

KARELIA

CBC // Cross-border cooperation



KARELIA CBC PROGRAMME

Guidelines for grant applicants

Supplementary Call for Proposal

Publication date: 14th December 2021

Deadline for the applications: 17th March 2022

www.kareliacbc.fi

NOTICE

These guidelines provide information about the procedures applied during the call for proposals and set out the rules for the submission and evaluation of projects under this call for proposals.

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1. KARELIA CBC PROGRAMME

1.1. Background

Cross-border cooperation is an integral part of EU-Russia cooperation. Karelia CBC Programme is one of the CBC Programmes operating on the EU's external borders. All the CBC programmes operate for the benefit of both sides of the border.

European Union, Russian Federation and the Republic of Finland finance the Karelia CBC Programme 2014–2020. The European Union is financing the programme out of the European Neighbourhood Instrument (ENI).

The overall financing of the Programme for the years 2014-2020 is **43 002 108 EUR**.

Joint Operational Programme, prepared jointly by Finland and Russian Federation, guides the implementation of the Programme. The document is available in the programme websites at

<http://www.kareliacbc.fi/en/programme-document>

1.2. Objectives of the programme

Karelia CBC Programme contributes to regional development with activities that have clear cross-border dimension and cooperation nature. Activities benefit regions and stakeholders on both sides of the border. Programme complements other regional development programmes operating on the regions.

Programme is divided to four priorities:

- Priority 1: Growing cross-border business cooperation
- Priority 2: Attractive cultural environment
- Priority 3: Clean and comfortable region to live
- Priority 4: Well-functioning border crossings

The promotion of local cross-border “people-to-people” actions is included in all the priorities, the special focus being on young people. Innovations, research and education are considered as cross-cutting themes that shall be promoted within all priorities.

With these priorities and cross-cutting themes the Programme works towards its overall objective which is

to make the Programme area attractive for the people to live and work and businesses to locate and operate

2. DESCRIPTION OF THE CALL FOR PROPOSALS

2.1. Objective of the call

This is a supplementary Call for Proposals for re-committing released funding. Selected projects can be either development or capitalisation projects.

A development project is working towards a defined specific objective related to the programme priorities and priority elements.

A capitalisation project is linked to an implemented Karelia CBC project, either finalised or ongoing. The aim of the project is to further improve the outputs of the project, further disseminate the results of the project and share experiences with relevant stakeholders.

Priorities

This Call for Proposal covers the following priorities

Priority 1: Growing cross-border business cooperation
Projects under this priority work towards the overall objective
Increased cross-border interaction and trade

Priority 2: Attractive cultural environment
Projects under this priority work towards the overall objective
Programme area's cultural services are easily reached and their quality is good.

Priority 3: Clean and comfortable region to live
Projects under this priority work towards the overall objective
Improved living and working environment

Full descriptions of the priorities are on the Joint Operational Programme.
<http://www.kareliacbc.fi/en/programme-document>

Applicant should indicate into which priority their proposal is directed to.

Priority elements

The proposal has to be clearly connected also to one of the elements of the priority described below. The chosen element is written in the application under "Relevance -> Problem analysis".

In the capitalization projects the element shall be the same as in the original project.

Priority 1: Growing cross-border business cooperation

1. Identification of bottlenecks, barriers and obstacles of cross-border economic interaction and trade
2. Solving/ removing of the barriers hindering the cross-border economic cooperation
3. Activities increasing the capacity of the enterprises to start cross-border economic cooperation
4. Activities increasing the areas attractiveness as a target for investments

For development projects only the elements 2 and 4 are open.

Priority 2: Attractive cultural environment

1. Improvement of skills and capacities of cultural stakeholders.
2. Increase of the diversity of cultural services with new forms of cross-border cultural activities.
3. Creation of new cross-sectoral initiatives.
4. Helping on young people in danger to drop out of active society with inclusive cultural activities.

For development projects only the elements 2 and 3 are open.

Priority 3: Clean and comfortable region to live

1. Increased environmental awareness
2. Improvement of peoples' physical living environment
3. Border areas biodiversity
4. Use of nature in the promotion of health and wellbeing

For development projects only the element 3 is open.

2.4 Financial allocation

This call for proposal re-commits funding released from the implemented projects. The overall amount made available under this call for proposal is not known at the time of launching the call but will change according to the amount of released funding.

The estimated available amount is 2.5 – 3.0 MEUR. The final amount committed under this call for proposals depends on the realisation of the projects finalised during 2021 and 2022.

The Joint Monitoring Committee reserves the right not to award all available funds.

Size of grants for development project

Minimum amount of the total cost of the project is 50 000 EUR.

Size of grants for capitalisation projects

Minimum amount the total cost of the project is 20 000 EUR. Maximum amount of the total cost of the project 60 000 EUR.

No grant may exceed 90 % of the total eligible costs of the action. The partners' own contribution must be financed by the applicant and/or partners or from other financing sources. Finances from the European Union budget can't be used as own contribution.

3. RULES FOR THE CALL FOR PROPOSALS

3.1. Eligibility criteria for development projects

There are three sets of eligibility criteria, relating to

- applicant(s) which may request a grant (3.1.1), and their partners (3.1.2)
- projects for which a grant may be awarded (3.1.3)
- types of cost which may be taken into account in setting the amount of the grant (3.1.4).

3.1.1. Eligibility of applicants: who may apply?

(1) In order to be eligible for a grant, lead partners and partners **must**

- be legal persons **and**
- be directly responsible for the preparation and management of the project with their partners, not acting as an intermediary

The Lead Partner and partners can be e.g. national, regional or local public authorities or organisations, municipalities, joint municipal boards, public utility companies, chambers of commerce, organisations and associations, universities and higher education institutions, research institutes, and private companies and networks made up of these as well as non-governmental and international organisations.

Note that even if a private company acts as a lead partner or partner in the project the project cannot be profit making. Subsidies for individual enterprises are not granted.

(2) Lead Partners and partners will be excluded from participation in the call and no grants will be awarded to them if

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
- c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
- d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests;
- f) they are subject to an administrative penalty referred to in Article 109(1) in Regulation (EC, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the European Union and repealing Council Regulation No 1605/2002

By signing the grant application, the applicant assures that it is not/will not become involved in situations of the above kind.

Ineligibility of the lead partner leads to the rejection of the whole project. Ineligibility of other partner may cause rejection of the whole project if conditions referred 3.1.2 in this document are not met. Ineligible partner may be replaced if project can be implemented as planned with the new partner.

3.1.2 Partnerships and eligibility of partners

The programme area consists of *core region*, *adjoining regions* and *major economic, social and cultural centers*.



The programme core regions are:

in Finland: Kainuu, North Karelia and Oulu Region

in Russia: the Republic of Karelia

The adjoining regions are:

in Finland: Lapland, South Karelia, North Savo, South Savo

in Russia: Leningrad, Murmansk and Arkhangelsk

Major economic, social and cultural centers:

in Finland: Helsinki

in Russia: City of St. Petersburg, City of Moscow

All projects in Karelia CBC Programme have to include at least one partner from the core region in Finland and one partner from the core region in Russia. (Partner refers to both lead partner and other project partners).

Exception for the requirement for the partners from the core region:

Core region requirement does not apply if the partner is a national level public entity based in Helsinki or Moscow who doesn't have structural units in the programme region that could act as project partner, or an international organisation with a base of operations in the Programme area. In these cases at least one partner from both countries is though required.

- Partners from adjoining regions are eligible if it is required by the nature and by the objectives of the project and it is necessary for its effective implementation. Partners from adjoining regions have to bring an expertise or know-how that is not available in the core region as such. These projects have to benefit the programme core region on both sides of the border.
- National level public entities based in Helsinki and Moscow can act as project partners only if they do not have their structural units in the programme core region.
- Partners from St Petersburg may participate in projects where it is required by the nature and by the objectives of the project and is necessary for its effective implementation. Partners participating in projects from St Petersburg have to bring an expertise or know-how that is not available in the core area as such.

Partners participate in planning and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead partner. They must therefore satisfy the eligibility criteria as applicable on the lead partner them self.

The applicant will act as the lead partner and as the contracting party.

3.1.3 Projects for which an application may be made

Definition

Project is composed of a set of activities. The projects selected for financing have to support the objectives defined for this call.

Duration

The project's implementation period ends on 31st December 2023, the latest.

A project can start only when the programme's Managing Authority and the project's lead partner have signed the grant contract. Project costs are eligible from the starting date of the project, which is defined in the Grant Contract.

Location

Projects must benefit the Programme core region.

Projects may be partially implemented outside the programme area if the activities are necessary for achieving the project's objectives and benefit the programme core region.

Types of activity

Activities within the projects have to be eligible (see chapter 3.1.4), justifiable and necessary in order to reach the objectives set.

The following types of projects are **ineligible**:

- projects concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses, scientific research;
- projects concerned only or mainly with individual scholarships for studies or training courses;
- projects concerning scientific research without specific direct benefit for the development of the Programme region;
- projects, which bring profit or create a competitive advantage to the participants.

3.1.4 Eligibility of costs: costs which may be taken into consideration for the grant

Only eligible costs can be taken into account for a grant. The categories of costs considered as eligible and non-eligible are indicated below. The budget is both a cost estimate and a ceiling for eligible costs.

Checking process precedes the signing of the contract. The checks may give rise to requests for clarification and may lead the Managing Authority to impose modifications or reductions to address such mistakes or inaccuracies (for instance arithmetical errors, inaccuracies or unrealistic costs and other ineligible costs). The amount of the grant and the percentage of co-financing as a result of these corrections will not increase.

Eligible direct costs

Only the costs caused by the lead partner and partners appointed to the project can be eligible. To be eligible, the project costs must fulfil the following requirements:

- they are incurred and paid during the implementation period of the project as specified in the Grant Contract,
- they are indicated in the grant application and project budget,
- they are necessary for the implementation of the project,
- they are identifiable and verifiable in the project's accounting records,
- they are reasonable and cost-effective.
- they comply with the requirements of applicable tax and social legislation,
- they are supported by invoices or documents of equivalent probative value.

Subject to the above conditions, the following costs shall be eligible (and where relevant, the provisions concerning procurements being respected):

- the costs of staff assigned to the project under the following cumulative conditions:
 - they relate to the costs of activities which the partners would not carry out if the project was not undertaken,
 - they must not exceed those normally borne by the partners unless it is demonstrated that this is essential to carry out the project,
 - they relate to actual gross salaries including social security charges and other remuneration-related costs;
- travel and subsistence costs of staff, provided they won't exceed the costs normally paid by the partners;
- costs entailed by contracts awarded by the beneficiaries for the purposes of the project, including small-scale investments;
- costs deriving directly from requirements by the Grant Contract (such as information and visibility operations, evaluations, external audits, translations) including financial service costs (such as costs of bank transfers and financial guarantees).

Programme manual provides more detailed information about the eligibility of costs. Manual is available on Programme websites <http://www.kareliacbc.fi>

Eligible indirect administrative costs

The indirect administrative costs incurred in carrying out the action may be eligible for flat-rate funding, fixed at not more than 7% of the total eligible direct costs. More specific clarification of indirect administrative costs of the project will be delivered to the Managing Authority during the contracting phase before signing of the Grant Contract.

Calculation basis for the indirect administrative costs has been described in the programme manual.

Ineligible costs

The following costs are not eligible:

- debts and debt service charges (interest);
- provisions for losses or liabilities;
- costs declared by the beneficiary and already financed by the Union budget;
- purchases of land or buildings for an amount exceeding 10 % of the eligible expenditure of the project concerned;
- exchange-rate losses;
- duties, taxes and charges, including VAT, except where non-recoverable under the relevant national tax legislation, unless otherwise provided in appropriate provisions negotiated with CBC partner countries;
- loans to third parties;
- fines, financial penalties and expenses of litigation;
- contributions in kind.

3.2. Eligibility criteria for capitalisation projects

There are three sets of eligibility criteria, relating to

- applicant(s) which may request a grant (3.2.1), and their partners (3.2.2)
- projects for which a grant may be awarded (3.2.3)
- types of cost which may be taken into account in setting the amount of the grant (3.2.4).

3.2.1. Eligibility of applicants: who may apply?

(1) In order to be eligible for a grant, lead partners and partners **must**

- be legal persons **and**
- be directly responsible for the preparation and management of the project with their partners, not acting as an intermediary

The Lead Partner of a capitalisation project must be involved as a Lead Partner or partner in a finalised or ongoing Karelia CBC funded project. The partners of a capitalisation project do not need to be the same as in the original project. New partners can be introduced. Not all the partners of the original project need to participate in a capitalisation project.

The Lead Partner and partners can be e.g. national, regional or local public authorities or organisations, municipalities, joint municipal boards, public utility companies, chambers of commerce, organisations and associations, universities and higher education institutions, research institutes, and private companies and networks made up of these as well as non-governmental and international organisations.

Note that even if a private company acts as a lead partner or partner in the project the project cannot be profit making. Subsidies for individual enterprises are not granted.

(2) Lead Partners and partners will be excluded from participation in the call and no grants will be awarded to them if

- f) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- g) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
- h) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
- i) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- j) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests;
- (f) they are subject to an administrative penalty referred to in Article 109(1) in Regulation (EC, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the European Union and repealing Council Regulation No 1605/2002

By signing the grant application, the applicant assures that it is not/will not become involved in situations of the above kind.

Ineligibility of the lead partner leads to the rejection of the whole project. Ineligibility of other partner may cause rejection of the whole project if conditions referred 3.1.2 in this document are not met. Ineligible partner may be replaced if project can be implemented as planned with the new partner.

3.2.2 Partnerships and eligibility of partners

The programme area consists of *core region*, *adjoining regions* and *major economic, social and cultural centers*.



The programme core regions are:

in Finland: Kainuu, North Karelia and Oulu Region

in Russia: the Republic of Karelia

The adjoining regions are:

in Finland: Lapland, South Karelia, North Savo, South Savo

in Russia: Leningrad, Murmansk and Arkhangelsk

Major economic, social and cultural centers:

in Finland: Helsinki

in Russia: City of St. Petersburg, City of Moscow

All projects in Karelia CBC Programme have to include at least one partner from the core region in Finland and one partner from the core region in Russia. (Partner refers to both lead partner and other project partners).

Exception for the requirement for the partners from the core region:

Core region requirement does not apply if the partner is a national level public entity based in Helsinki or Moscow who doesn't have structural units in the programme region that could act as project partner, or an international organisation with a base of operations in the Programme area. In these cases at least one partner from both countries is though required.

- Partners from adjoining regions are eligible if it is required by the nature and by the objectives of the project and it is necessary for its effective implementation. Partners from adjoining regions have to bring an expertise or know-how that is not available in the core region as such. These projects have to benefit the programme core region on both sides of the border.
- National level public entities based in Helsinki and Moscow can act as project partners only if they do not have their structural units in the programme core region.
- Partners from St Petersburg may participate in projects where it is required by the nature and by the objectives of the project and is necessary for its effective implementation. Partners participating in projects from St Petersburg have to bring an expertise or know-how that is not available in the core area as such.

Partners participate in planning and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead partner. They must therefore satisfy the eligibility criteria as applicable on the lead partner them self.

The applicant will act as the lead partner and as the contracting party.

3.2.3 Projects for which an application may be made

Definition

Project is composed of a set of activities. The projects selected for financing have to support the objectives defined for this call. Capitalisation project must be linked to a finalised or ongoing Karelia CBC funded project and the priority and priority element have to be the same as in the original project.

Duration

The project's implementation period ends on 31st December 2023, the latest.

A project can start only when the programme's Managing Authority and the project's lead partner have signed the grant contract.

Location

Projects must benefit the Programme core region.

Projects may be partially implemented outside the programme area if the activities are necessary for achieving the project's objectives and benefit the programme core region.

Types of activity

Activities within the projects have to be eligible (see chapter 3.2.4), justifiable and necessary in order to reach the objectives set.

The following types of projects are **ineligible**:

- projects concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses, scientific research;
- projects concerned only or mainly with individual scholarships for studies or training courses;
- projects concerning scientific research without specific direct benefit for the development of the Programme region;
- projects, which bring profit or create a competitive advantage to the participants.

3.2.4 Eligibility of costs: costs which may be taken into consideration for the grant

Lump sums are used in capitalisation projects. In practise, this means that the budget annexed to the application is verified and linked to the outputs and indicators of the work packages during the contracting phase. The payments are based on the fulfilment of the outputs and indicators. Costs will not be challenged after approval of the budget and no financial reporting or expenditure verification is needed.

Only eligible costs can be taken into account for a grant. The categories of costs considered as eligible and non-eligible are indicated below:

- the costs of staff assigned to the project under the following cumulative conditions:
 - they relate to the costs of activities which the partners would not carry out if the project was not undertaken,
 - they must not exceed those normally borne by the partners unless it is demonstrated that this is essential to carry out the project,
 - they relate to actual gross salaries including social security charges and other remuneration-related costs;
- travel and subsistence costs of staff, provided they won't exceed the costs normally paid by the partners;
- costs entailed by contracts awarded by the beneficiaries for the purposes of the project, including small-scale investments;

- costs deriving directly from requirements by the Grant Contract (such as information and visibility operations, evaluations, translations) including financial service costs (such as costs of bank transfers and financial guarantees).

Programme manual provides more detailed information about the eligibility of costs. Manual is available on Programme websites <http://www.kareliacbc.fi>

Ineligible costs

The following costs are not eligible:

- debts and debt service charges (interest);
- provisions for losses or liabilities;
- costs already financed by the Union budget;
- purchases of land or buildings for an amount exceeding 10 % of the eligible expenditure of the project concerned;
- exchange-rate losses;
- duties, taxes and charges, including VAT, except where non-recoverable under the relevant national tax legislation, unless otherwise provided in appropriate provisions negotiated with CBC partner countries;
- loans to third parties;
- fines, financial penalties and expenses of litigation;
- contributions in kind.

3.3 How to apply and the procedures to follow

The lead partner fills in the application) in the programme's electronic management system (PROMAS) at the address <https://promascbc.eu>. Guide for using PROMAS can be found from the programme website at www.kareliacbc.fi.

Application must be filled in English. Hand-written applications will not be accepted.

3.3.1 Content of the Grant Application

The grant application consists of the basic information of the lead partner and partners, summary of the project, and the description of the relevance and implementation of the project. A budget is presented as an annex to the application and the sums of the headings are filled in Promas. The annex and the content in Promas must be consistent with each other.

Capitalisation project applicants are advised to pay special attention to the outputs of the work packages since the payments are made as lumps sums based on the fulfilment of the outputs.

As annexes to the application partnership statements from all partners except from the lead partner, a project budget, a logical framework matrix and a communication plan are submitted.

Please note that only the application form and the requested annexes will be evaluated. It is therefore important that these documents contain all relevant information concerning the project.
No other annexes should be sent.

The Managing Authority will request clarifications only when information provided is unclear.

3.3.2 Further information for Grant Applications

Questions may be sent during the call by e-mail to the address below, indicating clearly the reference of the call for proposals:

kareliacbc@kareliacbc.info

The Managing Authority provides the necessary technical information related to the call for proposals and applying for funding. Please note that in the interest of equal treatment of applicants, the Managing Authority does not participate to the preparation of the content of the proposal.

Questions that may be relevant to other applicants, together with the answers as well as other important notices to applicants during the course of the evaluation procedure, will be published on the internet at the Programme's website <http://www.kareliacbc.fi>, as the need arises.

3.3.3 Where and how to send the application

The application is filled in the electronic management system PROMAS. The electronic version of the application is submitted via PROMAS. Final version of the application is printed, signed and submitted to the Managing Authority. The content of the application must not be modified after the electronic submission. The electronic version submitted in Promas will be used in the evaluation and is considered as the binding version that the applicant confirms with its signature.

Only the application – no annexes - is sent as a hard copy.

For economical and ecological reasons, we strongly recommend that you submit your files on paper-based materials (no plastic folder or divider). We also suggest you to use double-sided print-outs as much as possible.

The signed application must be submitted by registered mail, private courier service or by hand-delivery at the address below (do not address the application to any member of the Managing Authority personally):

Council of Oulu Region / Karelia CBC Programme
 Poratie 5 A
 90140 OULU
 FINLAND

or

Branch office
 Karelia CBC Branch Office
 Kuibyshev str 26, 3rd floor, office 305
 185035 Republic of Karelia

Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses or after the deadline for submission **will be rejected**.

3.3.4 Checklist

Since incomplete applications will be rejected, it is highly recommended that applicants verify their applications by using the checklist below.

	YES/NO
1. Is the electronic version of the application submitted via PROMAS by the deadline?	
2. Is the original printed and signed version sent to Managing Authority / Branch office and has it been ensured that the material reached the Managing authority / Programme Branch Office by the given dead line?	
3. Is the application filled in English?	
4. Is the percentage of total requested financing maximum of 90% of the total costs?	
5. Are the total costs for capitalization project a maximum of 60 000 EUR?	
6. Are the total costs a minimum of 50 000 EUR for development and 20 000 EUR for a capitalization project?	
7. Is the project budget presented in euros and attached electronically to the application?	
8. Are the annexed budget and content in PROMAS consistent with each other?	
9. Is the project concluded by 31 st December 2023?	
10. Do the project, the lead partner and partners fulfill the eligibility criteria defined in the guidelines and do all the partners participate to the financing of the project?	
11. Are the signed partnership statements from all the partners attached electronically to the application?	
12. Is the logical framework matrix attached electronically to the application?	
13. Is the communication plan attached electronically to the application?	
14. Are all parts of the application filled in?	

3.3.5 Deadline for the submission of the applications

The deadline for the submission of the electronic version of the application is **17th March 2022** at 15:00 o'clock Finnish time.

The signed version needs to reach the Managing Authority or the Branch Office on **24th March 2022** at the latest.

Any application submitted after the deadline and/or reaching the Managing Authority after the deadline will automatically be rejected.

3.3.6 Information and capacity building event for the applicants

Managing Authority will arrange an online information event on December 15th 2021 and a capacity building event for the applicants on February 10th 2022. If the pandemic situation allows, the capacity building event will be organised as a hybrid event and can be participated both on-site and on-line. The location of the on-site event is to be confirmed.

The objective of the event is to ensure the high quality of applications.

3.4 Evaluation and selection of applications

All applications submitted will be assessed according to the following steps and criteria:

STEP 1: ADMINISTRATIVE CHECK AND VERIFICATION OF ELIGIBILITY OF THE APPLICANT AND THE PARTNERS

The following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The application satisfies all the criteria specified in the checklist in chapter 3.2.4. If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

Following the administrative check and the eligibility verification, the Managing Authority will send information to all applicants, indicating whether their application was submitted prior to the deadline, and whether their application has been recommended for further evaluation.

The Managing Authority shall perform the administrative check and the eligibility verification.

STEP 2: EVALUATION OF THE APPLICATION

An evaluation of the applications, including the proposed budget, and of the capacity of the applicant and its partners, will be carried out in accordance with the evaluation criteria set out in the evaluation grid included below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria assess the applicant's financial and operational capacity to complete the proposed action and assures that the applicant has stable and sufficient sources of funding to maintain its activity throughout the period during which the project is being carried out and to participate in its funding. In addition, applicants' and their partners' professional competencies and qualifications to complete the proposed project will be evaluated.

The award criteria assess the quality of proposals against the set objectives and priorities, so that the grants are awarded to the actions, which maximise the overall effectiveness of the call for proposals.

The Joint Selection Committee evaluates the applications. The Joint Monitoring Committee makes the final decision on project selection following the evaluations and proposals done by the Joint Selection Committee.

Activities already implemented or financed are not financed and the Joint Monitoring Committee may reject the project on this basis.

The Joint Monitoring Committee also notices the European Union state aid rules and the non-profit principle in its decisions. If the Joint Monitoring Committee sees that the project or specific activities distort the competition or clearly create a competitive advantage for the partner, it may:

- reject the proposal,
- cancel the potential competitive advantage (apply the open access principle),
- cut the activities creating a competitive advantage,
- use de minimis rule.

Scoring:

The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation Grid: Application:

Award criteria: justification and relevance

<u>1. Justification / Relevance of the project</u>	<u>25</u>
1.1. Is the initial problem real, clearly identified and described?	5

1.2. Is the specific objective realistic and converted from the identified initial problem?	5
1.3. Is the project relevant to the target groups?	5
1.4. How relevant is the project to the objectives/priority of the call for proposals?	5
1.5. Does the project have a cross-border nature?	5

Award criteria: quality of the proposal

<u>2. Quality of the proposal</u>	<u>25</u>
2.1. Are the activities proposed necessary and sufficient to produce the planned outputs?	2 X 5*
2.2. Is the role and motivation of proposed partners appropriate and clear?	5
2.3. Is the duration of the project realistic?	5
2.4. Does the strategy for dissemination and communication correspond to the objectives and to the target groups of the project? Is the strategy sufficient?	5

Award criteria: expected results and sustainability (quality)

<u>3. Expected results and sustainability of the project</u>	<u>20</u>
3.1. Are the main outputs necessary and sufficient in order to achieve the specific objective of the project?	2 x 5 *
3.2. Are the expected results of the proposed project sustainable? Can they be effectively utilized?	5
3.3. Does the project have any environmental impacts? Does the project address any cross-cutting issues of the programme (environmental sustainability, people to people; education, research and innovations or equality) Project has positive environmental impacts: 1 point Project's results are environmentally sustainable: 1 point Project results have positive people-to-people impacts: 1 point Project results contribute to the development of education, research and / or	5

innovations: 1 point

Project results advance equality: 1 point

Award criteria: Budget and cost-efficiency (quality)

<u>4. Budget and cost-effectiveness</u>	<u>15</u>
4.1. Are the planned resources sufficient and reasonable to ensure the project implementation?	5
4.2 Does the expenditures correspond to the proposed actions of the project?	5
4.3. How good is the price-quality ratio of the proposed action?	5

Selection criteria: financial and operational capacity

<u>5. Financial and operational capacity</u>	<u>15</u>
5.1. Do the applicant and partners have experience of project management?	5
5.2. Do the applicant and partners have sufficient technical expertise to implement the proposed activities? (notably knowledge of the issues to be addressed.)	5
5.3. Does the applicant and partners have sufficient financial capacity in relation to overall total costs of the project?	5

*the scores are multiplied by 2 because of their importance

Maximum score is 100.

Note on the minimum score requirement under subsections of the evaluation grid

If an applicant gets a score less than 3 in subsections 1.1. or 1.2. or score 1 in any other subsection except 3.3. of the criteria described above, the application will be rejected.

Note on section 1. Relevance

If the total score is less than 15 points for section 1, the application will be rejected.

Note on section 5. Financial and operational capacity.

If the total score is less than 9 points for the section 5, the application will be rejected.

Note on the minimum total score requirement:

If the total score is less than 70 points, the application will be rejected.

Provisional selection

Results of the applications' evaluation process are presented in the evaluation report. The report lists the applications according to their total score as well as the rejected proposals. In case the applications get the same total score the rank is determined by the scores on section 1 (relevance). In case the applications still have equal scores, the rank is determined by the score on section 2 (quality of the proposal). Separate ranking lists are drafted for each priority. The development and capitalisation projects are on the same list, according to the priority.

Contracting process is launched after the Joint Monitoring Committee meeting for the first projects on the ranking list under each priority. Grant Contracts are offered on the order of the ranking lists. Contracting is to be finalised by the end of 2022. The remaining proposals on the ranking list will be rejected.

Please note, that no overlapping actions will be financed. In such cases the project getting a higher score will be offered a contract.

3.5 Notification of the Joint Monitoring Committee's decision

3.5.1 *Content of the decision*

The applicants are informed in writing of the Joint Monitoring Committee's decision concerning their application and, in case of rejections, the reasons for the negative decision.

Applicants believing that they have been harmed by an error or irregularity during the award process may file a complaint.

3.5.2 *Indicative time table*

	DATE	TIME*
Opening of the Call for proposals	14 th Dec 2021	
Information event for applicants	15 th Dec 2021	
Capacity building for applicants	10 th Feb 2022	
Deadline for submission of full applications	17 th March 2022	15:00
Information about the project selection*	June 2022	
Launching event*	October 2022	

*These dates are indicative.

3.6 Conditions applicable to implementation of a project following the Managing Authority's decision to award a grant

Following the decision to award a grant, the lead partner will be offered a contract. By signing the grant application form, the applicant declares accepting, in case where it is awarded a grant, the contractual conditions as laid down in the standard contract.

4. Templates

Following documents are available on programme website www.kareliacbc.fi

Budget

Partnership statement

Logical framework matrix

Communication plan template

DOCUMENTS FOR INFORMATION:

Grant Contract template

Conditions for the Grant Contract

Programme Manual