

ESPON Info Day on New Calls and Partner Café 16 September 2009, Brussels

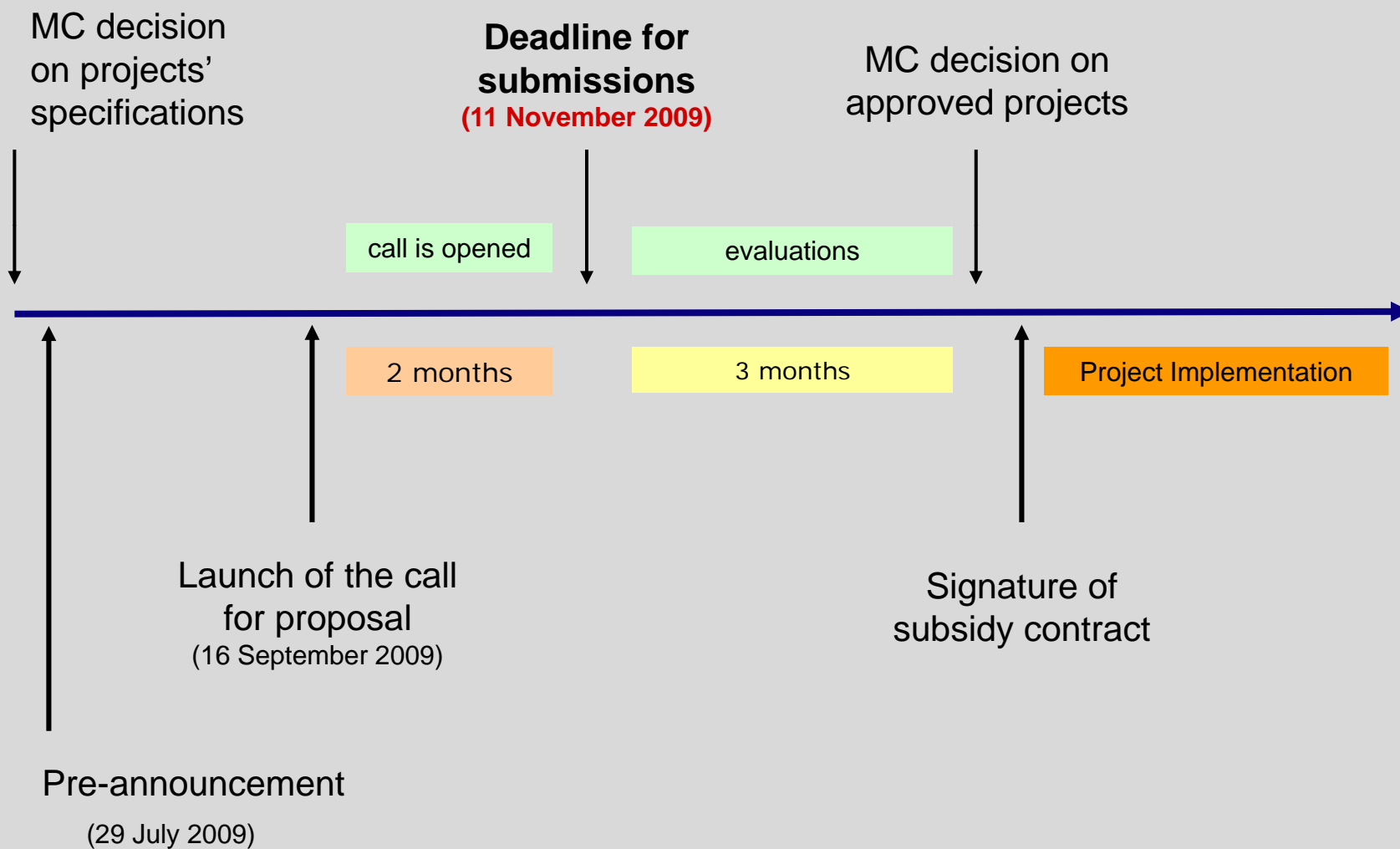
How to apply?

Procedures for "Call for Proposals"
under Priorities 1-3



EUROPEAN UNION
Part-financed by the European Regional Development Fund
INVESTING IN YOUR FUTURE

Application Procedure



Applicants Eligible for Funding

- **Geographical references:** the applicants can either come from EU Member States and Partner States of the ESPON 2013 Programme
- **Legal status :** the applicants eligible for funding must be either **public bodies**, or **public equivalent bodies**, as defined by Directive 2004/18 (EC), Article 1, or **private bodies**
- **Legal Framework :** EC Regulations (EC No1083/2006, EC No 1080/2006, EC No 1828/2006), Community rules (Competition, Environment, Equal opportunities, Public Procurement), National rules applicable to the Lead/Project Partners and Programme rules (OP, PM, Project Specifications, Agreement between the Member/Partner States-MA)

Selection Procedure

Two distinct assessment parts:

1. **Eligibility** check according to six criteria (Correctable Omissions)
2. **Evaluation** according to three criteria:
 1. Content related,
 2. Management related and
 3. Partnership related

Notification

The decision of the MC will be notified to all Lead Applicants

How are projects financed?

Projects are financed through a **reimbursement mechanism**:

1. Projects pay all expenditure (preparation costs, implementation costs)
2. Projects claim the reimbursement of costs from the Programme
 - expenditures are to be certified by national First Level Financial Controllers

No advance payments to projects or applicants are possible

The eligible expenditure of the eligible applicants will be financed **100%**

How to Apply ?

Using a standard Application Form

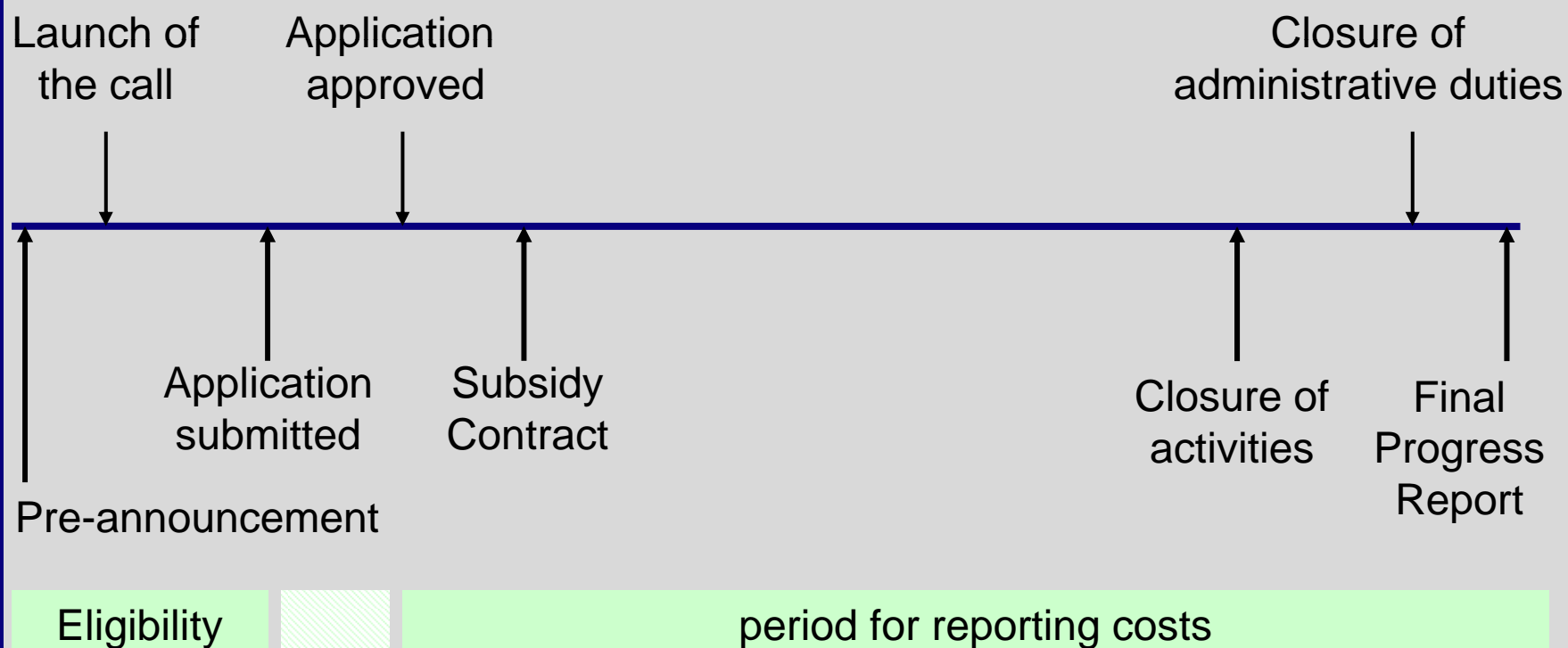
- Part A: Administrative, Financial and Management related information (protected Excel file)
- PART B: Content related information, Anonymous (Word file)
- Annexes (in case of involvement of private partners)

Application must

- Be completed in English
- Be completed by using the provided files only
- Be submitted any time during the time when the call is open
- Be submitted electronically via mail AND via post (one original signed and stamped and one copy)
- Deadline for submission – 11 November 2009

Eligibility Period

For approved projects **preparation costs** are eligible from pre-announcement of the call until submission of the application



Budgeting and reporting under budget lines

Budget line 1: Staff

- Costs for personnel employed only

Budget line 2: Administration

- Direct and indirect general costs
- Threshold: total of budget line 2 cannot exceed 25% of the total of budget line 1

Budget line 3: Travel and accomodation

- Only for employed personnel travelling

Budget line 4: Equipment

- Only depreciation allowances

Budget line 5: External expertise and services

- Costs for supplies of services and goods (e.g.: consultants, experts, interpreters)

Further Questions

For questions regarding **procedures**,
please send an e-mail to

procedures@espon.eu

Thank you for your attention