Seed Money Facility

eMS Guidelines

A stream of cooperation

Programme co-funded by the European Union

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Introduction

The submission of the Application Form (AF) is mandatory for applying for funding of projects within the Seed Money Facility Call for Proposals (CfP) of the Danube Transnational Programme (DTP) 2014 – 2020.

The Application Pack for the seed money facility consists of:

- Call Announcement
- Seed Money Facility programme manual
- Application Form (AF)
- SMF eMS guidelines
- Partnership Agreement (PA) template
- Subsidy Contract (SC) template
- State Aid Declaration
- Declaration of pre-financing and co-financing statement
- Declaration of International Organisations
- Declaration of Interest for Associated Strategic Partner
- Declaration of alignment from PAC(s)

The AF is to be submitted electronically together with the other relevant documents via eMS (electronic monitoring system of the DTP). Please, consider that all Applicants must submit the Partnership Agreement, the Co-financing and State Aid Declarations and the Declaration of alignment from PAC(s), while ASP and International Organisation Declarations are to be submitted only if it is the case.

The **deadline** for submission of the Application Form and its Annexes for the seed money call for proposals is **specified in the Call Announcement**.

I. Technical requirements and registration to eMS

Applicants have to complete and submit the seed money application form electronically via the electronic monitoring system of the programme (eMS) which can be accessed under the following link http://www.interreg-danube.eu/about-dtp/dtp-ems.
In addition to guidance provided in this manual, the online application form also contains basic explanations of the various sections of the application form.
eMS is a web application and can be used with any up-to-date browser like Internet Explorer, Mozilla Firefox, Google Chrome or Safari. For technical reasons, eMS only supports the latest version of these browsers. The functionality of the system follows the common standards of web applications for entering and submitting form data.

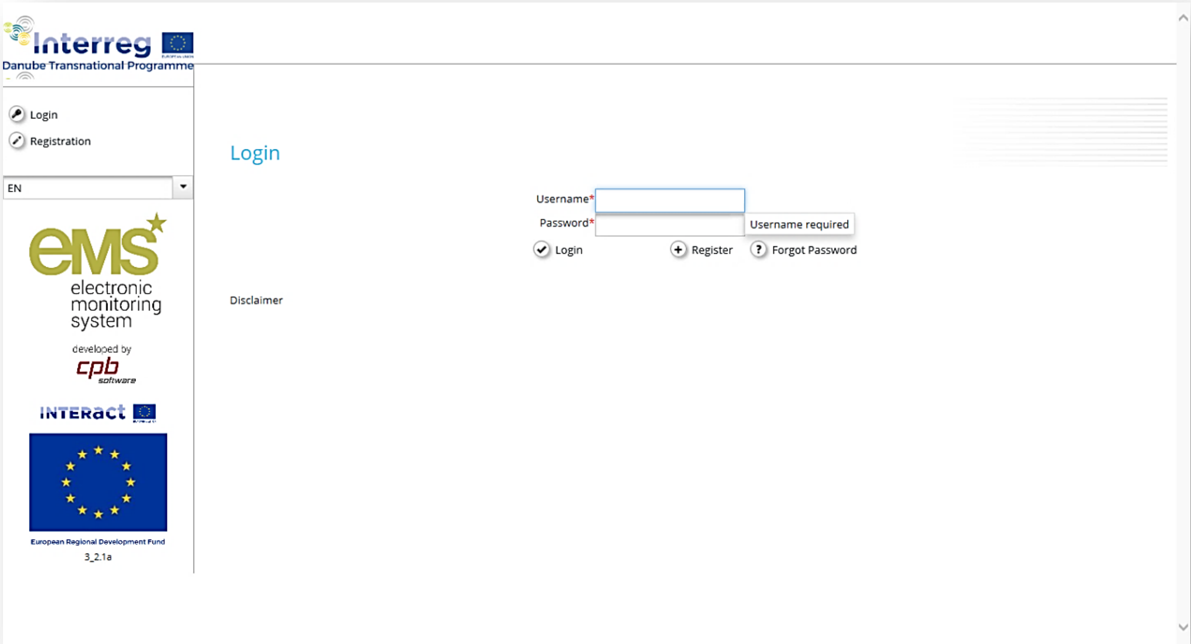
ATTENTION: when filling in the application form the following aspects have to be considered:

- The eMS does not provide any warning or request of confirmation before leaving a section of the application form or before logging out. **Always remember to save the data before leaving a section in the application form (*Save* button SAVE on upper left corner or at the end of the page Save), otherwise data will be lost! Please note that saved data is always signaled by a green-highlighted message in the upper-right corner.**
- When filling in the text fields, please remember to regularly save data, in order to avoid losing data in case of interruptions of the internet connection or other technical issues.
- Do not use the "Enter" key in the forms as it may lead to unexpected results. Always use the commands provided by the eMS interface.

II. Registration

The User can access eMS through the link on DTP website and is requested to register before login.

The User has to select a **password with a length of at least 8 characters, containing lower case letters, capital letters and digits.** The User shall follow the instructions included in the email automatically sent by the eMS to finalise the registration.



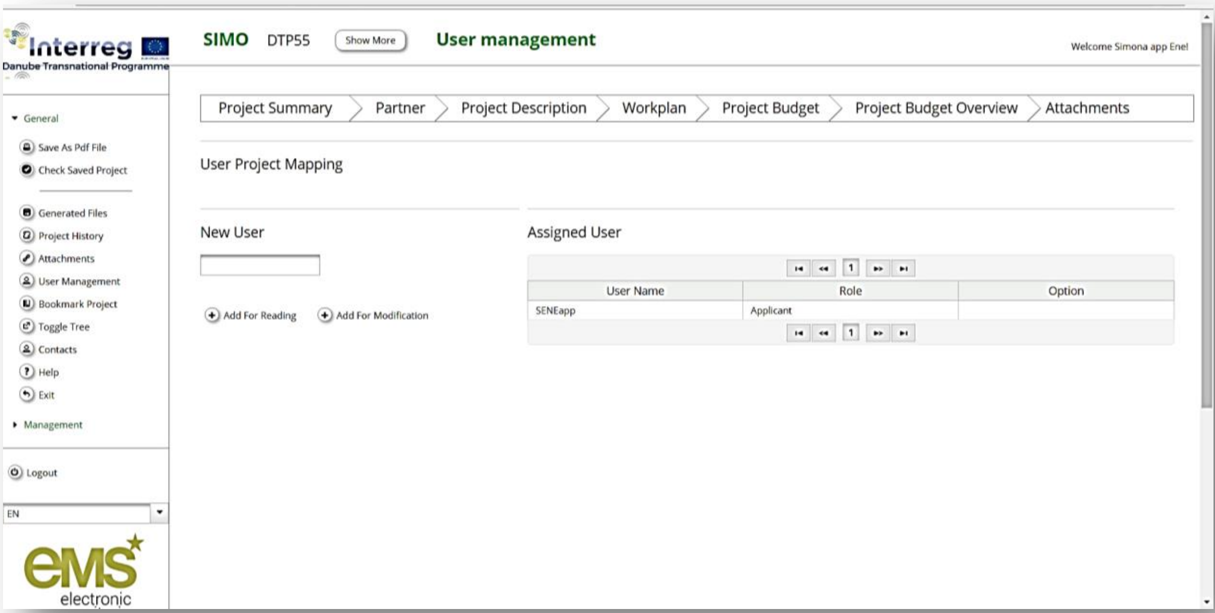
III. Filling in and submitting the seed money Application Form

<u>Please note that:</u>

➢ **By "number of characters" it is meant "number of characters including spaces".**

The lead applicant can give editing rights to some sections of the application form to other users (namely the project partners). These have to be registered in the system before and provide the lead applicant with their username. The lead applicant can then add new users in the "User

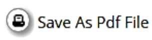
Management” section (see screenshot of project menu below). Users can be granted either read-only rights (“add for reading”), or edit and add data rights (“add for modification”).



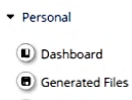
The user accounts created to draft and submit the application will be available until the deadline of the call.

In case the project is selected for funding, a new set of privileges will be created for every project partner.

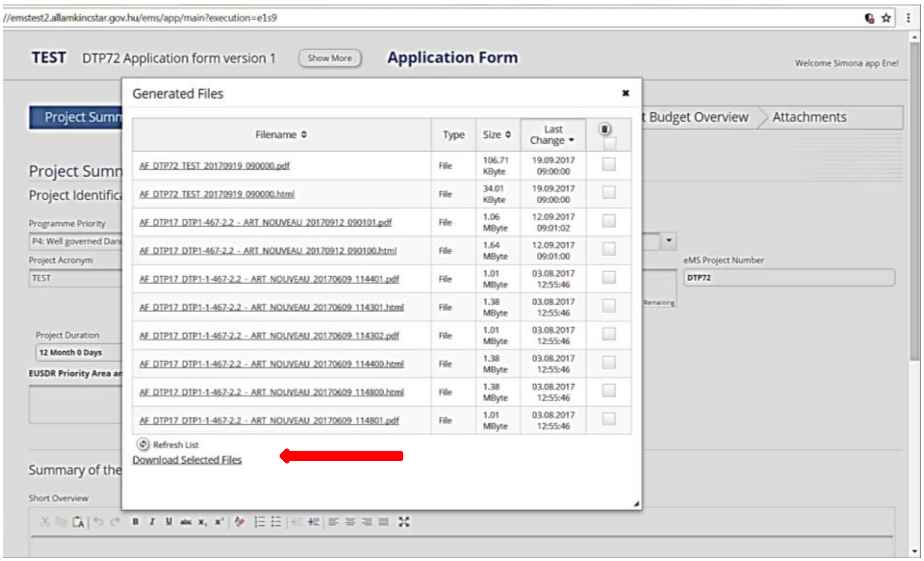
ATTENTION: Different users can work in parallel (at the same time) on the same application form. When working in parallel, users have to make sure though that they are not working in the same section or sub-section (in case that the section is divided).

Please, note that you can create a pdf file of the application form at any time of its development by pressing the button in the project menu section “General/Save as pdf file” 

(see screenshot of project menu above). You will find the created pdf file(s) in the Personal menu in the section “Generated files”.

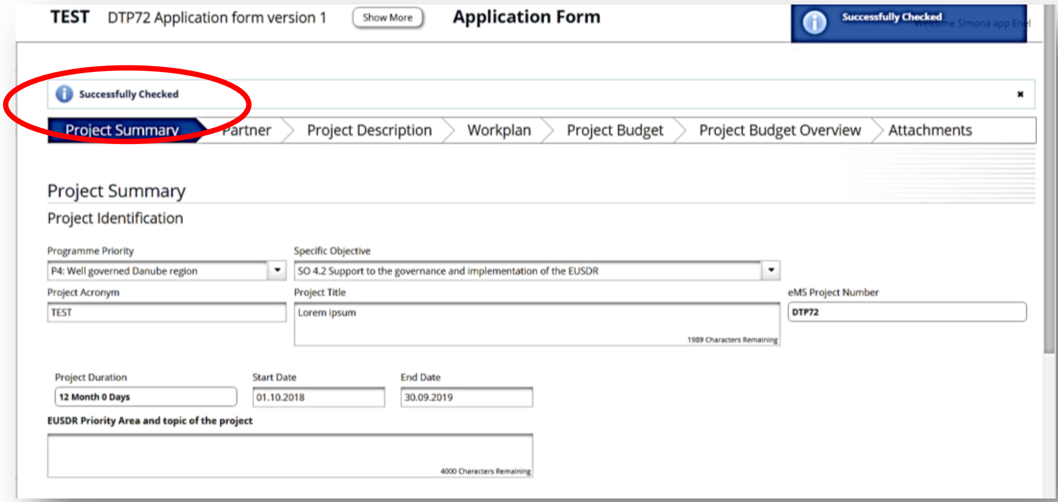


ATTENTION: Please, note that the generation of a pdf might require some time and consequently the pdf of the application form will appear in the file browser only after a certain time. Please, wait until the pdf is available and do not press the "save as pdf file" button repeatedly, since this might slow down the eMS. In order to see the pdf file, please press refresh button available in the file browser section.

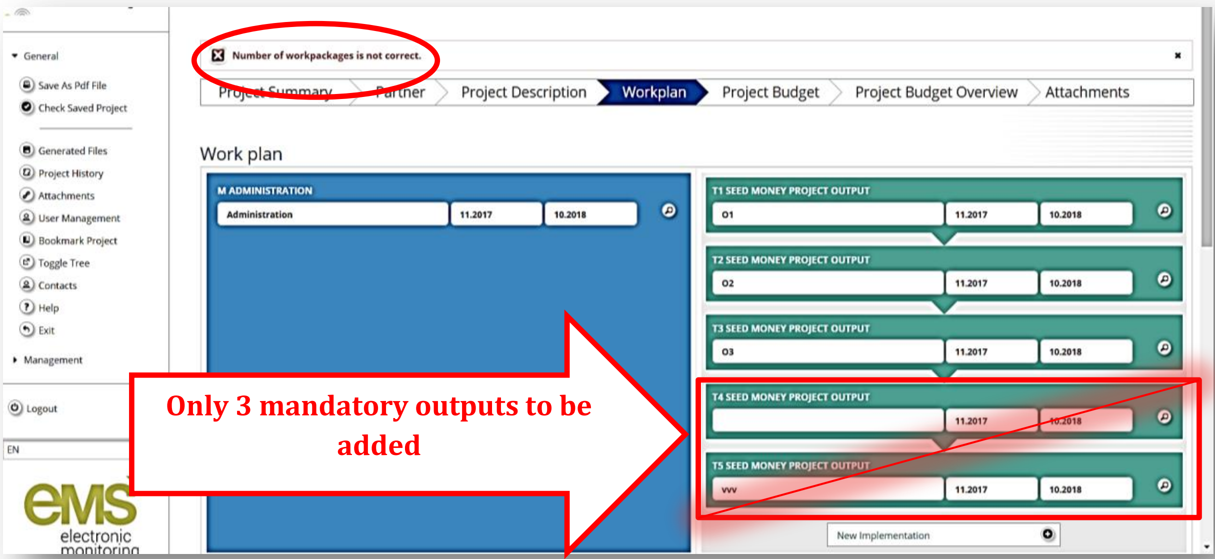


IV. Automatic checks of the application form

Once the application form is at an advanced stage, but well before its final submission, it is recommended to perform the automatic checks on the correctness of data entered into the application form. This check is done by pressing the "*Check Saved Project*" button in the project menu on the left.



If all automatic checks are successfully passed, the message "Successfully Checked" will be displayed. In case of automatic checks showing deficiencies, the system indicates these in an error message on top of the page and the partnership can amend the application form accordingly.



V. Filling in the Application Form

The application form has to be filled in **in English** as this is the working language of the programme. In the following sub-chapters, the structure and content of the application form is presented.

V.1 Overview of the Application Form

The Application Form is structured in 7 sections (each corresponding to a tab in eMS) and several subsections as follows:

APPLICATION FORM STRUCTURE

SECTION A	**Project summary:** ○ Project Identification ○ Summary of the project ○ Programme Co-financing ○ Project Main Outputs
SECTION B	**Project Partners**
SECTION C	**Project Description** ○ Project relevance ○ Project context
SECTION D	**Work plan** ○ Work plan ○ Target groups ○ Define periods
SECTION E	**Project budget** ○ Partner budget ○ Project budget per period
SECTION F	**Project budget overview**
SECTION G	**Attachments**

Please, note that in the online application form some fields in various (sub-) sections are marked “Not applicable” and they do not have to be filled in by the LAs.

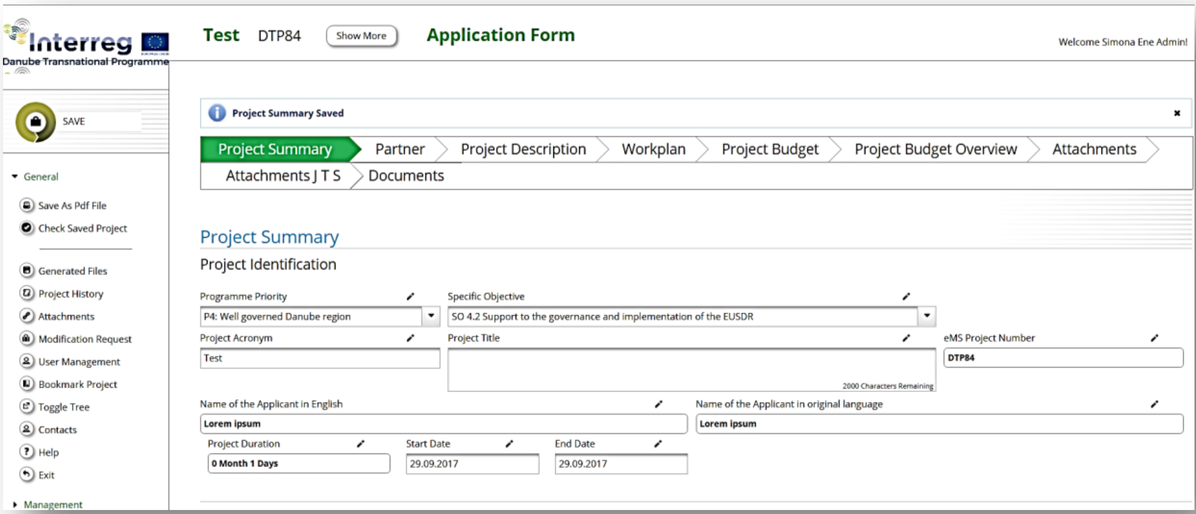
V.2 Sections of the Application Form

SECTION A - PROJECT SUMMARY

Applicants must use the drop down menu to select the relevant **Programme Priority** and **Programme Specific Objective** to which the project proposal contributes to.

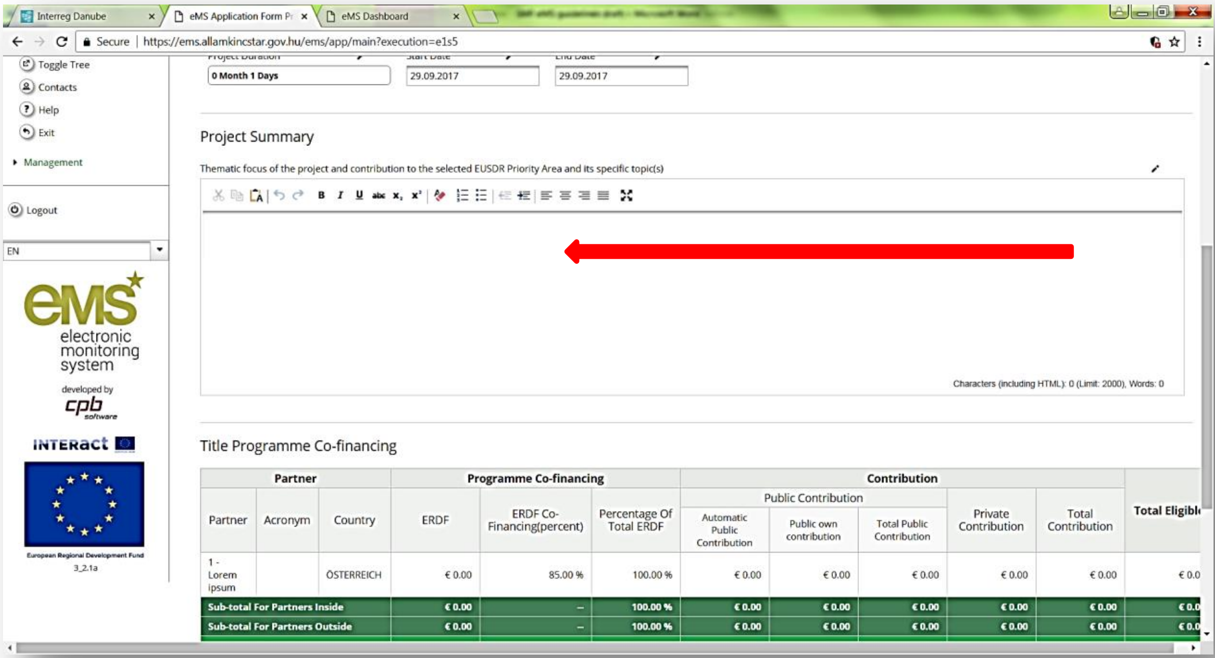
This section further contains general information about the seed money project proposal, such as project acronym and title, name of the Lead Applicant, identification of the EUSDR Priority Area and brief description of the project topic.

Project duration shall be inserted by selecting month and year from the calendar, considering the actual implementation period from the project start. The project implementation duration is fixed to 12 months. When defining the project duration in eMS, please ensure that the project starts on the first day of the starting month and ends with the last day of the closing month. The **number of months** is automatically calculated. Please, consider a starting date not earlier than January 1st, 2018.The eMS project number is automatically set by the system.

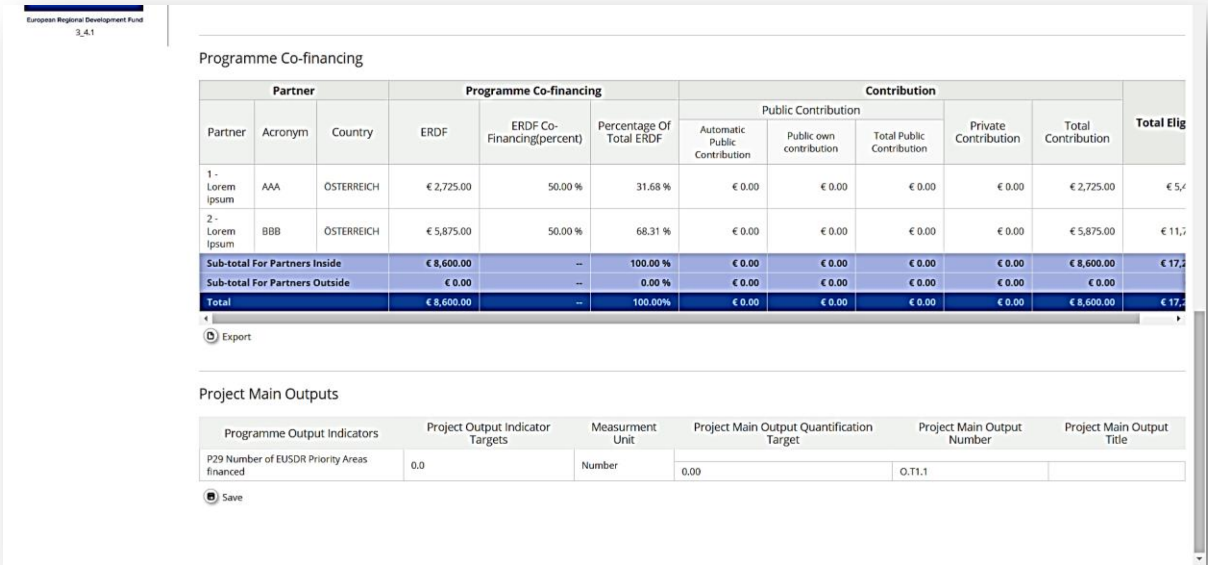


Project summary - Thematic focus of the project and contribution to the selected EUSDR Priority Area and its specific topic(s)

Applicants shall indicate the EUSDR Priority Area they are addressing and the topic the seed money project is tackling. In case the main project can bring side contributions to other EUSDR PAs the applicants shall mention them and provide a short explanation. The contribution to the EUSDR PA selected topic (to the EUSDR targets, actions) shall be explained and demonstrated.

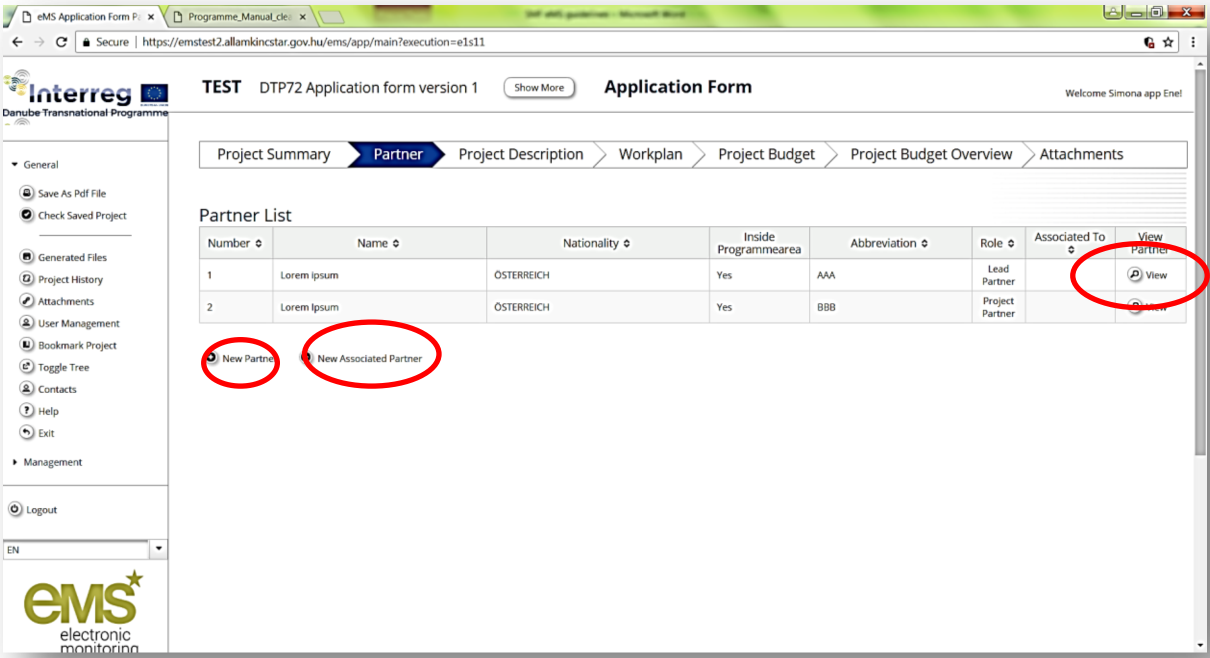


Programme co-financing and project main outputs tables are automatically displayed by the system based on the information provided in the following sections. Furthermore, project main outputs table shall be left blank as the counting of the output indicator is done at programme level.



SECTION B – PROJECT PARTNERS

This section contains information on the partnership (lead partner, project partners and associated strategic partners). Adding new partners or associated strategic partners is done by clicking on the *New Partner* or *New Associated Partner* button. *View* button in the right side of the screen is allowing the editing of the data of the already included partners.



In the description of the partners the following type of information needs to be provided by the LAs: the **official name in English of the LP/ PPs organisation** and the **full name in original language**. Applicants shall also indicate a suitable **acronym for the LP/ PPs.** Applicants shall then select the **country** and **region (both NUTS II and NUTS III level)** in which the LP/ PPs main office is located from the respective drop-down menus. For information related to the NUTS divisions, please refer to the following web page: http://ec.europa.eu/eurostat/web/nuts/overview.

Under **type of partner**, Applicants shall select from the drop down menu the suitable type (e.g. local public authority, etc.). If "Other" is selected, another box for explanation appears on the screen. The **Legal status** shall be selected from amongst the two possible categories: public or private.

Co-financing source for the LP/ PPs has to be indicated by selecting between ERDF, IPAII or ENI funds, depending on the location of each PP.

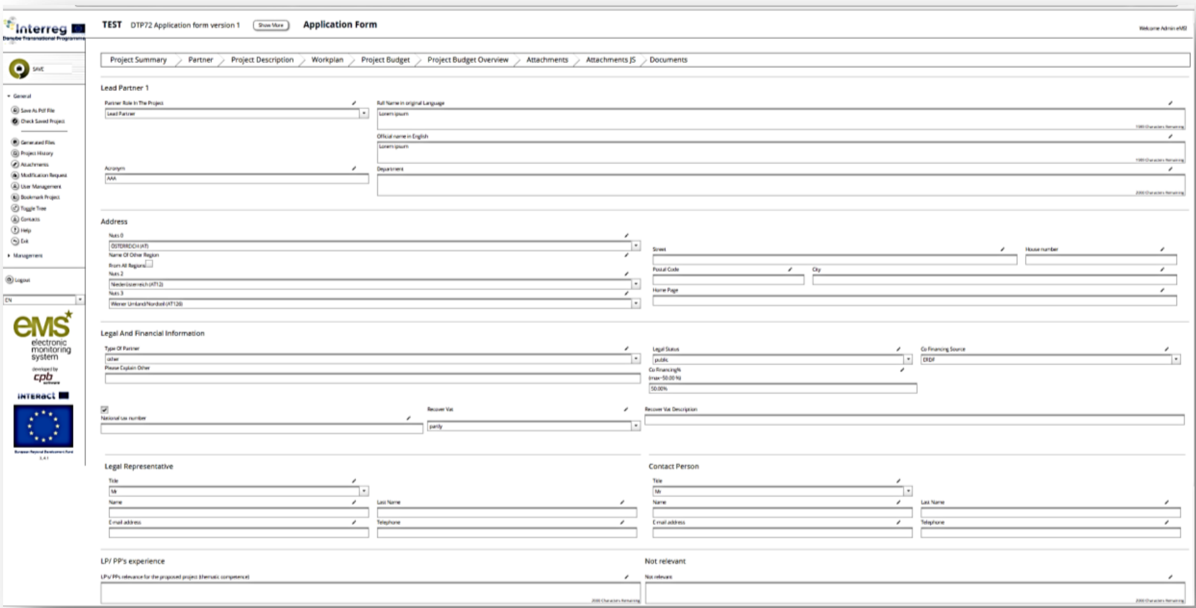
Further on, Applicants shall indicate whether the **LP/ PP's organisation is entitled to recover VAT based on national legislation for the activities implemented in the project**, by selecting *yes, no* or *partly* from the drop down menu. Only if *partly* is indicated, Applicants are requested to provide an explanation on how the VAT is recovered.

The **National tax number** of the **LP/ PPs institution** shall be inserted.

Contact data of the LP/ PPs: **official address** (street, number, postcode, town, country) and **Home page** shall be inserted in the relevant fields.

In the **Legal Representative** and **Contact Person** sections, Name and Contact details have to be indicated. **Applicants are requested to insert personal business contact details, not the general institution ones, as these will be used by the Programme bodies for official communication.**

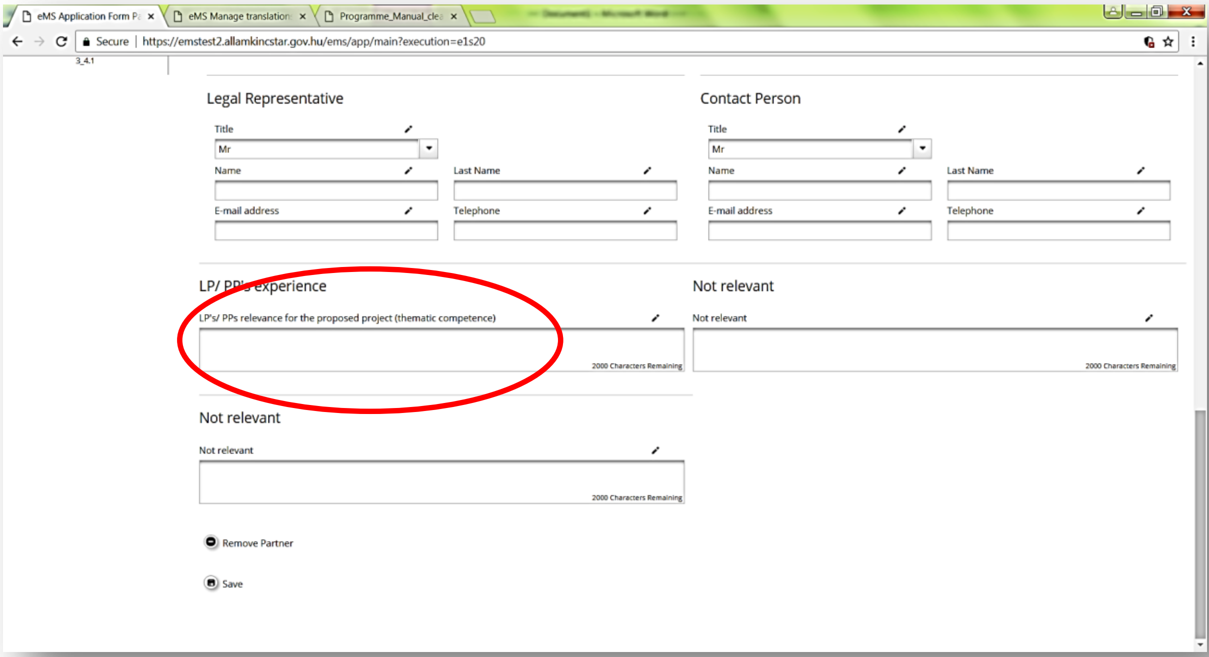
Note: Applicants have to make sure that the person indicated as contact person is actually involved in the implementation of the project.



LP/PPs relevance for the proposed project (thematic competence)

Applicants shall provide a description of the relevance and thematic competence of the LP's or PP's organisation in view of the project topic and of the specific role in the project.

The fields marked as *Not relevant* shall not be filled in.



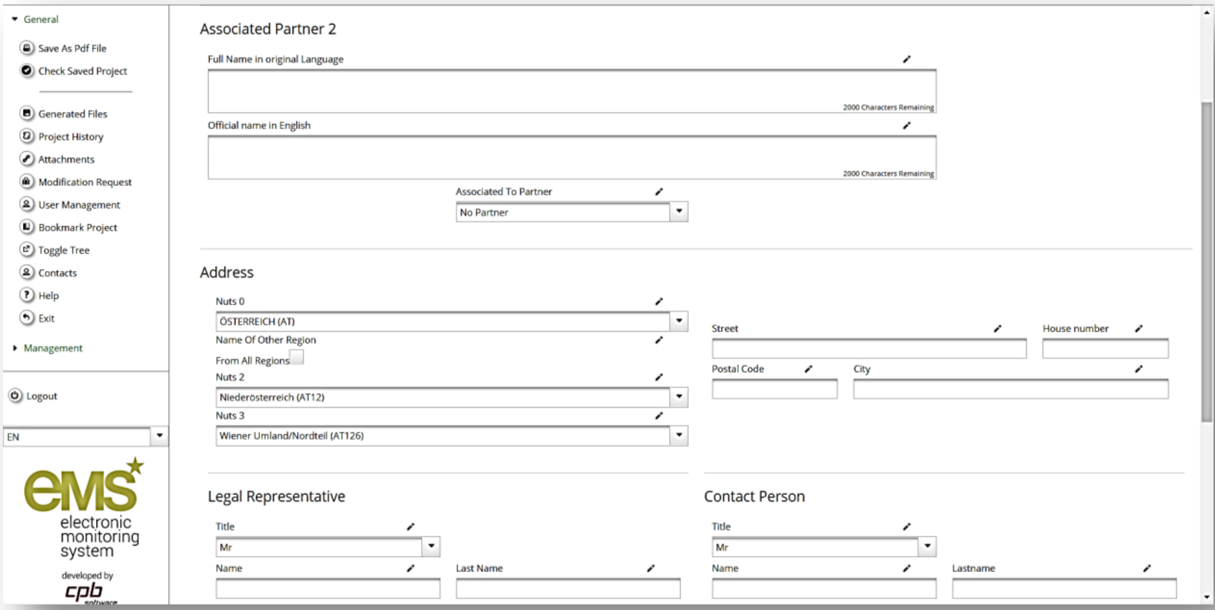
Associated Strategic Partners (ASPs):

The **Acronym and official name in English of the ASP organisation** and the **full name in original language** have to be indicated. Furthermore, Applicants have to indicate the sponsoring partner by selecting from the drop down menu in the section Associated Partner.

Applicants shall then select the **country** and **region (NUTS II level)** in which the ASP main office is located from the respective drop-down menus. For information related to the NUTS divisions, please refer to the following web page: http://ec.europa.eu/eurostat/web/nuts/overview.

Contact data of the ASP: **official address** (street, number, postcode, town, country), **Home page** shall be inserted in the relevant fields.

In the **Legal Representative** and **Contact Person** sections, Name and Contact details (Phone, and e-mail – max. 50 characters) have to be indicated. **Applicants are requested to insert personal business contact details, not the general institution ones.**



Description of the involvement of the partner in the project

Applicants shall describe the role of ASP within the project by stressing the importance of its contribution to the project activities and outputs. The actual added value to be brought by the participation of the ASP in the project should be described in relation to the specific project activities in which the ASP will be involved and the corresponding outputs.

SECTION C – PROJECT DESCRIPTION

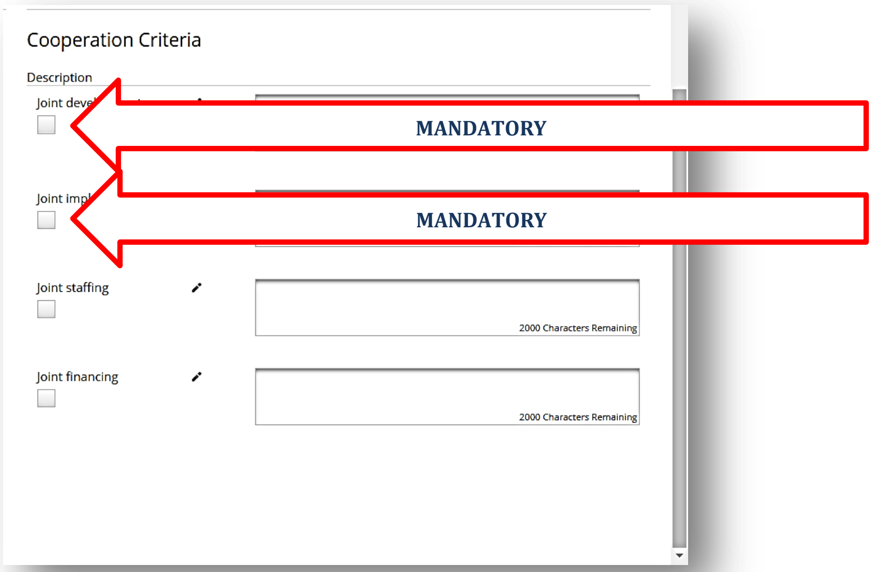
Project Relevance

Summary description of the main project: Applicants shall provide a comprehensive description of the problems (s) addressed by the main project to be developed, they shall define the main objective of the main project and the expected result.

Geographical scope: Applicants shall describe the potential geographical scope of the main project in connection to the problems defined and shall underline the potential other partners to be involved in the main project (e.g. type of institutions to be involved).

Transboundary impact: Applicants shall provide a detailed description of the macro-regional dimension and impact of the main project. In case the main project is limited to certain well defined area(s), the impact of the intervention in the respective area on the Danube macro-region has to be explained.

Cooperation criteria: according to Art. 12(4) of Regulation 1299/2013, partners shall cooperate in the development and implementation of projects and additionally in the staffing or financing of projects. Therefore, Applicants shall choose the development and implementation as they are mandatory and one or both among joint staffing and joint financing. Failure in doing so will result in the rejection of the proposal.



For a better understanding of the levels of cooperation, Applicants shall consider the following explanations:

- **Joint development** means that the project must be developed by representatives of all partner organisations. Therefore, the project proposal must clearly integrate their ideas, priorities and actions. The Lead Applicant is the coordinator of this process and the other partners should be involved in the project design process from an early stage.

- **Joint implementation** means that activities must be carried out and commonly implemented as opposed to parallel actions. Clear content-wise links between the activities implemented in each participant country and regular contact between the partners should be demonstrated. The Lead Partner is responsible for ensuring that activities are properly coordinated, that schedules are kept and that the appropriate quality level is achieved.

- **Joint staffing** means that representatives from each participant country should work together on the project. Partners should not merely carry out activities in parallel without coordination and exchange. The project manager appointed by the LP organisation has overall responsibility for project activities. The Lead Partner team is the core project staff, but project partners should also assign staff according to their responsibilities within the project.

- **Joint financing** means that there will be only one subsidy contract per project and therefore one joint project budget. The budget should be divided between partners according to the activities they will carry out. Also, there is only one project bank account (held by the Lead Partner) and payments are made from the Programme to this account. The Lead Partner is responsible for the administration and distribution of the received EU funds and for accounting for their use. Co-funding is provided by all partners and it illustrates the commitment of each partner to the joint project.

Project context

Potential funding sources: Applicants shall outline the potential funding sources for the main project already identified taking into consideration the timeframe for finalising the seed money project.

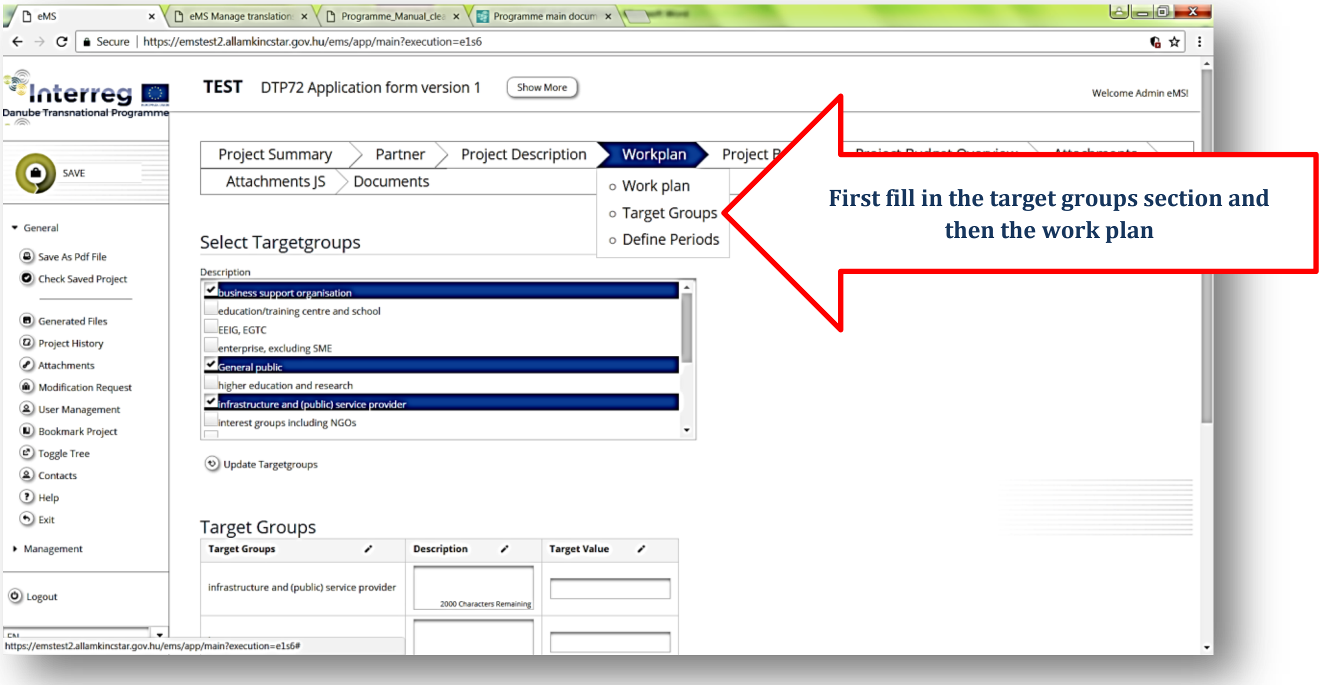
Contribution to EUSDR priority area and its actions/ targets: applicants shall describe clearly the contribution of the main project towards the achievement of the EUSDR current targets and/or corresponding actions, as described in the list of targets and actions (the EUSDR Action Plan can be checked on the EUSDR website: http://www.danube-region.eu/component/edocman/action-plan-eusdr-pdf), the targets per priority can be found on each Priority Area website. Applicants are advised to check the websites of the PAs in order to better understand how the proposal can contribute to the EUSDR (http://www.danube-region.eu/about/priorities).

Project context: Applicants shall describe if the main project will be designed as a stand-alone project or if this is part of a bigger project. Applicants can choose to develop with the help of the DTP seed money one single project to consequently apply for financing entirely from one financing instrument (e.g. Horizon 2020) or to develop two or several projects to further apply for financing from different financing instruments (e.g. each main project applies for its own mainstream programmes) or to develop only a part of a bigger project to apply for financing from one or more financing instruments (develop only the research part of an investment project).

Target groups: Applicants shall define the target groups of the seed money project intended to be addressed during the project implementation through planned activities, highlighting how they will be involved in the seed money project implementation and also specifying which of these target groups are intended as future project partners of the main project.

SECTION D – WORK PLAN

Before filling in the Work plan section Applicants are advised to first fill in the Target Groups section as the involvement of those will have to be described in the work plan.



<u>Work plan</u>

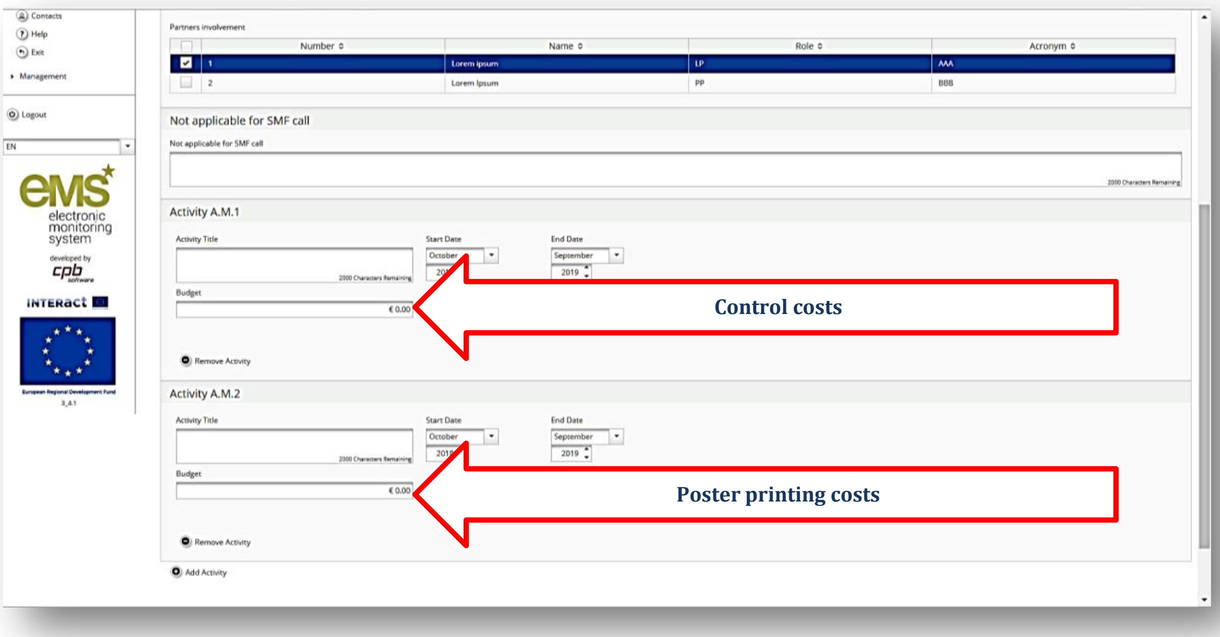
The project work plan describes the activities which will be performed by the seed money project in order to deliver the mandatory outputs necessary for achieving the project specific objectives. The work plan is composed of one Administrative work package and the three mandatory outputs.

<u>Administration</u>: the so called administration work package shall contain only the costs of first level control (for the decentralised control systems only) - for further details please see the DTP website information on the Control systems in the Partner States of the DTP http://www.interreg-danube.eu/uploads/media/default/0001/06/dec45b3b738bf0199bc9b89a01d3cba4c788c4e1.pdf and the costs related to the printing of the mandatory project poster (max. 100 euro per project partner).

While the responsible partner is pre-selected (the LP), Applicants shall further indicate the involved partner by ticking the relevant boxes.

Furthermore, Applicants should bear in mind that the Administration contains two activities: **the first activity is dedicated to the control of the project expenditure** and this activity will include only the verification costs of the PPs' expenditure, if the control costs are charged to and covered by the project partner. Please, check the national control systems and the control costs (if any) in the following link: http://www.interreg-danube.eu/relevant-documents/programme-main-documents (section Other relevant documents).

The **second activity** is related to the printing of the poster which includes all the project partners. Therefore, Applicants shall calculate up to max. 100 EUR/project partner (e.g. if the project involves 3 financing partners then the budget of this activity will be up to max. 300 EUR).



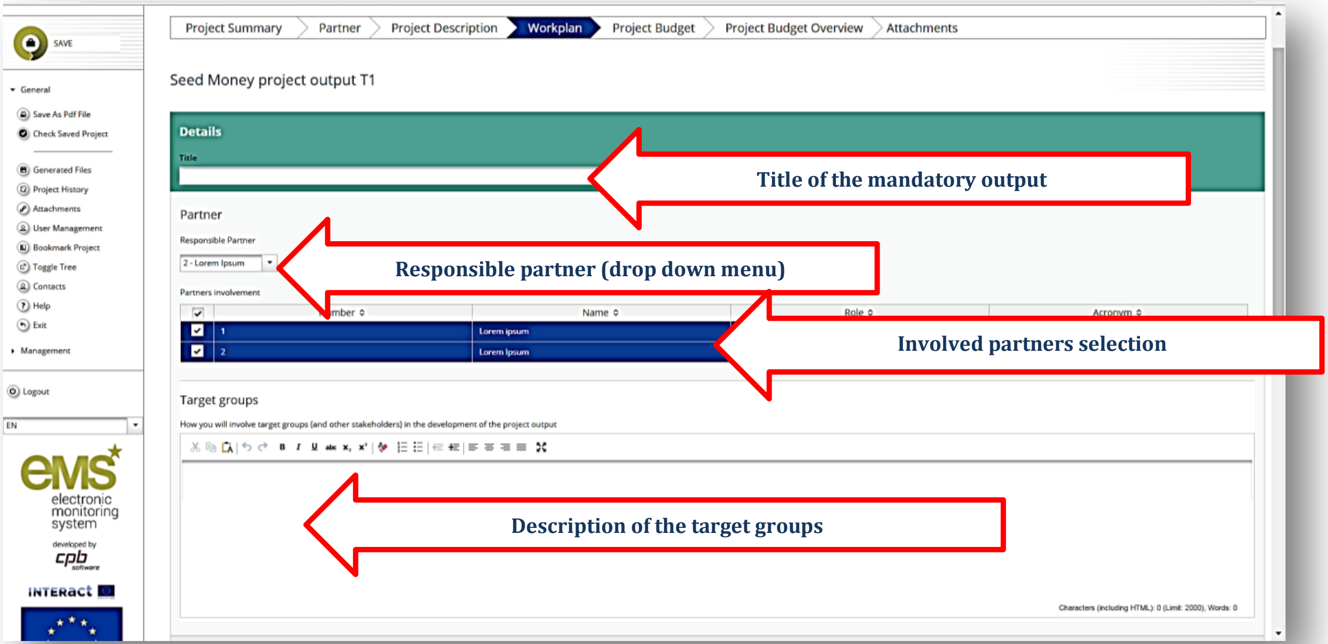
Seed Money project Output

Applicants will add the three mandatory seed money project outputs by clicking "New Implementation + button" as indicated in the screenshot above.

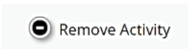
By clicking on the magnifying glass next to each output, Applicants can edit the section as follows.

The title of the output as indicated in the Programme Manual for Seed Money Facility has to be indicated (namely, **Report on the state of play in the addressed field**, **Main project work plan**, **Report on funding possibilities**), then the responsible partner can be selected (this can be different than the LP) and then all the involved partners in the development of the mandatory output are indicated.

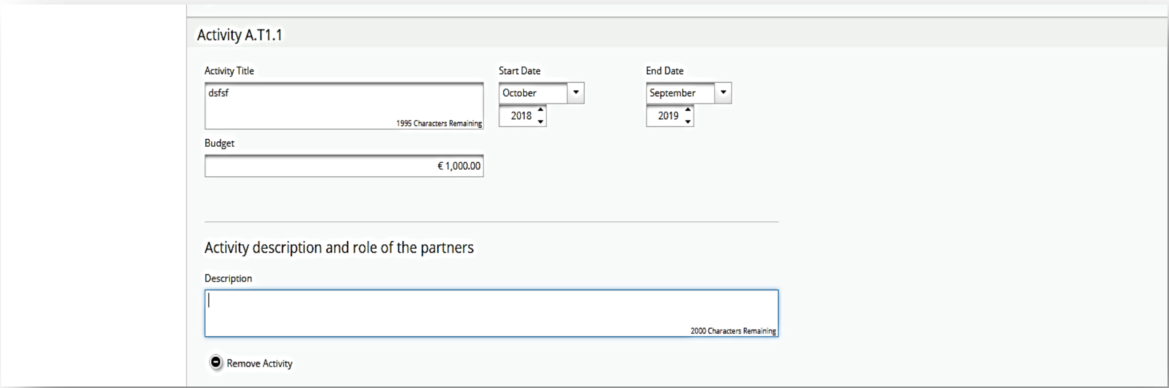
Then, Applicants shall describe the target groups of the respective mandatory output and how they are planning to involve them in its development.



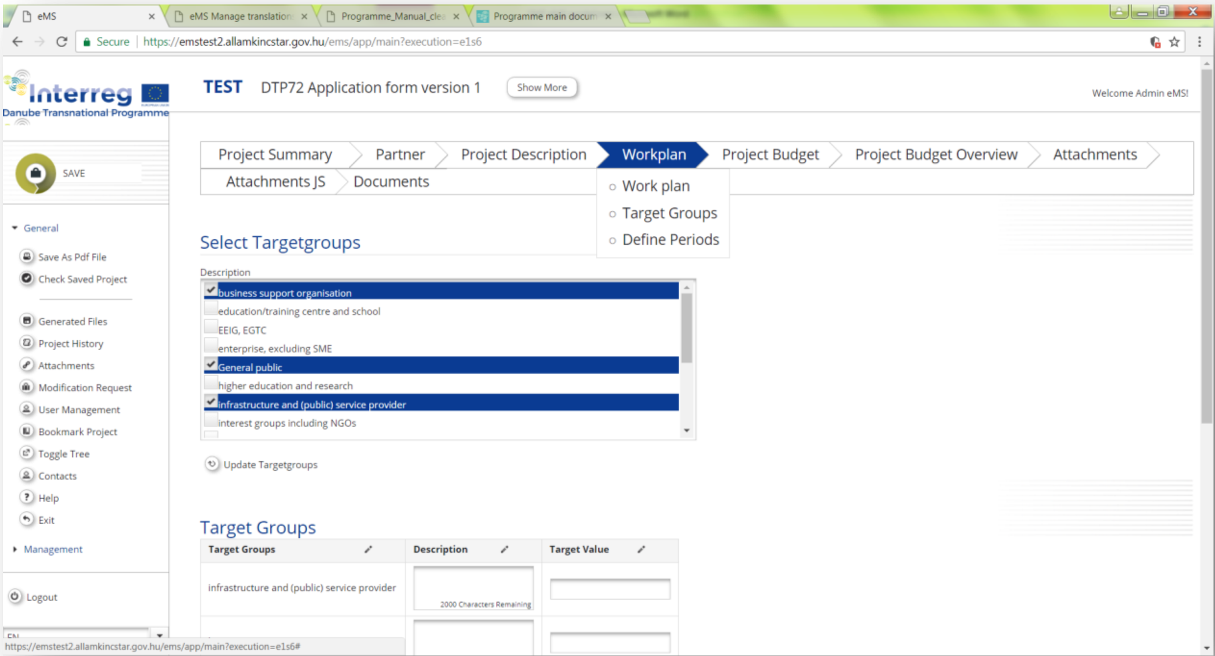
After filling in the target groups, Applicants can fill in the section dedicated to the activities. Up to 5 activities shall be added for each mandatory output. Applicants shall fill in the title of each activity, the starting and end date (please, make sure that each activity starts on the first day of the starting month and ends with the last day of the closing month), the budget of the activity and a detailed description of the activities and the role of the partners. The description of the activities must be clear and concise and should contain the tasks that are going to be performed by the project partners. Applicants should avoid generic terms (such as concepts, definitions) or too general descriptions that do not contain a geographical and time reference. Role of each involved partner shall be described in the corresponding field. Besides the roles, tasks and responsibilities of each partner, Applicants should describe also the role of the Associated Strategic Partners. Generic descriptions: such as “all partners contribute”, should be avoided, Applicants being requested to underline how each project partner is involved in each activity.

Activities can be removed by clicking on the “*Remove Activity*” 

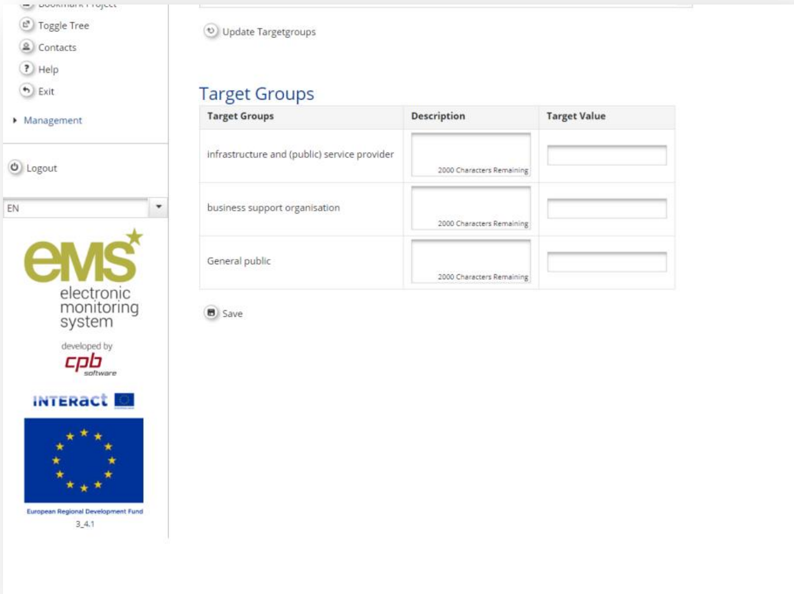
button.



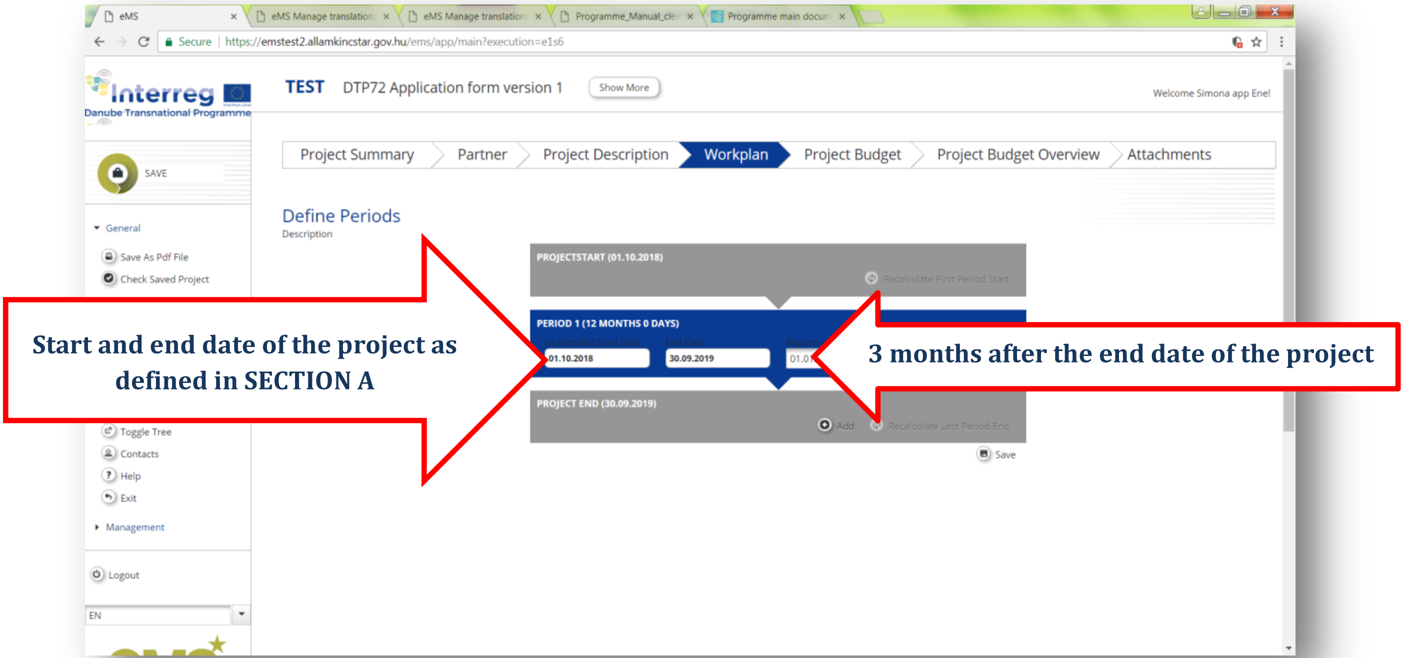
Target groups: Applicants have to select the relevant target groups of the seed money project by ticking the relevant boxes and then click on *Update Target Groups* button.



After clicking on *Update Target Groups*, the system will display the section where they can be further specified (for example, if "other" is selected) and quantified.



Define periods: Applicants shall define only one period which covers the 12 months of implementation. The reporting date shall be fixed 3 months after the end of the seed money project.

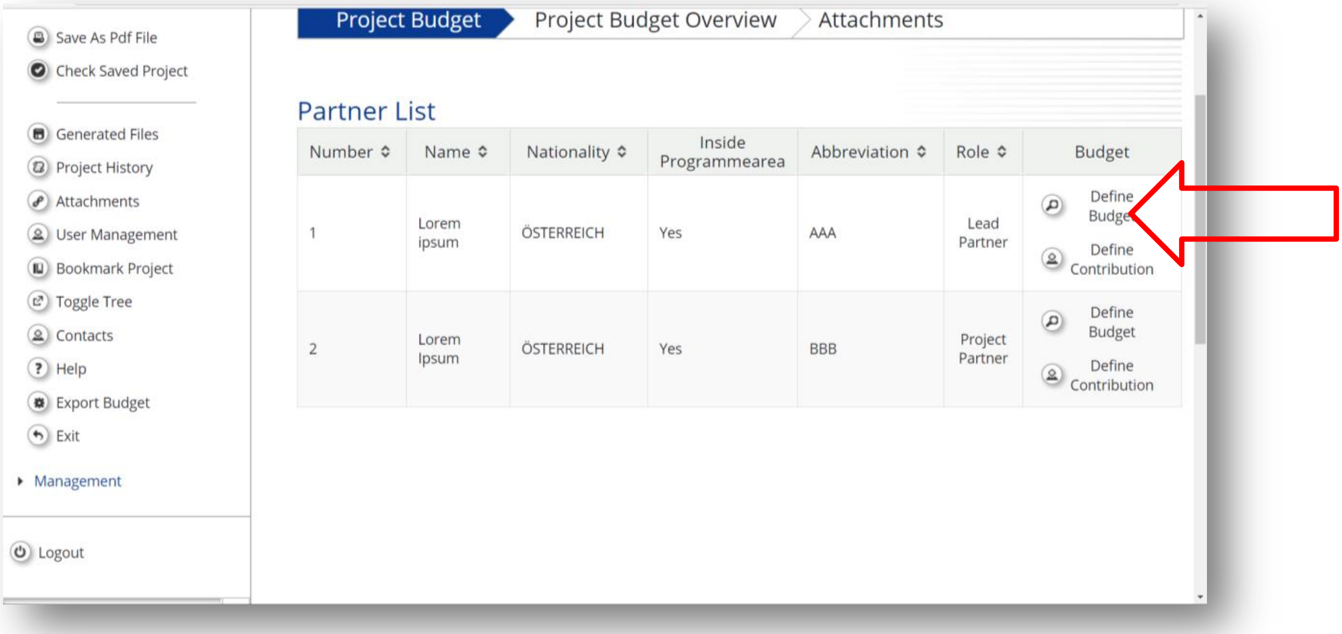


SECTION E – PROJECT BUDGET

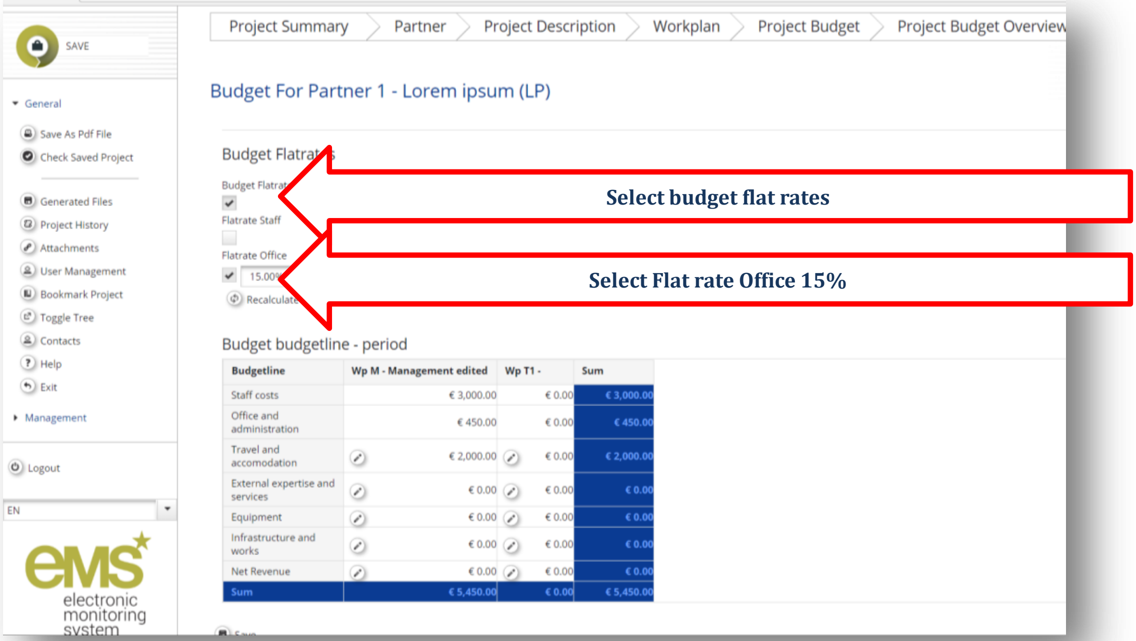
In order to fill-in the partner budget section, Applicants **first** have to fill-in the following sections of the application form:

- Section A “Project summary”
- Section B “Project partners”
- Section D “Work plan”

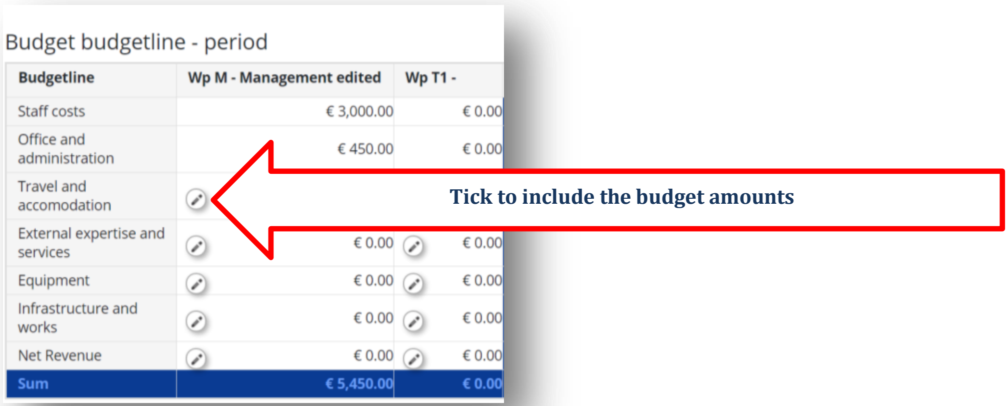
Partner budget: Each partner budget can be defined by clicking on the *Define budget* button:



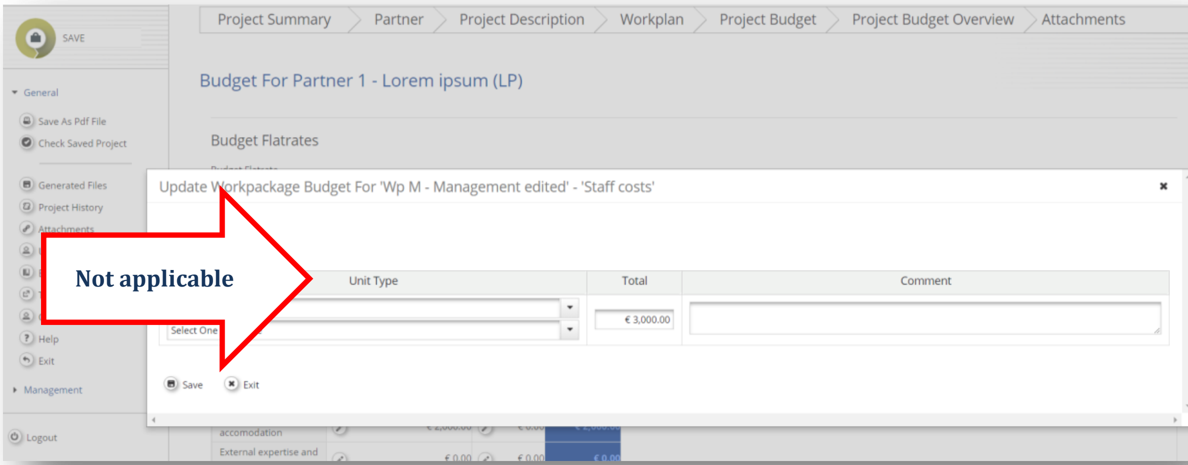
Once opened the budget window of the LP/ PPs, Applicants should tick *Budget Flat Rate* button in order to allow the flat rates for office and administration to be selected. **Please, note that flat rates for staff are not eligible under the seed money call.**



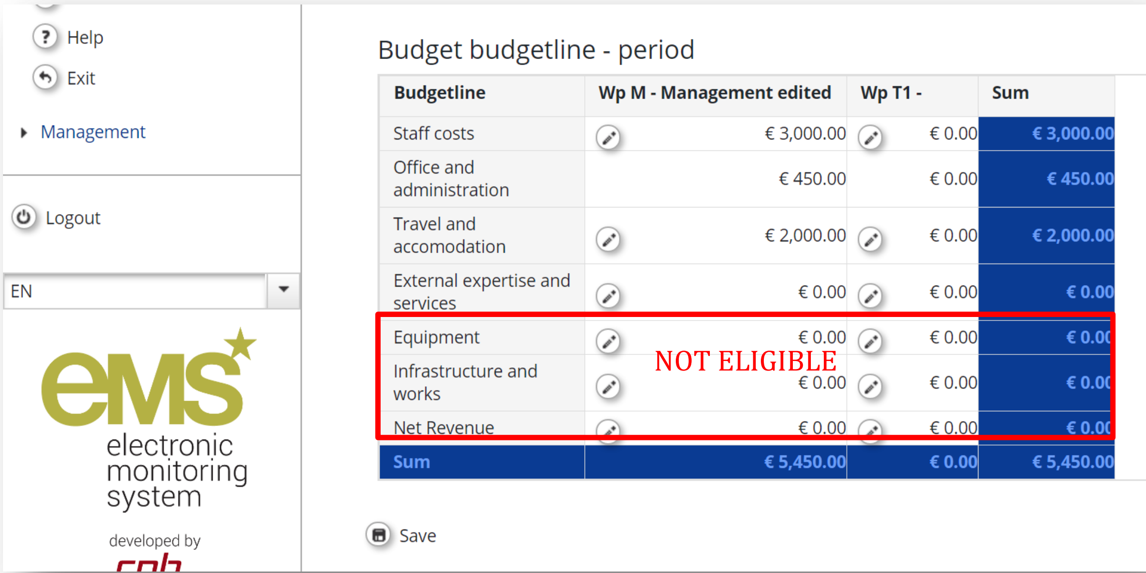
Once the two boxes are selected, Applicants can insert the budget by clicking on each pencil corresponding to each budget line.



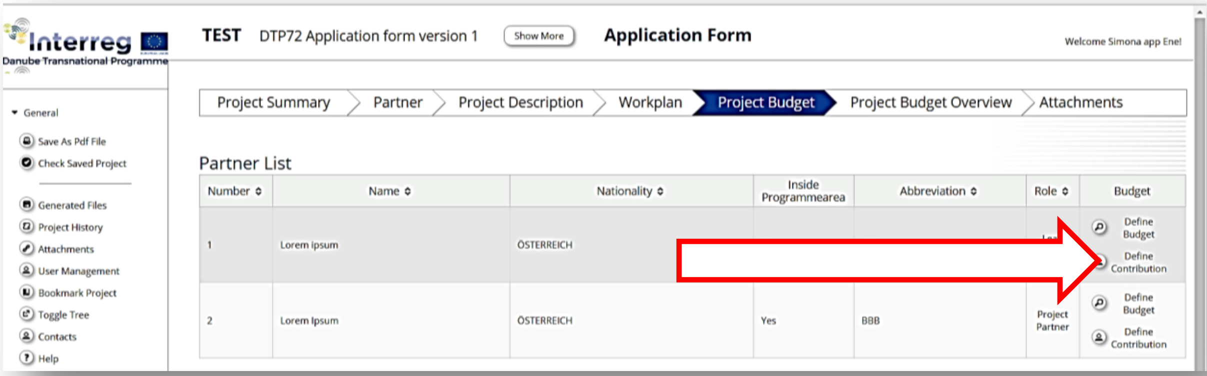
Applicants will only have to include the amounts corresponding to each budget line and the unit type is to be left blank.



Please, note that for the Seed Money Call only the following budget lines are eligible: Staff costs, Office and administration, Travel and accommodation and External expertise and services.

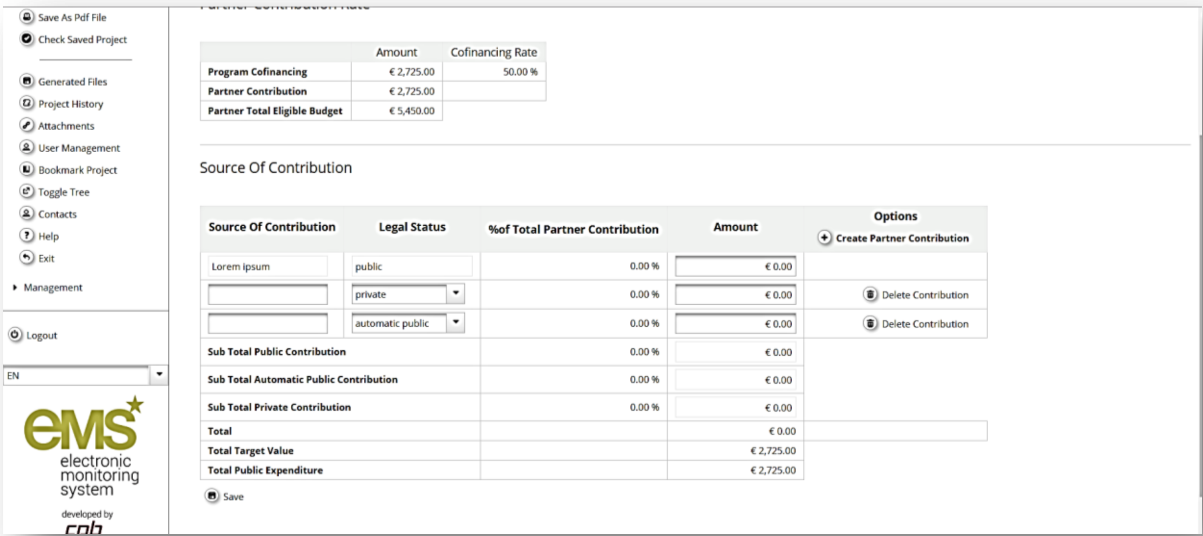


After defining the budget, Applicants have to *Define the contribution*:

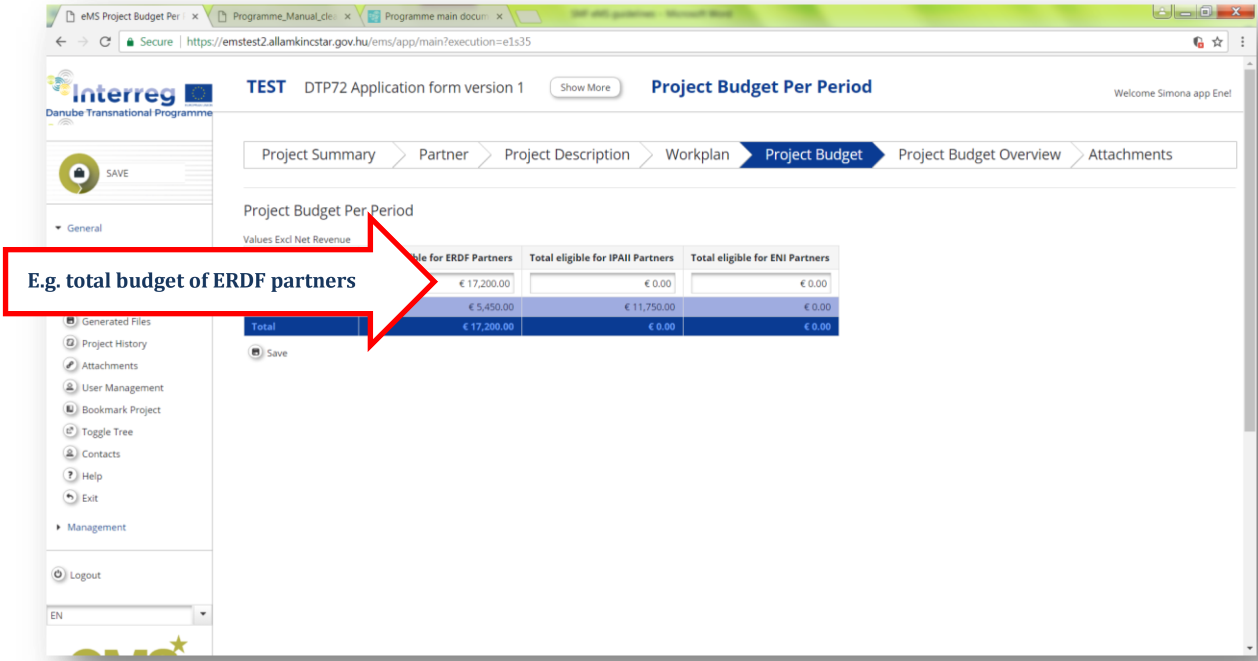


Under this section two tables are available. The first one presents the overall programme co-financing and the partner contribution according to the applicable co-financing rate (automatically filled-in by the system), while the second one refers to the partner co-financing sources and is to be filled in by the applicant.

Applicants will have to define their contribution (co-financing) by indicating the amounts that are public and/ or private (by clicking on *Create Partner Contribution* button) and/ or automatic public (by clicking on *Create Partner Contribution* button). Please note that "automatic public" stands for "state contribution" relevant for BG, HU and RO PPs. Please, check the national co-financing systems in the following link: http://www.interreg-danube.eu/relevant-documents/programme-main-documents (section Other relevant documents).



Project budget per period: Applicants will have to indicate the total amount of the ERDF and/ or IPA II and/ or ENI to be spent during project implementation (as the project has one single period).



SECTION F – PROJECT BUDGET OVERVIEW

Section F of the application form provides the following set of predefined project budget overview tables, automatically filled in by the system:

- Per partner and source of financing
- Per partner/per budget line
- Per partner/per period
- Per partner/per WP
- Per work package/per budget line
- Per work package/per period

These overview tables are exportable to an Excel file and no data is to be entered in this section.

SECTION G – ATTACHMENTS

Applicants shall upload all the mandatory annexes to be submitted with the AF (e.g. Partnership Agreement, Co-financing Declarations, State Aid Declarations, International Organisation Declarations, if applicable, ASP Declarations, if applicable, Declaration of alignment from EUSDR PA).

VI. Submission of the application form

Before the final submission of the application form the applicants have to save the final version of the application form as pdf file. Only if all automatic checks are successfully passed, the application form will be officially submitted by pressing submit button 

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