the management and control systems for assistance granted under the Structural Funds (OJ L 63, 03.03.2001, p. 21); amended by Commission Regulation (EC) No 2355/2002 of 27 December 2002 (OJ L 351, 28.12.2002, p. 42)
- Commission Regulation (EC) No 448/2001 of March 2001 laying down detailed rules for the implementation of Council Regulation (EC) 1260/1999 as regards the procedure for making financial corrections to assistance granted under the Structural Funds (OJ L 64, 6.3.2001, p. 13)
- Council Regulation (EC, Euratom) No 99/2000 of 29 December 1999 concerning the provision of assistance to the partner States in Eastern Europe and Central Asia, as amended by Council Regulation (EC) No 2112/2005 of 21/11/2005 on access to Community external assistance.
- Practical Guide to contract procedures for EC external actions (hereinafter PRAG) (available from following Internet address:

http://europa.eu.int/comm/europeaid/tender/practical_guide_2006/index_en.htm

- EU Visibility Guidelines for external actions (available from following Internet address: www.eu-visibility.ru)

The above documents are available for download from the Programme's website at www.interreg3a.org.

The application for funding should be filled in Lithuanian, Polish, Russian or English language. If one of the first three languages is used for filling in the application, a summary in English should be annexed.

Annexes to the application form may be submitted in one of the four languages of the application form. If application form has been filled in English, annexes may be submitted in national languages of the Programme partner countries.

In case of Tacis funding the annexes and supporting documents must be supplied in the form of originals or photocopies certified as true by an authorised person. Where such documents are in a language other than English, a faithful translation into English must be attached which will apply for the purposes of interpreting the proposal (applicable only for Tacis funding).

Explanation of Points in the Application Form

Index Number

(to be filled by JTS)

Registration date

(to be filled by JTS)

Date of approval

(to be filled by JTS)

The part of the form where the registration number, registration and approval dates are specified is filled by the **Joint Technical Secretariat**.

Title of the project

(not more than 100 characters with spaces)

The name of the project should be entered here – it should be short, easily understandable (not more than 100 characters with spaces) and describing the project clearly. One should pay attention to the fact that the project title should not repeat titles of other projects of the applicant or of other entities carried out under the Neighbourhood Programme or other programmes and should not be the same as the Neighbourhood Programme priority or measure title.

Here are several examples of project titles:

- Modernisation of xxx Waste Water Treatment Equipment System
- Promotion of Public and Economic Activity Effectiveness in xxxx Regions
- Cooperation of Scientific Institutions of xxxxx Region

Acronym

(optional)

The acronym of the project title could be entered here so that it should be easier to identify the project in the subsequent text of the application. It could consist of letters or one or a few words.

Area of intervention

(to be filled by JTS)

Joint Technical Secretariat will enter the intervention area of the activity specified in the application.

I. BASIC INFORMATION

(tick only one box in column)

(tick only one box in column)

☐ Interreg/Tacis joint project

☐ not a mirror project

<input type="checkbox"/> Tacis project	<input type="checkbox"/> mirror project with project <insert title>, Lead Partner <insert title>
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One project type should be indicated out of the following:

- **INTERREG/TACIS joint project** – project implemented by eligible partner or partners from Poland, Lithuania or Kaliningrad Region and project activities are carried out both on EU side of the border and Russian side of the border or directly benefiting Kaliningrad Region.
- **TACIS project** – project implemented independently by eligible partner or partners and project activities are carried out in or directly benefiting Kaliningrad Region.

Moreover, it should be indicated whether the project is a mirror project, (i.e. project submitted for the same call, when the same type of activities are implemented on both sides of the border, each having the Lead Partner coming from each involved country) with project by Lead Partner from other side of the border. If so, title of project on other side of the border and project Lead Partner's name should be entered as indicated.

1.2. Overall Lead Partner of the project

(tick only one box)

Lead Partner (INTERREG part of the project) ☐

Tacis Responsible Partner (TACIS part of the project) ☐

Overall Lead Partner of the project, i.e. the partner which submits the Application Form and bears the responsibility for the implementation of the entire project, should be indicated. It could be either the Lead Partner (i.e. partner of the INTERREG part of the project) or the Tacis Responsible Partner (i.e. partner of the TACIS part of the project).

In case of INTERREG/TACIS joint project, it is necessary to indicate the Lead Partner, Financial Partner (if relevant) in Poland or Lithuania and Tacis Responsible Partner.

The Lead Partner and Financial Partner should always be on two sides of the border. If the Lead Partner is on the Polish side, the Financial Partner should be on the Lithuanian side. And vice versa, if the Lead Partner is in Lithuania, the Financial Partner should be on the Polish side.

In case of TACIS project, it is necessary to specify the Tacis Responsible Partner only.

NB! The money from the European Regional Development Fund may be granted to the beneficiaries from Lithuania and Poland as these are member states of the European Union, and the money from TACIS may be granted for activities carried out in or directly benefiting Kaliningrad Region.

The following concepts are used in the implementation of the Neighbourhood Programme:

Lead Partner (for Interreg part of the project) is the partner selected by all project partners who will sign a subsidy contract with the Managing Authority, thus undertaking the full financial and legal responsibility for the Interreg part of the project. The Lead Partner is thus financially liable to the Managing Authority for the total amount of Interreg funds. Only the Lead Partner submits payment requests encompassing the whole project on the basis of the Subsidy Contract. In practice the Lead Partner shall receive INTERREG funds from the

Paying Authority/Intermediary Body on his side of the border and shall distribute these to other partners from his country.

Financial Partner (for Interreg part of the project) is the partner on the other side of the border than the Lead Partner, appointed for the purposes of money transfers. Financial Partner is responsible for receiving the ERDF funds from the Paying Authority/ Intermediary Body on his side of the border and distributing these to other partners from its country.

Tacis Responsible Partner is the partner from the eligible territory of Lithuania, Poland or the Kaliningrad Region of the Russian Federation, who will conclude the contract with the European Commission represented by the EC Delegation to Russia.

Partners (other) are institutions and organisations eligible under the Programme, participating in the implementation of the project, carrying out activities, requesting INTERREG or TACIS funding and accounting to the Lead Partner, Financial Partner or the Tacis Responsible Partner.

Project may involve other institutions or organisations, eligible under the Programme, participating in the implementation of the project, but not requesting INTERREG or TACIS funding. Information about the involvement of such other institutions or organisations should be provided in the description of the project in the Application Form. Such other institutions or organisations are considered project partners, they should be counted into a number of project partners in point I.6, should be listed in points III.9, III.16, III.17, in budget tables IV.1, IV.5. Annex 1 must be filled for such partners as well. They have to sign the partnership declaration. Overall Lead Partner shall have to report on such partners' activities.

I.3. Lead Partner (INTERREG part of the project)

I.4. Financial Partner (INTERREG part of the project)

I.5. Tacis Responsible Partner (TACIS part of the project)

All necessary data about the partner should be supplied: its name, location, legal form, registration number (enterprise code or tax identification number), contact details, indication whether it is a VAT payer, bank details.

Also data about the person authorised to sign documents, the project coordinator and the project financial manager should be supplied.

Person authorised to sign the documents is a person authorised to sign the documents, including subsidy contract, on behalf of the partner's institution. If this person is not a person representing partner's institution by law or internal regulations, authorisation from a person representing partner's institution by law or internal regulations shall be submitted (Annex 6).

Project coordinator is a person nominated in partner's institution to coordinate the project implementation and to be contacted about issues concerning the project.

Project financial manager is a person nominated in partner's institution to manage the project finances.

I.6. The project involves partners from

Country	Number of partners
Lithuania	
Poland	
Russian Federation	

Other (<i>applicable only for Tacis part of the project</i>)	
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The number of project partners involved from the given countries (contributing financially or only participating in activities), including the Overall Lead Partner, should be indicated. In case of single applicant project – 1 (one) should be inserted near the country the partner comes from.

Project may involve maximum 15 partners.

For each partner a separate table in Annex 1 has to be filled in with data about each project partner using the model form (Form 1).

1.7. Priority

(tick only one box)

1. ☐ Competitiveness and productivity growth of the cooperation area through development of cross-border infrastructure and border security, economic and scientific/technological cooperation
2. ☐ Contribution to the cooperation between populations, socio-cultural integration and the labour market

The applicant has to indicate the priority of the Neighbourhood Programme to which the applicant assigns the project. The application may be assigned to one priority only.

1.8. Measure

(tick only one box)

- 1.1 ☐ Stimulating of economic and scientific/technological co-operation
- 1.2 ☐ Improvements in physical and border security infrastructure to encourage development of the border area
- 1.3 ☐ Environmental protection and growth of energy efficiency and promoting renewable energy sources
- 1.4 ☐ Development of tourism and tourism infrastructure for development of cross-border tourism and recreation as well as improvement of cultural heritage objects of cross border importance
- 2.1 ☐ Support of local societies' initiatives
- 2.2 ☐ Regional cultural identity and cultural heritage

The applicant also has to indicate the measure of the Neighbourhood Programme under the indicated priority. The application may be assigned to one measure only.

1.9. Short project description

(not more than 3500 characters with spaces)

The main characteristics of the project should be supplied in the project description section. The main objectives and activities should be described. The expected outputs and results to be created/ achieved due to implementation of project activities should be indicated. The cross border impact of the project should be described, i.e. the location of the project implementation, the project partners and where they come from, project participants and target group(s), how the outputs and results will influence both sides of the border.

Information indicating the relevance of the project to the Neighbourhood Programme and to particular measure chosen should be indicated.

I.10. Planned project start date	
INTERREG <i>Month and year</i>	TACIS <i>Month and year</i>

I.11. Planned project end date	
INTERREG <i>Month and year</i>	TACIS <i>Month and year</i>

I.12. Duration (months)	
INTERREG <i>Months</i>	TACIS <i>Months</i>

The month and year of the planned start of project implementation should be indicated in the planned project start date box. The anticipated end date of the project should be indicated in the planned project end date box.

The exact number of project implementation months should be indicated.

For INTERREG part of the project:

The earliest project start date can be the date of the Steering Committee decision on project funding. The maximum project duration is 24 months.

All the activities related to the INTERREG funding have to be finalised before December 31, 2007 and the beneficiary must have paid all the invoices till December 31, 2007. The final reports and payment claims must be submitted till the end of March 2008.

For TACIS part of the project:

The project start date is the next day after the signature of the Contract between the Contracting Authority and the Tacis Responsible Partner. The maximum project duration is 24 months.

For projects involving both sources of funding (INTERREG and TACIS) the project activities of Interreg part of the project have to be finalised before December 31, 2007. Tacis part of the project can continue until the end of 2009.

II. PROJECT BUDGET

<i>Funds</i>	<i>Amount in EUR</i>	<i>Percentage out of INTERREG or TACIS total eligible project budget</i>
(1) INTERREG funding		

<i>Funds</i>	<i>Amount in EUR</i>	<i>Percentage out of INTERREG or TACIS total eligible project budget</i>
(2) Public co-financing (for INTERREG part of the project)		
(3) INTERREG total eligible project budget (1+2)		100
(4) TACIS funding		
(5) Co-financing (for TACIS part of the project)		
(6) TACIS total eligible project budget (4+5)		100
(7) Total eligible project budget (3+6)		
(8) Preparation costs*		
(9) Non-eligible financing (EU Member States)		
(10) Non-eligible financing (non EU Member States)		
(11) Total project budget (7+8+9+10)		

All amounts related to the project implementation should be indicated in EUR.

When filling in all the budget tables the fact that INTERREG and TACIS co-financing rates should not exceed the limits fixed in the main Programme documents and Programme Manual should be taken into account.

The table of project budget should comprise all funds for project implementation, i.e.:

(1) INTERREG funding – sum of INTERREG co-financing requested by all the Polish or Lithuanian partners.

(2) Public co-financing (for INTERREG part of the project) – sum of national co-financing provided by all the Polish or Lithuanian partners.

(3=1+2) INTERREG total eligible project budget – sum of INTERREG co-financing requested and national co-financing for all the Polish or Lithuanian partners.

(4) TACIS funding – assistance requested by all the partners of TACIS part of the project.

(5) Co-financing (for TACIS part of the project) – co-financing provided for TACIS part of project by project partners or other eligible entities.

(6=4+5) TACIS total eligible project budget – TACIS assistance requested and co-financing provided for TACIS part of the project.

(7=3+6) Total eligible project budget – sum of INTERREG and TACIS parts of the project.

(8) Preparation costs – applicable only for INTERREG part of the project, eligible only for successful projects from May 3, 2004 till the day before the Steering Committee meeting in which the decision on project funding was adopted.

Total eligible preparation costs for projects up to 50 000 EUR (INTERREG part of the project) cannot exceed 2500 EUR or 10% of the INTERREG total eligible project budget, whichever is lower, and for projects more than 50 000 EUR (INTERREG part of the project) cannot exceed 7500 EUR or 5% of the INTERREG total eligible project budget, whichever is lower.

Preparation costs should not be included into Total eligible project budget. The same rule applies to budget tables IV.1 – IV. 3 and IV.5.

(9) Non-eligible financing (EU Member States) – sum of non-eligible expenses by all the Polish or Lithuanian partners. Financing provided by other institutions or organisations involved in the project should not be included, as such other institutions or organisations are not considered project partners.

(10) Non-eligible financing (non EU Member States) – sum of non-eligible expenses by all partners of TACIS part of the project. Financing provided by other institutions or organisations involved in the project should not be included, as such other institutions or organisations are not considered project partners.

(11=7+8+9+10) Total project budget.

III. DETAILED PROJECT DESCRIPTION

III.1. Title of the project

(not more than 100 characters with spaces)

The project title should be entered once again and be the same as on Application Form front page.

III.2. Project location

Lithuania		Poland		Russian Federation	
County(ies)		Voivodship(s)		Region	Kaliningrad
Municipality(ies)		Powiat(s)		Rayon(s)	
Town(s)		Gmina(s)		Town(s)	
		Town(s)			

Exact location of project implementation should be specified: county(ies) or voivodship(s), powiat(s) or municipality(ies) or rayon(s), town(s) and/or gmina(s).

A map indicating the location of the project activities can be submitted as Annex 22 (submission of Annex 22 is optional).

III.3. Justification of the project

(not more than 3500 characters with spaces)

Existing problem(s) or issue(s) the project will address should be described. The background to the problem(s)/ issue(s) should be described. Relevance of project partnership to solving the described problems should be justified. The target group(s) the project will address (the group(s) which will benefit from the results of the project) should be identified.

III.4. Objectives of the project

(not more than 3500 characters with spaces)

The overall objective and immediate objective(s) of the project should be described. If different, the immediate objectives have to be specified separately for INTERREG and TACIS parts of the project.

Formulating the overall objective, the questions “Why is this project necessary? What is the anticipated long-term impact after achieving the project results?” should be answered. The

objective has to be clear and realistic. The objective has to be such that it could be possible to choose measurable indicators for it easily.

The immediate objective(s) which will be achieved due to implementation of project activities should be indicated. They should be related to the described problems and result from the needs of the identified target group(s) which will be satisfied by the project implementation. The immediate objective(s) should relate to the anticipated project results which will be used by the final beneficiaries.

III.5. Approach and methodology

(not more than 3500 characters with spaces)

Approach and methodology (activities, their combination and sequence) which will be applied to produce the intended outputs, results and impact and to achieve the project objectives should be described. The relation of the chosen methodology to the project should be explained.

III.6. Cross-border impact

(not more than 3500 characters with spaces)

The cross-border impact of the project should be understood as the meaning of the project to the programme area. How the outputs and results will influence both sides of border, how will they benefit social and economic development of areas on both sides of the border. The cross-border impact may also be described on partnership level (merit, organisational or financial involvement of foreign partner in project preparation, implementation or funding).

III.7. Expected outputs, results and impact of the project

Expected outputs, results and impact of the project should be listed separately for INTERREG and TACIS parts of the project:

- outputs (tangible and visible outcomes or products of the project's activities, such as meetings, guides, web sites, databases, investments etc.);
- results (immediate effects of achieving the project outputs, they provide information about immediate changes occurred due to the project implementation (e.g. transfer of best practices from one region to another, development of joint projects between two regions, increased human resources capacities etc.);
- long-term impact (long-term consequences of the implemented project, e.g. improved efficiency of Structural Funds implementation, contribution to sustainable development of participating regions).

In description section the listed measure level indicators should be described, if any or other types of indicators should be included and described. Whenever possible, measurable indicators for measuring the outputs, results and impact on cross-border regions should be used.

When filling information about project impact the applicants are allowed not to fill impact indicators, only the column of impact description can be filled. For projects under 50.000 EUR filling the column of impact description is not obligatory.

The first column of the table has to be filled using numbers (if possible), in the last column – “Description” – the concrete description of the indicators has to be added (e.g. “Number of cross-border events” the short description of the event(s) has to be enclosed).

III.8. Detailed description of the main project activities

III.8.1. Project activities on INTERREG part of the project*(not more than 7000 characters with spaces)***III.8.2. Project activities on TACIS part of the project***(not more than 7000 characters with spaces)*

The detailed, concrete activities to be undertaken in order to produce results should be described. The role of each project partner in the activities should be specified. Activities that will be implemented within the territory of the European Union and activities that will be implemented outside the territory of the European Union should be specified separately.

III.9. Project stages and outputs to be achieved

<i>Project stage</i>		<i>Main activities</i>	<i>Outputs to be achieved</i>	<i>Partner in charge</i>	<i>Expenditure in EUR</i>
<i>No.</i>	<i>Title</i>				
1					
2					
3					
4					
5					
				<i>Total project budget excluding preparation costs</i>	

Project stage is understood as project activities which can be grouped based on subject-matter and financial resources and which could be measured by project outputs, including administration of the project and as well information and publicity activities. When describing the project stages the partner responsible for implementation of activities and as well the costs of the stage should be indicated. Expenditure may include non-eligible expenses by project partners (if relevant). Financing provided by other institutions or organisations involved in the project should not be included, as such other institutions or organisations are not considered project partners. In case of necessity to indicate more project stages, the rows may be copied. Please note that maximum allowed number of stages is 10.

III.10. Readiness to implement the project**III.10.1. Infrastructure projects**

<i>Activities, necessary for project implementation done/ planned to be done</i>	<i>Date</i>	<i>Comments</i>
<i>Documentation proving purchase of land or rights of tenure/ disposal of land required for implementation of project</i>		
<i>Preparation of the Feasibility study</i>		
<i>Preparation of Environmental Impact Assessment</i>		
<i>Preparation of the technical documentation</i>		
<i>Permit for construction/reconstruction issued</i>		
<i>Preparation of tender documentation</i>		
<i>Tender announcement</i>		
<i>Other (please specify)</i>		

III. 10.2. Soft projects

<i>Activities, necessary for project implementation done/ planned to be done</i>	<i>Date</i>	<i>Comments</i>
<i>Agreements between project partners (coordination meetings and agreements made)</i>		
<i>Tender announcement (if tender for services or other purchases is required)</i>		
<i>Other (please specify)</i>		

Table III.10.1 lists activities performed or planned to be performed which are necessary for the implementation of an investment (infrastructure) project.

Table III.10.2 lists activities performed or planned to be performed which are necessary for the implementation of a “soft” project.

Only one of the two available tables should be filled in.

It has to be specified here what particular actions have been/shall be performed giving the ground to start the project implementation. The date of issue or preparation of each document should be indicated in the second column. If the process of documents issue or preparation has not been finished yet, information about it (e.g. when it is foreseen to receive the relevant document) should be supplied in the third column “comments”. If necessary, rows may be added.

The planned or real dates of issue or preparation of the documents should correspond to the project implementation stages indicated in point III.9 of the application form. Links with the list of annexes to the application form should be observed.

III.11. Action plan

YEAR 1												
Project stage No.	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
INTERREG part of the project												

YEAR 1												
Project stage No.	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
TACIS part of the project												

YEAR 2												
Project stage No.	Month 13	Month 14	Month 15	Month 16	Month 17	Month 18	Month 19	Month 20	Month 21	Month 22	Month 23	Month 24
INTERREG part of the project												
TACIS part of the project												

The timetable of activities implementation should be made by breaking them down by months and the project stages (as listed in point III.9) and by shading relevant cells.

Month 1 in the action plan is considered to be the month of the project start date (not calendar month), indicated in point I.10.

The timetable for INTERREG and TACIS parts of the project has to be filled separately.

In case of necessity, the rows may be copied both for INTERREG and TACIS parts of the project.

III.12. Compliance with national / regional development strategy(ies) / plan(s)

(not more than 3500 characters with spaces)

In Lithuania

(not more than 3500 characters with spaces)

In Poland

(not more than 3500 characters with spaces)

In Kaliningrad Region

Depending on the project location and content, the compliance with development strategy documents of a given country(ies)/ region(s), including sectoral policies strategic documents, should be described. The relevant national/ regional development strategy(ies) or plan(s) should be indicated and the compliance of the project with them should be justified referring to relevant parts, points etc. of those documents.

It is possible to relate the planned activities with the development strategy by various aspects and at various levels; e.g. the social and economic meaning of the project, the impact of the project on regional development or its part (e.g. increase of regional competitiveness, improvement of investment attractiveness of the region, impact on human resources, contribution to cultural heritage etc.).

Information about strategic documents in the Programme area is available at:

- for Lithuanian part of the Programme area: Regional Development Departments of County Governor's administrations of Alytus, Klaipėda, Marijampolė and Tauragė counties,
- for Polish part of the Programme area: Regional Contact Points at the marshal's offices of Pomorskie, Warmino-Mazurski and Podlaskie voivodships.

III.13. Contribution to other EU policies

(tick only one box per policy)

	Project impact	Description (not more than 1500 characters with spaces per row)
Environmental impact	Main objective <input type="checkbox"/> Positive <input type="checkbox"/> Neutral <input type="checkbox"/>	
Equal opportunities	Main objective <input type="checkbox"/> Positive <input type="checkbox"/> Neutral <input type="checkbox"/>	
Information society	Main objective <input type="checkbox"/> Positive <input type="checkbox"/> Neutral <input type="checkbox"/>	

	<i>Project impact</i>	<i>Description</i> <i>(not more than 1500 characters with spaces per row)</i>

The project contribution (direct and indirect) to the following EU policies should be indicated and explained:

- environmental impact,
- equal opportunities,
- information society.

In each policy one out of three impacts should be chosen (one out of three boxes should be ticked):

- the policy is the main topic of the project – **main objective**,
- the project makes a positive impact on issues related to the policy – **positive**,
- the project is not related or makes a neutral impact on the policy – **neutral**.

The third column (description) serves for giving the justification of the selected choice.

Environmental impact

Investments financed with the EU funds should comply with the regulations of laws of the European Union and the member state in the field of environmental protection. They should also comply with the Council Directive 90/313/EEC as of 7 June 1990 on the freedom of access to information on the environment.

Environmental issues may be the main objective of projects submitted under the Measure 1.3 and some projects submitted under the Measures 2.1 and 2.2.

If according to the requirements of the national legal acts it is required to provide “Environmental impact assessment” of the project, the main conclusions of the mentioned document should be provided in this box.

Equal opportunities

According to the law of the European Union, the issue of equal opportunities is first of all the equality of men and women in accessing the labour market and at work. In the wider meaning the policy strives to ensure the possibility for the disabled to access the labour market and use the public infrastructure.

The impact of the project is mostly related to the target groups and project participants. Attention should be paid to the fact that taking active actions in the field of making opportunities equal does not mean equalling the position of everybody but creating conditions under which the discriminated groups should have the same possibilities as everyone else.

Information society

The issue of information society is related to the development of modern information and communications technologies. It is advised that all investments funded under the Programme should be innovative. If new technologies will be applied to the project implementation process or introduced due to the project implementation, it should be justified that information society development is main project objective.

III.14. Information and publicity measures

(not more than 3500 characters with spaces)

The communication and information strategy of the project should be described here providing an explanation on how the project partners are planning to implement the information campaign about the project so that the project and its results would be

disseminated and marketed widely. The Commission Regulation (EC) No. 1159/2000 as of May 30, 2000 on information and publicity measures to be carried out by the member states concerning assistance from structural funds and “EU Visibility Guidelines for external actions” should be referred to.

The target group(s) to be addressed with information and publicity activities and the measures with the help of which the activities will be carried out should be indicated. Here are some examples of such measures: websites, publications, brochures, presentations, exhibitions, information stands – boards, announcements/information in the media, etc.

The information and publicity measures should be marked appropriately indicating the EU’s contribution to the project.

III.15. Sustainability (durability) of project results

III.15.1. For INTERREG part of the project

(not more than 3500 characters with spaces)

III.15.2. For TACIS part of the project

(not more than 3500 characters with spaces)

It should be described how the sustainability (durability) of the project outputs and results will be ensured. The following questions shall be answered: who will own the produced outputs? how, when and by whom will the outputs and results be used? how will they be maintained after the project has been finalised? who will be responsible for the maintenance, continuation or development of the activities initiated by the project implementation (institutional sustainability)? how this will be carried out including future funding (financial sustainability)? The question of how the project impact will be sustained after the end of the project shall be answered (e.g. who and how will implement the strategies prepared, maintain the established cooperation tools, be responsible for carrying out investments intended).

Sustainability should be described separately for INTERREG and Tacis parts of the project.

III.16. Contribution by partners

(not more than 3500 characters with spaces per partner)

Overall Lead Partner

Partner No.2

Partner No.3

How each partner will contribute to the project as well as how each partner will benefit from it should be explained. How the different competences and the specific know-how (partner’s expertise in the field of proposal) of each partner will be used during the project implementation should be specified. It should be justified that each partner has a clearly defined role in the project.

The number of employees who will work for the project, as well as the duration of such work and the estimated monthly remuneration rate of the mentioned employees should be specified for each partner.

The table may be copied if necessary, i.e. if more partners participate in the project. The numbering of partners should be the same as in other parts of the application form and the annexes to it.

III.17. Experience of partners

(not more than 3500 characters with spaces per partner)

Overall Lead Partner

Partner No.2

Partner No.3

The experience of each partner in managing/ participating in previously or currently implemented EU funded projects or in delivering similar types of activities/ projects should be described. The title of each project/ activity should be provided as well as its short description, duration, value and funding resources. The role the partner had in each project should be stated. The information may concern projects/ activities financed with EU pre-accession funds (PHARE, SAPARD), TACIS, EU structural funds and Cohesion fund and other, including national funds or partner's own funds, especially those implemented during last five years.

The table may be copied if necessary, i.e. if more partners participate in the project. The numbering of partners should be the same as in other parts of the application form and the annexes to it.

III.18. Project links to other EU funded projects

Programmes	Short description of project <i>(not more than 1500 characters with spaces per row)</i>
INTERREG IIIA / Tacis CBC programmes	
PHARE CBC	
Tacis CBC	
Tacis National Programme	
PHARE National programme	
INTERREG IIIB BSR	
INTERREG IIIC	
Other (please specify)	

If the submitted project is logically, topically and closely linked to other projects funded from the EU funds, these linked projects should be indicated in this point. The linked project may have been implemented by project partner(s) or other entity(ies).

A short description of the linked project, its value and duration should be provided in the second column "Short project description". The linked projects should be described in rows corresponding to the EU programmes under which they have been funded. If a linked project has been funded from other EU programme, full title of the programme should be specified in

the first column “Programmes” and a project described in the second column “Short project description”.

If the project is part of the larger activity or its implementation depends on other projects implementation or is a separate stage of an already started project (activity continuation), these projects are the linked projects and should be described in this point, provided they have been funded from the EU funds.

IV. DETAILED PROJECT BUDGET

All amounts related to the project implementation should be indicated in EUR.

When filling in all the budget tables the fact that INTERREG and TACIS co-financing rates should not exceed the limits fixed in the main Programme documents and Programme Manual should be taken into account.

Preparation costs (only INTERREG part of the project) should not be included into the budget tables IV.1 – IV. 3 and IV.5.

IV.1. Project budget by partner and source of funding (to be filled for all project partners both requesting INTERREG and TACIS funding)

The VAT is included into the budget:

Yes ☒ No ☐

One of two boxes should be marked supplying the information whether the value added tax (VAT) has been included into the budget.

For INTERREG/TACIS projects box “YES” has to be marked if at least one EU Member State partner has no possibility to recover VAT. Box “NO” has to be marked if all project partners have the possibility to recover VAT.

For TACIS projects box “NO” has to be marked, as all partners have right to VAT exemption/recovery based on Russian legislation.

For INTERREG part of the project, VAT may be included into the budget only when it constitutes eligible expenditure of the project. According to the provisions of Commission Regulation (EC) No. 448/2004 as of March 10, 2004 amending Regulation (EC) No 1685/2000 laying down detailed rules for the implementation of Council Regulation (EC) No 1260/1999 as regards the eligibility of expenditure of operations co-financed by the Structural Funds and withdrawing Regulation (EC) No 1145/2003, VAT does not constitute eligible expenditure except where it is genuinely and definitively borne by the final beneficiary. VAT which is recoverable, by whatever means, cannot be considered eligible, even if it is not actually recovered by the final beneficiary. The public or private status of the final beneficiary is not taken into account for the determination whether VAT constitutes eligible expenditure.

Important additional information is the fact that the Community co-financing may not exceed total eligible expenditure excluding VAT.

Confirmation whether partner is entitled or not to VAT recovery should be presented in form of Annex 23.

Project partners	Country	Partner budget in EUR							
		INTERREG	TACIS	Partner's contribution			Total public eligible costs 3+4+5+6+7	Non-eligible	Total 8+9
				Central/ Government	Regional/Loca l	Other public			
1	2	3	4	5	6	7	8	9	10
OLP									
2									
3									
Total									

The project budget should be broken down by project partners (in rows) and sources of funding (the amounts of INTERREG or TACIS funds and the national public co-financing should be indicated in adequate columns).

The rows may be copied if necessary, i.e. if more partners participate in the project.

Column 1 “Project partners” should be filled in with numbers (except the first line indicating the OLP – Overall Lead Partner). The numbering of partners should be the same as in other parts of the application form and the annexes to it.

Column 2 “Country” should be filled in with the name of country the partner comes from.

Column 3 “INTERREG” and column 4 “TACIS” should be filled in with amounts requested (eligible expenditure only).

Columns 5-7 “Partner’s contribution” should be broken down into state budget/ central funds (column 5), regional/ local funds (column 6) and other public funds (column 7) (eligible expenditure only).

For TACIS projects or TACIS part of the INTERREG/TACIS projects, all TACIS grant must be shown in Taxis Responsible Partner row. National co-financing must be indicated separately by all partners having financial contribution.

Calculating the national co-financing, the funds planned in partners’ budgets for the project implementation should be considered, e.g. funds in municipality, powiat, gmina budgets, fund or other legal person eligible under the Programme, and all funds that are not own costs and

do not make part of the budget of the support recipient. These are funds received by the support recipients (partners) from such third institutions as national funds so that they would be able to increase their contribution to the project budget. For instance, a gmina or a municipality shows its funds in the 6th column (regional and local co-financing of the country). The costs of institutions of the public financial sector that have no governmental or municipal administration status but are operating in a certain territory are entered in the 6th column. Therefore, this column should be used for, e.g., entering university funds reserved for the Project implementation. If a central administration unit (e.g., ministry) allocates a target grant from its budget to an institution for implementing activity, this sum should be entered in the 5th column (central budget).

All other public funds should be entered in the column "Other public" (column 7).

Total eligible project costs include the EU funds and the national co-financing. The sum of eligible costs from public sources should be entered in column 8 "Total public eligible costs". The numbers are received by summing up entries of corresponding rows from columns 3 to 7. Non-eligible expenditure by project partners (if relevant) should be entered into column 9 "Non-eligible". Financing provided by other institutions or organisations involved in the project should not be included, as such other institutions or organisations are not considered project partners.

In column 10 "Total" eligible costs (column 8) and non-eligible costs (column 9) should be summed up.

In case of necessity, the rows may be copied for partners, i.e. if more partners participate in the project. The numbering of partners should be the same as in other parts of the application form and the annexes to it.

IV.2. Project costs by stages

<i>Project stage No.</i>	<i>INTERREG funding in EUR</i>	<i>Co-financing for INTERREG part of the project in EUR</i>	<i>TACIS funding in EUR</i>	<i>Co-financing for TACIS part of the project in EUR</i>	<i>Non-eligible expenditure</i>	<i>Total expenditure by stage in EUR</i>
1						
2						
3						
4						
5						
Total						

The project budget should be broken down by stages as listed in the point III.9 (in rows) indicating the INTERREG funding, national co-financing for INTERREG part of the project, TACIS funding, national co-financing for TACIS part of the project and non-eligible expenditure by project partners, if relevant (in columns). Amounts entered in last column should correspond to amounts entered in last column of the point III.9. In case of necessity,

the rows may be copied for project stages. The numeration of the project stages have to correspond to the one listed in the point III.9.

IV.3. Budget for INTERREG part of the project (eligible costs)

More detailed project budget breakdown has to be presented as an Annex, using standard Form 2A.

Category of expenditures	INTERREG funding in EUR	Co-financing in EUR	Total eligible costs in EUR
1. Staff costs			
2. Administration costs			
3. Services (including external expertise)			
4. Travel and accommodation			
5. Meetings and events			
6. Promotion costs			
7. Other eligible costs			
8. Investments			
8.1. Supplies			
8.2. Works			
9. Total eligible project costs (1-8)			

The INTERREG part of the project budget (eligible costs only) should be broken down by costs categories: staff costs, administration costs, services (including external expertise), travel and accommodation, meetings and events, promotion costs, other eligible costs, investment broken down into supplies and works (in rows), indicating INTERREG funding and national co-financing for INTERREG part of the project (in columns). Total eligible costs of INTERREG part of the project should be presented in last column.

Important: the percentage indicated in the budget table of the application form part II “Project budget” must be kept in all the rows of each relevant categories of expenditure.

The budget lines are described below.

Staff costs involving personnel costs (including salary, tax, employer’s contribution for national security schemes, etc. – all calculated in accordance with the national legislation) based on regular employment contracts used in the respective partner institution. These costs must be certified on the basis of documents which permit the identification of real costs paid by the partner concerned: pay-rolls, documents of secondments, time-sheets, record of tasks carried out in the framework of operation, evidence of calculations for the determination of the value of staff time used for the operation.

Note that if the expenditure is based on salaries actually paid out, the expenditure is not considered contribution in-kind but cash contribution, which has to be supported by specific documents.

Administration costs – all direct general costs (office rent, mail, fax, phone, copying costs, consumables, etc.) and indirect general costs (overhead related to the operation’s activities, based on real costs and calculated on a pro rata basis according to a duly justified, fair and

equitable method). Overhead costs linked to the services provided by external service providers must be listed in the budget line „Services (including external expertise)“.

The cost of depreciation of real estate or equipment for which there is a direct link with the objectives of operation is eligible expenditure, provided that:

- national or Community grants have not contributed towards the purchase of such real estate or equipment;
- the depreciation is calculated in accordance with the relevant accountancy rules;
- the costs relates exclusively to the period of co-financing of the operation in question.

Services (including external expertise) – costs paid on the basis of contracts and against invoices to external service providers who are sub-contracted to carry out certain tasks of the project (studies and surveys, translation, audit, speakers for workshops, trainers, management of the project if subcontracted, etc). Performer’s fees (e.g. concerts and festivals) or purchase of artists’ works cannot be covered from the project budget. Public procurement rules must be observed in selecting a company or individual to provide services.

Note that services related to the organisation of meetings and events should occur under the budget line “Meetings and events” and services related to promotion should occur under budget line “Promotion costs”.

Note that the project may not subcontract its own partners.

Travel and accommodation – as a general rule, the most economic way of transport must be used. Daily allowances and accommodation costs must be in line with the conditions set for public authorities of the respective Member State.

Meetings and events – costs related to the organisation of meetings (rent of premises and equipment, interpretation, printing, meals if not covered by daily allowances etc.) paid on the basis of contracts with and invoices from external providers. Public procurement rules must be observed in selecting a company or individual which will carry out the assignment.

Note that costs for travelling to and from meetings should be placed under the budget line “Travel and accommodation”. The fees for trainers, speakers, facilitators should be included under budget line “Services (including external expertise)”.

Promotion costs – are press releases, advertisements in newspapers, leaflets, TV shows, brochures, newsletters and other publication costs not linked to specific events or seminars. These costs shall be paid on the basis of contracts with and the invoices from the service providers. Public procurement rules must be observed in selecting company or individual which will carry out the assignment.

Other costs – all other eligible project costs relevant to the operation which cannot be included under the previous categories and which are directly linked to project activities shall be included into this budget line, but in general, if possible, it is recommended to allocate the project costs to one of the budget lines described earlier.

Contribution in-kind must be recorded under this budget line “Other”.

In-kind contributions are eligible as co-financing in the Neighbourhood Programme projects, but the amount contributed to the project in-kind cannot exceed the amount of minimum national co-financing required, i.e. 25% of total eligible costs, but no more than 5.000 EUR (whichever smaller). Breakdown of in-kind costs has to be provided under the budget line “Other” and detailed explanation has to be provided in the Application Form. The amount of

in-kind contribution has to be stated separately in each partner's co-financing statement (Annexes 4 and 5).

The value of in-kind contributions must be certified by an independent qualified assessor or duly authorised official body.

Note that only unpaid voluntary work (as defined in 1.7 (e) of the Annex to the Commission Regulation (EC) No. 448/2004 of 10 March 2004 can be considered as in-kind contribution in this programme. Staff costs, if properly accounted for and reported, are not considered in-kind costs, but contribution in cash.

Investments – purchases, construction or repair works carried out within the framework of the operation on the basis of contracts and paid against invoices. The types of investment have to be in line with the objectives of the programme and should be crucial for the achievement of the project's objectives. Public procurement rules must be observed when selecting a company which will carry out the works or deliver the equipment. Note that the subsidy for infrastructure investment is seen as an investment grant, meaning that costs for depreciation of the subsidised investment cannot be accounted for in the project's bookkeeping.

If second-hand equipment is to be purchased, Rule No 4 of the Commission Regulation (EC) 448/2004 should be referred to.

The project which includes construction works has to be in line with the national building legislation. Copy of a full set of documents required under the national laws has to be submitted to the Joint Technical Secretariat together with the Application Form.

IV.4. Preparation costs

<i>Category of expenditures</i>	<i>INTERREG funding in EUR</i>	<i>Co-financing in EUR</i>	<i>Total eligible costs in EUR</i>
<i>1. Services (including external expertise) (e.g. translations, feasibility studies, technical documentation, etc.)</i>			
<i>2. Travel and accommodation</i>			
<i>3. Meetings and events (e.g. rent of the meeting place)</i>			
<i>4. Total eligible preparation costs (1-3)</i>			

Table IV.4 should be filled only for INTERREG part of the project.

Preparation costs are eligible only for successful projects approved by the Steering Committee (applicable only for INTERREG funding). These costs must be in line with the requirements of the EU legislation. The activities financed should show direct, demonstrable connection to the development of the project. Preparation costs can only be eligible if they were incurred after the date of 3 May 2004 till the day before the Steering Committee decision, when the project is approved. These costs must be well justified and paid before the approval of the project at the Steering Committee. Costs for external expertise (e.g. translations (including translation of the Application Form), preparation of feasibility studies, technical

documentation, other expertise etc.), travelling and accommodation and meetings and events (e.g. rent of the meeting place) can be reported as preparation costs. Costs that may not be attributed to the listed categories are not eligible for refunding. The preparation activities should be described in the Application Form and the related costs must be listed there as well. Total eligible preparation costs for projects up to 50 000 EUR (INTERREG part of the project) can not exceed 2500 EUR or 10% of the INTERREG total eligible project budget, whichever is lower, and for projects more than 50 000 EUR (INTERREG part of the project) can not exceed 7500 EUR or 5% of the INTERREG total eligible project budget, whichever is lower.

IV.5. Indicative financial table in EUR (eligible costs)

<i>Partner</i>	<i>Staff costs</i>	<i>Adminis- tration costs</i>	<i>Services (including external expertise)</i>	<i>Travel and accommo- dation</i>	<i>Meetings and events</i>	<i>Promotion costs</i>	<i>Other eligible costs</i>	<i>Invest- ments</i>	<i>INTERREG total eligible project costs</i>
Total									

Table IV.5 should be filled only for INTERREG part of the project. Only the partners requesting INTERREG funding have to be listed, but the numeration of partners used in the tables III.9, III.16, III.17, IV.1 has to be kept. In case of necessity, the rows may be copied for partners, i.e. if more partners participate in the project.

The INTERREG part of the project budget (eligible costs only) should be broken down by partners requesting INTERREG funding (in rows) and eligible costs incurred by them in categories: staff costs, administration costs, services (including external expertise), travel and accommodation, meetings and events, promotion costs, other eligible costs, investment (in columns). Total eligible costs of INTERREG part of the project should be presented in the last column. Amounts entered in “Total” row should correspond to amounts entered in the last column of budget table IV.3.

This table should be considered as indicative only.

IV.6. Budget for TACIS part of the project

Annex III. Budget for the Action ¹		All Years			Year 1 ²			
Expenses	Unit	# of units	Unit rate (in EUR)	Costs (in EUR)	Unit	# of units	Unit rate (in EUR)	Costs (in EUR)
1. Human Resources								
1.1 Salaries (gross amounts, local staff) ⁴								
1.1.1 Technical	Per month			0	Per month			0
1.1.2 Administrative/ support staff	Per month			0	Per month			0
1.2 Salaries (gross amounts, expat/int. staff)	Per month			0	Per month			0
1.3 Per diems for missions/travel ⁵								
1.3.1 Abroad (staff assigned to the Action)	Per diem			0	Per diem			0
1.3.2 Local (staff assigned to the Action)	Per diem			0	Per diem			0
1.3.3 Seminar/conference participants	Per diem			0	Per diem			0
Subtotal Human Resources				0				0
2. Travel⁶								
2.1. International travel	Per flight			0	Per flight			0
2.2 Local transportation	Per month			0	Per month			0
Subtotal Travel				0				0
3. Equipment and supplies⁷								
3.1 Purchase or rent of vehicles	Per vehicle			0	Per vehicle			0
3.2 Furniture, computer equipment				0				0
3.3 Machines, tools...								
3.4 Spare parts/equipment for machines, tools				0				0
3.5 Other (please specify)				0				0

Subtotal Equipment and supplies				0				0
4. Local office								
4.1 Vehicle costs	Per month			0	Per month			0
4.2 Office rent	Per month			0	Per month			0
4.3 Consumables - office supplies	Per month			0	Per month			0
4.4 Other services (tel/fax, electricity/heating, maintenance)	Per month			0	Per month			0
Subtotal Local office				0				0
5. Other costs, services⁸								
5.1 Publications ⁹				0				0
5.2 Studies, research ⁹				0				0
5.3 Auditing costs				0				0
5.4 Evaluation costs				0				0
5.5 Translation, interpreters				0				0
5.6 Financial services (bank guarantee costs etc.)				0				0
5.7 Costs of conferences/seminars ⁹				0				0
5.8 Visibility actions								
Subtotal Other costs, services				0				0
	All Years					Year 1		
Expenses	Unit	# of units	Unit rate (in EUR)	Costs (in EUR)	Unit	# of units	Unit rate (in EUR)	Costs (in EUR)
6. Other				0				0
Subtotal Other				0				0
7. Subtotal direct eligible costs of the Action (1-6)				0				#REF!
8. Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action)								
9. Total direct eligible costs of the Action (7+ 8)				0				#REF!

10. Administrative costs (maximum 7% of 9, total direct eligible costs of the Action)								
11. Total eligible costs (9+10)					0			#REF!

1. The Budget must cover all eligible costs of the Action, not just the Contracting Authority's contribution. The description of items must be sufficiently detailed and all items broken down into their main components. The number of units and unit rate must be specified for each component depending on the indications provided.
2. This section must be completed if the Action is to be implemented over a period of more than 12 months.
4. If staff are not working full time on the Action, the percentage should be indicated alongside the description of the item and reflected in the number of units (not the unit rate).
5. Indicate the country where the per diems are incurred and the applicable rates (which must not exceed the scales published by the E.C. at the time of contract signature). Per diems cover accommodation, meals and local travel within the place of the mission and sundry expenses.
6. Indicate the place of departure and the destination.
7. Costs of purchase or rental
8. Specify. Lump sums will not be accepted.
9. Only indicate here when fully subcontracted.

IV.7. Expected sources of funding for TACIS part of the project

Expected sources of funding

							Amount	Percentage
							EUR	of total
								%
Applicant's financial contribution								
Commission/EDF contribution sought in this application								
Contribution(s) from other European Institutions or EU Member States								
Contributions from other organisations:								
<i>Name</i>	<i>Conditions</i>							

TOTAL CONTRIBUTIONS								
Direct revenue from the Action								
OVERALL TOTAL								

Budget tables IV.6 and IV.7 should be filled in for TACIS part of the project only.

Note that the Excel version of the budget table IV.6 and IV.7 can be downloaded at

http://europa.eu.int/comm/europeaid/tender/practical_guide_2006/annexes_grants_en.htm (see Annex E3c Budget).

**NEIGHBOURHOOD PROGRAMME
LITHUANIA, POLAND AND KALININGRAD REGION
OF RUSSIAN FEDERATION**



IV.8. Financing plan

<i>Year</i>	<i>INTERREG co-financing in EUR</i>	<i>TACIS contribution in EUR</i>	<i>National co-financing for INTERREG part of the project in EUR</i>	<i>National co-financing for TACIS part of the project in EUR</i>	<i>Total amount in EUR</i>
2004					
2005					
2006					
2007					
2008					
Total					

The project budget (eligible costs and preparation costs) should be broken down by years (in rows) indicating the INTERREG funding, TACIS funding, national co-financing for INTERREG part of the project, national co-financing for TACIS part of the project (in columns).

Important: the percentage indicated in the budget table of the application form part II “Project budget” must be kept in all the rows of each relevant year.

Certification of the Lead Partner for INTERREG part of the project

Certification of the Tacis Responsible Partner for the TACIS part of the project

Both certifications (in case of joint INTERREG/Tacis project) should be signed by the INTERREG Lead Partner and by the Tacis Responsible Partner.
For Tacis part of the project the signed certification must be in English.

Annexes to be enclosed to the application form

(depending on the type of the project and national requirements to specific documentation)

Number of annexes depends on the type of the project and national requirements of specific documentation.

The relevant cells (*Yes, No or Not applicable*) should be marked/ shaded for each annex listed. Annexes attached must be numbered according to the numbers in the annexes list. Where a certain annex is missing, its number should be omitted. If the annex is included for each partner, it has to be numbered using letters after numbers, for example 3.a, 3.b etc.

Whenever a “copy” is required, it means a copy of the document, adequate to the original document, sealed and authorised by the signature of the Head of the organisation or by the person entitled to authorise documents (an original authorisation should be annexed or authorised by the notary).

1. Information about all partners and their financial contribution to the project.

Information has to be filled for each project partner (INTERREG or Tacis) including the Overall Lead Partner and partners not requesting INTERREG or Tacis funding; the model form has to be used (Form 1).

2. Copy of the complete statutes or articles of association of each partner (for INTERREG part of the project - not applicable to local and regional authorities).

Annex must be submitted by each project partner (INTERREG or Tacis).

In case of institutions established by public administration body organisational rules given by that establishing body should be attached.

For INTERREG part of the project, annex is not applicable to local or regional authorities or their organizational units.

For Tacis part of the project, annex must have translation into English. Translation could be limited only to the parts of the statutes/articles, proving non-commercial character of the organization.

3. Copy of the certificate of registration of each partner organisation giving evidence that the organisations are registered as legal entities (for the Polish partners such document has to be issued by the National Court Register (Krajowy Rejestr Sądowy) not earlier than 3 months before the submission of the Application Form). For INTERREG part of the project - not applicable to local and regional authorities.

Annex must be submitted by each project partner (INTERREG or Tacis) thus proving the project partner is engaged in legal activities.

In case of Polish partners, all non-governmental organisations must submit extract from the National Court Register (*Krajowy Rejestr Sądowy*) issued not earlier than 3 months before the submission of the Application Form. Organisations engaged in economic activity must submit extract from the National Court Register (*Krajowy Rejestr Sądowy*) and extract from Economic Activity Register both issued not earlier than 3 months before the submission of the Application Form.

For INTERREG part of the project, annex is not applicable to local or regional authorities or their organizational units.

For Tacis part of the project, legal entities registration document is the certificate issued by the Unified Register of Legal Entities (OGRN).

4. Co-financing statement from the Overall Lead Partner, certifying that the Overall Lead Partner has necessary financial resources to complete the project.

Model form without corrections has to be used (either Form 2 for INTERREG part of the project or Form 9 for Tacis part of the project).

No accompanying documents are required. The statement is a legally binding document in project assessment and selection process.

For Tacis part of the project, annex must be submitted in English.

5. Co-financing statements indicating each partner's financial contribution to the project from all the partners participating in the project also certifying that they have necessary financial resources to complete the project.

Model forms without corrections have to be used (Form 2 for INTERREG part of the project or Form 9 for Tacis part of the project).

Annex must be submitted by each project partner (INTERREG or Tacis). Each partner financing the project activities in Poland or Lithuania must submit a statement in proof it has funds amounting to at least 25% of total eligible project costs (with indicated amount of contribution in-kind); each partner of Tacis part of project must submit a statement specifying its contribution depending on the budget of activities implemented on the Russian side. It is recommended to project partners to have the adequate amount of funds secured in order to ensure smooth financing of the activities.

No accompanying documents are required. The statement is a legally binding document in project assessment and selection process.

For Tacis part of the project, annex must be submitted in English.

6. Authorisation from the Overall Lead Partner organisation that the person has the right to sign the Application Form (if the Application Form shall be signed not by the Head of the organisation).

Authorisation shall be submitted in case the Overall Lead Partner's representative is not a person representing the institution pursuant to the law or internal regulation (e.g. is not a *seniūnas/ wójt/ волостной старшина*, head of the local self-government organisational unit, chairman of the fund's board, etc.).

7. Partnership statement (for Tacis part of the project) and/or copy of the partnership agreement (for INTERREG part of the project) between the partners participating in the project, stating their functions in project implementation, mutual responsibilities and obligations, distribution of contributions and project results (including intellectual) between partners.

For INTERREG part of the project, model form for the partnership agreement (Form 3) can be used. The model form of the partnership agreement is a sample only as the partnership agreement should be adapted to the national law requirements and partners' needs. The agreement shall have civil legal character. It shall specify all project partners, purpose of conclusion of the agreement, agreement duration, project title, sources of project financing, obligations and rights of partners concerning the project implementation and co-financing, distribution of contributions and project results (including intellectual) between partners and the principles of: project management, including financial management, accounting, modification of the work plan, budget reallocation, reporting, amendment of the agreement. The partnership agreement shall be the precondition for the Subsidy Contract to come into force.

For Tacis part of the project, model form of the partnership statement (in English) has to be used (Form 8). The partnership statement has to be signed and submitted by each Tacis partner.

8. Copies of the balance sheets for the last 3 years of Overall Lead Partner, Financial Partner and Tacis Responsible Partner (according to national legislation; not applicable to local and regional authorities).

Annex must be submitted by Overall Lead Partner, Financial Partner (for INTERREG part of the project) and Tacis Responsible Partner (for Tacis part of the project).

The balance sheets must be in compliance with the requirements of the national law.

The last three years stand for full three years before the year of submission of the application (for example, if the application is submitted in 2005, the balance sheets for 2002, 2003 and 2004 must be provided).

In case partner is not required by law to prepare balance sheets, budget implementation report for last year, shortened list of available funds and specification of the disposable monetary funds kept on its bank accounts shall be submitted.

Annex is not applicable to the local or regional authorities or their organizational units.

9. Copies of the profit and loss accounts for the last 3 years of the Overall Lead Partner, Financial Partner and Tacis Responsible Partner (not applicable to local and regional authorities).

Annex must be submitted by Overall Lead Partner, Financial Partner (for INTERREG part of the project) and Tacis Responsible Partner (for Tacis part of the project).

The profit and loss accounts must be in compliance with the requirements of national law.

The last three years stand for full three years before the year of submission of application (for example, if the application is submitted in 2005, the balance sheets for 2002, 2003 and 2004 must be provided).

Annex is not applicable to the local or regional authorities or their organizational units.

10. Feasibility study (according to national requirements).

The project feasibility study shall encompass the information on the project and its impact on its surroundings. The document should demonstrate financial and institutional feasibility of project implementation. It must specify which of the possible solutions to problem(s) described is the best in the technical, economic and ecological aspects. Environmental impact of the investment should be assessed.

In case the project provides several different types of activities (e.g. construction works and supplies), one feasibility study must be prepared. The study shall comprise the benefit (or possible losses) resulting from the implementation of construction works and further supplies to the constructed object.

In case only one or some of several project stages will be carried out, the study shall justify the purpose of implementing the project comprising of that(-ese) stage(s) only. Nonetheless, the implementation of project shall produce outputs and results.

The feasibility study must be prepared in compliance with the requirements of the national law or other national requirements.

11. Declaration on the assessment of environmental impact for the projects financed from EU (for Lithuanian partners; standard form approved by the Minister of Environment of Lithuania has to be used) / Declaration of a body responsible for the monitoring of the Natura 2000 net areas (for Polish partners; standard form to be used).

For Lithuanian partners, standard form of *Declaration on the assessment of environmental impact for the projects financed from EU* approved by the Minister of Environment of Lithuania has to be used.

For Polish partners, standard form of *Declaration of a body responsible for the monitoring of the Natura 2000 net areas* has to be used.

Annex is not applicable to Tacis partners.

12. Environmental impact assessment (according to the national legislation).

Environmental impact assessment shall be prepared in compliance with the requirements of the national law. The assessment must be performed before an authorization to carry out the investments is received (e.g. the construction permit).

While assessing environmental impact, project impact on the environment, human health and living conditions, tangible property, legacy objects and mining sites accessibility is evaluated. Possibilities and means of avoidance and reduction of the negative impact on environment are indicated; the scope of monitoring activities is specified.

During such evaluation, the environmental effect report must be prepared with the following information to be presented:

- Project description, initially the entire project definition and territory use conditions during the implementation and operation stages;
- Specific features of the production process, foreseen emission of harmful materials taking into consideration the planned production process;
- List of environmental natural objects to be affected by the planned project;
- Description of analyzed variants including the variant of possible project rejection, the most environment-friendly variant with indicated grounds for such a choice, foreseen environmental effect by the variants under analysis including the case of serious industrial emergency and possible impact thereof on environment in the regions outside the border;
- Providing a basis for the applicant-selected variant with indicated environmental effect on persons, animals, plants, earth surface considering the movements of the Earth mass, also to water, atmosphere, climate, tangible property, legacy objects, landscape and to interaction of all aforementioned elements;
- Foreseen significant effect of the planned project on environment including the project direct and indirect effects, secondary and accumulative effects, short, medium and long-term effects, continuous and momentary effects, with specified use of environmental resources and described forecasting method used by the applicant;
- Foreseen measures to be applied in order to prevent the negative impact on environment, or to restrict or compensate such impact.

Where the planned project is related to facilities, the report must state the following information:

- Comparison of the suggested technology with technology in compliance with the national law requirements and explanation, whether the planned object requires any restricted use area, also indicating boundaries of such area;
- Specification of restrictions on the purpose of the territory, if any, technical requirements to buildings and ways of use of such buildings; the data to be submitted in a graphical form;
- Analysis of possible social conflicts in relation to the planned project;
- Suggested monitoring on the effect of the planned project performed during the construction and operation stages;
- Possible difficulties due to imperfection of equipment and gaps in currently available knowledge, which have been noticed in preparation of the report;

- Summing up of information presented in the report without using any special terms; the last name of a person (persons) who has prepared the report;
- Sources of information on the basis of which the report has been prepared.

13. Copy of an official decision on land or building using conditions (according to the national legislation).

The national legislation providing for the procedure for issuing a construction permit and decision on land or building using conditions shall be binding.

Preparing to the project implementation, the Applicant should find out whether there is a spatial development plan for the planned project area. If so, an extract from the plan concerning the project area shall be annexed to the application form. If not, the Applicant should address respective authorized official in order to receive the decision on land or building using conditions and annex the copy thereof to the application form.

14. Copy of a construction permit or declaration that the construction permit has been applied for and will be provided until the contract has been signed.

A copy of a construction permit must be enclosed to the application, if such is required for implementation of the project. All cases in which the construction permit is required are provided by respective national legal acts.

Where the Project provider submits neither the construction permit, nor the statement concerning construction, he must specify the date of future submission. Until submission of all annexes, formal assessment of the application will be postponed and technical evaluation omitted. Due to this it may happen that the application fails to be passed for consideration to the nearest Joint Meeting of the Steering Committee. Such application will be considered only after receiving the relevant documentation.

15. Copies of the documents confirming the right for land / real estate disposal.

Copy(-ies) of document(s) confirming the right for land / real estate disposal or of document(s) proving the intent to acquire such right shall be presented in this annex.

16. Copies of the relevant technical drawings and the excerpts from the technical documentation. The full technical documentation should be only presented on the request of MA, NA etc.

The full technical documentation shall be submitted only upon separate request of Managing Authority, National Authority etc.

17. Confirmation from the Register of the Legal Entities (of all partners) issued not earlier than 3 months before the submission of the Application Form that the partner is operational, not bankrupt or under the legal proceedings (not applicable to local and regional authorities).

Annex is applicable only for Lithuanian applicants, but not to local and regional authorities.

18. Legal entity Form (applicable only for TACIS part of the project, to be filled in English).

Model forms without corrections have to be used (Form 10 or Form 11).

Annex is applicable only to Tacis partners.

19. Financial identification (3rd party) Form (applicable only for TACIS part of the project, to be filled in English).

Model form without corrections has to be used (Form 12).

Annex is applicable only to Tacis partners.

20. Logframe matrix (optional, for Tacis part of project must be in English).

Submission of this annex is optional. If submitted, model form has to be used (Form 7) and for Tacis part of the project it has to be in English.

21. Project description (summary) in English (obligatory if the application is submitted in other language than English).

Project description (summary) in English must be annexed if Application Form has been submitted in other language than English. Model form has to be used (Form 4).

22. Maps, sketches showing general location of the project in the Programme area.

Maps and sketches may be an integral part of the project presenting the general location of project activities in the Programme area. Submission of this annex is optional.

23. Declaration on the entitlement to the recovery of VAT of each INTERREG part of the project partner.

Annex must be submitted by each INTERREG project partner. The model form has to be used (Form 5).

24. Declaration about state aid received/ not received in the period of three years before project implementation of each INTERREG part of the project partner.

Annex must be submitted by each INTERREG project partner. The model form has to be used (Form 6).

Pursuant to the provisions of the European Union Treaty (mostly those contained in Articles 87 – 89), where the aid provided by a member state or usage of public funds in any form contradicts or may contradict fair competition principles, when individual entrepreneurs or products are artificially provided with more favourable conditions than others, this shall be treated as strictly violating the common market principles in as much as it may affect trade between member states. In order to use the possibility not to apply this ban and further receive permission for provision of such aid, a given state must inform the European Commission on the aid provided before the use of such aid. The information is not required, if *de minimis* principle is applied to the aid establishing the level, below which the aid shall be automatically considered as compatible to the common market principles and shall not require the permission by the Commission. Pursuant to the *de minimis* principle, the aid up to 100,000 EUR is allowable within three year's period.

Project allowable for financing from the structural funds must be also in compliance with requirements of the national law concerning public aid and competition policy, as well as the Council Regulation No. 659/1999 providing for detailed rules of application for Article 93 of the Treaty.

25. Confirmation from the State Tax Inspection about payment of taxes (applied to Lithuanian applicants and have to be submitted upon additional request of JTS).

Annex is applicable to Lithuanian applicants only and has to be submitted only upon additional request of JTS.

26. Confirmation from the Social Security office about payment of social security contributions (applied to Lithuanian applicants and have to be submitted upon additional request of JTS).

Annex is applicable to Lithuanian applicants only and has to be submitted only upon additional request of JTS.

27. Financing plan by partners.

Annex is applicable only to Polish partners in microprojects (i.e. projects under Priority 2 from 5 000 EUR to 50 000 EUR of ERDF co-financing). The model form has to be used (Form 13).

28. Detailed project budget breakdown for INTERREG part of the project

Lead Partner must fill in the budget breakdown (using standard Form 2A) for the Interreg part of the project's budget, notwithstanding the type of the project.

29. Other necessary documents required by Lithuanian, Polish or Russian legislation.

Other necessary documents linked to the project, required by national laws and not covered by other annexes listed (e.g. concessions, licenses, lease agreements, arrangements, etc.) shall be enclosed, numbered accordingly (29.1, 29.2 etc.) and listed in the annexes list.

30. Other.

Other documents linked to the project and not covered by other annexes listed shall be enclosed, numbered accordingly (30.1, 30.2 etc.) and listed in the annexes list.