



## PROGRAMME MANUAL

# TWO-PHASE APPLICATION PROCEDURE

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# Introduction

## How to get prepared for applying?

Preparing an application for a transnational project has many different aspects to consider before its submission: collecting information to find or develop an idea, searching partners in other Mediterranean states, getting familiar with the Programme strategic framework and contents as well as with all technical procedures, assessing the administrative capability, building the project application.

### STEP 1 – COLLECTING INFORMATION

The Interreg MED Programme and the National Contact Points of the participating states are the first organisms to whom you can request information for the project.

You can look into the information tools provided by the Programme website and make some desk research. A good way to start is to find ideas for projects, and for that purpose the Interreg MED Programme website provides the Project Library, with a database related to the results and ideas of previous projects.

Another possible first step is to contact your own country National Contact Point for the Interreg MED Programme. The National Contact Points can provide all sort of local information regarding the applications, the ongoing or future calls, the types of projects, the partners in your country. The NCP also organise events, where there it is possible the personal exchange of information.

The [Interreg MED programme website](#) displays the contacts and other information provided by the National Contact Points per Member State of the Programme.

### STEP 2 – GET FAMILIAR WITH TECHNICAL FRAMEWORK OF THE PROGRAMME

It is also advisable that potential beneficiaries go through a review of previous calls for projects in order to get familiar with call procedures, themes or types of projects and partners involved.

Nevertheless, this information should be carefully confronted with the new 2014-2020 Programming Period information material, namely by reading the present manual, the EU regulations, and Application Form guides, [available at the Interreg MED website](#).

### STEP 3 – SEARCHING FOR PARTNERS

In the Interreg MED Programme the nature of projects is of cooperation. This means that the project objectives and outcomes must necessarily come from a transnational partnership between institutions from different countries in the Mediterranean cooperation area.

Note that, in searching for partners, only applications of entities and partners based on the cooperation geographical area of the Interreg MED Programme can be accepted for funding. For the eligible regions you can find information again in the [Interreg MED website page](#). In the Factsheet on “Partnership architecture, requirements and relevance ments”, potential beneficiaries can find all the information concerning partner’s necessary qualifications.

In the search for partners, potential beneficiaries should consider to address entities from among the following groups, which are usually the Interreg MED Programme partners:

- Local public authority
- Regional public authority
- National public authority
- Sectoral agency
- Infrastructure and (public) service provider
- Interest groups including NGOs
- Higher education and research
- Education/training centre and school
- Enterprise, except SME
- SME
- Business support organisation
- EGTC (European Grouping of Territorial Cooperation)
- International organisation, EEIG (European Economic Interest Grouping)

#### STEP 4 – ASSESSING YOUR ELIGIBILITY AND CAPABILITY

The Interreg Programme MED for 2014-2020 has a new approach for project management: a flexible choice through the modular system for modular or horizontal projects, each type described in the respective factsheets of the Programme’s Manual. Therefore, the potential beneficiaries have to conceive and plan the project based on a specific type of project:

- Modular projects: single module or multi-module projects;
- Horizontal projects.

In this context, it is necessary to retain that the required management and communication skills and experience vary from module to module and from a type of project to another. For example, being the Lead Partner of a single module project or an integrated project does not require the same management needs. The same applies regarding communication, as in modular projects potential partners won’t have to produce basic communication materials, whereas in a horizontal project they will have to produce a communication strategy for a community of projects. Finally, EU and Programme rules regarding partnership and financial requirements are of utmost importance when preparing a project proposal.

Therefore, potential partners should assess if the organisations involved have the capacities, experience, skills and ambition necessary to apply for a more demanding in terms of management, financial capacity and communication requirements multi-module type of project or horizontal project, or if it has better chances of success applying for a single module project type, where management and communication responsibilities are simpler and financial capacities required are less important. In that sense, the reading of the following Factsheets of the Programme’s Manual is highly recommended:

- Factsheet on “The MED Programme strategic framework”
- Factsheet on “Partnership architecture, requirements and relevance”
- Factsheet on “Type of activities and deliverables”
- Factsheet on “Quality expectations and criteria”
- Factsheet on “Standards for activities and productions”
- Factsheet on “Sound project budget”
- Factsheet on “Communication”

# Application procedure

The programming period 2014-2020 brings some changes to the application procedures, among which:

- **100% paperless** application process through the on-line monitoring tool SYNERGIE CTE;
- The proposal itself consists of **two main parts**: an Application Form and several compulsory annexes (including Partners' additional documents);
- A different deadline is established for the submission of each part;
- Partners' additional documents (declarations) will be produced using the templates provided by the Interreg MED Programme;
- The Lead Partner must keep all original compulsory annexes in its premises.

Please note that two different application procedures have been established, one in a single phase (for the modular projects) and another in two phases (for horizontal and integrated projects).

## The two-phase application procedure

Horizontal and integrated projects have to submit their application through a two-phase procedure:

- A 1<sup>st</sup> phase consisting in a pre-application where only some sections of the Application Form have to be filled in and will be assessed (verify the courtesy "Pre-application Form template" available for each call):
  - B. on partnership and general budget,
  - C. (partially), on project relevance, focus and context (project approach, transnationality, cooperation criteria, modular approach, intervention logic, synergies and complementarities)
- A 2<sup>nd</sup> phase consisting in a full Application Form, where all sections of the Application Form have to be filled in and will be assessed.

The 1<sup>st</sup> phase of the submission will be followed by an eligibility check and a first assessment, according to the administrative and assessment procedures approved by the Interreg MED Monitoring Committee (see the related factsheet of the Programme manual).

Only the best scores will be admitted to the 2<sup>nd</sup> phase of the submission.

An intermediate parallel step of information exchange, bilateral meetings or seminars could be promoted (in order to integrate possible Steering committee conditions and/or requirements) between the partnerships (admitted to the 2<sup>nd</sup> phase) and the MED JS.

A second administrative check as well as a second final assessment will be performed after the 2<sup>nd</sup> phase of submission.

## DOCUMENTS TO BE PROVIDED

Proposals, both in the first and second application stage, must be submitted electronically using only the on-line monitoring tool of the Interreg MED Programme, SYNERGIE CTE. **Proposals arriving by any other means are not eligible.**

**During the first stage of application**, the **Pre-application Form** has to be accompanied by the compulsory annexes listed below in a scanned version signed - and uploaded on Synergie CTE. No paper version is required. The originals must be kept by the Lead Partner.

More specifically, the following **compulsory annexes** are required:

- A scan of the signed Pre-application Form confirmation page;
- A scan of the signed Partners' expressions of interest from all participating partners, including the Lead Partner, using the template provided by the Programme.

The uploading has to be done before the final validation of the application form of the 1<sup>st</sup> stage. Kindly see the announcement of the concerned call.

**During the second application stage**, in order to submit a full proposal, the **Application Form** has to be accompanied by the compulsory annexes listed below. Those annexes are to be uploaded (in a scanned signed version, if required) only to SYNERGIE CTE and no paper version is required. The originals must be kept by the Lead Partner.

More specifically, the following **compulsory annexes** are required:

- A scan of the signed Application Form confirmation page;
- A scan of the signed Partner declaration from all participating partners, including the Lead Partner, using the template provided by the Programme;
- A scan of the signed "De minimis" declaration only from the partners whose activities within the project are State Aid relevant and that are willing to apply the *de minimis* Regulation, using the template provided by the Programme;
- A scan of the signed Associated partner declaration, using the template provided by the Programme, one for each associated partner (if applicable).

## DEADLINES

For the **first phase of the application**, the submission procedure consists in **one part**: a simplified Pre-application Form accompanied by Expressions of Interest from all partners involved, to be filled in and validated on SYNERGIE CTE by the 1<sup>st</sup> deadline set out in the concerned Announcement of the Call.

For the **second phase of the application**, the submission procedure consists of **two main parts**: a full Application Form, to be filled in and validated, and several annexes (including Partners' additional documents) being compulsory, which shall be uploaded: thus please note that in this case there are **two different deadlines** to be respected.

- ➔ The Application Form has to be validated on SYNERGIE CTE by the 2<sup>nd</sup> deadline set out in the concerned Announcement of the Call.
- ➔ The uploading of the compulsory annexes to SYNERGIE CTE must be completed by the 3<sup>rd</sup> deadline set out in the concerned Announcement of the Call.

In order to organise the reception and the treatment of the proposal, the JS needs to anticipate as much as possible the number of proposals that will be received. Lead Partners are invited to create a login for the fulfilment and submission of proposals by the date indicated in the concerned Announcement of the Call. The creation of logins after that date depends on the call.

#### HOW TO APPLY

The submission of the proposal must imperatively be made through the on-line monitoring tool of the Interreg MED Programme: SYNERGIE CTE.

In order to submit the proposal the Lead Partner must, at the first phase of the application:

##### 1. Create a Lead partner account on SYNERGIE CTE

First, applicants wishing to submit a proposal have to create a login for the on-line monitoring tool of the Interreg MED Programme SYNERGIE CTE by providing some basic contact information including name and e-mail address. SYNERGIE CTE will provide an activation link by e-mail. The account will be activated by clicking on the link. Depending on the call, this process might be executed directly by the partners in SYNERGIE CTE or, otherwise, by the JS after request by the Lead Partner.

##### 2. Fill in the application form on SYNERGIE CTE

Both first and second phase applications must be completed on SYNERGIE CTE. Guidance on how to fill in the forms and what is expected in each question is provided in the SYNERGIE CTE guides. All documents needed for the development of the proposal, including the Programme Manual, the Terms of Reference and a courtesy Application Form in word format (not to be used for the submission), are available on the Interreg MED Programme website.

Before starting to work on the application on SYNERGIE CTE, the Lead Partner must choose the specific objective and the type of project to be submitted, according to the Terms of Reference of the call and Programme guidelines. In case of mistake, kindly contact the Joint Secretariat (JS) as soon as possible in order to correct the situation. In some cases, the only solution would be to start the fill in of the Application Form again.

The Application Form has to be drafted in one of the two programme languages (English or French). There are some sections of the full Application Form where information is requested in both programme languages. Kindly bear in mind that the short description of the project in both languages is compulsory.

Lead Partners are invited to establish a starting date for their project following the indications provided by the Programme in the Terms of References of the Call for Proposals.

**Coherence checks shall be made during the whole period of the drafting; it is recommended not to wait until the final stages to do it unless the Lead Partner disposes of enough time for all corrections. Lead Partners are invited to use the coherence check after saving each section**

Bear in mind that this coherence check will not replace the formal eligibility check. For further information, please refer to Factsheet "Appraisal of project proposals (eligibility and assessment criteria)" of the Programme Manual.

**of the Application Form. Be careful not to let any results of coherence checks in red or orange on SYNERGIE CTE. They must be green even when they are not preventing the submission.**

### 3. Request the additional documents (signed) to partners

For the first stage of the Application, all partners must fill in an **Expression of Interest** using the template provided by the Programme (please refer to the annexes of the Programme Manual). These forms are then to be **dated** and **signed** by the Partner legal representative, scanned and thereafter sent to the Lead Partner.

For the second stage of the Application, all partners must fill in a Partner declaration using the template provided by the Programme (please refer to the annexes of the Programme Manual). These forms are then to be **dated** and **signed** by the Partner legal representative, scanned and thereafter sent to the Lead Partner. Before filling in the Partner declaration, partners are requested to read the section on partnership requirements of the Programme Manual very carefully. **The form provided by the Programme may not be altered or amended in any way.**

Besides, only partners whose activities within the project are State Aid relevant and that are willing to apply the *de minimis* Regulation, must provide a "de minimis" declaration indicating any contribution received during the previous three fiscal years falling under the *de minimis* Regulation. Before filling in the *de minimis* declaration, partners concerned are requested to please read the factsheet on State Aid of the Programme Manual very carefully. **The form provided by the Programme may not be altered or amended in any way.**

Associated partners should sign an Associated partner declaration provided by the Programme. The information regarding associated partners in the Application Form will not be considered if the relevant associated partner declarations are not provided.

**No other type of document and no modification to the standard documents provided by the Interreg MED Programme will be accepted. All documents must be dated and signed**

Lead Partners are invited to check that the information included in the partner declarations is coherent with the information entered on the Application Form on SYNERGIE CTE. If any information, especially the co-financing amount, is not coherent, the Lead Partner must correct it.

### 4. Validate the content of the application form on SYNERGIE CTE

For the first phase of the application, once the form is entirely filled in and the Expressions of Interest uploaded, the Lead Partner must validate the Application Form on the on-line monitoring tool by the 1<sup>st</sup> deadline set by the Programme when launching the Call for Proposals. Please bear in mind that **the validation will only be effective after having pressed the VALIDATION button** (a single confirmation e-mail is automatically sent by the tool when the validation has been performed correctly). Should Lead Partner encounter any problem in filling or validating the Application Form on SYNERGIE CTE, it is imperative to contact the JS ([programme\\_med@maregionsud.fr](mailto:programme_med@maregionsud.fr)) before the closure of this phase.

For the second phase of the application, once the application is entirely filled in, the Lead Partner must validate the Application Form on the on-line monitoring tool by the 2<sup>nd</sup> deadline set by the Programme when launching the Call for Proposals. Please bear in mind that **the validation will only be effective after having pressed the VALIDATION button** (a single confirmation e-mail is automatically sent by the tool when the validation has been performed correctly). Should Lead Partner encounter any

**Any Application Form not validated on SYNERGIE CTE will not be accepted.**

Any proposal not  
submitted completely  
through SYNERGIE CTE will  
not be eligible.

problem in filling or validating the Application Form on SYNERGIE CTE, it is imperative to contact the JS ([programme\\_med@maregionsud.fr](mailto:programme_med@maregionsud.fr)) before the closure of this phase.

**Once the Application Form is validated, it cannot be modified anymore.** Lead Partners are invited to keep the e-mail sent by the system attesting the time of validation (GMT+1). Please bear in mind that the e-mail will be sent to the contact person address entered previously in the system: kindly check that this information is correct in order to receive the confirmation e-mail.

#### 5. UPLOAD compulsory annexes through SYNERGIE CTE by the 3<sup>rd</sup> deadline

All the compulsory annexes must be uploaded to the system by the 3<sup>rd</sup> deadline set by the Programme when launching the concerned Call for Proposals. In the framework of this call, the following documents must be uploaded:

- **A scan of the signed Application Form confirmation page.** Only the page of the PDF including the date and the signature of the Lead Partner has to be uploaded. This page (point 2 of the summary, signatures) must have the mention "SUBMITTED".
- **A scan of the signed Partner declaration** from all participating partners using the template provided by the programme, including the Lead Partner. The national co-financing amount included in this declaration must correspond to the information stated in the Application Form validated.
- **A scan of the signed "*De minimis*" declaration**, only from the partners whose activities within the project are State Aid relevant and that are willing to apply the *de minimis* Regulation, using the template provided by the Programme.
- A scan of the signed Associated partner declaration (if applicable), for each associated partner using the template provided by the Programme (if applicable).

Each document shall be scanned and uploaded individually and shall not exceed the size of 8 MB. Should Lead Partner face any problem uploading the additional documents on SYNERGIE CTE, it is imperative to contact the JS ([programme\\_med@maregionsud.fr](mailto:programme_med@maregionsud.fr)) before the closure of this phase.

**Once the deadline for uploading the document has passed, no more documents can be uploaded.** Lead Partners are invited to keep a screen shot of the list of uploaded documents.

#### 6. Gather and keep the paper version of the signed documents

Original paper version of the signed documents uploaded to SYNERGIE CTE must be gathered and kept by the Lead Partner.

#### GENERAL INFORMATION ON THE APPLICATION

Kindly be reminded that it is essential to consult all the reference documents of the Programme (Cooperation Programme, Programme Manual and Terms of Reference of the call) when preparing the proposal. In addition, it is advisable to pay attention to the following:

- For each application phase, all accessible sections provided in SYNERGIE CTE must be filled in;
- Please refer to the Factsheet "Appraisal of project proposals (eligibility and assessment criteria)" of the Programme Manual regarding administrative and eligibility criteria to be respected as well as the quality assessment criteria that will be used for the selection of the proposals;

- Remember that the submission of the proposal is performed in three steps, for applicants selected after the first phase. First, the pre-application has to be validated, then and after selection by the Steering Committee of the Programme, the full Application Form has to be validated, after that, all compulsory annexes have to be uploaded. Please bear in mind that all deadlines must be observed in order to consider the proposal eligible. Once Application Form is validated, it cannot be modified anymore;
- Preparation will amount to the lump sum of **EUR 30 000 of total eligible expenditure per project.**

Lead Partners are invited to fill in the Application Form in SYNERGIE CTE as early as possible. Some sections can be filled in during the preparation of the Application Form and be modified after if needed (until the final validation). Coherence checks should be launched throughout the drafting and before the final validation to correct eventual inconsistencies.

Moreover, please bear in mind that the signature of the partners' additional documents and their uploading can take some time. For this reason, after the validation of the Application Form, a second deadline exists to upload them (respecting the size limit established of 8 Mb for each document) for the submission of the full proposal. **Kindly note that the last day for the submission of the proposals may be very busy for the system and that it could slow down.** Any problem in submitting the proposal or uploading the documents not caused directly by SYNERGIE CTE will not be considered. Should Lead Partner encounter problems, it is imperative to contact the JS before the closure of the call.

Finally, please do not hesitate to contact the MED JS for any further information.