

## Guidelines for Grant Applicants

### Call for capitalisation projects

## GLOSSARY

### A

#### **Action plan**

An action plan is a document that lists what steps must be taken in order to achieve a specific goal *(It is summarized in the application form, see the tables of action plan per outputs and per activities)*

#### **Activity**

Actions taken or work performed aiming to the development of one or more project outputs. A series of activities creates a Work Package. Activities are expected to be described in detail in the Application Form in the Work Packages containing the title, type, description (in terms of location, target groups, content, etc.) and the timeframe for performing the activity.  
*See also Output and Work Package*

#### **Administrative Costs**

Indirect costs incurred by the Lead Beneficiary and its partnership. Administrative costs are also known as ‘overhead’ and cannot be identified as specific costs directly linked to the work done in the project. In practice, they are costs whose attribution to the specific action cannot be or has not been measured directly, but can only be distributed among the different activities by means of cost drivers or similar. They may be eligible for flat-rate and are fixed at a maximum of 7% of the estimated total eligible costs.

*See also Indirect Cost and Contingency Reserve*

#### **Applicant / Lead Applicant**

An entity (private or public body) which submits an application form on behalf of a partnership to obtain a grant. If the grant application is selected, the lead applicant will become the lead beneficiary and sign the grant contract. It is required to fill in the lead applicant declaration.

*See also Application Form and Beneficiary/Lead Beneficiary*

#### **Application Form (AF)**

Binding document which describes the project (objectives, results, outputs, partnership) and gives detailed information about the work plan and financial figures. The AF has to be submitted through the electronic Application Form (eAF), in order to be assessed for funding by the Programme. Hand-written Applications Forms will not be accepted. Once the project is approved, the AF becomes the reference document for the whole implementation of the project until its closure. The content of it may change to a certain extent during the implementation, but only according to the Programme's project modification rules and procedures.

*See also Grant Contract*

## **Assessment Procedure**

It is a part of the project selection process. It is a standardized and transparent procedure carried out by Programme bodies and performed in two steps: Step 1 Strategic Evaluation (evaluating the relevance and the quality of design) and Step 2 Operational Evaluation (evaluating the operational and financial capacity, effectiveness, sustainability and cost effectiveness).

*See also Eligibility Criteria*

## **B**

### **Baseline Survey**

A baseline survey is an analysis of the current situation to identify the starting points for a project and its indicators. It looks at what information must be considered and analyzed to establish a starting point.

*See also Baseline value*

### **Baseline value**

A baseline value is the value of a result indicator at the beginning of the project implementation period. Each result indicator requires a baseline value to be defined within the first six months of the implementation period. *(Example, the number of start-ups created in the year before the starting date of the project in the targeted regions).*

### **Beneficiary / Lead Beneficiary**

The beneficiary (also referred to as “Lead beneficiary”) is the entity that signs the grant contract with the Managing Authority on behalf of the partnership. The beneficiary has the primary legal responsibility towards the Programme for the proper execution of the grant contract; it is also responsible for the overall and day-to-day coordination and management of the project and for the use of the allocated funds.

*See also Application Form and Grant Contract*

### **Budget**

It corresponds to the total funds available for project implementation (i.e. ENI support and project co-financing) and represents the estimated-planned expenditures in terms of costs of activities to be undertaken to achieve specific objectives and results.

## **C**

### **Capitalisation**

Activity aiming to ensure the systematic management of the knowledge gained while implementing the project to foster synergies and complementarities with other projects/initiatives. The capitalisation is conducted at two interlinked levels: at Programme level, with a view to assessing project outcomes and optimizing their use by relevant actors; and at project level, in order to identify and enhance the best results achieved. It entails a process of gathering and analyzing the experiences, good practices and lessons learnt, with the objective of making selected findings available to all concerned stakeholders by means of specific tools/events.

### **Clusters**

Project grouping created by the Programme for each thematic objective with the aim to enhance interaction with other initiatives/Programmes carried out within and outside the cooperation area and to exploit potential synergies and complementarities.

*See also Capitalisation and Cooperation Area*

### **Contingency Reserve**

It is a portion of project funds to be used to cover costs deriving from exceptional circumstances out of the control of the Beneficiary that could not be foreseen when submitting the project proposal. Its overall amount cannot exceed 3% of the total direct eligible costs. It may only be used with prior written authorization of the Managing Authority.

*See also Direct Eligible Costs, Ineligible Costs and Eligible Costs*

### **Cooperation Area**

Programme's area composed of eligible regions, adjoining regions and major social, economic and cultural centres belonging to the Partner Countries. Only applicants based in eligible regions, as indicated in paragraph 4.1 of the Guidelines for Applicants, are entitled to apply as lead applicants.

## **D**

### **Declaration by Applicant**

Written declaration of the Applicant including all main provisions that will be included in the grant contract with the Managing Authority.

### **Deliverable**

Deliverables refer to the quantifiable goods or services that will be provided upon the completion of an activity. Deliverables can be tangible or intangible parts of the development process. *(Examples: list of participants in a training session, photos, leaflets, etc.)*

### **Direct Costs**

Direct costs are specific costs directly linked to the work done in the project and which can therefore be directly booked to it. They support all the activities necessary for the implementation of the project (e.g. research, management, training, dissemination, etc.), such as: Preparatory Costs, Staff Costs, Travel and Subsistence Costs, Infrastructures, Equipment and Supplies Costs, Cost for Services, and other costs like sub-grants.

*See also Eligible Costs*

## **E**

### **Eligible Costs**

Costs that are in line with the Programme requirements mentioned in the Guidelines of Applicants under paragraph 4.6

### **Eligibility Criteria**

Sets of criteria used by the Programme bodies to perform the eligibility checks. Compliance with these criteria assures that the Application Form meets the basic requirements. Failure to comply with any of these criteria leads to outright rejection of the application.

*See also Application Form*

### **Evaluation Criteria**

The evaluation criteria are established in the Guidelines for Grant Applicants approved by the Joint Monitoring Committee. These evaluation criteria are related to the relevance and quality of design (first step of the evaluation), and, then, to the operational and financial capacity, effectiveness, sustainability and cost effectiveness of the proposed interventions (second step).

## **F**

### **Financial Dimension of the First Call for Standard Projects**

The minimum EU contribution to projects is € 1.000.000 while the maximum contribution is € 3.000.000. The maximum budget for a project proposal is € 3.500.000.

*See also Application Form*

### **Final beneficiaries**

Groups of individuals and/or organizations benefiting from the project outputs in the long term at the level of the society or any specific sector at large.

## **G**

### **General Objective**

The general objective should describe the long term impact of the project activities and what the project is trying to achieve in the targeted areas. The applicant should describe how the project proposal contributes to the Programme Strategy (relevant overarching and thematic objective). General Objective should be "S.M.A.R.T." (specific, measurable, achievable, relevant and time-bound).

*See also Impact*

### **Grant Contract**

Agreement signed between the contracting authority (Managing Authority) and the lead beneficiary once the proposed project is selected.

## **I**

### **Indicator**

A unit of measurement that specifies what is to be measured along a scale or dimension. Indicators are a quantitative means of measuring outputs and results.

*See also Output and result*

### **Indirect costs**

A general cost that cannot be directly related to any particular programme or activity of the organization. These costs are recovered in accordance with each organization's own financial regulations and rules.

### **Ineligible costs**

Non-eligible costs cannot be reimbursed through the grant, in particular: any identifiable indirect taxes, including VAT or duties; interest owed, provisions for possible future losses or charges, etc.

### **Impact**

Impact implies changes in people's lives. Such changes might have positive or negative long-term effects that can be economical, socio-cultural, institutional, environmental, and technological or other types. This might include changes in knowledge, skill, behavior, health or living conditions for children, adults, families or/and communities. As the project impact is likely to take place sometime after project completion, it is important to report on the project impact prospects, as it is directly linked to the Programme priorities.

## **L**

### **Local/International agreements**

Agreements signed/to be signed under the project should have the potential to ensure the sustainability/exploitation of results achieved. This can also include joint agreements signed with other cooperation projects. Agreements should highlight how project results will be exploited and used by other stakeholders at regional and national level.

### **Logical framework**

It is a management tool used to improve the design and implementation of project activities. It involves identifying strategic elements (i.e. objectives, results etc.) and their causal relationships. It also includes indicators, and the assumptions of risks that may influence success and failure. It thus facilitates planning, execution, and monitoring and evaluation of any project.

*See also* Monitoring, Activity, Deliverables and Results

## **M**

### **Monitoring**

A continuous process of collecting and analyzing data for performance indicators to compare how well a development intervention, partnership or policy reform is being implemented against expected results (achievement of outputs and progress toward results). It involves the systematic and continuous collection of data useful for further analysis (review and evaluation) and for informed decision-making.

*See also* Output and Results

## O

### Output

Outputs are new products and services that result from the completion of activities. They can be captured by a programme output indicator, and directly contributes to the achievement of the project result.

*See also Result*

## P

### Partnership Agreement

Contract signed between the lead partner and all the project partners, containing all duties and responsibilities of each project partner before, during and after the project implementation. The partnership agreement will be required only to shortlisted projects for the final phase of the selection procedure.

### Partner Statement

A mandatory statement to be signed by each project partner to be uploaded on the online system for the proposal submission.

### Pilot actions

Pilot actions are embedded in the standard project's cross-border framework, along with networking, and are implemented at local level in the partner regions in order to test the use of a particular methodology, technology, concept, model or tool that was developed within the project. Pilot actions therefore have the ability to link theoretical concepts with actual practice and implementation.

*(Example: water pipeline to be installed in the X village to improve access to safe water)*

### Project Idea

The project idea are designed to clarify the key elements of the project. They need to be relevant (will contribute to the Programme objectives and results), demand-driven (identifying target groups that will benefit from the project) and result-oriented (will make a change by addressing the need of the target groups). The format available on the Programme website is also meant to support partners search activities.

## R

### Result

Results are measurable changes involving skills or abilities and capacities of individuals or organisations. They indicate the change the project is aiming for.

*See also Output and Impact*

## S

### **State Aid**

State aid means action by a (national, regional or local) public authority, using public resources, to favour certain undertakings or the production of certain goods. A business that benefits from such aid thus enjoys an advantage over its competitors. Control of State aids thus reflects the need to maintain free and fair competition within the European Union.

Aid which is granted selectively by Member States or through State resources and which may affect trade between Member States or distort competition is therefore prohibited (Article 107 of the Treaty on the Functioning of the European Union - TFEU). State aid may nonetheless be permitted if justified by objectives of general economic interest, if it falls within the of the General Block Exemption Regulation (e.g. Article 19 - Cooperation costs of SMEs in ETC) and/or *de minimis* Regulation.

## T

### **Target Group**

Individuals and/or organisations directly and positively affected by the project outputs. Even if not necessarily receiving a financial grant, the target groups are directly concerned by the project activities and may exploit project outputs for their own benefit.

### **Target Value**

A quantified objective expressed as a value to be reached and measured by an indicator, usually within a given timeframe.

*See also Indicator*

### **Thresholds**

During the quality evaluation in the first call for Standard Projects, thresholds will be applied for Relevance (min 18/30), Quality of Design (min 12/20), Financial and Operational Capacity (min 12/20).

## W

### **Work Package**

A group of related project activities defined in the work plan required to produce the project main outputs.

*See also Activity*