

Programme co-funded by the European Union



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A stream of cooperation

- Detaillierte Kenntnis der Programmregeln ist für die Planung des Projektbudgets (gleiches gilt für einzelne Partner) unverzichtbar
 - Beratung durch NCP, thematischer Ansprechpartner beim JS (Project Officer) oder Financial Manager beim JS
- Budgetplanung sollte von vornherein (“1st Step”) realistisch und angemessen sein
- ... eine detaillierte Ausarbeitung des Budgets ist jedoch erst beim 2nd Step erforderlich
- Fehler oder Unkenntnis in der Planungsphase können die gesamte Projektimplementierungsphase beeinflussen
- Personelle Kapazitäten sollten in der Partnereinrichtung vorhanden sein, aufgebaut oder externalisiert werden

Applicants Manual Part 3

PART 3: ELIGIBILITY OF EXPENDITURE

- I. Legal background and hierarchy of rules
- II. General eligibility rules
- III. Eligibility of expenditures by budget lines**
- IV. Special eligibility rules**
- V. Procurement procedures
- VI. State aid rules
- VII. Use of Euro and exchange rate
- VIII. Revenues



Eligibility by budget lines

Project expenditures are eligible under the following budget lines:

- 1. Staff costs**
- 2. Office and administrative expenditure**
- 3. Travel and accommodation costs**
- 4. External expertise and service costs**
- 5. Equipment expenditure**
- 6. Infrastructure and works**

Budget line 1: Staff Costs

➤ “Staff Costs” umfasst:

1. **Salary payments**
2. Any **other costs directly linked to salary payments** incurred and paid by the employer, such as **employment taxes, social security** including **pensions** as covered by Regulation ...

➤ “Simplified Costs“-Ansatz – staff costs können auf zweierlei Arten abgerechnet werden:

- a. On a **real cost basis** (proven by the employment document and payslips); or
- b. As a **flat rate up to 20% of direct costs** other than staff costs.

travel and accommodation costs, external expertise and service costs, equipment expenditure and infrastructure and works

Each project partner must choose **one of these reimbursement options** already in the Application Form submitted in the second step which will **remain unchanged** through the entire project period.

Budget line 2: Office and administration

- 15% flat rate (verpflichtend, nicht optional):

Office and administration costs related to the project implementation *shall* be declared on a flat rate basis of **15% of the eligible staff costs of the project** (i.e. costs declared under “Budget line 1 Staff costs” **no matter if the flat rate or real costs method is used for the staff costs**).

- Förderfähige Kostenarten:

- a. Office rent
- b. Insurance and taxes related to the buildings where the staff is located and to the equipment of the office (e.g. fire, theft insurances)
- ...
- i. Charges for transnational financial transactions

Budget line 3: Travel and accomodation

➤ Förderfähige Kostenarten:

a. Travel costs:

- Tickets: flight tickets (including the costs for carbon offsetting), bus, train, local transportation tickets, etc.
- Travel and car insurance
- Fuel, car mileage according to the rules relevant for the beneficiary's institution
- Toll
- Parking fees (e.g. parking at the event, at the airport)
- Taxi costs and car rental according to the criteria of "further eligibility rules" of this budget line

b. Costs of meals

c. Accommodation costs

d. Visa costs

e. Daily allowances

Budget line 4: External Expertise and services

➤ Förderfähige Kostenarten:

- a. Studies or surveys (e.g. evaluations, strategies, concept notes, design plans, handbooks)
- b. Training
- c. Translations
- d. IT systems and website, modifications and updates
- e. Promotion, communication, publicity or information linked to the project
- f. Financial management
- g. Services related to the organisation and implementation of events or meetings (including rent, catering or interpretation)
- h. Participation in events (e.g. registration fees)
- i. Legal consultancy and notarial services, technical and financial expertise, ...
- j. Intellectual property rights
- k. Verifications: Externalised control activities (**FLC**) for the verification of the project expenditure where it is relevant for the control system of the concerned Partner State
- l. The provision of guarantees by a bank ...
- m. Travel and accommodation for external experts, speakers, ...**
- n. Other specific expertise** and services needed for the given project

Budget line 5: Equipment

➤ Förderfähige Kostenarten:

Purchase, rent or lease of equipment costs is eligible in case it is **necessary** for the project implementation and is **foreseen in the approved Application Form**.

- a. Office equipment
- b. IT hardware and software
- c. Furniture and fittings
- d. Laboratory equipment
- e. Machines and instruments
- f. Tools or devices
- g. Vehicles
- h. Other specific equipment needed for operations

As a general principle, for all project equipment (purchased before or during the project lifetime) **only depreciation costs should be allocated to the project**

Budget line 6: Infrastructure and works

The DTP, as well as the other transnational cooperation programmes, **is not intended as an investment programme**. This is largely due to its limited budget and its cooperative nature.

➤ **Eligible investments:**

- **Either** follow a transnational physical or **functional link over the national border** (e.g. transport corridors) which has been analysed from transnational point of view
- **or** create a **transferable practical solution** through a case study in one area, which is jointly evaluated and transferred for testing in at least two other participating countries

➤ **Ineligible expenditure:**

- Investments **without transnational relevance**
- Costs of purchase of land and buildings

Special eligibility rules

➤ Preparation cost:

- Voraussichtlich ca. 15.000 EUR als **Pauschale** (lump sum)

➤ Associated Strategic Partners:

- The **ASP** are **indirectly financed** from the project budget, ASP is without separate budget
- **The costs of the concerned ASP shall be planned in the budget of one "sponsoring" ERDF PP and shall be paid by the "sponsoring" ERDF PP as well. [...], expenditures of the EU partners located outside the Programme area and non-EU partners of the programme area cannot exceed 20% of the ERDF PPs' budget in total.**
- **Only travel and accommodation costs** of the ASPs related to project activities are eligible

Applicants Manual Part 6

PART 6: GUIDANCE ON HOW TO DEVELOP A SUCCESSFUL PROJECT

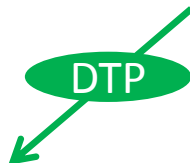
- **Project generation and support from the programme**
- **How to set up the partnership**
- **How to develop the intervention logic**
- **How to contribute to the programme output indicators**
- How to set up an efficient project coordination
- Project communication strategy: key for the success of a project
- Environmental sustainability

Projektentwicklung... first steps



➤ Welches Förderprogramm passt zur Projektidee? Informieren Sie sich!

- DTP National Contact Point
- http://ec.europa.eu/regional_policy/en/information/publications/guides/2014/guidance-for-beneficiaries-of-european-structural-and-investment-funds-and-related-eu-instruments



- Unter welchem Spezifischen Ziel (SO) soll das Projekt eingereicht werden?
- Wie muss die Projektidee ggf. an das Spezifische Programmziel angepasst werden?
 - Intervention Logic
- Welches sind “die” richtigen Partner um die Projektziele zu erreichen?

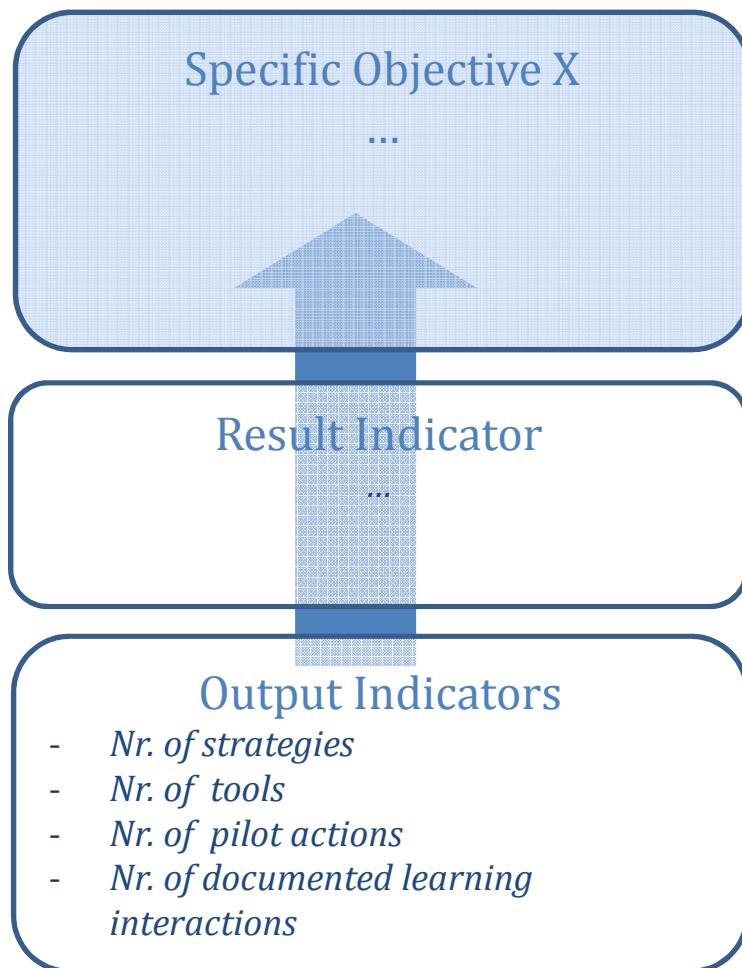
Projektpartnerschaft

- Strategische Zusammensetzung (Projektzielerreichung!)
- *Möglichst* ausgeglichene Zusammensetzung (national\regional, ERDF-IPA-ENI, Budget, Aufgabenverteilung, ...)
- Transnationale Relevanz – ABER: allein die Anzahl der PP \ geographische Abdeckung macht es nicht!
- Multi-level governance: sektorübergreifend und Mehrebenenbezug; “Policy-Driver” sollten nicht vernachlässigt werden
- ... Nutzen Sie ggf. ASPs um Ihre Partnerschaft auszutarieren!
- Wie sollte eine Partnerschaft *nicht* aussehen:
 - 7 Universitäten, 4 DE, 2 AT, 1 RO

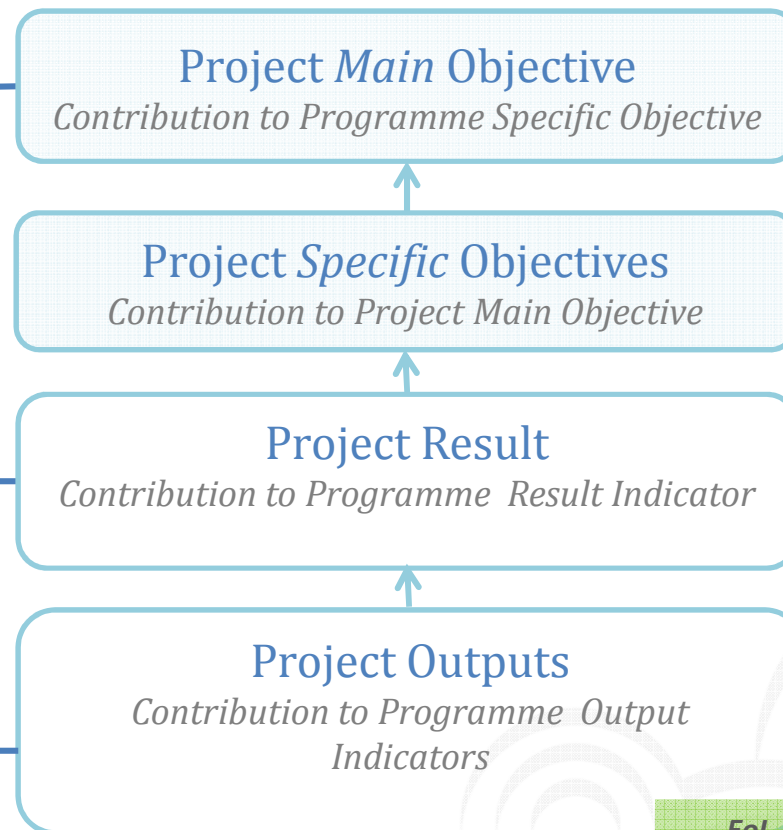
Anforderungen an Lead Partner (ähnliches gilt für “normale” Partner)

- Institutionelles Commitment
- Erfahrung in EU Projektmanagement, möglichst in Leitungsfunktion (LP, WP-leader o.ä.)
- Bewusstsein für den administrativen (Mehr-)Aufwand – und ausreichend finanzielle- und Humanressourcen um diesen zu bewältigen
- Detailkenntnisse der Programmregularien
- Thematische Expertise
- Interkulturelle Kompetenz und Regionalerfahrung

SO 4.1 Intervention Logic



Project Intervention Logic

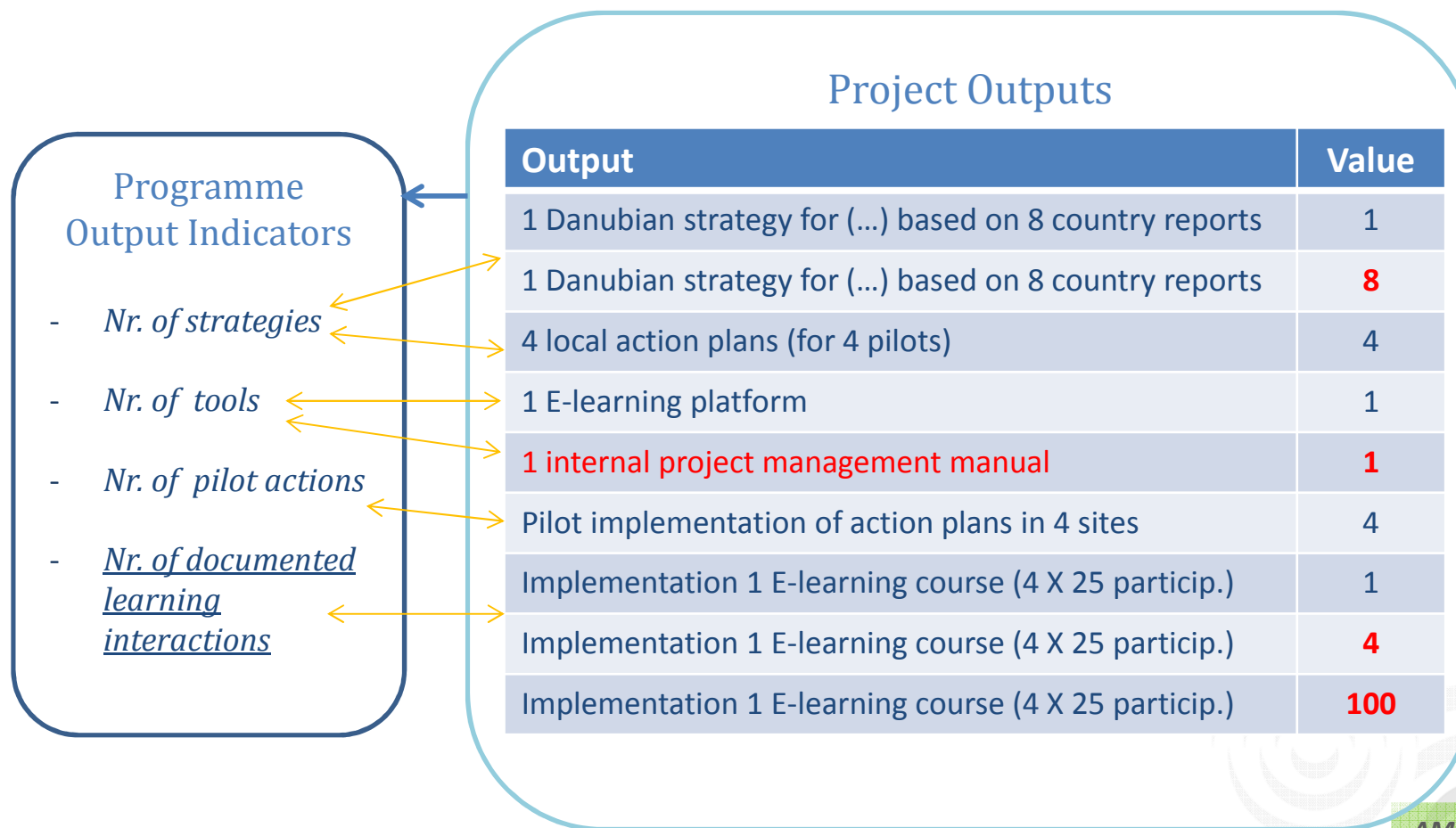


Eol, part 6

Guidelines for Eol

AM part 6 III

Intervention Logic – Outputs / Example



Programm Support

- National Contact Point
- Joint Secretariat
 - Konferenzen und Workshops\Seminare (“Lead-Applicants Seminar” im zweiten Bewerbungsschritt)
 - Projektkonsultationen (in Budapest oder via Telefon)
 - Allgemeine und technische Auskünfte
- Website (www.interreg-danube.eu)
 - Alle Programmdokumente zum Download
 - Partnersearch Section
 - News, Contacts, Social Media, ...