Interreg
EUROPEAN UNION
Danube Transnational Programme

Guidelines for the EoI

DTP 3rd Call

October 2018

A stream of cooperation

Programme co-funded by the European Union

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List of abbreviations

AM	Applicants Manual
BL	Budget line
ASP	Associated Strategic Partner
CfP	Call for Proposals
CP	Cooperation Programme
DTP	Danube Transnational Programme
EE	External Expertise and Services
ENI (MD, UA)	European Neighbourhood Instrument (Moldova, Ukraine)
eMS	Electronic Monitoring System
EoI	Expression of Interest
ERDF	European Regional Development Fund
IPA	Instrument for Pre-accession Assistance
LA	Lead Applicant
NUTS	Nomenclature of Territorial Units for Statistics
PP	Project Partner
WP	Work Package

Introduction

The submission of the Expression of Interest (EoI) is the first step in applying for funding within the third Call for Proposals (CfP) of the Danube Transnational Programme (DTP).

The Application Pack for the first step consists of:

- DTP Cooperation Programme (DTP CP)
- DTP Applicants Manual for the 3rd CfP (DTP AM)
- DTP 3rd CfP Announcement
- Guidelines for EoI – DTP 3rd CfP

Before filling in the EoI in the DTP electronic Monitoring System (eMS), it is very important for the applicants to carefully read the DTP CP and all the documents in the Application Pack.

The DTP CP is the most important reference document concerning, amongst others, thematic scopes of the four Priority Areas, objectives and intervention logic of the DTP.

The DTP AM provides useful information and guidance regarding the eligibility of partners and expenditure, the assessment and selection criteria, as well as information on how to develop a transnational project proposal.

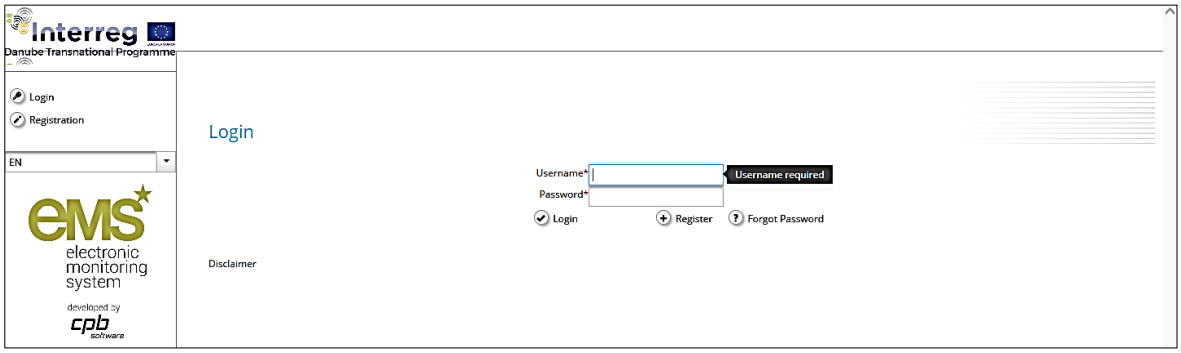
The CfP announcement offers specific information in relation to the 3rd CfP, such as deadlines, thematic restrictions and/or requirements, if applicable.

The Guidelines for the EoI is intended to support the applicants in filling the EoI, considering both the content as well as formal and technical requirements.

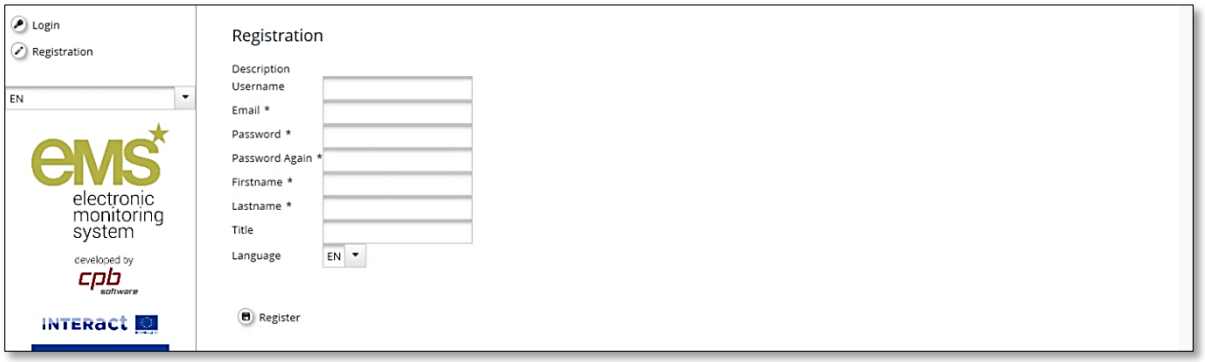
eMS technical requirements

eMS is a web application that 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 applicants can access eMS through the link provided in the Call Announcement or on the DTP website and is requested to register before logging in.



The user has to select a **password with a length of at least 8 characters, containing lower case letters, capital letters and digits.** Registration is to be finalised by clicking on the link sent automatically by the system (please check your Spam folder, if necessary).



Applying for the 3rd DTP CfP in eMS

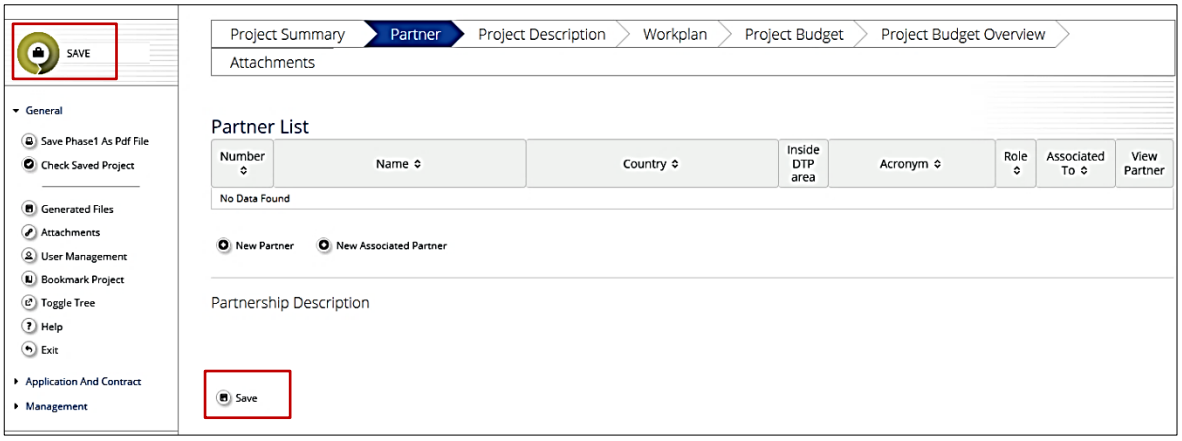
This chapter provides a comprehensive overview on how to fill in all applicable parts of the EoI.

Before starting filling in the EoI, carefully consider the following:

IMPORTANT INFORMATION

- **EoIs shall be submitted within the deadline** indicated in the Call Announcement. Applicants are advised not to submit the EoI at the very last moment as the system may not be able to process a high number of submissions in a short time, thus causing delays resulting in late submission, i.e. after the set deadline.
- In case an EoI is submitted more than once, only the **last version** submitted before the deadline shall be considered for assessment.
- Only the **EoIs submitted through the eMS** in accordance with these Guidelines shall be considered for assessment.
- Only **EoIs written in English** shall be considered for assessment.
- The partnership consists of **at least three financing partners from at least three participating countries** of which at least one (the LP) is located in a Member State.
- The Lead Applicant fulfils the **LA eligibility requirements**.
- The **Lead Applicant cannot be changed between the two steps** (i.e. EoI - AF).
- Make sure that **at least two Programme Output Indicators** in connection to the defined project outputs are selected (i.e. PO7 – Documented Learning Interaction plus another one).
- The **project intervention logic cannot be changed** between the two steps (i.e. EoI - AF).
- The maximum number of **partners that can be changed** between the two steps (i.e. EoI - AF) is **four**.
- The **maximum number of characters** allowed in each text box of the EoI is indicated by the system (i.e. ca. **2,000 characters** in all description fields).

- While filling in the EoI, always remember to press the "**Save**" button (either in the left-side menu or at the bottom of the page) before leaving a section.



- Please note that for simplification reasons, **valid only for the first step**, in some parts of the EoI, applicants are requested to provide a limited level of information (i.e. only one reporting period, budget allocation per PP/WP/ EE BL only).

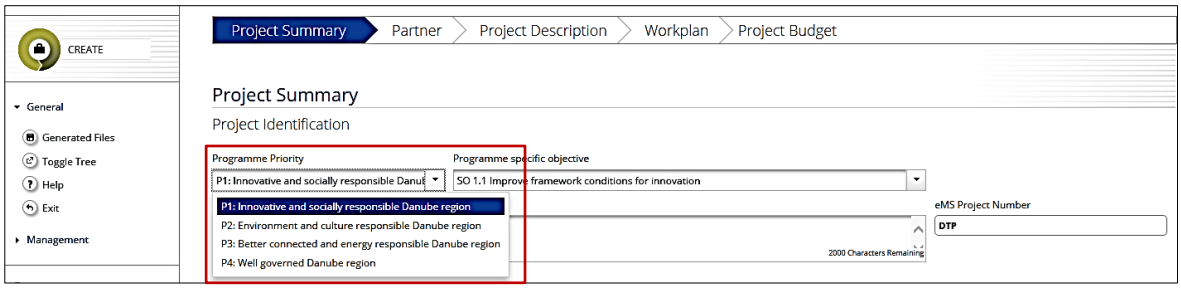
- Please note that **not all fields are active**. Applicants are required to fill in only those fields described in this guideline.

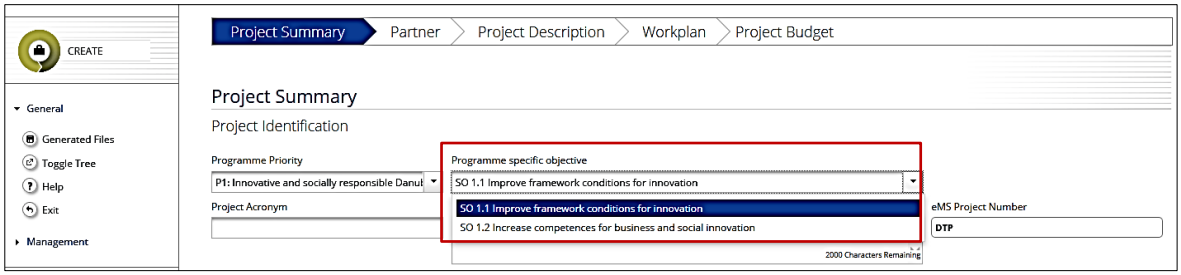
Section 1: Project Summary

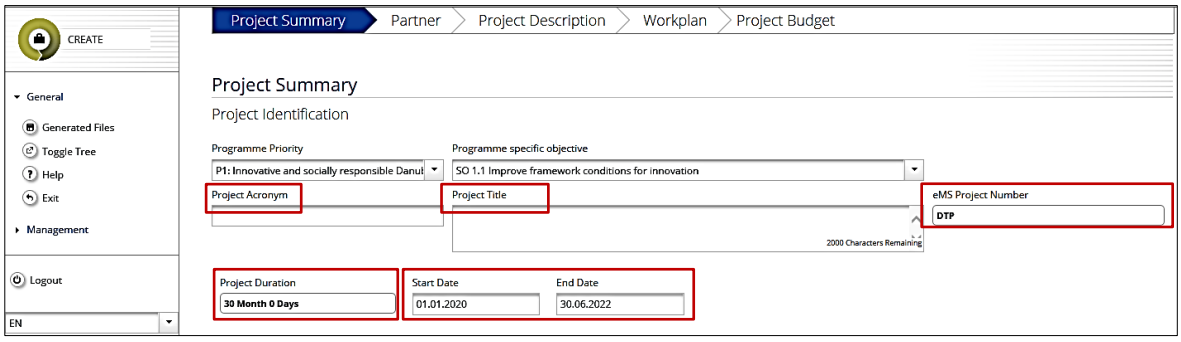
Under "Project Identification", the applicants shall select the relevant Programme Priority and Programme Specific Objective, shall insert the project acronym and project title. The eMS Project number shall be automatically assigned by the system.

Note that effective **acronyms** should relate to the project title and concept, be easily remembered and should not be in conflict with existing brands and/or projects.

Project start and end date shall be inserted while the project duration shall be automatically calculated and displayed by the system.







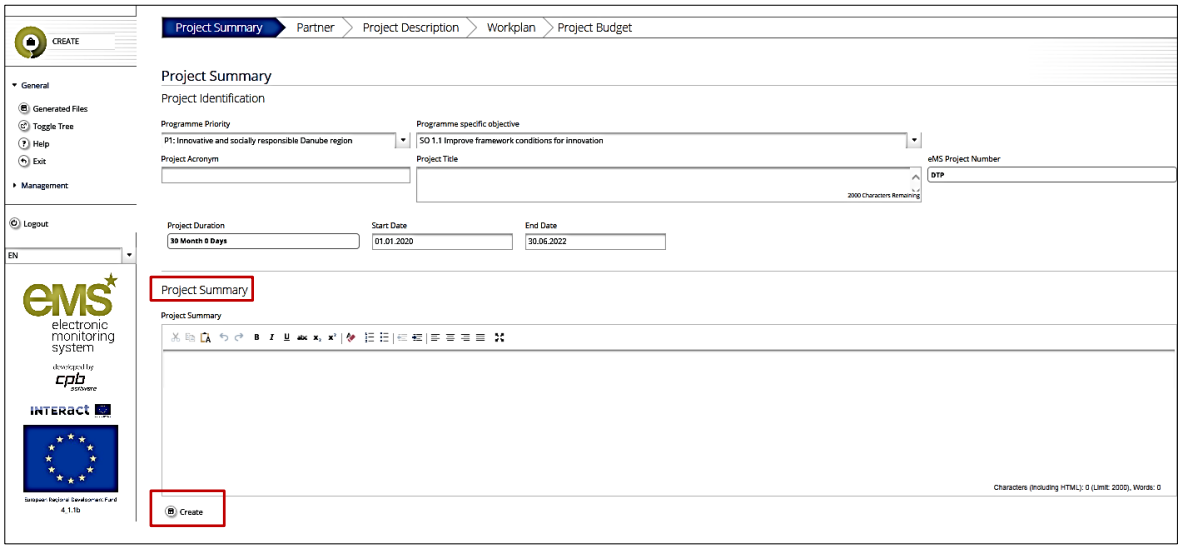
The start date of the project **cannot be earlier than 01.01.2020**.

The maximum duration of a project is **30 months**.

Under "Project Summary", the applicants shall write a comprehensive summary of the project proposal. The summary should include a brief overview of the context (status quo in the addressed area, needs and challenges), project's main objective and the envisaged result.

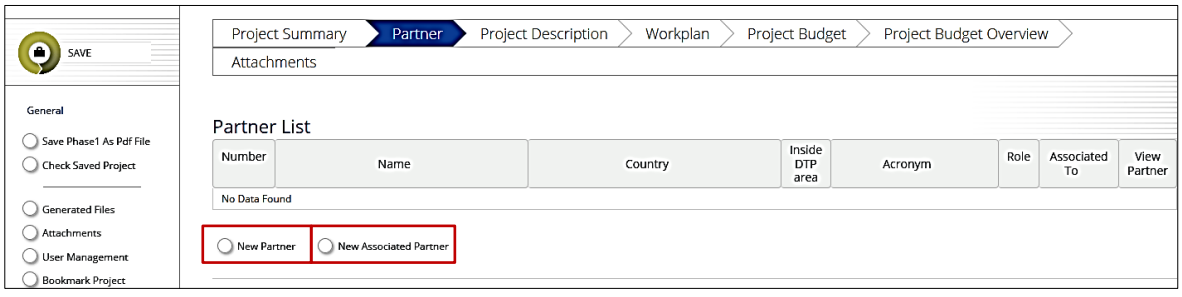
Additionally, the applicants shall outline proposed activities and their main outputs explaining how they will lead to the achievement of the set objectives of the project. The applicants shall highlight how the scope of the project matches the selected Programme Specific Objective and/ or is in line with applicable restrictions/ requirements (where relevant).

After inserting the project summary, the applicants shall click on the "Create button" so that the project proposal is created in the system. The message "Project created" will appear. An application already created can be accessed at any time for editing before submission.

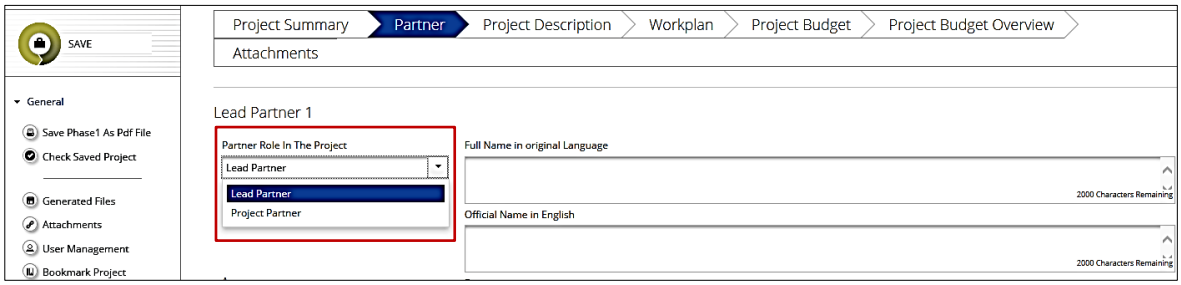


Section 2: Partner

In this section, the applicants shall add all project partners (LP and [ERDF, IPA, ENI] PPs – *New Partner*; ASPs – *New Associated Partner*) and then fill in requested data for each of them.



When a new partner is added, the applicants shall first select its role: either LP or PP.



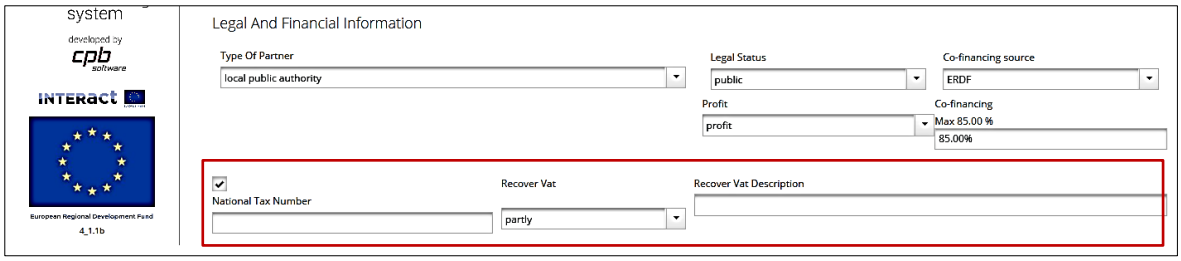
Applicants are requested to enter the project partners in the following **order**: LP, ERDF PPs, IPA PPs, ENI MD PPs, ENI UA PPs. ASPs.

Besides selecting partner's role (LP or PP as applicable), for ERDF, IPA, ENI PPs following information shall be filled in: full name in original language and official name in English, the acronym and department (if applicable).

Address details (NUTS- from the drop-down list, street, house number, postal code, city, and homepage) shall be inserted in the corresponding fields.

The applicants shall insert LP, ERDF PP*n*, IPA PP*n*, ENI MD PP*n*, ENI UA PP*n* **before** the acronym of each partner, as applicable (e.g. ERDF PP2 - DELTA).

In the legal and financial information, the applicants shall select from the drop-down list the appropriate type of partner and the legal status, select profit or non-profit as applicable, select the co-financing source from the drop-down list (ERDF, IPA, ENI) and enter the co-financing rate, i.e. 85%. Additionally the national tax number shall be inserted and information about VAT recovery (yes, no or partially) shall be given. In case "partially" is selected, an explanation shall be provided in the newly opened text box.



Finally, title, first and last name, email and phone number of the legal representative and of the contact person for the project shall be inserted.

The applicants shall insert ASP*n* **before** the name in original language of the partner, as applicable.

For the ASPs, following information shall be inserted: full name in original language, official name in English, address details, contact details of the legal representative and the contact person. Additionally, the sponsoring PP shall be selected from the drop-down list under "Associated To Partner" and the role of the ASP shall be described in the corresponding text box.

The applicants shall save inserted PP by pressing the "Save" button. In case needed, inserted PP can also be deleted by pressing the "Remove partner" button.

Section 3: Project description

This section includes 3 sub-sections: **Project relevance**, **Project focus** and **Project Context**.

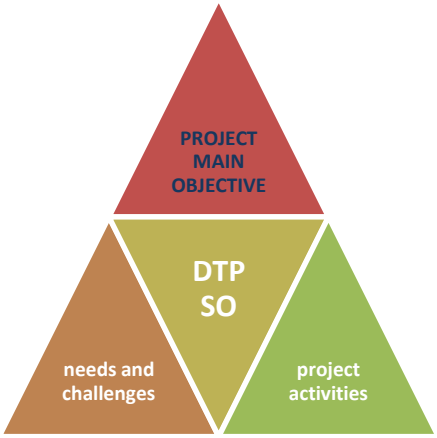
Project relevance

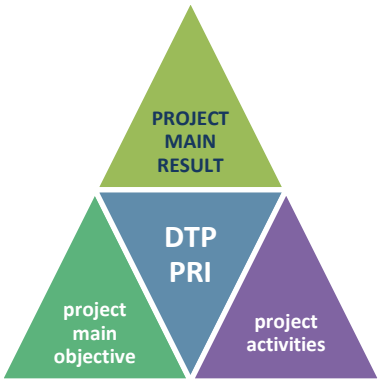
In this sub-section, the applicants shall tick at least 3 levels of joint cooperation. No description is required.

Project focus

This sub-section constitutes the core part of the project's **intervention logic** and, therefore, special attention should be paid when defining its main elements. The project's intervention logic will be further complemented by the project activities and outputs to be described under each Work Package (WP).

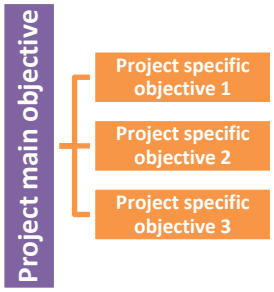
First, the applicants shall define the **project's main objective**. It should be clearly defined, highlighting how it contributes to the achievement of the selected Programme Specific Objective. Furthermore, there should be a clear connection between the project's main objective, the identified needs and challenges in the addressed area and the proposed activities.





The applicants shall then select the appropriate Programme Result Indicator from the drop-down list and define the **project's main result.** It should be clearly defined, highlighting how and to what extent it contributes to the corresponding Programme Result Indicator. The project's main result should be coherent with the project's main objective and there should be clear evidence that it can be reached by implementing the planned activities. Contribution of the project's main result to the Programme Result Indicator has to be quantified (e.g. percentage) considering SMART criteria (i.e. specific, measurable, achievable, relevant, time-bound). However, given their absolute character, quality-type project results are excluded from quantification.

The last step is to define (title) and describe up to three **project's specific objectives**. They should be clearly defined and there should be clear evidence that they will contribute to the achievement of the project's main objective.



Project context

Under "Partnership Composition" the applicants shall explain how the composition of the partnership can effectively implement foreseen activities (i.e. competence and expertise of the partners versus project activities), includes all sectors relevant for the project and covers the entire targeted geographical area (e.g. Danube region or others in accordance with the project's objective). A brief description of the partners' experience in cooperation projects shall be also included. The partnership composition should also reveal the benefits for the territories they represent.

Under "Transnational approach", the applicants shall describe the benefits, advantages and added value of the transnational approach in achieving the project's objective. The transnational dimension of the project should be described in the light of planned activities (i.e. transnationally versus locally implemented activities, transfer of knowledge and experience, joint work from which all involved territories benefit) as well as its transnational impact (i.e. explain how project activities and outputs will positively affect the addressed area). The applicants must demonstrate that transnationality is present throughout the project (planning, implementation of activities, achievement and dissemination of achieved results).

Section 4: Workplan

This section includes 3 sub-sections: **Work package list**, **Target groups** and **Define periods**.

1. Work package list

WP Preparation

The applicants shall first select those partners who contributed to the preparation of the project proposal and then provide a description of the activities that led to the development of the EoI in the "WP description" text box.

WP Management

The LA is by default the leader of WP M. The applicants shall select the partners who will be involved in the WP (i.e. all partners must be involved in this WP) and provide a description of the activities within the WP. Activities should refer to the project management and coordination, financial management and quality management. For more information, please refer to Part 5, Section V - *How to set up an efficient project coordination* - of the DTP AM.

WP Implementation

The applicants can add implementation WPs by clicking on the "+ New implementation" button. Each WP shall be named (title) in accordance with the foreseen activities and a WP Leader from amongst the partners shall be assigned.

The applicants are allowed to add up to **maximum 4** (four) Implementation WPs.

Partners to be involved in the respective WP shall be selected and a description of activities within the WP shall be provided.

Besides the actual activities to be implemented, the applicants shall indicate the objective of the WP and explain how partners will be involved in the implementation of the activities. There should be a clear connection between the planned activities and the foreseen outputs.

The applicants shall select **AT LEAST two Programme Output Indicators**, i.e. PO7 – Documented Learning Interactions and another one.

The applicants shall enter all WP Outputs (title) and describe them in connection to project's main and specific objectives. For each output, the corresponding Programme Output Indicator shall be selected from the drop-down menu. For details on the typology of DTP outputs, please refer to Part 5, Section IV - *How to contribute to the programme output indicators* - of the DTP AM. Date of delivery and target value of each output shall be indicated in the relevant fields.

Once inserted under each Implementation WP, the outputs will automatically be listed in section 1 "Project Summary".

WP Investment

If applicable, the applicants shall add one Investment WP for each foreseen investment by clicking on the "+ New Investment" button. Each Investment WP shall be named in accordance with the foreseen activities and a WP leader from amongst the partners shall be assigned. Partners to be involved in the respective WP shall be selected and a description of activities within the WP shall be provided under "Summary description". Additionally, the applicants shall indicate the objective of the investment in correlation with the project objectives and the involvement of the partners. Location and ownership of the investment shall be indicated.

The **transnational character** of the investment is to be explained in accordance with the Programme provisions.

Under "Justification", the applicants shall provide a thorough justification for the investment explaining its necessity for the implementation of the project and achievement of the project objectives, its transnational character or transferability to at least two other participating countries, in accordance with the Programme specific requirements. For details, please refer to *Part 3, Sections III 5 - Equipment expenditure and III 6 - Infrastructure and Works of the DTP AM*. The applicants shall indicate the beneficiaries of the investment and the advantages to be brought. In case of a pilot investment, the applicants shall explain how it will be replicated in other countries and which will be the benefits for the other territories.

WP Communication

The Communication WP shall be added by clicking on "+ Create Communication" button. A WP leader from amongst the partners shall be assigned and involved partners shall be selected (usually, all partners contribute to the communication and dissemination activities).

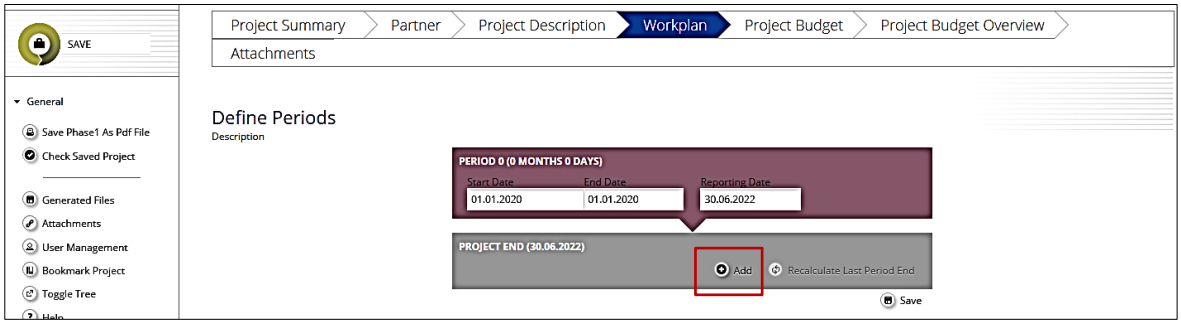
The activities within the WP shall be described taking into consideration both internal and external communication, dissemination activities, addressed target groups and stakeholders, most effective channels and methods of communication in line with the project objectives and activities. Please note that your project webpage will be hosted by the Programme website, therefore no activities related to the development of the website *in se* shall be included. Only activities related to uploading, maintaining and regular updating of the webpage are to be considered alongside other communication and dissemination activities.

2. Target groups

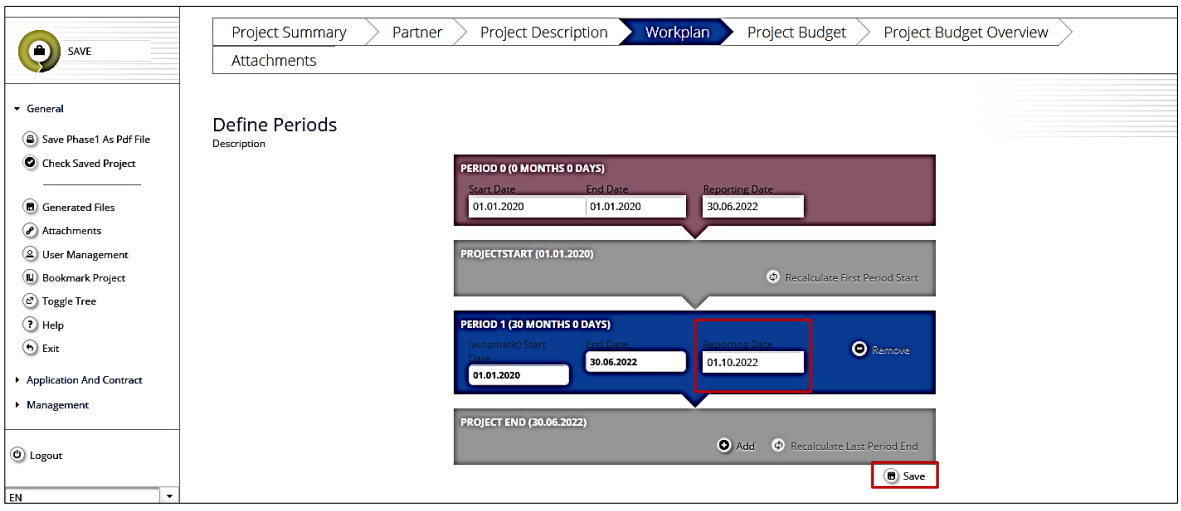
This section is not relevant for the EoI.

3. Define periods

In this section, for the EoI only, the applicants are requested to add **only one reporting period** by pressing the Add button.



Start and end date of the project shall appear automatically. The applicants only have to insert the Reporting Date which should be the first day of the 4th month after the end of the project (e.g. end date of the project 30.06.2022 → reporting date 01.10.2022). Inserted data shall be saved by pressing the "Save" button.

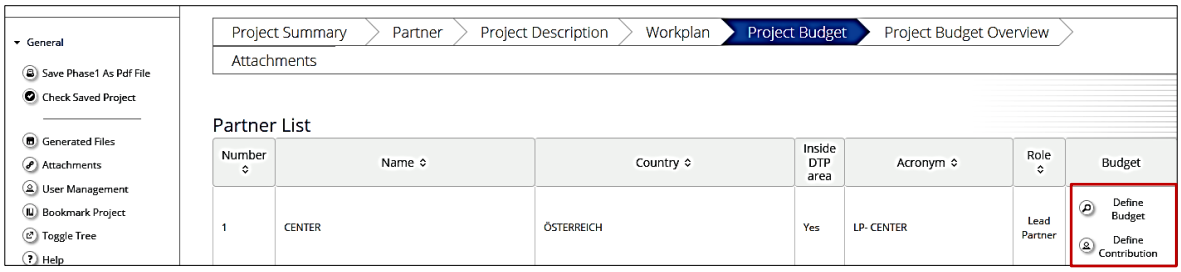


Section 5: Project budget

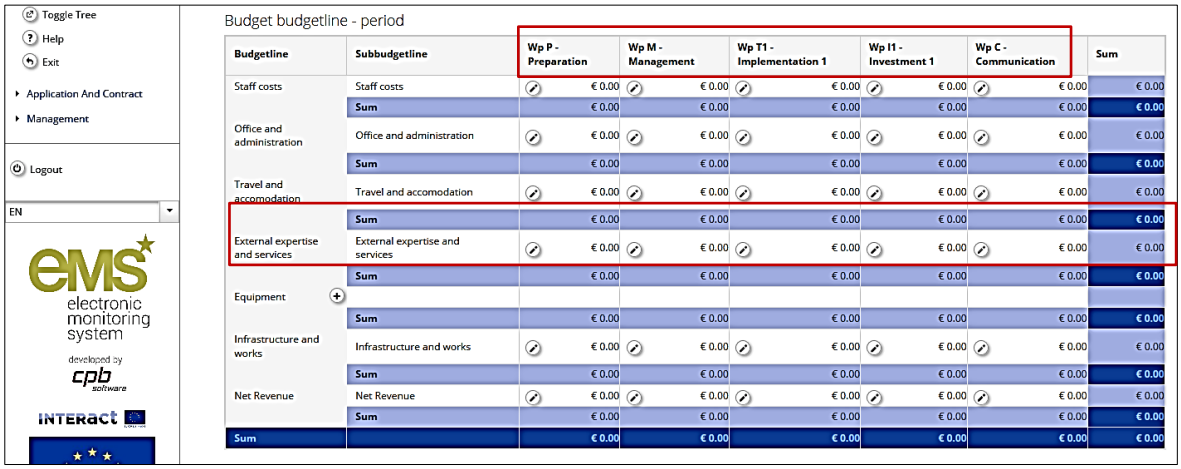
This section includes 2 sub-sections: **Partner budget** and **Activities outside.**

Partner budget

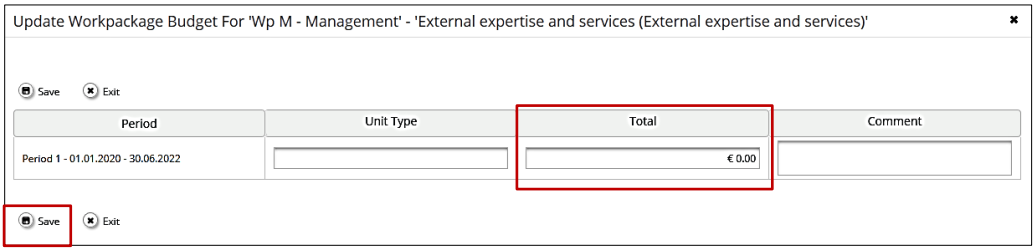
The applicants shall insert the partners' budgets and contribution amounts by clicking on the "Define budget" and "Define contribution" button, respectively.



For the EoI only, all partners' costs shall be inserted for each WP under "External Expertise and Services" Budget Line (EE BL) by clicking on the pencil icon. Preparation costs, if applicable, shall be inserted for the LA only under EE BL of WP Preparation. For more details on the preparation costs, please refer to *Part 3, Section IV – 1) - Preparation costs* of the DTP AM.



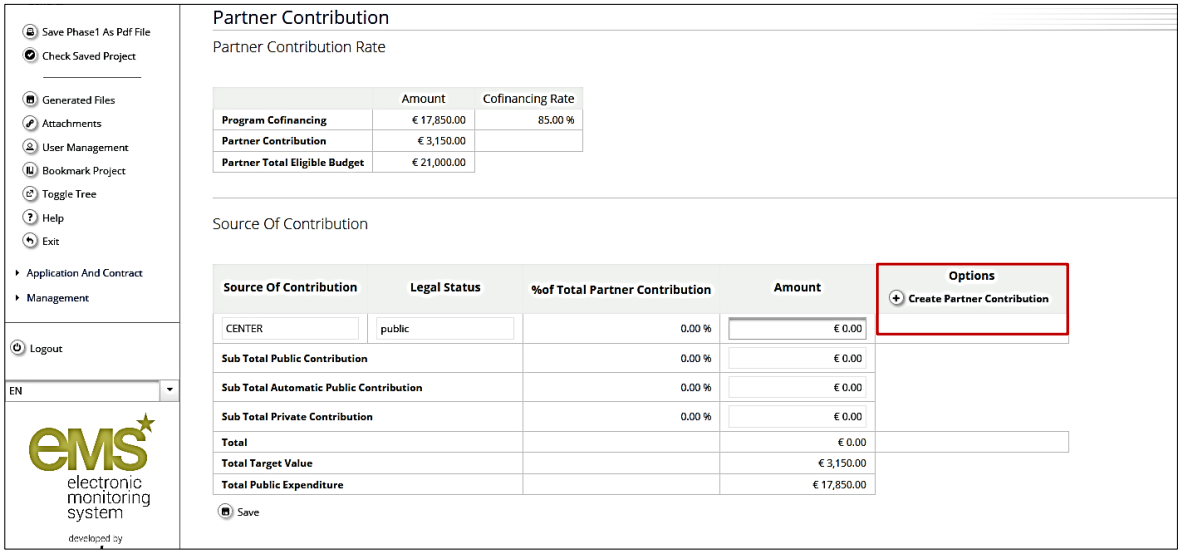
Amounts shall be entered in the "Total" field of the pop-up window and saved by pressing on the "Save" button. Please note that if "Exit" is pressed, amounts cannot be included.

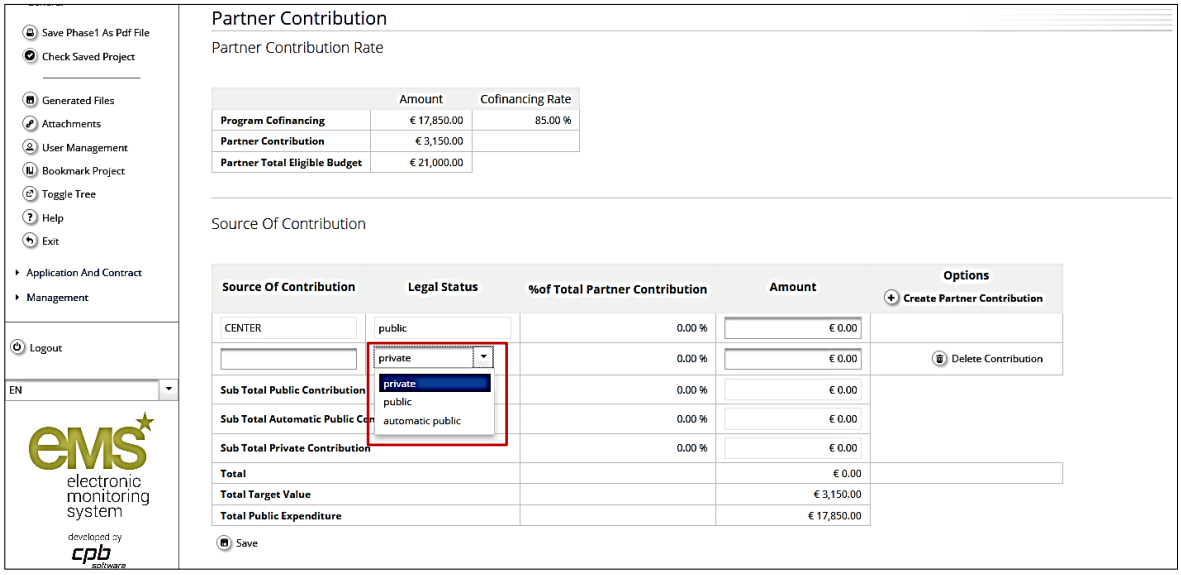


Inserted amounts will be automatically displayed under different headings in the subsequent two tables of this section and also in section 1 "Project summary".

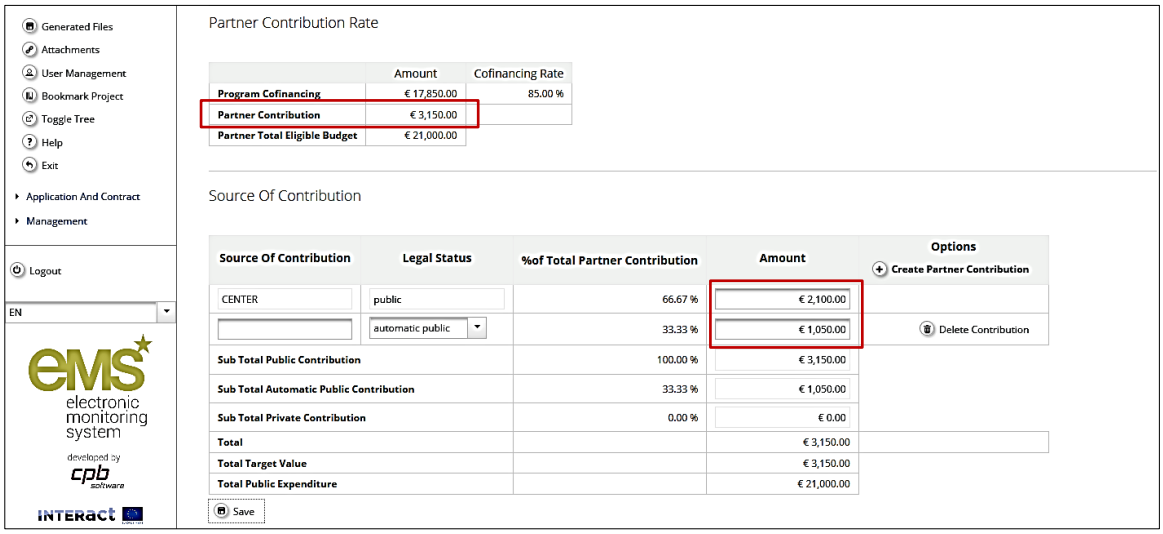
Partners' contribution shall be inserted in accordance with the provided type of contribution (e.g. public, private, state contribution). Please note that "automatic public" stands for "state contribution" (i.e. applicable only for BG, HU and RO PPs).

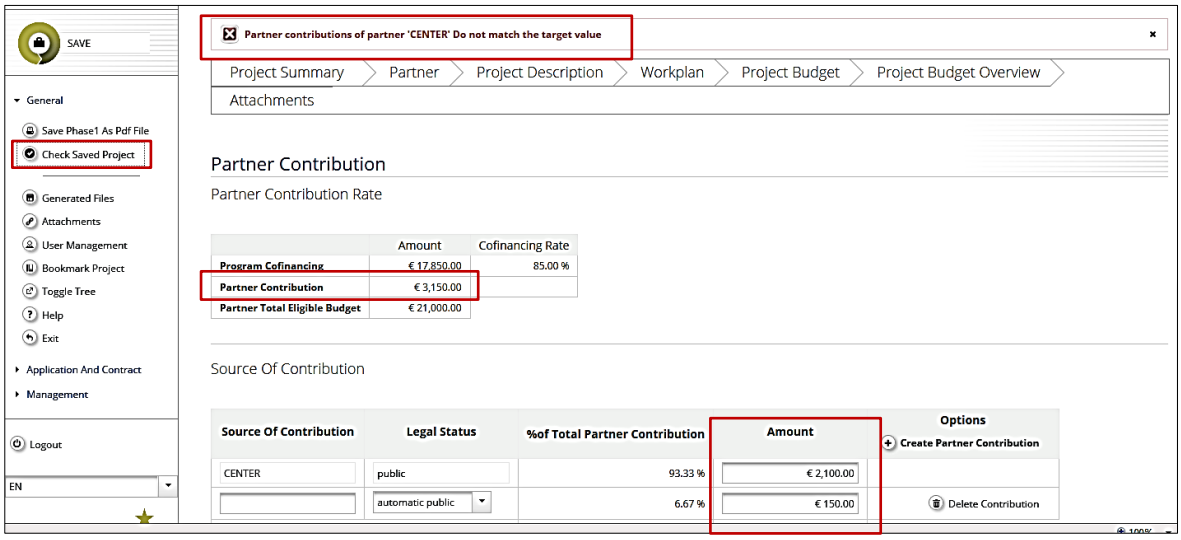
Various types of contribution can be added by clicking on the "+ Create Partner Contribution" button.





Please note that the total amount of contribution entered under "Amount" should match exactly the amount automatically calculated by the system in the upper "Partner contribution" field. In case it does not match, an error message will appear when the project is checked before submission.





Activities outside

This section is not relevant for the EoI.

Section 6: Project budget overview

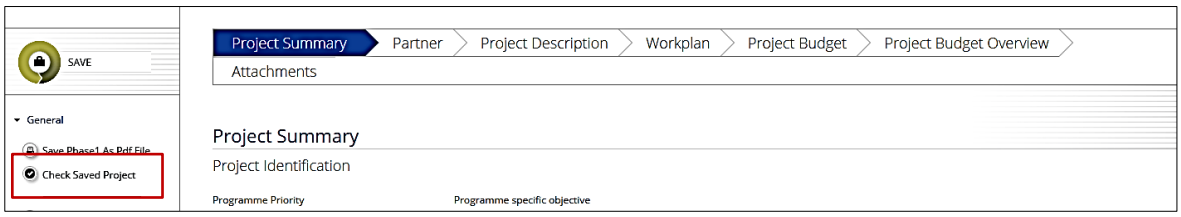
In this section, various financial tables are automatically displayed base on the information included under partners' budget.

Section 7: Attachments

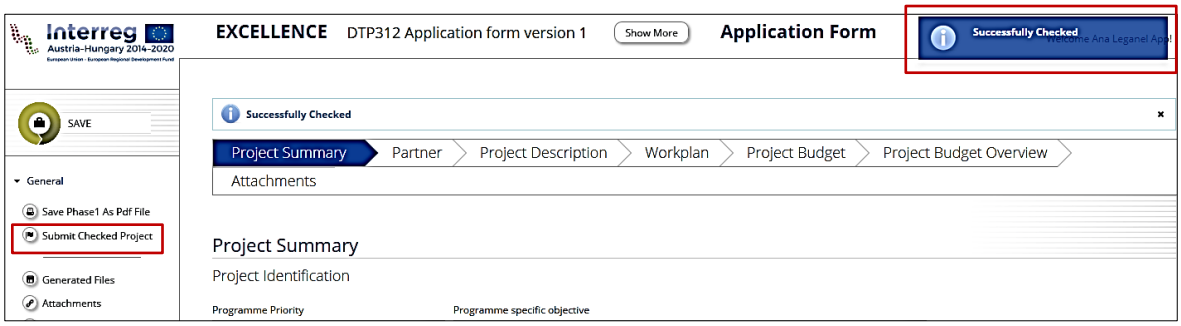
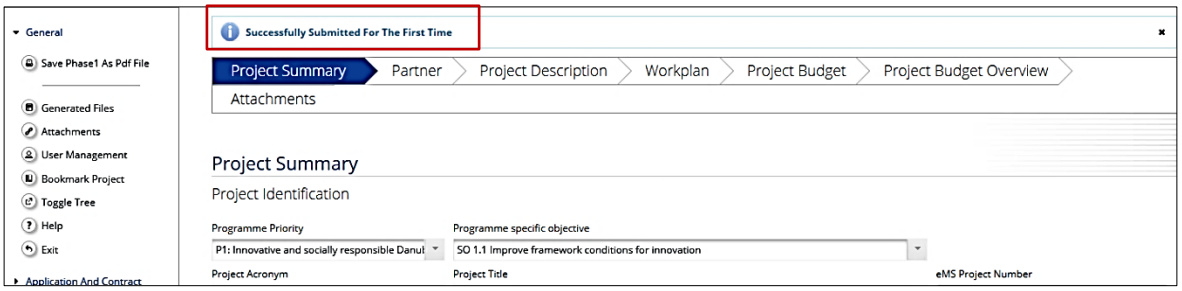
This section is not relevant for the EoI.

Submission of the EoI

After filling in all information, the applicants shall press "Check saved project" on the left-side menu.



In case it is successful (e.g. there is no error message in relation to the contribution), the application can be submitted by pressing the "Submit checked project" button.



By answering "Yes" to the confirmation question, the application is submitted and a "successfully submitted" message appears.